

Continuing Professional Development (CPD) Audit Examples of Supporting Documentation

The following is a listing of types of supporting documentation that may be submitted to back up the activities that you submitted as part of your continuing professional development (CPD) log. Where specific documentation is required it is highlight in red.

This is not an all-encompassing list. If you have an alternate piece of supporting documentation then it may be submitted in lieu of the recommendations below. The documents should tie you to the activities submitted.

Therefore all documents should at a minimum include:

- your name,
- date of the activity
- length of activity (where applicable).

Section	Suggested Acceptable Supporting documentation These are suggested documents – where there is mandatory supporting documentation it is listed in red.
A1. University, College and Institute Courses	<ul style="list-style-type: none"> - Transcript and course outline (both required) and - Proof of enrollment (i.e. receipt, registration form) - Copy of certificate
A2. Certification Courses	<ul style="list-style-type: none"> - Transcript and course outline (both required) and - Proof of enrollment (i.e. receipt, registration form) - Copy of certificate
A3. Seminars/Workshops/Conferences/Roundtables	<ul style="list-style-type: none"> - Pre-approved HRPAs activities require the CPD code as proof. The code consist of 6 digits (i.e. 203152) - Non-pre-approved seminars/workshops/conferences DO require proof of registration/attendance and a summary outline of the activity
A4. Self-directed Learning	<ul style="list-style-type: none"> - Listing of periodicals or research and explanation as to how the learning was shared. - Agenda of session in which the information was shared
A5. Executive/Management Development Program	<ul style="list-style-type: none"> - Outline of program which indicates date and length - Receipt which indicates length and date and that member attended.
B1. Mentoring	<ul style="list-style-type: none"> - Mentor contract listing hours spent and topics discussed (required) - Letter of confirmation between mentor and protégée listing hours spent and topics discussed. (required)
B2: Being Mentored	<ul style="list-style-type: none"> - Mentor contract listing hours spent and topics discussed (required) - Letter of confirmation between mentor and protégée listing hours spent and topics discussed.
B3. Supervising HR Student in the Workplace	<ul style="list-style-type: none"> - Co-op agreement listing hours spent or letter between parties



	<p>and</p> <ul style="list-style-type: none"> - written appraisals provided to student. (both required)
B4. Active Committee/Taskforce Membership in an HR Association, or other organization outside current employer (local, provincial, regional or national)	<ul style="list-style-type: none"> - Letter confirming participation and length of term. Letter should confirm responsibilities, project work or sub-committees lead.
B5. Chair/Co-Chair of an HR Committee or taskforce (in an HR Association or other organization outside current employer.)	<ul style="list-style-type: none"> - Letter confirming participation and length of term. Letter should confirm responsibilities, project work or sub-committees lead
B6. Board Membership (in an HR Association)	<ul style="list-style-type: none"> - Letter confirming participation and length of term. Letter should confirm responsibilities, project work or sub-committees lead
B7. Conference Chair/Co-Chair	<ul style="list-style-type: none"> - Letter confirming participation and length of term. Letter should confirm responsibilities, project work or sub-committees lead
B8. Chair/Co-Chair or President of an HR Association	<ul style="list-style-type: none"> - Letter confirming role and length of term. Letter should confirm responsibilities, project work or sub-committees lead
B9. Task Force Member	<ul style="list-style-type: none"> - Letter confirming participation and length of term. Letter should confirm responsibilities, project work or sub-committees lead
B10. Active Volunteer or Board Member in Non-profit Organization (not restricted to HR).	<ul style="list-style-type: none"> - Letter confirming participation and length of term. Letter should confirm responsibilities, project work or sub-committees lead
B11. Volunteering for administrative tasks in HR Associations.	<ul style="list-style-type: none"> - Letter confirming participation and length of term. Letter should confirm responsibilities
B12. Volunteering in an unpaid HR consultative role -	<ul style="list-style-type: none"> - Letter confirming participation and length of term. Letter should confirm responsibilities
C1. Developing a new and first time University, College or Institute Course	<ul style="list-style-type: none"> - Course outline should indicate the teacher who developed it - Letter from institution to indicate courses developed and when they were developed
C2. Teaching a University, College or Institute Course for the first time	<ul style="list-style-type: none"> - Course outline (outline should indicate instructor and date of course and - Copy of teaching contract. – please remove any information regarding remuneration
C3. Developing a new Course, Workshop or Seminar	<ul style="list-style-type: none"> - Course outline (outline my list individual who developed workshop and Letter from employer confirming the facilitation of the course/workshop or seminar – include timeline to validate the activity occurred during the members CPD cycle.



	(Both documents required to validate activity)
C4: Facilitating new Course, Workshop or Seminar	<ul style="list-style-type: none"> - Course outline (outline my list individual who developed workshop and - Letter from employer confirming the facilitation of the course/workshop or seminar – include timeline to validate the activity occurred during the members CPD cycle (i.e. dates) (Both documents required to validate activity)
C5. Guest Lecturer	<ul style="list-style-type: none"> - Agenda or conference brochure indicating presentation topic, date, length and name of lecturer
C6. Keynote Speaker	<ul style="list-style-type: none"> - Agenda or conference brochure indicating presentation topic, date, length and name of lecturer
C7: Panel Member	<ul style="list-style-type: none"> - Agenda or conference brochure indicating presentation topic, date and name of lecturer
D1: First time or significant contribution to your organization in the development, application or implementation of a program or project related to the RPCs.	<ul style="list-style-type: none"> - Project plan - Letter from employer outlining project, length and employee's involvement (required)
D2: Significant updates/process improvements	<ul style="list-style-type: none"> - Description of process prior - Letter from employer confirming participation in update (required)
E1. Conducting Research	<ul style="list-style-type: none"> - Copy of research conducted and explanation of role
E2. Authoring Journal, Case Study Article or Editorial	<ul style="list-style-type: none"> - Copy of article indicating author
E3. Publishing a New Text	<ul style="list-style-type: none"> - Copy textbook index listing contributors and date of publication
E4. Publishing a New Edition of an Existing Text	<ul style="list-style-type: none"> - Copy textbook index listing contributors and date of publication
E5. Co-authoring or Editing a Major Work	<ul style="list-style-type: none"> - Copy of work listing author
E6. Acceptance of Master's Thesis or Graduating Paper at a Master's Level	<ul style="list-style-type: none"> - Transcript showing title and acceptance of thesis or graduate paper
E7. Acceptance of Doctoral Dissertation in an area directly related to one or more of the RPCs or a business related subject.	<ul style="list-style-type: none"> - Transcript showing title and acceptance of thesis or graduate paper
E8 . HR Related Book Review, Editorial or Article submitted for publication -- related to the RPCs	<ul style="list-style-type: none"> - Copy of article, must indicate author and date of publication
E9 Blogging	<ul style="list-style-type: none"> - Copy of Blog to indicate length, subject and that the blog is posted on a site that is open to the public. Links to post must be provided in the recertification submission