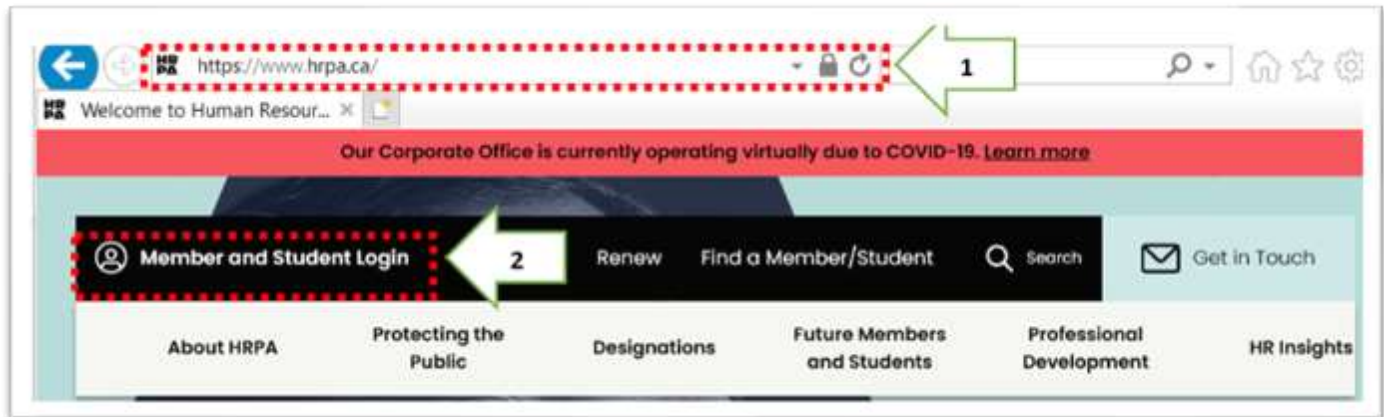


The CPD Online Log is a recording/ writing tool only. Prior to using the online log, to understand what qualifies for CPD hours you are encouraged to review both [the CPD Log Categories and Definitions](#), in addition to the Regulation and HR Designation section. The log outlines a broad scope of activities that may quality towards CPD.

How to Access my Online CPD Log:

Step 1: Go to the HRPA Website (Click [here](#))



Step 2: Log into your HRPA account:

A screenshot of the HRPA login page. The page header includes the HRPA logo and the text 'Human Resources Professionals Association'. Below the header, there are links for 'Login | Register | Accessibility | Chapters | Contact Us'. The main content area is a dark grey box with a 'Sign In' button. Below this, there is a 'Sign In' heading and a text box with the instruction 'Input your username and password'. The login form includes a 'Username' field, a 'Password*' field, and a checkbox for 'Keep me signed in if I close the browser'. A red dashed box highlights the entire login form area. A red 'Sign In' button is located at the bottom of the form.

Step 3.a.: Once you have logged into your HRPAs account click on the below tab **Your Profile** to access your dashboard profile.



Step 3.b.: Next, scroll down to the section **Additional Profile Pages** and click on **Continuing Professional Development** to launch your online CPD Log:



Step 4: Once you have launched your CPD Log you will note:

- The Log is broken down into five developmental categories:

| CATEGORIES |
|--|
| 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 hours maximum) |
| TOTAL HOURS |

**Please note: each category has maximum number of allowable hours. If you exceed the maximum number of allowable hours, only the maximum allowable hours will be counted towards your total CPD hours. For example, if you logged 65.00 hours in Category B, only 46.67 CPD hours will be counted towards your total CPD hours. The only category that you may attain the required 66.67 CPD hours is Category A.*

- For more information, please view the current version of the log available through the Regulation and HR Designations section of the website (click [here](#)).
- 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.

view continuing professional development log

Your continuing professional development Log period (-)

| | |
|--|-------------|
| Category A - Continuing Education | 0.00 |
| Category B - Leadership | 0.00 |
| Category C - Instruction | 0.00 |
| Category D - Significant Work Projects/Initiatives | 0.00 |
| Category E - Research or Publication | 0.00 |
| Total Hours | 0.00 |

