Continuing Professional Development (CPD)
September 28, 2017
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<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 13, 2017</td>
<td>Validation of Experience Requirement Explained</td>
</tr>
<tr>
<td>Sept 19, 2017</td>
<td>Information for Internationally Education Professionals</td>
</tr>
<tr>
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</tr>
<tr>
<td>Oct 12, 2017</td>
<td>Exam Scoring Explained</td>
</tr>
</tbody>
</table>
Housekeeping

• Webinar will be recorded and posted online
• This webinar is not eligible for CPD
• Will post answers to questions that we could not answer in the webinar
Questions Involving Specific Individual Circumstances

• This webinar is not the appropriate place and time to address specific individual circumstances
• Sometimes the correct answer depends on some details that are not provided with the question
• Please contact the Office of the Registrar with questions involving specific individual circumstances
Agenda

• HRPA’s Objects and the CPD requirement
• What is CPD?
• HRPA’s CPD requirement
• CPD activities
• The CPD Log
• Submission and next steps
• Extensions
• The Audit Process
• Q & A
HRPA’s objects and the CPD requirement

• The objects of the Association are,

(a) to promote and protect the public interest by governing and regulating the practice of members of the Association and firms in accordance with this Act and the by-laws, including,

(i) establishing, maintaining, developing and enforcing standards of qualification,

(ii) establishing, maintaining, developing and enforcing standards of practice,

(iii) establishing, maintaining, developing and enforcing standards of professional ethics,

(iv) establishing, maintaining, developing and enforcing standards of knowledge, skill and proficiency, and

(v) regulating the practice, competence and professional conduct of members of the Association and firms;

(b) to promote and increase the knowledge, skill and proficiency of members of the Association, firms and students;

(c) to promote and protect the welfare and interests of the Association and of the human resources profession;

(d) to promote inter-professional collaboration with other professional bodies;

(e) to address any other matter that relates to the regulation of its members that the Board considers appropriate.
HRPA’s objects and the CPD requirement

• The objects are set out in the *Registered Human Resources Professionals Act, 2013* – HRPA’s enabling statute

• The objects establish HRPA’s mandate – this is the only job we have

• The CPD requirement flows directly from the objects – specifically the requirement to establish, maintain, develop and enforce standards of knowledge, skill and proficiency and to promote and increase the knowledge, skill and proficiency of our members, firms and registered students
What is CPD?

• CPD stands for Continuing Professional Development
• The purpose of CPD is to ensure designated members maintain and expand their HR knowledge and continue to develop their HR skills
• Confirms professional credibility/competency within the rapidly evolving HR field – HR is a constantly evolving profession
• Provides quality assurance to the public
• Enhances the accountability/validity of the profession as a whole - “raises the bar”
HRPA’s CPD requirement

• 66.67 CPD hours over a period of three years
• All designated members are required to meet the CPD requirement
   Certified Human Resources Professional (CHRP)
   Certified Human Resources Leader (CHRL)
   Certified Human Resources Executive (CHRE)
HRPA’s CPD requirement

• Each designated member has a three year CPD period
• All CPD periods begin on June 1\textsuperscript{st} unless:
  - It is the member’s first CPD period, in which case it starts on the date the member is granted their first designation
  - The member was granted an extension, in which case the CPD period starts the date after the CPD log was submitted
• All CPD periods end on May 31\textsuperscript{st} unless:
  - The member was granted an extension, in which case the CPD period ends on the date the extension expires or the date the log is submitted, whichever is earlier
HRPA’s CPD requirement

• Please note:
  - A member’s first CPD period can be slightly longer than three years if the designation is granted throughout the year.
  - A member’s CPD period does not change if he/she is granted further designations by HRPA – the CPD period that was set when the first designation was granted remains in place for all subsequent designations.
CPD activities

• CPD activities will be different for each designated member because professional development needs will be different depending on the member’s practice
  ➢ Members should focus on areas relevant to their HR practice when choosing CPD activities

• Members are encouraged to consider the following question to determine CPD-appropriate activities: "Does this activity further my abilities as an HR practitioner?"
  ➢ If the answer is yes, then members can log the activity for CPD credit
  ➢ Please note: staff cannot confirm whether a particular activity qualifies for CPD – this determination can only be made by the CPD Committee during the audit
CPD activities

IMPORTANT:

- Pre-approval (approved CPD code) for an activity is **NOT** a requirement. Activities that have not been pre-approved may still be eligible for CPD hours as long as the member can make a connection between the activity and how it benefits a member’s skills, capabilities, and competency as an HR practitioner.

- Pre-approved CPD codes are **date specific** and only apply 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 it was offered live. If attended on a later date on demand but within the members CPD cycle, the activity must be logged manually in the CPD log.

- HRPA staff does not recommend activities to our members. Designated members are solely responsible for choosing activities that best compliment their professional development needs and goals.
The CPD Log

- The CPD log is divided into five categories, with different activities falling within each category.
- Each category has a maximum amount of hours that can be claimed under that category per three-year CPD period.
- It is not required to log activities in each category but Category A is the only category that can be used exclusively to meet the required 66.67 CPD hours.
The CPD Log

Category A: Continuing Education – max. 66.67 hours
  ➢ Webinars, seminars, courses, etc.

Category B: Leadership – max. 46.67 hours
  ➢ Mentoring, volunteering, etc.

Category C: Instruction – 46.67 hours
  ➢ Developing or teaching a new HR course, etc.

