

PROFESSIONAL-DEVELOPMENT ACTIVITY TYPES

INDIVIDUALIZED PROFESSIONAL DEVELOPMENT MAXIMUM 15 CEUs

- Individualized Professional Development is an educational activity in which the certificant takes part in the development of learning objectives, contributes to the content of the educational activity, or controls the timeline in which the course is completed.
- All activities under Individualized Professional Development require pre-approval unless administered by an Approved Provider.
- Authored journal articles can be counted for credit for original content; credit will not be given for review articles. Article must be published within the recertification interval.
- Self-study materials must be published within the recertification date in order to be counted for CEU credit.
- CEUs for advisory board participation or as a speaker/panelist will only count one time per topic.
- Private coaching/mentoring can be done by a recognized subject-matter expert but may not be a peer or coach from the same gym as the certificant.

POSSIBLE ACTIVITIES	NUMBER OF CEUs	DESCRIPTION FOR ACTIVITY LOG	DOCUMENTATION TO SUBMIT AND RETAIN
CME/CEU online self-study	As determined by CEU provider	Program title, instructor, date completed, CEUs earned	Certificate of completion
Exam item writer	1 CEU per contact hour	Name of exam, name of organization, date of activity, CEUs earned	Letter of acknowledgment from organization's exam-writing coordinator
Author of journal article	3 CEUs per article	Title of article, name of publication, date of publication, CEUs earned	Journal's guidelines for authors, copy of title page with publication date
Author of text chapter	3 CEUs per chapter	Title of chapter, name of text publication, date of publication, CEUs earned	Copy of title page with publication date, copy of table of contents
Private instruction with subject-matter expert or specialty coach	1 CEU per contact hour	Name of coach, area of expertise, date of participation, CEUs earned.	Copy of Professional Development Participant Form
Speaker/panelist at conference or advisory board	1 CEU per contact hour	Event title, presentation title, date of event, CEUs earned	Letter of acknowledgment from conference coordinator