OVERVIEW OF HRPA'S CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENT

'Continuing Professional Development' (CPD) refers to the process by which CHRP, CHRL and CHRE members maintain their designation. CPD is an essential component of HRPA's designation framework.

Purpose of Continuing Professional Development

The objective of the CPD requirement is to ensure that all designated members of HRPA 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
- Contribute to the development of new skills that enhance performance as a HR professional

CPD represents a commitment to continued learning in a profession impacted by economic, social, business and legislative changes.

Continuing Professional Development Requirement

All designated members are required to obtain 66.67 CPD hours every three years. While there is no requirement to obtain a certain number of hours each year, designated members are strongly encouraged to design a personal professional development plan that outlines an annual schedule to ensure that CPD is a manageable and a professionally enriching experience. All CPD activities should be tracked in the member's CPD log. Members can choose to either use the online CPD log available via the Dashboard in their Membership Profile or download a hard copy of the log. Detailed instructions on how to access the online log are included as an appendix at the end of the Guide.

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

Designated members are expected to choose professional development activities that will best complement their own professional development needs.

Timelines and Due Dates

The CPD cycle is aligned with the renewal cycle. This means that all designated members are required to submit a completed CPD log every three years by May 31st.

A member's first CPD period starts on the date they are granted their first designation. To align the first CPD cycle with the May 31st submission deadline, the CPD submission deadline for newly designated members is set as the fourth May 31st after the first designation was granted. This means the first CPD period for newly designated members will be slightly longer than three years.

A designated member's CPD period does not change when they are granted another designation. For example, a designated CHRP member who obtains the CHRL will have the same CPD period that was set when the CHRP was granted for both designations.

Information about a member's CPD period is included in the granting letter for each designation.

Only activities a member participates in during the current CPD cycle can be included in their CPD log. In the year in which a member is due to submit their log, HRPA will provide courtesy email reminders six months, three months and one month before the log is due. Members are responsible for ensuring HRPA has their current email address. Ultimately, the member is responsible for their compliance with the CPD requirement.

Designated members may obtain information about their personal CPD deadline date by:

- Consulting the letter they received upon earning the designation;
- Consulting their online log;
- Contacting the Office of the Registrar at registrar@hrpa.ca or 416-923-2324 (or 1-800-387-1311)

What qualifies towards CPD?

The CPD log outlines five development categories as well as the types of activities that fall within each category. Each activity is allotted CPD hours. Members do not need to accrue Continuing Professional Development hours in all categories.

Designated members are encouraged to consider all sections of the log when meeting the continuing professional development requirement. The following is an overview of the main categories; please consult the log for more detailed information:

Development Category:	Maximum Hours per Three Year CPD Period:	Activities Include but are not Limited to:
Category A – Continuing Education	66.67 hours	Seminars Workshops Conferences Self-directed learning
Category B – Leadership	46.67 hours	Mentoring Volunteering
Category C – Instruction	46.67 hours	Developing courses Teaching courses
Category D – Significant Work Projects/Initiatives	50 hours	First time HR management projects Secondments Significant Process Updates
Category E – Research or Publication	33.33 hours	Conducting research Publishing a new text Acceptance of a Master's Thesis HR related book review

Members are encouraged to consider the following question when selecting their CPD activities: **"Does the activity further my abilities as an HR practitioner and strategic business partner?"** If the answer is yes and the link can be articulated, then consider logging the activity.

Social activities and personal development (i.e. stress management, time management, networking activities, and dine-around events) are not accepted towards CPD 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.

Please note that staff cannot comment on whether particular activities will qualify for CPD.

Submitting the CPD Log

The CPD log can be submitted early once the required 66.67 CPD hours have been achieved but must be submitted by midnight on May 31st the year the log is due. Please note that submitting the log early does not affect the next CPD cycle. Once the log has been received, the member will receive a confirmation email acknowledging the submission. *CPD activities completed between the date of submission and the actual submission deadline cannot be carried forward to the next CPD period.*

Notification of Results

HRPA does its best to review and approve logs within eight to ten weeks of submission. Once the log has been reviewed and approved, the member will receive a confirmation email including information

regarding the member's next CPD period. The member's record will also be updated accordingly.

If during the review HRPA notices any issues with the log, for example if activities are deemed to be outside of the member's CPD period or if there are concerns about the appropriateness of an activity for CPD, the member will receive a follow up email outlining the issues and next steps. Next steps can include logging additional activities or providing further information about how an activity furthers the member's HR skills.

