HRPA CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOG: PROFESSIONAL DEVELOPMENT CATEGORIES AND DEFINITIONS

PURPOSE OF CONTINUING PROFESSIONAL DEVELOPMENT

The purpose of HRPA's CPD requirement is to ensure that designated members 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 continuous learning in a profession affected by economic, social, business, and legislative changes. The CPD requirement is met by participation in professional development activities that accumulate the required number of CPD hours.

MAKING PROFESSIONAL DEVELOPMENT CHOICES

When deciding if a professional development activity is appropriate for CPD remember there should be a direct and describable link between the content of the activity and how it furthers your ability as an HR practitioner.

Note: in order to be a strategic partner in an organization, a degree of general (or "non-HR") business knowledge is essential. As such when professional development activities are evaluated, the applicability of the activity of the activity to an HR professional's role in the business community will be taken into consideration. If there is not a clear line connecting the professional development activity, it is the responsibility of the HR professional to indicate on the log how this activity has contributed to their professional development.

Continuing professional development activities can only be counted once on the log. If a specific activity is listed more than once – Hours will only be awarded the first time it is listed, assuming it is eligible.

HOW TO MAINTAIN CERTIFICATION

1. Remain a member of HRPA in good standing, annually paying your association membership dues.
2. Complete your CPD log and submit by your CPD expiry date. 66.67 hours are required per 3-year period CPD period. The log must be submitted **electronically using the online CPD log** which is available through your membership profile.
3. Keep a copy of receipts and supporting documentation. This supplementary information may be requested for audit purposes by the Continuing Professional Development Committee*.

EARLY SUBMISSIONS

Submission prior to your CPD expiry date does not change your original CPD period. For this reason we encourage members to plan their professional development.

EXTENSIONS

Extensions to the 3-year timeframe may apply if the applicant has had parental, disability, military, or other extenuating circumstances during the CPD period. To be considered, complete the CPD extension request form and submit it to registrar@hrpa.ca

*AUDITING

To ensure the integrity and standard of professionalism reflected in the granting of the CHRP, CHRL, and CHRE designations, HRPA audits 3% of CPD submissions. Selection of CPD applications for the purposes of auditing is made on a random basis. It is important to retain supporting documentation to validate your submission. Do not submit your supporting documentation unless requested to do so.

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During the 3-year CPD period, CHRP, CHRL, and CHRE holders must acquire 66.67 hours of continuing professional development activities. The log should be submitted online using the online log available through the member's profile.

CATEGORIES	HOURS
Development Category A: Continuing Education (66.67 hours maximum)	
Development Category B: Leadership (46.67 hours maximum)	
Development Category C: Instruction (46.67 hours maximum)	
Development Category D: Significant Work Projects/Initiatives (50 hours maximum)	
Development Category E: Research or Publication (33.33 maximum)	
TOTAL HOURS	

Name: _____   **Member Number:** _____

CONTINUING PROFESSIONAL DEVELOPMENT LOG

Professional Development Categories and Definitions for Maintenance of the CHRP, CHRL, and CHRE designations

CATEGORY A: MAXIMUM 66.67 HOURS PER THREE YEAR PERIOD

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
A. Continuing Education	**A1. University, College, and Institute Courses** Successful completion of post-secondary course(s) from an accredited institution. This may include: • Distance Education Equivalents/face-to-face or online • University Transfer Courses • Undergraduate Courses • Graduate Courses *(You must pass the course. You may be required to produce proof of transcript and courses outline if audited).*	1 hour per hour of instruction	
	A2. Certification Courses Attendance at courses that lead to a certification.	1 hour per hour of instruction to a maximum of 8 hours per day.	

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
	A3. Seminars/Workshops/Conferences/ Roundtables. Attendance at seminars, workshops, conferences, roundtables – *online or in person.* This may include, company offered, chapter/regional seminars, breakfast meetings or dinner speaker with educational components.	1 hour per hour of instruction to a maximum of 8 hours per day.	
	A4. Self-direct Learning – This includes readings of periodicals and research in preparation for sharing of your learning at discussion groups or "brown-baggers," which have learning outcomes but do not result in workshop development. Outline how knowledge was applied or shared.	1 hour per 100 pages read	
	A5. Executive/Management Development Program – Attendance in an executive/management development program.	1 hour per hour of instruction to a maximum of 8 hours per day.	

CATEGORY B: MAXIMUM 46.67 HOURS PER THREE YEAR PERIOD

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
B. Leadership	**B1. Mentoring –** Acting as a mentor outside normal job duties (i.e., not direct reports) under a formal agreement to develop specific skills. Keep record of contact with signature of mentor and protégé in case of audit.	1 hour per hour of mentor contact as outlined in mentoring agreement.	
	B2. Being Mentored – Being mentored under a formal agreement to develop specific skills. Keep record of contact with signature of mentor and protégé in case of audit.	1 hour per hour of mentor contact as outlined in mentoring agreement.	
	B3. Supervising HR Student in the Workplace – During a formal co-op, internship, or work-experience placement where written appraisal is provided along with regular feedback.	1 hour per hour of supervision as outlined in a co-op agreement.	

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
	B4. Active Committee/Taskforce Membership in an HR Association, or other organization outside current employer (local, provincial, regional, or national) – For a period of no less than a year and/or minimum 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees.	6.67 hours per year per committee.	
	B5. Chair/Co-Chair of an HR Committee or taskforce (in an HR Association or other organization outside current employer.) – For a period of no less than a year and/or a minimum of 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees. *This includes chapter/regional/executive level involvement.*	10 hours per year per committee.	
	B6. Board Membership (in an HR Association) – For a minimum of the usual term and/or 24 hours commitment per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees.	13.33 hours per year per board.	

