



Ontario Herbalists Association Continuing Professional Development Record of Hours

Unless otherwise stated, an hour of credit time equals an hour of actual time spent at a particular activity. For example, a four hour seminar would equal four hours of credit. Each year, professional members will be asked to send in their completed hours of credit and proof thereof (photocopy of certificate or receipt) with their membership renewal. The OHA reserves the right to ensure that credits listed by members have actually been completed. Exemptions to CPD requirements will be determined on a case by case basis.

Category A: Core subject seminars, classes, apprenticeships:

(One hour of credit per hour of activity up to a maximum of 30 hours, excluding meals and breaks):

- A. OHA seminars and lectures
- B. Herbal courses from OHA approved schools (in class or distance learning (see website for list of schools)
- C. Other herbal courses recognised by the OHA, AHG or NIMH (in class or distance learning)
- D. Post-graduate apprenticeships/training with professional herbalists

Category B: Adjunct classes, primary research, developing courses, publishing:

(One hour of credit per hour of activity up to a maximum of 20 hours, excluding meals and breaks):

- A. Practice building courses (in class or distance learning/webinars: public speaking, small business courses, Bach flower, homeopathy, massage therapy, aromatherapy, first aid/CPR, nutrition, plant saver, medicine, etc.
- B. Documented research projects in herbal medicine or related health field
- C. Research that culminates in a manuscript or written work
- D. Research that culminates in developing course work or teaching materials
- E. Writing as a contributing author in a larger academic work for publication
- F. Writing for publication in professional peer-reviewed publications (Especially for *The Herbalist's Way*)

Category C: Teaching, mentoring, reading, meetings:

(0.5 hours of credit per hour of activity up to a maximum of 20 hours):

- A. Teaching classes in herbal medicine or related health fields
- B. Attendance at OHA annual general meetings and OHA PMC meetings
- C. Mentoring post-graduates
- D. Reading that relates to any aspect of herbal practice (bibliography must be submitted).
- E. Participating in OHA committees, subcommittees or other OHA volunteer activities.

OHA Continuing Professional Development – Record Of Hours

Name: _____ Membership # _____ Year: _____

Minimum credits required: **30 hours**. Photocopies of certificates and/or receipts and bibliography (if applicable) must be submitted. Please list each activity under the appropriate category, together with the hours completed. (Continue on a separate page if necessary). This form is to be submitted with your renewal package.

Category A (Core subject seminars, classes, apprenticeships):

Course / Apprenticeship	School / Presenter / Mentor	Date	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Category B (Adjunct classes, primary research, developing courses, publishing):

Activity	Description	Date	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Category C (Teaching, Mentoring, Reading, OHA Meetings):

Activity	Description	Date	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____