

2010

Recertification Handbook

HRPA | OFFICE OF THE REGISTRAR



Human Resources
Professionals
Association
**Office of
the Registrar**



HRPA Recertification Handbook 2010

1.0

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AN OVERVIEW OF HRPAs RECERTIFICATION REQUIREMENT

Recertification

The term 'recertification' has two meanings. Usually, the term 'recertification' is used to refer to the process by means of which certified members maintain their certification. Another use of the term 'recertification' refers to the process by which individuals who have lapsed their membership in HRPAs, or who may have lost the use of the designation because of a failure to meet recertification requirements or as a result of disciplinary action, are able to restore their right to use the designation. This is also known as 'reinstatement.'

Recertification is an essential component of HRPAs certification framework. The objective of the recertification requirement is to ensure that individuals certified by HRPAs participate in ongoing professional development activities.

Purpose of Recertification

The purpose of HRPAs recertification requirement is to ensure that certified members participate in ongoing professional development activities that:

- enhance their abilities as an HR practitioner and strategic business partner,
- contribute to the acquisition of new knowledge,
- build familiarity with contemporary HR issues,
- reinforce essential skills related to HR practice, and
- contribute to the development of new skills that enhance performance as a HR professional.

Recertification represents a commitment to continuous learning in a profession impacted by economic, social, business and legislative changes. Certified members must recertify by accumulating the required number of recertification points.

Recertification Requirement

Individuals are required to obtain 100 points per three year cycle through professional development activities (in accordance with the HRPAs Recertification Log) during the three year period. There is no requirement to obtain a certain number of points each year within the three year period, however certified members are strongly encouraged to design a personal professional development plan that outlines an annual schedule.

Recertification points can be earned through continuing education, leadership activities, instructional activities, completion of significant work projects and/or initiatives, and research or publication.

By accumulating 100 points through a combination of these various activities certified members reinforce their existing skills and build new skills, are exposed to up-to-date information relevant to the HR profession, and remain current with relevant economic, social, business and legislative changes.

Certified members are expected to choose professional development activities that will best compliment their own professional development needs.

Advanced planning is very strongly encouraged and will ensure that recertification is manageable and a professionally enriching experience.

Recertification Log Due Dates

Recertification logs are due by May 31 in the third year of a certified members' recertification period, and every three years. May 31 is also the end of our annual membership year. The dates for recertification were aligned with the membership renewal date to make it easier for certified members, and in response to input received.

Alignment of First Recertification Due Date

Once a member achieves certification, they are placed on a recertification cycle that will adjust their first deadline date to meet the next May 31 deadline after three years from the date of certification. For example, if an individual is certified in December 2009, their first recertification deadline date would be May 31, 2013. Their next recertification period, and everyone thereafter would be exactly three years.

Personal Recertification Due Date

Certified members may obtain information about their personal deadline date by;

1. Consulting their original notification letter sent upon attaining certification;
2. Consulting their online log
3. Contacting the Office of the Registrar at registrar@hrpa.ca or 416-923-2324/1-800-387-1311

Recertification Timelines

Upon confirmation of certification, a certified member's recertification commences. Only activities participated in during the current recertification period can be included. In the year in which a certified member is due to recertify, HRP A will provide email reminders as a courtesy at six months, three months and one month prior to the certified member's recertification deadline. Members are responsible for ensuring they provide HRP A with their current email address. Ultimately the certified member is responsible for recertification and recertification date compliance.

Rationale for Recertification Period

The choice of a three-year certification period reflects HRPAs' commitment to helping certified members remain up-to-date and knowledgeable about the economic, social, business and legislative changes that impact the HR profession. Requiring recertification every three years ensures that certified members keep pace as new information is introduced. Just because the requirement is to document recertification activities every third year does not mean that members should participate in professional development activities every third year—it is expected that professional development would be on-going.

Recertification Log Categories

For the purposes of meeting the recertification requirements through professional development activities, individuals must consult the recertification log.

The log outlines development categories and types of activities that fall within each category. Each activity is allotted recertification points. Certified members do not need to accrue recertification points in all categories.

A broad range of activities qualify towards recertification including the accruing of renewal points for on the job activities. Certified members are encouraged to consider all sections of the log when recertifying. The following is an overview of the main categories. Consult the log for more detailed information;

Category A - Continuing Education - maximum 100 points: Professional development activities may include seminars, workshops, and conferences.

