



Human
Resources
Professionals
Association

**CONTINUING
PROFESSIONAL
DEVELOPMENT:
PROVIDER APPROVAL
GUIDELINES AND
APPLICATION FORM**



HRPA's Continuing Professional Development (CPD) requirement is part of HRPA's Quality Assurance Program. The purpose of HRPA's CPD requirement is to minimize the risk of harm or potential risk of harm to the public stemming from the practice of the profession by furthering one or more of the following objectives:

- a. promoting continuing competence and continuing quality improvement;
- b. remedying identified gaps in knowledge, skills; and competence;
- c. addressing changes in practice environments;
- d. managing the transition to new areas of professional practice; and
- e. reinforcing standards of practice and incorporating advances in technology into one's practice as a Human Resources professional.

The CPD requirement obligates designated registrants (i.e., registrants authorized to use the CHRP, CHRL, and/or CHRE designations) to participate in a specified amount of professional development activities in a set period of time. CPD activities are tracked in hours. In many cases, one hour of participation in an eligible activity equals one hour of CPD credit.

Our CPD Pre-Approval Program provides organizations the opportunity to obtain pre-approval for HR-related programs, and to advertise those program as being approved by HRPA for CPD hours. This eliminates any uncertainty for our designated registrants as to whether a program can be used to meet the CPD requirement.

HOW TO APPLY

The process begins with the submission of a completed CPD Provider Approval Application. A copy of the application form is included in this guide. Before submitting an application, you should read this guide carefully and ensure that you have included all required information in your application package. Incomplete application packages cannot be processed. If we receive an incomplete application package, HRPA will reach out to the contact person on the application to obtain the missing information. If the missing information is not provided, the application will be declined.

CRITERIA & GUIDELINES

1. HRPA requires approximately eight weeks to review a CPD Provider Approval Application. Once granted, Provider approval is valid for 3 years.
2. Payment must be included with the application in order for it to be reviewed.
3. Provider approval is based upon your past and future programs. There must be a **direct, describable** link between the knowledge taught in the program and one or more of the above CPD objectives. Additionally, learning objectives should clearly illustrate how program content furthers a professional's ability to function as a human resources practitioner.
4. The programs must be focused on professional development of HR skills. Programs that are focused on personal development, such as 'How to Reduce Stress,' 'Developing Your Network Success' and 'Time Management' are not eligible for CPD hours. Networking events are also not eligible for CPD hours.
5. Once Provider approval has been granted, individual programs need to be submitted eight weeks prior to the program delivery date. Information required for program submission includes: program title, date, length, a short description and learning objectives. To expedite the process, providers are encouraged to submit their full annual program schedule at once.



For onDemand webinars, please indicate start and end date of the offering as well. If the webinar is approved, one CPD code will be assigned to each month the webinar is available onDemand.

6. When advertising for the event, you are not permitted to reference CPD Pre-Approval until Pre-Approval has been officially granted by HRPA. Once Pre-Approval has been granted, the Pre-Approval Seal should be used to denote that the event is CPD eligible.
7. Educational activities must be a minimum of one hour in length.
8. Programs **may not be submitted retroactively**; we cannot 'pre-approve' a program that has already taken place.
9. To calculate CPD hours for self-paced or distance education programs, the provider should establish the number of hours required by the average participant to complete the program. Once established, the provider should monitor on a biannual basis the amount of time it takes for participants to complete the program and notify HRPA of any changes to the length of the program.
10. HRPA awards the number of CPD hours based on the guidelines outlined in our [CPD Log](#) and [CPD Guide](#). Time spent on registration, breaks, meals, networking, and all other non-educational activities are not counted towards CPD hours.

IACET STANDARDS

In addition to meeting the above requirements, the International Association for Continuing Education and Training (IACET) standards are used to ensure quality control of programs approved for CPD hours:

1. **Organization, Responsibility and Control:** The provider must have an identifiable continuing education or training unit or group with responsibility for administering events. HRPA requires that one professional, paid person from the organization be identified and held responsible for ensuring that HRPA's criteria are met.
2. **System for Awarding Continuing Professional Development (CPD) Hours:** The provider must have a system in place to accurately calculate CPD hours. When partial hours are awarded to program participants who do not attend the entire event, the provider must have a system to track, calculate and award variable hours. It is recommended (though not required) that providers retain records documenting attendance and have a written policy regarding record retention and record release to ensure the privacy and security of participants' continuing education activities. HRPA places on the provider the responsibility of tracking and documenting participant attendance at HR-related events. The 'Pre-approved Continuing Professional Development' seal is required on either the on-site materials or certificate of successful completion.
3. **Learning Environment:** The provider must ensure events are held in locations accessible to the disabled. The environment must also be conducive to learning. For online activities, the provider must clearly inform participants of software, hardware or minimum modem requirements prior to registration.
4. **Needs Analysis:** The provider must assess and identify the needs of the target audience. Needs identification processes may include focus groups, questionnaires, surveys, tests, reports, selfassessments, participant observations, etc.