Requesting an Extension

Designated members who are unable to obtain the required 66.67 CPD hours during their three year CPD period can request an extension by submitting a CPD Extension Request Form. Extensions can be granted by HRPA staff for the following reasons:
Extensions may be granted to designated members who are:
   a. parental leave
   b. experiencing a prolonged illness
   c. unemployment

Extensions may be granted for other reasons on a case-by-case basis. Requests for an extension for a reason not noted above will be forwarded to the CPD Committee for review. Requests for an extension beyond one year also have to be reviewed by the CPD Committee.

Extension requests should be submitted prior the May 31st deadline but no earlier than six months in advance.

An extension does not change the member's next CPD submission deadline but essentially borrows time from the next CPD period. As such, if an extension is granted the member's next CPD period will be less than three years depending on the length of the extension. The reasons for this are as follows:

   a. It's a question of public trust: a designation is not just an indication of past education and training; it is a warrant of ongoing competence. Members are expected to have up-to-date knowledge of relevant legislation and current HR standards and practices; a defined CPD period that is not open to months or years of extension ensures this is the case.
   b. There is no annual requirement. Members have the flexibility to earn their CPD at any time during the three-year period.
   c. There is a wide variety of activities that are eligible for CPD credit; hours can be earned even if the member is not currently in the workforce, e.g., volunteering, mentoring/being mentored, free webinars, etc.

Members having difficulty meeting the CPD requirement are asked to contact HRPA; the CPD Committee often works with members having difficulty meeting the CPD deadline to develop a mutually acceptable plan for catching up.

A member who is granted an extension may submit their log as soon as the required hours have been achieved. The member's next CPD period will start the date after the log was submitted.

For detailed information about extensions please review our CPD Extension Policy.

Audit of CPD Logs

HRPA's CPD Committee randomly audits 3% of the CPD logs that are due to be submitted each year. Members who have been selected for an audit will receive an email notification to that effect and are required to submit supporting documentation for each activity in their CPD log. The audit notification will include a sample listing of acceptable supporting documentation as well as provide the member with the submission deadline. Members are generally provided with a minimum of thirty days to submit their supporting documentation for an audit. It is the member's responsibility to compile and submit the supporting documentation, including for any activities completed through HRPA.

Please note that all designated members are required to keep the supporting documentation for the CPD activities completed during their current CPD cycle for a period of two years after their CPD log is due or submitted, whichever is later.

Suspension and Revocation of the Designation

Members who fail to meet the CPD requirement may lose their designation and be switched to the Practitioner category. To be fair and transparent, and to allow members to rectify the issue, HRPA will provide those members with a thirty day warning of impending suspension of their designation(s) as well as a sixty day warning of suspension and impending revocation. Once revocation has occurred, the steps necessary to reinstate or re-achieve the designation(s) will depend on a variety of factors. For detailed information about the reinstatement or re-achievement process members should review the HRPA Designation Reinstatement and Re-Achievement Policy or contact the Office of the Registrar at registrar@hrpa.ca.

CPD Pre-Approval

Upon receiving an application, HRPA can pre-approve CPD activities for our Professional Development Department, Chapters and third party vendors. A list of pre-approved vendors is available on the HRPA website. HRPA cannot pre-approve CPD activities for individual members.

Before members enroll in a seminar, workshop or conference, they may look for the following seal to ensure that the activity will count for CPD hours:

Please note that pre-approval is not a requirement. Activities that have not been pre-approved are eligible for CPD hours as long as the member can make a connection between the activity and how it benefits their skills as an HR practitioner.

Additionally pre-approved CPD codes are date specific and only applies to the live offering of the activity. For example, a member can only add the CPD code to their log if they attended the activity on the date. If attended on a later date, within the members CPD cycle, the activity must be logged manually in the CPD log.

Upon completion of a pre-approved activity designated members will receive a CPD code from the provider that can be used to log the activity. The activity can also be logged manually. It is the member's responsibility to track their own professional development.

