



## Human Resources Professionals Association CPD Extension Policy and Request Form

To request an extension of a member's Continuing Professional Development (CPD) period, this Form must be completed and submitted to the Office of the Registrar. All extension requests **must** be submitted prior to the May 31<sup>st</sup> CPD deadline, but no earlier than 6 months prior to when the CPD log is due.

### Continuing Professional Development (CPD) Extension Policy

#### On what grounds can an extension be requested?

Extensions may be granted under this policy for up to one year for maternity/parental leave or a period of unemployment. Members unable to meet the CPD requirement due to a prolonged illness or disability can request an ongoing extension until such time as the member is able to return to work. The member will be required to provide an updated doctor's note to the Office of the Registrar annually by May 31<sup>st</sup> to confirm the continued need for the extension. Once the member is able to return to work, the member must inform the Office of the Registrar within 30 days. At that time, the CPD Committee will work with the member to develop a feasible professional development plan to ensure the member's CPD requirement is brought up-to-date.

#### How does an extension affect a member's CPD period?

An extension changes the member's submission date by one year. For example, if a member is scheduled to submit a CPD log by May 31, 2018 and is given a one-year extension, the member will be required to submit the completed CPD log by May 31, 2019. The member's next three-year CPD cycle will start on the date after the log is due. For example, if a member is granted a CPD extension from May 31, 2018 to May 31, 2019, then the next three-year CPD cycle would start on June 1, 2019 and end on May 31, 2022.

Please note that this only applies to one-year extensions. For extensions beyond one-year the member would be borrowing the additional time from their next CPD period. For example, if a member is due to submit a CPD log on May 31, 2018 and is granted an extension for 1 ½ years until November 30, 2019, the member's next CPD log would still be due by May 31, 2022. The member's next CPD cycle would therefore be six months shorter to account for the additional six months extension.

The reasons for this are as follows:

- 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.
- There is no annual requirement. Members have the flexibility to earn their CPD at any time during the three-year period.

- 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 HRP; 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 for more than one year and who completes the CPD requirement after the first year has passed but before the extension expires may submit their log as soon as the required hours have been achieved. In that case, the original extension deadline is updated to reflect the actual log submission date and the new CPD period begins the next day. This provides incentive for the member to complete their CPD as close to the one-year mark as possible, while giving the member as much time as possible in the subsequent CPD period.

For example:

- A member's CPD period is June 1, 2018 to May 31, 2019
- The member is granted an extension from May 31, 2018 to November 30, 2019 (1 ½ years)
- Their next CPD period is December 1, 2019 to May 31, 2022 (2 ½ years)
- They complete the CPD requirement and submit their log on September 30, 2019
- Their extension deadline date is updated to October 1, 2019 and their next CPD period now runs from October 1, 2019 to May 31, 2022 (2 years and 8 months)

### **How can an extension be requested?**

To request an extension, members must complete and submit a Continuing Professional Development Extension Request Form. The completed Form must be submitted to the Office of the Registrar for processing.

### **What documents have to be submitted with an extension request?**

In addition to submitting the completed Extension Request Form, members requesting an extension to the CPD deadline must submit a completed log with the hours earned to date as well as documentation in support of their request for an extension. This could include documentation from an employer or government agency which verifies the reason behind the request, e.g., maternity leave. The request also has to include a professional development plan outlining how the member intends to meet the outstanding CPD hours.

### **How are extensions granted?**

Extensions may be granted by the Office of the Registrar to members who are on maternity/parental leave, experiencing a prolonged illness, or experience a period of unemployment.

Requests for an extension beyond one year for any reason other than prolonged illness or disability and requests for accommodation other than an extension to the log submission date will be reviewed on a case-by-case basis by the Continuing Professional Development (CPD) committee.

### **What happens if an extension request is denied?**

If an extension request is denied, the member can appeal the decision by filing a Request to Appeal Form within 30 days of receiving the decision. Information about the appeals process can be found on HRPAs website: [www.hrpa.ca](http://www.hrpa.ca)



## Continuing Professional Development Extension Request Form

### Member Information

First Name: \_\_\_\_\_ Salutation: Mr.  Ms.  Mrs.  Dr.

Last Name: \_\_\_\_\_ Member Number \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Current CPD period: \_\_\_\_\_

### Log Updated

**I have updated the online log with all CPD activities completed to date.** *(The online CPD log is accessible through your membership profile on HRPAs website.)*

Yes

Activities totalling 66.67 hours are required in every three-year CPD period. Specify the total CPD hours you have logged to date: \_\_\_\_\_

### Reason for Extension Request

Please identify the reason(s) you are requesting an extension, as well as the time frame during which the reason(s) had an impact on your ability to meet the CPD requirement. *(Please add another page if more space is required)*

Reason	Nature of circumstance and timeframe during which it had an impact on your ability to earn CPD hours
<input type="checkbox"/> On maternity/paternity leave	
<input type="checkbox"/> Experiencing a prolonged illness	
<input type="checkbox"/> Unemployment	
<input type="checkbox"/> Other Reason <b>(Note: These will be addressed on a case-by-case basis by the CPD Committee)</b>	

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**Supporting Documentation**

Members must submit documentation in support of their request for an extension. This could include documentation from an employer or government agency which verifies the reason behind the request.

Reason	Type of Supporting Documentation Submitted
<input type="checkbox"/> on maternity/paternity leave	
<input type="checkbox"/> experiencing a prolonged illness	
<input type="checkbox"/> unemployment	
<input type="checkbox"/> other	

**Length of Extension Requested**

1. Specify the length of the extension you are requesting:

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2. If you are requesting accommodation other than an extension to your log submission date, please specify the nature of accommodation sought (please add another page if more space is required):

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**Professional Development Plan**

Category	Activity	Intended Hours
A. Continuing Education		
B. Leadership		
C. Instructions		
D. Significant Work Projects/Initiatives		
E. Research or Publication		

**Acknowledgement and signature**

I attest that all information on this form and in any supporting document is accurate, complete and fairly represents my circumstances. I understand that it is a breach of HRPAs Rules of Professional Conduct to provide false or misleading information. I understand that I may be contacted for further information if required by the Continuing Professional Development Committee

Signature: \_\_\_\_\_ Date (DD/MM/YY): \_\_\_\_\_

The completed form and supporting documentation may be emailed to: [registrar@hrpa.ca](mailto:registrar@hrpa.ca)