



COLORADO

Department of
Regulatory Agencies

Division of Professions and Occupations

Professional Development Activities (PDA) Chart | Marriage and Family Counselors

Volunteering	Documentation Requirements (See CPC Program Manual for specific requirements)
The Volunteer Activity includes service provided at no charge and must enhance, improve or maintain competence as a marriage and family therapist.	A verifiable document issued by an organization/agency and signed by an authorized person.
Mentoring	
A mentorship is an ongoing relationship between a mentor and a protégé. PDH may be accrued for participation in a mentorship as a mentor or as the protégé.	A verifiable letter from the mentor and protégé confirming the participation of each party.
Presenting	
Presenting entails the delivery and/or preparation of material related to one's professional skill or experience. <ul style="list-style-type: none"> • 2 to 1 credit • Credit for first delivery only 	A verifiable document from the organization or agency for which the presentation was conducted. Must include presenter name, times and title.
Supervision	
PDH may be accrued for providing clinical supervision in accordance with the current Board Rule.	Official documentation in accordance with the current Board Rule. Must include supervisor and supervisee names, dates and total number of hours (PDH earned), etc.
Publishing	
Publishing activities are those undertaken for the publication process including research design/implementation, drafting and editing (whether or not seeking publication).	Verifiable copy of publication, copy of the book or cover page, or confirmation letter from the publisher or funding agency.
Coursework	
Coursework activities are those undertaken in traditional learning environments. Examples include but are not limited to: academic courses, Continuing Education, seminars, lectures, conferences, workshops, etc.	Verifiable evidence issued by organization/school indicating the completion of a course, e.g. certificate of completion, transcript, letter from the provider. Must indicate course name, date, content, speaker, number of hours, etc.
Independent Learning	
A structured learning experience undertaken by an individual that takes place outside of traditional learning environments.	Independent/Group Learning Form 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.	Independent/Group Learning Form Complete a separate form for each topic or activity. A copy of an attendance log is also required for each Group Learning activity.

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

PDA enhance, improve or develop your competence and must be directly related to your learning plan and goals. 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 your [CPC Program Manual](#) for further descriptions of program requirements.