5. **Learning Outcomes:** The provider has clear and concise statements of intended learning outcomes based on the needs identification process. Learning outcomes must be in writing and inform learners of what they will achieve by the end of the learning experience. Learning outcomes must be communicated to participants prior to the event.
6. **Planning and Instructional Personnel:** The provider must ensure that all instructors and presenters are qualified and are involved with planning and conducting the learning event. Instructors and/or presenters should be competent in the subject matter, understand the learning event's purpose and learning outcomes, and have knowledge and skills in instructional methods and learning processes. Instructor qualifications should be clearly communicated to participants before the event takes place. Participants should have the opportunity to provide an assessment of the instructor's performance at the conclusion of the learning event.
7. **Content and Instructional Requirements:** Content and instructional materials must be appropriate to the learning outcomes of each event.
8. **Assessment of Learning Outcomes (optional):** When feasible, the provider establishes procedures during the planning phase to assess achievement of learning outcomes during the event itself. Assessments can include written examinations or completion of a written report. Learners should be informed of the assessment in advance of the event. (*Assessments are not required but are strongly recommended.*)
9. **Evaluation of Learning Events:** The provider ensures that all events are evaluated. Post-event evaluations should be established during the planning process and compiled into a written report summarizing the event. The report should address, at a minimum, whether the learning experience and the instructional methods accomplished the stated learning outcomes, and if the learners felt the outcomes were appropriate for the stated event. The report should also indicate if the learners felt that the event execution was effective and efficient. Evaluation results should be incorporated into future program improvements. Approved providers should be prepared to supply copies of those reports to HRPA upon request.



APPROVAL

After reviewing a CPD Provider Approval application, HRPA will either approve or deny the application. All decisions are communicated via email.

DENIED

If an application is denied, the submitting organization will be provided with an explanation as to why the application did not qualify. Based upon the feedback provided, the submitting organization has the option to revise their application and resubmit for reconsideration.

APPROVED

For approved applications, HRPA will process the application fee using the payment information provided with the application. Once payment has been processed, the program provider will:

- Receive a copy of the CPD Pre-Approval Seal to use in advertising the event. The seal is nontransferable and is intended for use only in connection with the approved program.
- A date-specific CPD code for each offering of the program within the one year the pre-approval is valid for.
- Receive a template to populate their program requests.

USE OF THE PRE-APPROVED CONTINUING PROFESSIONAL DEVELOPMENT SEAL

The 'Pre-approved Continuing Professional Development' seal is sent electronically with the Approved Provider notification. The seal is non-transferable and is intended for use **only** in connection with the approved provider.

MARKETING MATERIALS

In your marketing materials, you may:

1. Use the CPD Pre-Approval Seal
2. Indicate the number of CPD hours for which an individual program has been pre-approved

You are not permitted to include the CPD code(s) provided to you by HRPA on any marketing materials, information emails, registration confirmation, etc.



ON-SITE MATERIALS & CERTIFICATES OF COMPLETION

In your on-site materials or certificates of completion you must:

1. Use the CPD Pre-Approval Seal
2. Provide the CPD code(s) using the following sample language:
"This program "CPD code" has been approved for ## continuing professional development (CPD) hours under Section A of the Continuing Professional Development (CPD) Log of the Human Resource Professionals Association (HRPA). Be sure to note the CPD code in your CPD Log. For more information about Continuing Professional Development, visit HRPA's website at www.hrpa.ca."

The CPD code must only be communicated to individuals whose attendance at the program has been verified. Designated registrants of HRPA will enter the CPD code into their CPD Log to obtain credit for the program. The CPD code must not be communicated after the event has ended without verification of attendance.

MISUSE OF CPD PRE-APPROVAL SEAL

- The CPD Pre-Approval Seal must not be altered in any way and may only be used in conjunction with a program or event that is pre-approved.
- The CPD Pre-Approval Seal may only be used on an organization's website in a location where a pre-approved program is being promoted.
- It is a misuse of the CPD Pre-Approval Seal to promote a program that is not pre-approved.
- The CPD Pre-Approval Seal must not be used by another organization, even if that organization is a co-sponsor of an individual program unless both organizations applied jointly for pre-approval.

Organizations found in violation of the use of the CPD Pre-Approval Seal will be given 30 days to rectify the violation. Failure to rectify the violation will result in revocation of the organization's privilege to seek pre-approval of CPD programs for a minimum of one year. For repeat offenders, revocation may become permanent.

REVOCAION OF APPROVED PROVIDER STATUS

HRPA reserves the right to revoke an organization's Approved Provider status if it is determined that the provider:

- Provided false information on the application. This may include, but is not limited to, providing false information about a submitted program, such as intentionally misreporting the number of hours spent on educational activities.
- Failed to conduct educational or training activities in compliance with the established HRPA criteria.
- Failed to maintain the organizational and record-keeping requirements necessary for pre-approval.
- Misused the CPD Pre-Approval Seal.
- Conducted improper or unethical marketing of events. This includes marketing an event as pre-approved for CPD before pre-approval has officially been granted, regardless of the eligibility of the event.
- Any instance, singular or repeated, that jeopardizes the integrity or reputation of the HRPA certification and CPD requirement.



