



COLORADO

Department of
Regulatory Agencies

Division of Professions and Occupations

Professional Development Activities (PDA) Chart | Licensed Professional Counselors

No more than 20 Professional Development Hours (PDH) can be credited in a single PDA category during a 2-year renewal cycle.

Volunteer Service	Documentation Requirements (See CPC Manual for specific requirements)
The Volunteer Activity includes service provided at no cost and must enhance, improve or develop competence as a professional counselor.	A verifiable document issued by an organization/agency and signed by an authorized person. Must include name of licensee, number of volunteer hours, dates, description of service provided, etc.
Mentor/Supervision	
Mentorship is an ongoing relationship between a mentor and a protégé. PDH may be accrued for a mentorship as a mentor or as the protégé. Supervision PDH may be accrued for providing clinical supervision in accordance with Board Rule.	A verifiable letter from the mentor/supervisor and protégé confirming the participation of each party. Must include goals and objectives, dates/times of each meeting, PDH earned, etc.
Presenting	
Presenting entails the preparation and delivery of material related to one's professional skill or experience. <ul style="list-style-type: none"> • 2:1 credit • Credit for first delivery only 	A verifiable document from the organization or agency for which the presentation was conducted. Must include the presenter's name, the presentation's times and title.
Coursework	
Coursework activities are those undertaken in traditional learning environments.	Verifiable evidence issued by organization/school indicating the completion of a course, e.g. certificate of completion, transcript, or a letter from the provider. Must indicate the course name, date, content, speaker, number of hours, etc.
Independent Learning	
Independent Learning is any structured learning experiences undertaken by an individual that takes place outside of traditional learning environments.	Independent Learning / Group Learning Form <ul style="list-style-type: none"> • Complete a separate form for each topic or activity.
Group Learning	
A study group is a small group of professionals that regularly meet to discuss shared areas or fields of learning. Study Groups whose members seek to accrue PDH should choose topics that advance professional skill and experience.	Independent Learning / Group Learning Form <ul style="list-style-type: none"> • Complete a separate form for each topic or activity. • Include Attendance Sheets for Group Learning.

PDA enhance, improve, or develop your competence as a professional counselor. Be prepared to show or describe how an activity provided new knowledge or skills or honed existing knowledge and skill. Unless otherwise noted, PDH cannot be accrued for activities that fulfill duties for your primary role or job description.

Please see the [Continuing Professional Competency Program Manual](#) for further descriptions of program requirements.