Category B - Leadership - maximum 70 points: Professional development activities may include, mentoring, and volunteering.

Category C - Instruction - maximum 70 points: Professional development activities may include developing or teaching HR courses for credit at a university, college, institute, or workplace. This category will be of particular interest to academics, consultants, and corporate trainers.

Category D - Significant Work Projects/Initiatives - maximum 75 points: Professional development activities include significant first-time human resources management program or project or, secondments and special assignments.

Category E - Research or Publication - maximum 50 points: Professional development activities include conducting research, authoring and publishing of texts or articles.

Making Professional Development Choices

For the purposes of meeting the recertification requirements through professional development activities, individuals must consult the HRPAs Recertification Log.

The log outlines development categories and types of activities that fall within each category. Each activity is allotted recertification points. You do not need to accrue recertification points in all categories.

Members are encouraged to consider the following question when selecting their recertification activities: "Does the activity further my abilities as an HR practitioner and strategic business partner?" If the answer is yes then log the activity.

Social activities are not accepted towards recertification unless they contain a very specific professional development component. If this is the case, only the specific time dedicated to professional development may be submitted for consideration.

Badge Sharing at Events

HRPA does not encourage badge sharing at events. Non registered attendees will not have proof of attendance and participation at the specific events. When badge sharing is absolutely necessary, the registered attendee must develop and sign off as to the authenticity of a master schedule specifying specify attendance at each event, and provide copies of the master materials to the alternate attendees to provide to HRPA as supporting documentation.

Mutual Recognition and Recertification

Once an individual previously certified in another jurisdiction is certified by HRPA, they are subject to the same recertification requirements as individuals who were originally certified by HRPA. This means that Individuals who wish to maintain their certification with HRPA must meet HRPA's recertification requirement; they must file a completed recertification log with HRPA. Of course, because of the harmonization in recertification requirements, activities that count towards recertification in another province will count in Ontario. Nonetheless, this does not remove the requirement to recertify with HRPA. It could be that the same recertification log would be submitted to more than one provincial association. Upon establishing membership with HRPA, HRPA will make adjustments to the recertification timeline to place the certified member onto HRPA's recertification cycle. The adjustment will always benefit the member, and will only lead to a small extension to the three year period, if any, in their first year of membership with HRPA.

Tracking Recertification Activities

Recertifying members may use a hard copy, sort copy or the HRPA online log to track their recertification activities. A writable version of the log is available in the Office of the Registrar section of the HRPA website at www.hrpa.ca. Instructions for online log use can be found in the Office of the Registrar section of the HRPA website at www.hrpa.ca

Certified members are encouraged to document their activities as soon as possible after completion.

Supporting Documentation

Supporting documentation should not be submitted with the log. Certified members will be required to provide supporting documentation if they are audited. Certified members can be audited anytime within the three year recertification timeline after they have submitted their log.

Supporting documents may include;

- Content handouts from professional development activities
- Grade reports or transcripts and course syllabus
- Project plans
- Mentoring contract outlining roles and responsibilities

Submitting Recertification Logs

Once the required points are achieved, the log can be submitted (see the online log instructions). Certified members do not have to wait until their recertification deadline. Do not submit supporting documentation unless requested to do so.

Hard copy or soft copy logs must be sent to;

HRPA
Office of the Registrar
2 Bloor Street West, Suite 1902
Toronto, ON M4W 3E2
Fax: 416-923-8956
Email: registrar@hrpa.ca – Subject Line: Recertification Log Submission

Early Submission of Logs

Once the required points are achieved, the log can be submitted (see the online log instructions). Certified members do not have to wait until their recertification deadline. However, early submission does not affect the next cycle deadline, and activities from the time of early submission to original deadline will not be considered for the next recertification cycle.

Notice of Acceptance or Decline

Notices will be sent to members by email, within six to eight weeks of receipt to advise if the log has been accepted.

Declined Logs

If the log contains activities that are deemed inappropriate, the certified member will be contacted to discuss the matter. The certified member is asked to provide supporting documentation and to explain why they believe the activities in question meet the recertification requirement. If the activities continue to be inappropriate then the certified member would provide other activity information that is considered acceptable.