In case of revocation, HRP A will inform the provider of the nature of the problem and the provider will be given the opportunity to correct minor violations prior to having their CPD Approved Provider status revoked.

Continuing Professional Development (CPD) Provider Approval Application

This application is for organizations seeking CPD pre-approval for a multitude of professional development programs throughout a year as a provider approved by the Human Resources Professionals Association (HRPA).

Individual programs offered by a provider must further a Human Resources (HR) professional’s body of knowledge. There must be a direct, describable link between the knowledge taught in the program and one or more of the above CPD objectives. Events that focus on personal development (e.g., stress, time management, networking) are not eligible for CPD hours.

HRPA requires approximately eight weeks to review a CPD Provider Approval application. Once granted, provider approval is valid for three years.

COMPANY INFORMATION

Company Name

Name of Continuing Education/Training Unit or Group

CONTACT INFORMATION – PRIMARY CONTACT

First Name

Last Name

Address

City

Province/State

Postal Code

Telephone

E-mail

Company Website



SUBMISSION REQUIREMENTS

Please provide answers to the following questions in a separate document, numbering your answers to correspond with each question, and submit with your application.

1. Sample educational activities

- a. Attach a representative listing (3-4 programs) of your human resources-related education or training programs.
- b. Attach copies of promotional materials that are representative of your company and on which you will be using the HRPAs Continuing Professional Development (CPD) Approved Provider Seal if your application is approved.

2. System for awarding CPD hours

- a. Attach a brief description of the system you have in place to calculate Continuing Professional Development (CPD) hours and how you identify participants who complete educational activities.
- b. Attach your organization’s policy on participant privacy and record retention. Please include the name and title of the person responsible for this process.
- c. Identify on which of the following documents the HRPAs Pre-approved Continuing Professional Development Seal will appear (check all applicable):
 - On-site materials
 - Marketing materials (please specify)
 - Certificate of successful completion

3. Learning environment

- a. Are all learning events held in locations accessible to those with a disability?
 Yes No
- b. Are all events held in facilities that are conducive to learning?
 Yes No
- c. Do you inform participants of any software, hardware or other technical requirements prior to registration?
 Yes No
- d. If your organization offers online (i.e. e-learning, web casts) or other distance learning opportunities, please describe method used to track attendance.

If you answered ‘No’ to question a., b., and/or c., please provide an explanation.



4. Needs identification

- a. Describe the process used by your organization to assess and identify the needs of target audiences and how that information is used to plan events. Attach sample forms or data-gathering methods used to document the process.
- b. Attach a copy or copies of marketing catalogs that demonstrate participants are given clear information on the target audience and any prerequisites.

5. Learning outcomes

- a. Attach a sample from two or three programs that demonstrate learning outcomes are clearly and concisely communicated to potential registrants

6. Planning and instructional personnel

- a. Describe the process your organization uses to identify and screen presenters/instructors to determine their competency in the subject matter, that they understand the learning event’s purpose and outcomes, and that they have knowledge and skills in instructional methods and learning processes.
- b. Describe the process in place used to monitor and provide feedback to instructors.

7. Content and instructional materials

- a. Attach a sample set from two or three programs demonstrating the interrelationship between the established learning outcomes, the course content and the instructional methods and materials used.

8. Post-event evaluation

- a. Using specific examples, describe how your organization develops the program/course evaluation process during the early planning phases. Attach examples.

ATTACHMENT LISTING

Specify which attachments are associated with the questions above by listing them in your submission. If you are referencing the same attachment as supporting documentation for different areas, please specify.



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APPLICATION FEE

\$5600 + HST per three year period

(\$5600 + HST = \$6328.00)

Method of Payment:

Cheque Visa Mastercard AMEX

TOTAL: _____ **HST #R104154273**

Please note: payment will only be required once we have reviewed your application and confirmed its eligibility. We will contact you and provide you with a link to our secure online payment portal at that time. Once we have received your payment through the portal, your application will be officially approved and a confirmation email and receipt will be sent to you for your records.

Name

Signature



Continuing Professional Development (CPD) Provider Approval Application

As the representative for my organization, I agree to:

- 1. Supply accurate and truthful information to HRP... 2. Conduct our operations, courses and programs in an ethical manner... 3. Provide full and accurate information about our programs, services and fees... 4. If approved, use the CPD Pre-Approval Seal and language only in the manner that HRP... 5. Report to HRP... 6. Provide information requested by HRP...

DECLARATION

I have read and understand the HRP... I understand that HRP... should my organization be found to be in breach of the Provider Approval Guidelines and Agreement.

Name Title

Organization

Signature Date

HRPA Contact Information

If you have questions please contact the Office of the Registrar at 416-923-2324, or registrar@hrpa.ca. Completed applications may be mailed or emailed to:

Address HRP... 200-150 Bloor St. W. Toronto ON M5S 2X9

Email registrar@hrpa.ca