



Professional Development Audit Tool

Certificant Name: Jane Doe

Date: 10/20/2020

Only complete columns A through E. Leave all other areas blank. You must provide copies of all verification documentation with your completed Audit.

Instructions by Column:

- A -** This number can be found on the enclosed Professional Development Activities Chart (far left-hand column). Each activity listed has a corresponding ID #.
- B -** Briefly describe your activity. **List your activities in chronological order.**
- C -** Record the date(s) that you were involved in the activity.
- D -** Indicate the number of Professional Development Hours (PDH) for this activity. Values can be found on the Professional Development Activities Chart.
- E -** List the specific documents you are sending in that verify completion of the activity. Refer to the Professional Development Activities Chart for what verification documentation is required. **Please organize your documentation in the order that you have the activities list on the chart.**

(A) ID #	(B) Brief Description of Activity	(C) Dates Completed	(D) PDH Value	(E) Verification Documentation	Requirements Met (# of PDH)	Requirements Not Met	Request for Additional Info (RAI)	Reviewer Comments
16	Article Publication (Peer-Reviewed Journal, <i>IJSPHM</i>)	June 2020	2	Copy of Article				
1	2020 ASPHP National SPHM Edu Event - San Diego, CA	03/03/20 - 03/05/20	15.5	Certificate of Attendance				
1	ASPHP Webinar	09/11/19	1	Certificate of Attendance				
1	2019 National SPHM Conference	03/04/19 - 03/08/19	17	Certificate of Attendance				
1	2018 National SPHM Conference	04/17/18 - 04/19/18	17	Certificate of Attendance				
15	ASPHP Committee Member	01/01/18 - 12/31/18	1	Certificate of Attendance				
			Total PDH Submitted:	53.5				Total PDH Awarded:

Jane Doe

Digitally signed by Jane Doe
Date: 2020.10.20 11:37:36 -04'00'

CSPHA = 15 PDH

CSPHC = 24 PDH

CSPHP = 36 PDH