Category D: Significant Work Projects/Initiatives – 50 hours
  ➢ Significant HR project, secondment or assignment, etc.

Category E: Research or Publication – 33.33 hours
  ➢ Conducting research, authoring or publishing texts or articles, etc.
The CPD Log

• There are two ways members can track and log their activities:
  1. The online CPD log, which can be accessed via a member’s Dashboard in their HRPA profile
  2. The hard-copy CPD log, which can be found here: https://www.hrpa.ca/Documents/Designations/CPD-Log.pdf

➤ Please note: the online CPD log is primarily a tracking tool – for detailed information about the different CPD categories and activities, as well as how to calculate the appropriate CPD hours, please use the hard-copy log
Keeping Track

• Members are encouraged to develop a professional development plan at the outset of each CPD period, outlining their development goals as well as what kind of activities might best allow them to achieve those goals.

• CPD activities should be tracked as they occur – it is easier to keep an ongoing record then to try pulling all the information together at the last minute.
Keeping Track

• Members are required to keep supporting documentation on file for each activity they enter into their log, including (if applicable):
  ▪ Proof of registration, including date & length of activity
  ▪ Description/course outline
  ▪ Project plan/letter from employer
  ▪ Presentations

• Supporting documentation does not have to be submitted with the CPD log – it is only required if a log has been selected for an audit
Submitting the Log

• Members can submit their log at any time once the required 66.67 CPD hours have been reached
  ➢ Early submission does not alter the next CPD period and activities cannot be carried forward from one CPD period to the next

• To submit, either:
  1) Click the red ‘Submit’ button that will appear on the online log once 66.67 hours have been reached, or
  2) Email the hard-copy log to registrar@hrpa.ca
Submitting the CPD Log

• Members will receive a confirmation email once their log has been received by HRPA

• About 8 weeks after a log was submitted, members will be informed that the log has been reviewed for completion and receive their next CPD period

  ➢ HRPA will only contact members with respect to the contents of the log if hours were logged incorrectly

  ➢ Being provided with the next CPD period does not mean the log is exempt from the audit or that the activities within the log have been approved
Extensions

• HRPA has a CPD Extension Policy for members unable to meet the CPD requirement
  ➢ A copy of the CPD Extension Policy is available here: https://www.hrpa.ca/Documents/Designations/CPD-Request-for-Extension-Policy.pdf

• Extensions can be granted for a variety of reasons:
  ▪ Parental leave
  ▪ Unemployment
  ▪ Illness

• There are two types of extensions:
  1) Fixed-term extensions
  2) Ongoing extensions
Extensions

• Fixed-term extensions are extensions that are given for a specific timeframe
  ➢ i.e.: a one-year extension for a one-year parental leave is a fixed-term extension
• The length of a fixed-term extension is generally based upon the length of the grounds for the extension (i.e. length of absence from the workforce)
• Fixed-term extensions borrow time from a member’s next CPD period – the end date for the next CPD period does not change (the next CPD period will therefore be shorter depending on the length of the extension)
• If an extension has been granted, the member’s next CPD period starts the day after the CPD log for the extended CPD period was submitted
Extensions

• Ongoing extensions are extensions that do not have a fixed end-date and can be granted for prolonged illness or mental health reasons

• To maintain an ongoing extension, a member has to provide an updated doctor’s note to HRPA annually by May 31st

• Once a member who was granted an ongoing extension is able to return to work, the member has to notify HRPA within 30 days
  ➢ The member will be referred to the CPD Committee at that time to develop a plan to bring the member’s CPD requirement up-to-date
Extensions

• To request an extensions, member have to complete and submit a CPD Extension Request Form to the Office of the Registrar at registrar@hrpa.ca

• The request must include the following:
  ▪ The member’s name & contact information
  ▪ How many CPD hours have been completed to date
  ▪ The reasons for the request
  ▪ The requested length of the extension
  ▪ A professional development plan to make up the outstanding hours
    ➢ Please note: this section can be left blank for requests for an ongoing extension
  ▪ Supporting documentation (i.e. doctor’s note, letter from employer, EI statement, Employment Record) must be submitted to complete the processing
The CPD Audit

• Every year the CPD Committee audits 3% of CPD logs that were due to be submitted that year

• The selection of logs for the audit is conducted via a randomization tool

• Members whose log have been selected for the audit will be notified via email and provided with instructions on when and how to submit their supporting documentation
  ➢ Members also receive a sample list of appropriate supporting documentation
The CPD Audit

• Each log and the accompanying supporting documentation will be reviewed by a panel of three members of the CPD Committee

• If the panel has questions about any of the activities or supporting documentation submitted by a member, the committee will request additional information or clarification

  ➢ The CPD Committee will follow up for up to two times after the initial audit supporting documentation was submitted

  ➢ If, after the third submission, the audit requirement still hasn’t been satisfied, the CPD Committee may revoke the member’s designation(s) for non-compliance with the CPD requirement in accordance with the By-laws
The CPD Audit

• Upon successful completion of the audit, members are notified via email
• Depending on whether the CPD Committee has to request further information, the audit process generally takes between 3-6 months to complete
• **Please note:** in accordance with s.11.06 of the By-laws, members are required to keep supporting documentation for two years after the log was due or submitting, whichever is later
Questions
<table>
<thead>
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</tr>
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Suggestions for webinar topics?
Feedback?

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