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
	B7. Conference Chair/Co-Chair – For a chapter, local, provincial, regional or national conference lasting a **minimum of 2 days.** Must demonstrate responsibilities for completing project work and/or leading sub-committees – *Conferences lasting 1 day would receive half the annual point allotment.*	20 hours annually per conference.	
	B8. Chair/Co-Chair or President of an HR Association – For a minimum term of one year. With demonstrated responsibilities for meeting organizational objectives. Must demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. This is in addition to board membership.	26.67 hours per year.	
	B9. Task Force Member – Representing an HR organization on a public or government Task Force for a minimum of 24 hours per year. Must demonstrate responsibilities for completing project work and/or leading sub-committees.	13.33 hours per year per appointment.	

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
	B10. Active Volunteer or Board Membership in Non-profit Organization (not restricted to HR) – Must demonstrate responsibilities for completing project work and/or leading sub-committees.	6.67 hours per 3-year CPD period.	
	B11. Volunteering for administrative tasks in HR Associations (e.g., administrative tasks at association conferences, awards nominations-paid proctoring is not appropriate for CPD hours).	0.67 hours per day to a maximum of 3.33 per year.	
	B12. Volunteering in an unpaid HR consultative role – Volunteering in an HR capacity (e.g., HR Hotline). A log of volunteer hours should be kept.	1 hour per hour of volunteering to a maximum of 24 hours annually.	

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CATEGORY C: MAXIMUM 46.67 HOURS PER THREE YEAR PERIOD

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
C: Instruction	**C1. Developing a new and first time University, College, or Institute Course –** Course related to HR knowledge base for which students receive credits towards a degree, diploma or certificate in HR and for which assignments, papers and/or exams have to be marked. The course must be offered at an accredited post-secondary institution. Credit will be granted for the first time the course id developed. Courses may include: • Continuing Education Programs • E-learning/online courses • Executive/Management or Development Programs • University Transfer Courses • Undergraduate Courses • Graduate Courses • Certification Courses	26.67 hours per new course developed	

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Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
	C2. Teaching a University, College, or Institute Course for the first time – Courses for which students receive credit towards a degree, diploma, or certificate in HR and for which assignments, papers, and/or exams have to be marked. Credit is granted for the firs time the course is taught. *The course must be taught at an accredited post-secondary institution.*	20 hours per new course taught.	
	C3. Developing a new Course, Workshop or Seminar – Credit is only granted for the first time the course, workshop or seminar is developed for a non-post secondary institution, workplace, or client.	20 hours per new course/workshop/ seminar	
	C4. Facilitating new Course, Workshop or Seminar – Credit is only granted for the first time the course, workshop or seminar is facilitated for a non-post secondary institution, workplace, or client.	13.33 hours per new course/workshop/ seminar	

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
	C5. Guest Lecturer – Includes preparation of a minimum of three hours for a newly developed presentation/lecture.	3.33 hours per new lecture.	
	C6. Keynote Speaker – At a national, provincial, or regional or chapter conference. Presentation must be a minimum of 45 minutes.	6.67 hours per each new keynote presentation.	
	C7. Panel Member – At a national, provincial, or regional conference/seminar.	1 hour per hour of participation to a maximum of 5 hours per conference/seminar.	

CATEGORY D: MAXIMUM 50.00 HOURS PER THREE YEAR PERIOD

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.

D. Significant Work Projects/ Initiatives	**D1. First time or significant contribution to your organization in the development, application or implementation of a program or project related to HR –** includes secondments/assignments outside your normal job duties.
	  • A S*mall Project* is defined as lasting between 40-100 hours.
	  • A *Medium Project* is defined as lasting between 101-199 hours.
	  • A *Large Project* Is defined as lasting 200+ hours.
		• **Small** project: 10 CPD hours
		• **Medium** project: 13.33 CPD hours
		• **Large** project: 16.67 CPD hours	

	D2. Significant updates/process improvements – e.g., course, project, program, or service provided.	3.33 hours per occurrence to maximum of 13.33 hours per 3-year CPD period.	

CATEGORY E: MAXIMUM 33.33 HOURS PER THREE YEAR PERIOD

Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institutions(s) and/ or course provider attended to support activities logged. Provide brief explanation of how course content furthers your ability as an HR Practitioner.
E: Research or Publication	**E1. Conducting Research -** Related to HR knowledge base but not part of normal responsibilities, culminating in either a significant client or company report or published work (e.g., white paper). *This is also applicable to HR consultants, both internal and external.*	6.67 hours per project.	
	E2. Authoring Journal, Case Study Article or Editorial-Credit is only granted for the first time the piece is published**.**	6.67 hours per project.	
	E3. Publishing a New Text	20 hours per text.	
	E4. Publishing a New Edition of an Existing Text	13.33 hours per text.	
	E5. Co-authoring or Edition of a Major Work	13.33 hours per text.	

	E6. Acceptance of Master's Thesis or Graduating Paper at a Master's Level – Must be in an area directly related to one or more of the HR body of knowledge or a business-related subject.	20 hours	
	E7. Acceptance of Doctoral Dissertation in an area directly related to one or more of the HR body of knowledge or a business-related subject.	33.33 hours	
	E8. HR Related Book Review, Editorial or Article submitted for publication – related to the HR knowledge base.	1 hour per article	
	E9. Blogging – Must be 700 words or more on a subject related to the HR knowledge base. Posts must contain facts/data and not be an editorial or opinion piece. Blogs must be posted on a site that is open to the public. Links to post must be provided in the CPD submission.	1 hour per post to a maximum of 8 hours per 3-year CPD period.	

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