Appendix - Instructions for Use of the online CPD log

The online log is set up as a tracking tool and should be used in conjunction with the hardcopy CPD log, which contains more detailed information about the different categories, activities and how to calculate the appropriate CPD hours.
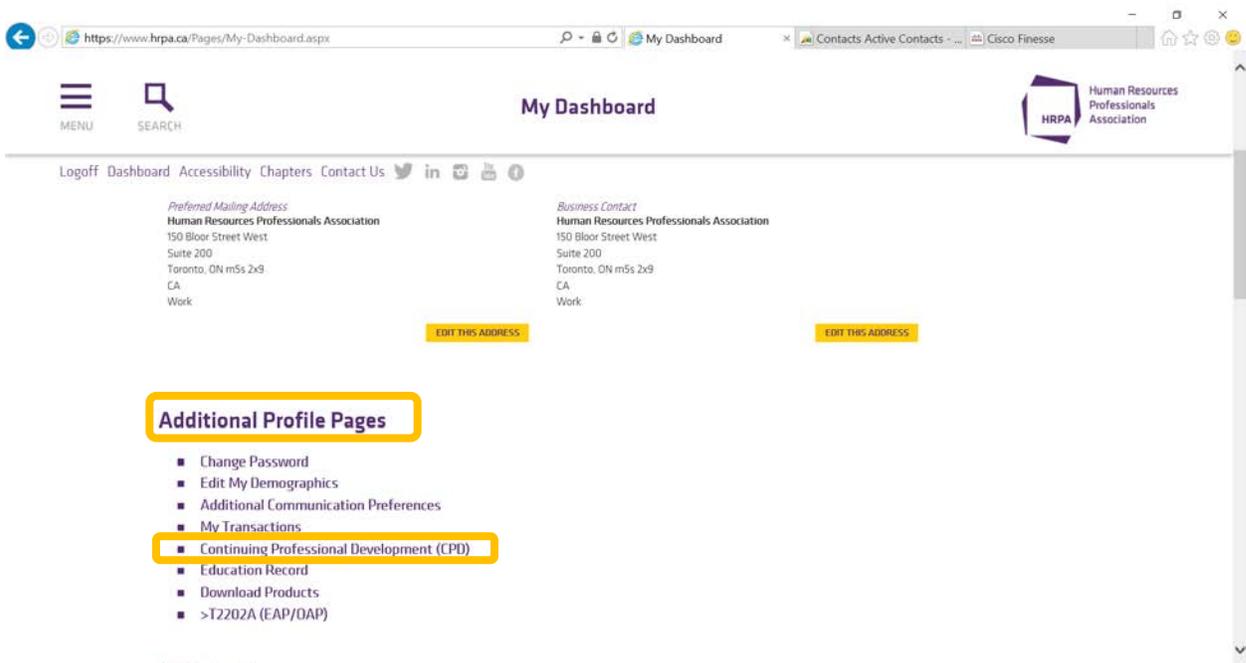
To access/use the log:

1. Go to the HRPA website www.hrpa.ca

2. Log into your member profile with your HRPA Username and Password:
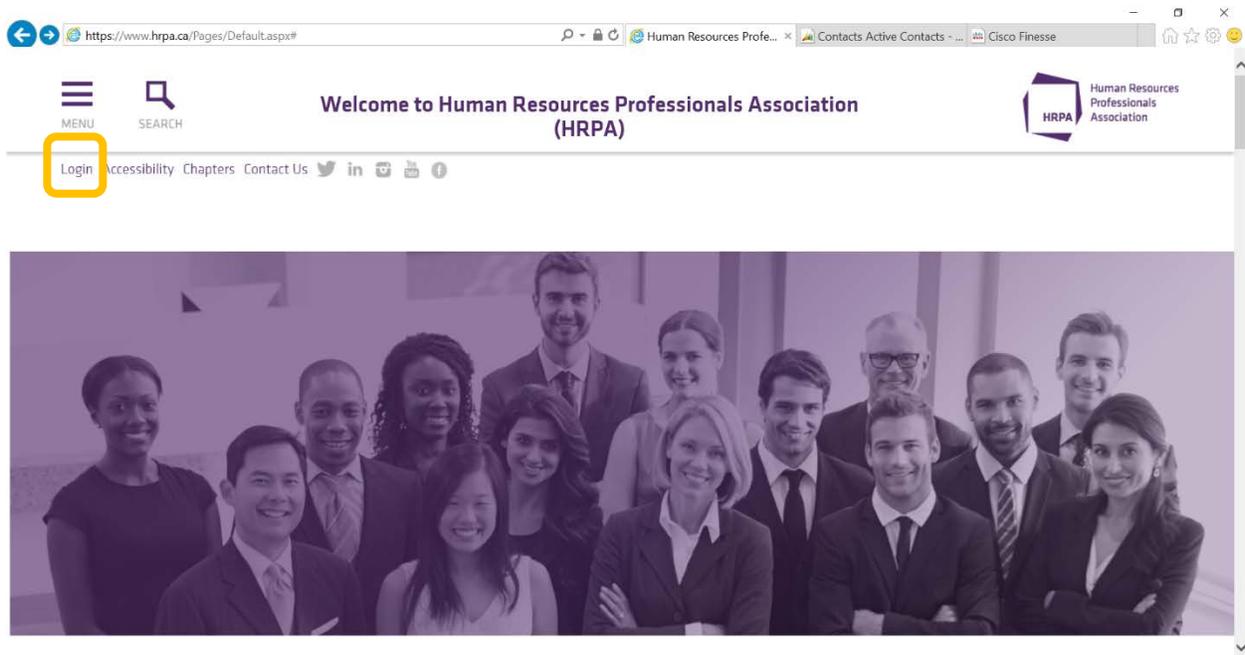
3. Once in your member profile go to the Dashboard:
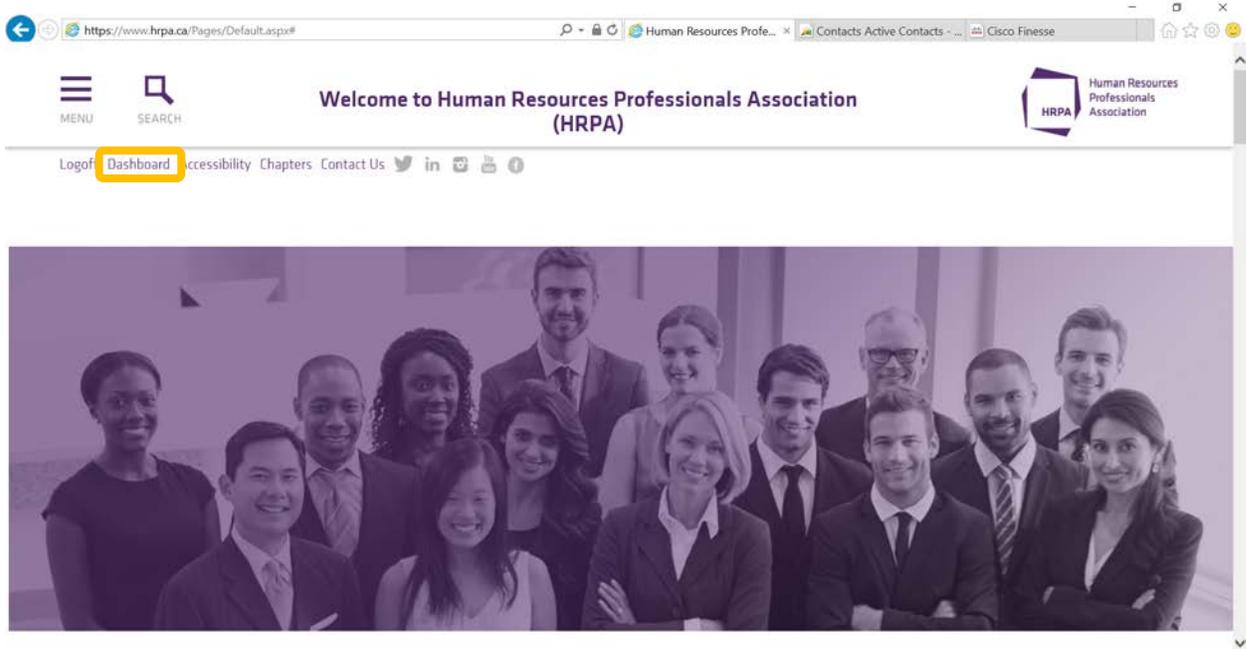
4. On the Dashboard, go to 'Additional Profile Pages' and select 'Continuing Professional Development':

5. The summary at the top of the page lists your current CPD period and indicates how many hours you have logged per development category to date, as well as the total number of hours achieved. To add an activity, select the Category as well as the Activity type and then choose either 'Add' to manually add an activity or 'Add by Code' to log a pre-approved activity via the CPD code you received. Once you have reached the required 66.67 CPD hours, a red hyperlink will appear asking you to submit the log. The log will only be submitted once you have clicked on the red hyperlink.

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