RECERTIFICATION FEES

How much does recertification cost?

The cost of recertification is now embedded in the annual CHRP membership dues.

How is the fee charged?

To maintain their designation, CHRP members are required to submit a recertification log every three years. Up until this membership year, a fee of \$50 was added to the dues in the year that a CHRP member was required to submit their recertification log.

This recertification fee was to cover the costs of administering the recertification process. From 2010 forward, the \$50 recertification fee is being redistributed across the three years and embedded in the membership dues for CHRP members.

Fee Collection Change - 2010

First, it should be pointed out that this is not a change in the amount that is charged to members. The triennial fee was divided into three equal amounts and added to the CHRP membership fee.

The triennial fee reinforced a misconception about recertification. The essential requirement is that Certified Human Resources Professionals maintain their competence on an on-going basis. Professional development is not something that one does every three years; it is something that should be done on an on-going basis. What is required every three years is the documentation of the required professional development activities. In fact, the online recertification log is available and HRPA staff members are available to assist with recertification questions at all times, not only on those years when documentation is due. The service and support for the recertification process is available to member on an on-going basis and not only every three years. The triennial fee somehow reinforced the idea that recertification is something that is done only every three years. It is hoped that by making the recertification fee an annual fee, the on-going nature of professional development will be clearer.

Some members noted that their employers were reticent to pay for a fee that was 'on top' of the CHRP membership fee. However, for CHRPs, recertification is not 'on top of' CHRP membership, it is a compulsory component of maintaining the designation. Recertification is part and parcel of what it means to be a Certified Human Resources Professional. It made sense to integrate the recertification fee into the CHRP membership fee.

Finally, having a uniform fee every year is simpler administratively. This means that there are savings related to administering the recertification process. These savings are passed on to member in one form or another.

AUDITING RECERTIFICATION LOGS

HRPA has the right to audit a certified member log at any time after the submission is received. HRPA's Recertification Sub-Committee is responsible for conducting the audits.

On average, 3% of logs are audited each year.

When chosen for audit, the certified member will be notified in writing and provided 30 days to submit supporting documentation for the Recertification sub-committee to review.

The decisions of the Recertification Sub-committee are appealable to HRPAs Appeals Committee.

REQUESTING AN EXTENSION

Certified members who anticipate a change in employment status or other situation that will prevent completion of the recertification requirements should notify HRPAs in advance so that, if appropriate, arrangements for an extension may be made. Situations in which an extension of up to 1 year may be granted include; maternity leave, active service military duty, and disability or illness. Members who are granted an extension will be given a deadline by which their recertification log must be completed and submitted to HRPAs.

REINSTATING ONE'S DESIGNATION

Certified members must successfully submit a recertification log every three years in addition to maintaining HRPAs membership in order to keep their certification active. There are a number of ways individuals may lose the right to the designation:

- A certified individual can fail to renew their membership in HRPAs,
- A certified individual can maintain their membership with HRPAs but fail to meet the recertification requirement
- A certified individual may lose the right to use the designation as a result of a disciplinary process

How one goes about reinstating one's designation depends on (1) the reason why the right to use the designation was lost, and (2) the length of time an individual has lapsed their designation.

As a result of failure to meet the recertification requirement

Individuals can fail to meet the recertification requirement by failing to complete their recertification log by the deadline. Members whose right to use the designation has been suspended due to a failure to recertify will be notified by the Registrar. Members in this situation have two options: (1) declare that they are no longer interested in being certified by HRPAs, or (2) make arrangements with the Office of the Registrar to get their recertification activities back on track (see Requesting Reinstatement below).

As a result of failure to renew membership

Individuals can fail to meet the recertification requirement by not renewing their membership in HRPAs. Because the recertification requirement requires individuals to recertify every three years, some individuals who lapse their membership will still be within their recertification period. Some individuals

who lapse their membership in HRP A will also fall behind in regards to completion of their recertification log.

Because membership in HRP A is a requirement for certification by HRP A, the first step in restoring the right to use the designation is to renew one's membership in HRP A. The second step is to get one's recertification activities in order and up to date.

A certified member who misses two renewal dates, may renew their membership by paying dues back to their anniversary date (June 1) of the first missed renewal. If the CHRP member has missed the third renewal, and following a third missed renewal period, the CHRP member must rejoin and re-certify based on current eligibility requirements.