Development Category:

Select a continuing professional development period -

How to Add Pre-approved activities to my Online CPD Log using a CPD Code:

Step 1: Ensure you have chosen your current CPD period and click on the button **Select**:

View continuing professional development log

Your continuing professional development Log period
(06/01/2018 - 05/31/2021)

| | |
|--|-------------|
| Category A - Continuing Education | 0.00 |
| Category B - Leadership | 0.00 |
| Category C - Instruction | 0.00 |
| Category D - Significant Work Projects/Initiatives | 0.00 |
| Category E - Research or Publication | 0.00 |
| Total Hours | 0.00 |

Development Category: Category B - Leadership

Select a continuing professional development period 06/01/2018 - 05/31/2021

Step 2: Next, under the field **Select an Activity Type** click on the **Add by Code** button:

Your continuing professional development Log period
(06/01/2018 - 05/31/2021)

| | |
|--|-------------|
| Category A - Continuing Education | 0.00 |
| Category B - Leadership | 0.00 |
| Category C - Instruction | 0.00 |
| Category D - Significant Work Projects/Initiatives | 0.00 |
| Category E - Research or Publication | 0.00 |
| Total Hours | 0.00 |

Development Category: Category B - Leadership

Select a continuing professional development period 06/01/2018 - 05/31/2021

Select a Category above in order to view the activity types for that category.

Select an Activity Type View All

Step 3: Once you have clicked on the **Add by Code** button, the following CPD Code search page will pop up. Input your CPD code and click on **Search**.

Add/Edit Recertification Activity

Activity Information

Activity Code

Step 4: Next, you will note the CPD Code and activity title will populate. Click on *I hereby affirm that I understand, acknowledge, and agree to the statements above*, followed by **save**.

Add/Edit Recertification Activity

Activity Information

Activity Code

Activity

I accept responsibility for tracking all Professional Development activities. I understand I am responsible for submitting my log by the end of my recertification period. I understand that logging activities does not constitute acceptance of these activities by HRP of Ontario. Acceptance will be confirmed only upon submission of the log.

I HEREBY AFFIRM THAT I UNDERSTAND, ACKNOWLEDGE AND AGREE TO THE STATEMENTS ABOVE

After you have clicked on the **save** button, you note the entered CPD Code and activity details have saved to your online log and is reflected in the total CPD hours:

View continuing professional development log

Your continuing professional development Log period
(06/01/2018 - 05/31/2021)

| | |
|--|-------------|
| Category A - Continuing Education | 1.50 |
| Category B - Leadership | 0.00 |
| Category C - Instruction | 0.00 |
| Category D - Significant Work Projects/Initiatives | 0.00 |
| Category E - Research or Publication | 0.00 |
| Total Hours | 1.50 |

Development Category: Category A - Continuing Education

Select a continuing professional development period: 06/01/2018 - 05/31/2021

Select a Category above *in order to view the activity types for that category.*

Select an Activity Type:

| Activity | Program Name | Program Details (brief summary of the program and dates attended) | Start Date (mm/dd/yyyy) | Units | Qty | Hours | | |
|--|---|---|----------------------------|-------|------|-------------|--|-------------|
| A3 - Seminars, Workshops, Conferences, Roundtables | 209240-Cornwall 10.06.20 VIRTUAL: Managing Worker Mental Health through the Seasons of COVID-19 | Understand the potential effects of the holiday season, winter, and COVID on the mental health of workers, and the organization's role. Learn about helpful tools and resources from MHCC and others to support mental health of employees and their families. Know how to prepare a plan for supporting workers mental health through the holiday and winter season of the pandemic. | 10/22/2020 | | 0.00 | 1.50 | | Delete Edit |
| Total Hours for Category A - Continuing Education | | | | | | 1.50 | | |

How to Manually Add activities to my Online CPD Log – **Category A:**

Step 1: Once you have launched your online CPD Log, click on **Category A**, followed by selecting your **CPD period**, **subcategory** and the **add** button:

