

HRPA's Online Continuing Professional Development (CPD) Log: Step-by-Step Guide

The online log is a recording/writing tool only. You are encouraged to review the [CPD Description Log](#) and review the Regulation and HR Designation section, prior to using the online log as a means to understand what qualifies. The log outlines the broad scope of activities that qualify towards CPD.

How to Use the Online log:

1. Go to the [HRPA website](#).
2. Log into your member profile by inserting your username and password into the appropriate boxes on the top right-hand corner of any page of the website. Once you have accessed your profile click on continuing professional development. This will be on the right-hand side of the page.
3. When you have logged on your current CPD will appear.
 - The log is broken down into five development categories: Continuing Education, Leadership, Instruction, New Work Projects/Initiatives and Research or Publication. Please note that there are maximum hour's allowances per category. For more information, view the current version of the log available through the Regulation and HR Designations section of the website.
 - The summary at the top of the page indicates how many hours you have logged per development category as well as the total number of hours achieved

Adding Information:

- Click on one of the development areas
- Select the activity type for the developmental category picked. The activities are outlined in the centre of the page in a drop down menu, then click on the "Add" box
- Enter the relevant information in the boxes provided; program name, program details, date, unit of time and quantity
- Click on Save
- Repeat these steps until all your activities are entered

Adding Pre-approved activities by Code:

- Click on one of the development areas
- Select the activity type for the developmental category picked. The activities are outlined in the centre of the page in a drop down menu, then click on the "Add by Code" box
- Enter the relevant the code
- Click on Save
- Repeat these steps until all your activities are entered.

4. Submitting Your Log:

When you reach the 66.67 hours required, the screen will populate with a message stating that you have reached the hours required based on the activities you have logged. You will be able to submit the log by clicking on the **Submit** button. When you submit your log a confirmation email will be sent to the Member's email address on file.

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