This means that the payment of back dues alone is not always sufficient to restore the right to use the designation. In some cases, individuals will have to demonstrate that their recertification activities are also on-track.

As a result of disciplinary action

When suspension or revocation of the right to use the designation is as a result of a disciplinary process, there are two possible courses of action. If the suspension of the right to use the designation was for a definite period of time, individuals may request a reinstatement of their designation under the conditions noted. If the suspension of the right to use the designation was for an indefinite period of time, individuals must apply to the Complaints, Investigations, and Discipline Committee for a review of the decision to suspend or revoke their right to use the designation.

Requesting Reinstatement

Members whose right to use the designation has been suspended due to a failure to recertify will be notified by the Registrar. Members in this situation have two options: (1) declare that they are no longer interested in being certified by HRP A, or (2) make arrangements with the Office of the Registrar to get their recertification activities back on track through the reinstatement process.

Members may reinstate their certification after a lapse in membership, failure to submit a recertification log, or other suspension if the lapse is less than 3 years from the expiration date of the credential. To reinstate, members must:

- Notify the Registrar of the intent to reinstate and submit a written request for consideration. The written request should include information on why the certification has not been kept current.
- Submit a completed recertification log that demonstrates currency in the HR field. Members may also be required to document current employment in HR to demonstrate currency.
- Renew their HRP A membership and submit any dues owed, if applicable

The Registrar will review each request for reinstatement to determine if the individual is qualified to be reinstated to active status.

After a 3 Year Lapse

After a lapse of three years (or more), individuals must reapply for certification and must re-certify based on current requirements, not necessarily those that were in place at the time of initial certification. This is of relevance to the application of the degree requirement. Individuals who originally certified when the degree requirement was not in effect or who were exempted from the degree requirement that then lapse their membership for three years or more will need a degree to regain their right to use the designation as per HRPAs reinstatement policy.

RECERTIFICATION PRE-APPROVAL

The HRPAs does not offer individual certified members a customized pre-approval of recertification activities. However, HRPAs offers a Recertification Pre-Approved Program which provides organizations the opportunity to advertise its HR-related programs as “Pre-approved for Recertification” eliminating any uncertainty for recertification candidates.

Before members enrol in a seminar, workshop or conference, they may look for the HRPAs recertification seals and be guaranteed that the program will be accepted for recertification credit.



A list of pre-approved suppliers can be found on the HRPAs website, under the Office of the Registrar section.

HRPAs Events and Recertification

HRPAs reviews its own events for eligibility for recertification points in accordance with the recertification logs. Where recertification points are applicable, it will be noted in the advertising and registration information for the event. At the close of an event, attendees are provided with a recertification code relevant to that particular event.

Participants are advised to keep records that demonstrate attendance and the content of programs should they be audited.

Attendance at an HRP A Pre-Approved Supplier Program

Following participation at a pre-approved activity, the event provider issues the certified member an ID number. The certified member uses this ID to identify the activity when completing and submitting the recertification log. Providers do not submit participant lists to HRP A. It is the member's responsibility to track their own professional development.

Even if an activity is not pre-approved it may still qualify for recertification.



HRPA CHRP RECERTIFICATION LOG

PROFESSIONAL DEVELOPMENT CATEGORIES AND DEFINITIONS

WHY RECERTIFICATION IS IMPORTANT

The Certified Human Resources Professional (CHRP) designation is a provincially granted designation. The CHRP is a *warrant of Competence* - it warrants that an individual has acquired the requisite knowledge and capability to perform at a professional level in Human Resources.

It represents both an achievement and a responsibility for the individual practitioner. It also reflects a conviction that the professional practice of human resources management can safeguard the interests of the employer, employees and the general public.

Recertification represents your commitment to continuous learning in a profession impacted by economic, social, business and legislative changes.

REPORTING PROFESSIONAL DEVELOPMENT ACTIVITIES

When recording professional development activities in this log, please remember they should be related to the Human Resource Professional's Capability Profile.

Please note: In order to be a strategic partner in an organization, a degree of general (or "non-HR") business knowledge is essential. As such, when professional development activities are evaluated on this log, the applicability of the activity to an HR professional's role in the business community will be taken into consideration. If there is not a clear line connecting the professional development activity to one or more RPCs, it is the responsibility of the HR professional to indicate on the log how this activity has contributed to his/her professional development.