The screenshot shows a web interface for adding CPD activities. On the left, a list of categories is shown, with 'Category A - Continuing Education' highlighted and labeled with a green box '1'. In the center, the 'Development Category' is set to 'Category A - Continuing Education'. Below this, a date range for the CPD period is selected from '04/01/2017' to '05/31/2018', labeled with a green box '2'. To the right, a dropdown menu for 'Select an Activity Type' is set to 'A1 - Seminars, Workshops, Conferences, Roundtables', labeled with a green box '3'. At the bottom right, there are 'Add' and 'Add by Code' buttons, with the 'Add' button labeled with a green box '4' and the 'Add by Code' button labeled with a green box '5'. A table on the right side of the interface shows a list of activities with columns for 'Activity Type', 'Hours', and 'Total Hours'.

Step 2: Fill in the following fields (e.g., #1-4 as illustrated below). You will note that the **Quantity field "QTY"** is in hours. Next, enter the hours of instruction you participate in.

***Please note: breaks, lunch, or networking events do not count towards your CPD hours.*

The screenshot shows the 'Add/Edit Recertification Activity' form. The 'Activity Information' section is filled out as follows: 'Activity' is 'Recert-A1 Seminars/Workshop/Conferences/Round Tables'; 'Program Name' is 'How to be an effective HR leader' (labeled with a green box '1'); 'Program Details' is 'The learning objectives: - motivational interviewing, - Learning about the needs of an organization, - Payroll' (labeled with a green box '2'); 'Start Date' is '01/25/2020' (labeled with a green box '3'); 'Units' is 'Hours' (labeled with a green box '4'); 'Qty' is '2' (labeled with a green box '4'); and 'Points' is '2.00'. Below the form, there is a text area with a disclaimer: 'I accept responsibility for tracking all Professional Development activities. I understand I am responsible for submitting my log by the end of my recertification period. I understand that logging activities does not constitute acceptance of these activities by HRPFA of Ontario. Acceptance will be confirmed only upon submission of the log.' Below this text area, there is a checkbox labeled 'I HEREBY AFFIRM THAT I UNDERSTAND, ACKNOWLEDGE AND AGREE TO THE STATEMENTS ABOVE' (labeled with a green box '5'). At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button labeled with a green box '7'.



Step 3: Akin to adding an activity using a CPD code, once you have saved the inputted information you will see the following added activity reflected in your CPD Log and total CPD hours.

Please note: you may only add activities that you participated in during your CPD period (e.g. June 1, 2017 – May 31, 2020). If you are adding an activity that took place outside your CPD period, they system will **not** allow your entry to be saved, and therefore will not be reflected in your CPD Log or CPD hours.

View continuing professional development log

Your continuing professional development Log period
(06/01/2017 - 05/31/2020)

| | |
|--|-------------|
| Category A - Continuing Education | 2.00 |
| Category B - Leadership | 0.00 |
| Category C - Instruction | 0.00 |
| Category D - Significant Work Projects/Initiatives | 0.00 |
| Category E - Research or Publication | 0.00 |
| Total Hours | 2.00 |

Development Category: Category A - Continuing Education

Select a continuing professional development period: -

Select a Category above *in order to view the activity types for that category.*
 Select an Activity Type:

| Activity | Program Name | Program Details (brief summary of the program and dates attended) | Start Date (mm/dd/yyyy) | Units | Qty | Hours | | |
|--|--|---|----------------------------|-------|------|-------------|--|-------------|
| Recert-A3 Seminars/Workshop/Conferences/Round Tables | How to be an effective HR Leader | The Learning Objectives: - Motivational Interviewing - Learning about the needs of an organization - Payroll | 01/25/2020 | Hours | 2.00 | 2.00 | | Delete Edit |
| Total Hours for Category A - Continuing Education | | | | | | 2.00 | | |

How to Manually Add activities to my Online CPD Log – **Subcategory D1:**

Step 1: Similar to adding an activity entry for Category A, click on **Category D**, followed by selecting your **CPD period**, **subcategory** – *D1 First time contribution to Project* and the **add** button:

