



## Professional Development Activities (PDA) Chart | Social Workers

<b>Volunteer Service</b>	<b>Documentation Requirements (See <a href="#">CPC Manual</a> for specific requirements)</b>
The Volunteer Activity includes service provided at no charge and must rely on professional knowledge and skills and be relevant to the field of social work.	A verifiable document issued by an organization/agency and signed by an authorized person. Must include number of contact hours, dates, description of service provided, etc.
<b>Consultation</b>	
A voluntary relationship between professionals to offer advice or information on an individual case or problem.	Attestation signed by consultant and consultee specifying the hours, date or date range, total number of PDH earned, subject area, and name (of the program or individual) for whom the service was provided, etc.
<b>Supervision</b>	
PDH may be accrued for providing clinical supervision in accordance with Board Rule.	Official documentation in accordance with the current Board Rule. Must include supervisor and supervisee names, dates and the total number of hours (PDH earned), etc.
<b>Presenting</b>	
Presenting entails the preparation and delivery of material related to one's professional skill or experience. <ul style="list-style-type: none"> <li>• 2:1 credit</li> <li>• Credit for first delivery only</li> </ul>	Verifiable document from organization/agency or copy program listing including presenter name, date title, etc.
<b>Coursework</b>	
Coursework activities are those undertaken in traditional learning environments. Course work provided by an accredited educational institution or a nationally or regionally recognized professional organization as a single Professional Development Activity may be credited hour for hour for up to the full 40 hour PDH requirement each renewal cycle.	Verifiable evidence issued by organization/agency indicating the completion of a course, e.g. certificate of completion, transcript, a letter from the provider. Must indicate the course name, date, content, speaker, number of hours, etc.
<b>Publication</b>	
Activities undertaken by an author or co-author to design/implement research, draft, edit, and submit material for publication. Works need not be published for PDH accrual.	Verifiable documentation such as copy of the publication, book cover/cover page, or confirmation letter from the publisher or funding agency.
<b>Independent Learning</b>	
Independent Learning is any structured learning experiences undertaken by an individual that takes place outside of traditional learning environments.	<a href="#">Independent Learning Form</a> <ul style="list-style-type: none"> <li>• Complete a separate form for each topic or activity</li> </ul>

Except for Coursework, no more than 20 PDH can be credited in a single PDA category during a 2-year renewal cycle.

PDA develop your professional skill and must be directly relevant to your Learning Plan and goals. They provide new knowledge, skills or attitudes and sharpen or expand existing skills. Unless otherwise noted, PDH cannot be accrued for activities that fulfill duties for your primary role or job description.

Please see the [CPC Manual](#) for further descriptions of program requirements.