In addition, specific recertification activities can only be counted once on the log. If a specific activity is listed more than once – points will only be awarded the first time it is listed, assuming it is eligible.

HOW TO MAINTAIN CERTIFICATION

1. Remain a member of HRPA in good standing, annually paying your association membership dues.

2. Document your professional development – in the attached Recertification Log – every three years and attain a minimum of 100 points over this three-year period. (Extensions to the three-year timeframe may apply if the applicant has had parental, disability, military or other extenuating circumstances during the recertification period. All requests are considered must be submit in writing to registrar@hrpa.ca
3. Submit the following information by your recertification expiry date. (Submission prior to your recertification expiry date does not change your original certification period.) Members must plan their professional development.
 - a. Your completed CHRP Recertification Log. 100 Points required per 3-year period for Recertification. Keep a copy of receipts and supporting documentation. This supplementary information may be requested for audit purposes by the Recertification Committee*.
 - b. The log can be submitted electronically by individuals using the online recertification log, or may be submitted manually by mail, fax or email.

HRPA
Attention: Office of the Registrar
1902-2 Bloor St. W.
Toronto ON M4W 3E2
Fax: (416) 923-8956
Email: registrar@hrpa.ca

*** AUDITING** - To ensure the integrity and standard of professionalism reflected in the granting of the CHRP designation, HRPAs audits 3% of recertification submissions. Selection of recertification applications for the purposes of auditing is made on a random basis. It is important to retain supporting documentation to validate your submission; however do not submit your supporting documentation unless requested to do so.

PRIVACY POLICY - HRPAs committed to protecting the privacy of your personal information. Information collected from this form will be used for recertification purposes only.

RE-CERTIFICATION FEES - The cost for recertification is \$50 + applicable taxes. This amount has been added to your CHRP membership invoice and spread out over a three year period. (Note it does not appear as a separate line item)

During the 3 year recertification period, CHRP holders must acquire 100 renewal points.

CATEGORIES	POINTS
Development Category A: Continuing Education (100 Points Maximum)	
Development Category B: Leadership (70 Points Maximum)	
Development Category C: Instruction (70 Points Maximum)	
Development Category D: Significant Work Projects/Initiatives (75 Points Maximum)	
Development Category E: Research or Publication (50 Points Maximum)	
TOTAL POINTS	

Declaration:

I hereby apply for Recertification of the CHRP designation from the Human Resources Professionals Association (HRPA). To the best of my knowledge all of the information submitted is accurate. The HRPA reserves the right to verify any information pertaining to the application. I understand that the CHRP is a category of membership, and as such, HRPA membership must be active each year and annual dues paid in order to maintain the CHRP designation in good standing.

Please read the declaration. By signing below you have read and agree to the declaration.

Name	Member #
Signature	Date

	<p>A3. Seminars/Workshops/Conferences/Roundtables Attendance at seminars, workshops, conferences, roundtables – <i>online or in person</i>. This includes chapter/regional seminars, breakfast meetings or dinner speakers with educational components</p> <p>A4. Self-directed Learning This includes readings of periodicals and research in preparation for sharing of your learning at discussion groups, "brown-baggers", e-learning, and/or online discussion forums that have learning outcomes but do not result in workshop development. Outline how knowledge was applied or shared.</p> <p>A5. Executive/Management Development Program Attendance in an executive/management development program.</p>	<p>1.5 Points per hour to a maximum of 10 points per day</p> <p>1 Point per activity to a maximum of 15 points per 3 year recertification period (Must list each activity.)</p> <p>1.5 points per hour or 10 points per day's attendance</p>	
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CATEGORY B: MAXIMUM 70 POINTS PER THREE YEAR PERIOD

Development Category	Development Activity	Renewal Points	Points Acquired. Provide brief explanation of how leadership initiative furthered your ability as an HR practitioner. Also provide dates participated to support application.
<p>B: Leadership</p>	<p>B1. Mentoring Acting as a mentor outside normal job duties (i.e. not direct reports.)</p>	<p>1.5 points per hour of mentor contact as outlined in agreement. Please keep record of contact with signature, in case of audit.</p>	
	<p>B2: Being Mentored Being mentored under a formal agreement to develop specific skills.</p>	<p>1.5 points per hour of mentor contact as outlined in agreement</p>	
	<p>B3. Supervising HR Student in the Workplace During a formal co-op, internship or work-experience placement where written appraisal is provided along with regular feedback.</p>	<p>1.5 points per hour of contact as outlined in contract</p>	
	<p>B4. Active Committee/Taskforce Membership in an HR Association, or other organization outside current employer (local, provincial, regional or national) For a period of no less than a year and/or</p>	<p>10 points per year per committee</p>	

