



## Ontario Herbalists Association Continuing Professional Development Record of Hours

Each year, professional members are 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

### **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 to be submitted).
- E. Participating in OHA committees, subcommittees or other OHA volunteer activities.

### **Awareness Training:**

As voted on by the Professional Membership in September 2021, one hour minimum of Awareness Training will be required for all Professional Membership renewals.

# OHA Continuing Professional Development – Record Of Hours

Name: \_\_\_\_\_ Membership # \_\_\_\_\_ Year: \_\_\_\_\_

Minimum credits required: **40 hours**. 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Awareness Training:

Activity	Description	Date	Hours
_____	_____	_____	_____