View continuing professional development log

Your continuing professional development Log period (-)

| | |
|---|-------------|
| Category A - Continuing Education | 0.00 |
| Category B - Leadership | 0.00 |
| Category C - Instruction | 0.00 |
| Category D - Significant Work Projects/Initiatives | 0.00 |
| Category E - Research or Publication | 0.00 |

Total Hours 0.00

Development Category: Category D - Significant Work Projects/Initiatives

select a continuing professional development period: 06/01/2018 - 05/31/2021

Select a Category about: View All

Select an Activity Type: D1 - First time contribution to RPC project

| Activity | Program Name | Program Details (brief summary of the program and dates attended) | Start Date (mm/dd/yyyy) | Units | Hours |
|---|--------------|--|----------------------------|-------|-------------|
| Total Hours for Category D - Significant Work Projects/Initiatives | | | | | 0.00 |

Step 2: Once you have click on the **add button**, the below screen will pop-up. Populated the highlighted fields by inputting the project name, details/ brief description, and start date. For the field **Units**, select the size of the project by clicking on the appropriate number of hours (small, medium, or large project):

Step 3: Under the **Quantity "QTY"** field, input the numerical value 1. You will note that the **Points** field automatically populates. For large projects (200+ hours) 16.67 CPD hours is assigned, whereas for small (40-100 hours) and medium (101-199 hours) projects 10 and 13.33 CPD hours are assigned respectively.

Step 4: Next, to save your project activity entry check the box *I hereby affirm that I understand, acknowledge, and agree to the statements above*, followed by clicking on the **save** button:

ADD A NEW RECOGNITION ACTIVITY

Activity Information

Activity: Recert-D1 First-time or significant contribution to your organization in the development

Program Name: Project: COVID-19 and Infection Prevention among employees

Program Details: Brief summary of the program and dates attended: This project looked at policies and procedures to be implemented and evaluating the efficacy such policies.

Start Date: 6/1/2020

Units: Large Project - 200+ hours

Qty: 1

Hours: 16.67

I accept responsibility for tracking all Professional Development activities. I understand I am responsible for submitting my log by the end of my recertification period. I understand that logging activities does not constitute acceptance of these activities by HRPA of Ontario. Acceptance will be confirmed only upon submission of the log.

I HEREBY AFFIRM THAT I UNDERSTAND, ACKNOWLEDGE AND AGREE TO THE STATEMENTS ABOVE

Save **Cancel**

Step 5: After you have clicked on the **save** button, you will note that your project activity entry will be reflected in both the respective category (e.g., Category D) and CPD total hours.

view continuing professional development log

Your continuing professional development log period (06/01/2018 - 05/31/2021)

| | |
|---|--------------|
| Category A - Continuing Education | 0.00 |
| Category B - Leadership | 0.00 |
| Category C - Instruction | 0.00 |
| Category D - Significant Work Projects/Initiatives | 16.67 |
| Category E - Research or Publication | 0.00 |
| Total Hours | 16.67 |

Development Category: Category D - Significant Work Projects/Initiatives

Select a continuing professional development period: 06/01/2018 - 05/31/2021 **Select**

Select a Category above in order to view the activity types for that category.

Select an Activity Type: View All **Add** **Add by Code**

| Activity | Program Name | Program Details (brief summary of the program and dates attended) | Start Date (mm/dd/yyyy) | Units | Qty | Hours | |
|--|--|---|-------------------------|----------------------------|------|--------------|-------------|
| Recert-D1 First-time or significant contribution to your organization in the development | Project: COVID-19 and Infection Prevention among employees | This project looked at policies and procedures to be implemented and evaluating the efficacy such policies. | 06/01/2020 | Large Project - 200+ hours | 1.00 | 16.67 | Delete Edit |
| Total Hours for Category D - Significant Work Projects/Initiatives | | | | | | 16.67 | |



Submitting your CPD Log:

Once you have reached the required 66.67 CPD hours, a red **Submit** feature will appear asking you to submit the log. The log will only be submitted once you have clicked on the red hyperlink. After you have submitted your CPD Log, you will receive an email confirming receipt of your submission.

Select a continuing professional development period -

You have reached 66.67 Continuing Professional Development (CPD) hours. [Submit](#) your log by clicking the word submit.