	<p>minimum 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees</p> <p>B5. Chair/Co-Chair of an HR Committee or taskforce (in an HR Association or other organization outside current employer.) For a period of no less than a year and/or a minimum of 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees <i>This includes chapter/regional/executive level involvement.</i></p> <p>B6. Board Membership (in an HR Association) For a minimum of the usual term and/or 24 hours commitment per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees</p> <p>B7. Conference Chair/Co-Chair For a chapter, local, provincial, regional or national conference lasting a minimum of 2 days. Must demonstrate responsibilities for completing project work and/or leading sub-committees - <i>Conferences lasting 1 day would receive half the annual point allotment.</i></p> <p>B8. Chair/Co-Chair or President of an HR Association For a minimum term of one year. With demonstrated responsibilities for meeting</p>	<p>15 points per year per committee</p> <p>20 points per year per board</p> <p>30 points annually per conference</p> <p>40 points annually</p>	
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	<p>organizational objectives. Must demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. This is in addition to board membership.</p> <p>B9. Task Force Member Representing an HR organization on a public or government Task Force for a minimum of 24 hours per year. Must demonstrate responsibilities for completing project work and/or leading sub-committees</p> <p>B10. Active Volunteer or Board Member in Non-profit Organization (not restricted to HR). Must demonstrate responsibilities for completing project work and/or leading sub-committees.</p> <p>B11. Volunteering for administrative tasks in HR Associations. E.g. administrative tasks at association conferences – paid proctoring is not accepted towards recertification points</p>	<p>20 points per year per appointment</p> <p>10 points per 3-year recertification period</p> <p>1 point per day to a maximum of 5 points annually.</p>	
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	<p>C3. Developing a new Course, Workshop or Seminar Credit is only granted for the first time the course, workshop or seminar is developed for a non-post secondary institution, workplace or client.</p> <p>C4: Facilitating new Course, Workshop or Seminar Credit is only granted for the first time the course, workshop or seminar is developed for a non-post secondary institution, workplace or client.</p> <p>C5. Guest Lecturer Preparation of a minimum of three hours for a newly developed presentation/lecture.</p> <p>C6. Keynote Speaker At a national, provincial or regional conference</p> <p>C7: Panel Member At a national, provincial or regional conference/seminar.</p>	<p>30 points per new course</p> <p>20 points per new course</p> <p>5 points per new lecture/presentation</p> <p>10 points per each new keynote presentation</p> <p>1.5 points per hour of participation to a maximum of 10 points per conference/seminar</p>	
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CATEGORY D: MAXIMUM 75 POINTS PER THREE YEAR PERIOD

Development Category	Development Activity	Renewal Points	Total Points Acquired. Provide brief explanation of how content is considered professional development and how it furthered your ability as an HR practitioner. Also provide dates work was done to support application.
<p>D: Significant Work Projects / Initiatives</p>	<p>D1: First time or significant contribution to your organization in the development, application or implementation of a program or project related to the RPCs. (Includes secondments/assignments outside your normal job duties)</p> <p>D2: Significant updates/process improvements e.g. course, project, program or service provided</p>	<p>Small project (40 – 100 hours) – 15 points; Medium project (101 – 199 hours) – 20 points; Large project (200+ hours) – 25 points; Maximum 25 points per project</p> <p>5 pts. per occurrence to max. 20 pts. per 3 year recertification period</p>	

CATEGORY E: MAXIMUM 50 POINTS PER THREE YEAR PERIOD

Development Category	Development Activity	Renewal Points	Total Points Acquired. Provide brief explanation of how research/publication is considered professional development and how it furthers your ability as an HR Practitioner. . Also provide dates work was done to support application.
E: Research or Publication	<p>E1. Conducting Research Related to RPCs but not part of normal responsibilities, culminating in either a significant client or company report or published work (e.g. white paper.) <i>This is also applicable to HR consultants, both internal and external</i></p> <p>E2. Authoring Journal, Case Study Article or Editorial Credit is only granted for the first time the piece is published.</p> <p>E3. Publishing a New Text</p> <p>E4. Publishing a New Edition of an Existing Text</p> <p>E5. Co-authoring or Editing a Major Work</p>	<p>10 points per project</p> <p>10 points per project</p> <p>30 points per text</p> <p>20 points per text</p> <p>20 points per text</p>	

	<p>E6. Acceptance of Master's Thesis or Graduating Paper at a Master's Level Must be in an area directly related to one or more of the RPCs or a business related subject.</p> <p>E7. Acceptance of Doctoral Dissertation in an area directly related to one or more of the RPCs or a business related subject.</p> <p>E8 . HR Related Book Review, Editorial or Article submitted for publication -- related to the RPCs</p>	<p>30 points</p> <p>50 Points</p> <p>5 points per article</p>	
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HRPA's Online Recertification Log

Step by Step Instructions

The online log is a recording/writing tool. You are encouraged to review the full HRPAs Recertification Log. The log outlines the broad scope of activities that qualify towards recertification. A copy of the log may be found in the Office of the Registrar section of the HRPAs website at www.hrpa.ca

To View/Use the Log:

1. Go to the HRPAs website www.hrpa.ca
2. Go to the Office of the Registrar section, sub-navigation, Recertification. On the right-hand side of the page under the "I want to section" is a link entitled access my online recertification log, click on this link
3. You will be prompted to log onto the website using your HRPAs Login and Password
4. When you have logged in, your current recertification period will appear

The log is broken down into five development categories;

1. Continuing Education
2. Leadership
3. Instruction
4. New Work Projects/Initiatives
5. Research or Publication.

Please note that there are maximum point allowances per category. For more information, view the current version of the log.

The summary at the top of the page indicates how many points you have logged per development category to date, as well as the total number of points achieved.

Adding Information:

1. Click on the particular development area
2. Select the activity type for the developmental category selected
3. The activities appear in the centre of the page in a drop down menu
4. Click on the "Add" box
5. Enter the relevant information in the boxes provided; program name, program details, date, unit of time and quantity
6. Click on Save
7. Repeat these steps until all your activities are entered

Submitting Your Log:

When you reach the 100 points required, the screen will populate with a message stating that you have reached the points required based on the activities you have indicates. You will be able to submit the log online by pressing the “submit online” hyperlink.

Recertification Fee:

The recertification application fee is prorated as part of your membership bill. No separate payment is required.

If you have further questions about the log or your submission, please contact HRPA at registrar@hrpa.ca.

The screenshot shows a web browser window titled "Profile - Windows Internet Explorer" with the URL "https://blue.hrpa.ca/Custom/ViewRecertificationLog.aspx". The page header includes the HRPA logo and the user name "User Carter, Margaret" with a "Logout" link. The main content area is titled "View Recertification Log" and displays the following information:

Your Recertification Log
 Recertification period (06/01/2009 - 05/31/2012)

Category A - Continuing Education	1.50
Category B - Leadership	0.00
Category C - Instruction	0.00
Category D - Significant Work Projects/Initiatives	0.00
Category E - Research or Publication	0.00
Total Points	1.50

Development Category: Category A - Continuing Education

Select a Recertification Period: 06/01/2009 - 05/31/2012 [Select]

Select a Category above in order to view the activity types for that category.

Select an Activity Type: View All [Add] [Add by Code]

Activity	Program Name	Program Details (brief summary of the program and dates attended)	Start Date (mm/dd/yyyy)	Units	Qty	Points		
Recert-A3 Seminars/Workshop/Conferences/Round Tables	CICA webinar, Privacy Breach Reporting and Breach Avoidance	CICA webinar, Privacy Breach Reporting and Breach Avoidance	11/26/2009	Hours	1.00	1.50	Delete	Edit
Total Points for Category A - Continuing Education						1.50		

The browser's status bar shows a JavaScript error: "javascript: __doPostBack('dalCategories\$ctl00\$hypCategory','')". The taskbar at the bottom shows several open windows, including "StepByStepLogInstrucio...", "Recertification - Window...", and "Profile - Windows Int...".

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