



**Human  
Resources  
Professionals  
Association**



**The Continuing Professional Development  
(CPD) Requirement Explained**

May 11, 2022

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# Spring 2022 Webinar Series

April 27, 2022	HRPA's Appeal Process
May 4, 2022	The Requirement to Notify the Registrar of Bankruptcies and Insolvency Events
<b>May 11, 2022</b>	<b>The Continuing Professional Development (CPD) Requirement Explained</b>
May 18, 2022	Renewing your Registration

Our previously aired regulatory and how-to webinar series can be found on the [Professional Development](#) page of our website.

# Agenda

## The objects of HRP A

### Part 1

- What is CPD?
- Purpose of HRP A's CPD Requirement
- CPD Period, Log, & Recoding activities

### Part 2

- Common Mistakes
- CPD Code
- *No CPD Code? No Problem!*
- Choosing a CPD Activity & CPD Options
- Maintaining Records

### Part 3

- Submitting your CPD Log
- CPD Extension

### Part 4

- CPD Audit
- Additional Information

### Questions?

# Objects

- 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 & Purpose of the CPD Requirement

- The objects are set out in the **Registered Human Resources Professionals Act, 2013** – HRPA's enabling statute.
- The purpose of HRPA's CPD requirement is to **minimize the risk of harm** or **potential risk of harm to the public** stemming from the practice of the profession by furthering one or more of the following **objectives**:
  - a. promoting continuing competence and continuing quality improvement;
  - b. remedying identified gaps in knowledge, skills; and competence;
  - c. addressing changes in practice environments;
  - d. managing the transition to new areas of professional practice; and
  - e. reinforcing standards of practice and incorporating advances in technology into one practice as a Human Resources professional.





**Proactive regulation**

*Quality Assurance, Risk-based regulation*  
Ensuring that, once in, registrants continue to maintain their competence and practice their profession is a way that minimizes the risk to the public

# What is CPD?

- **Continuing Professional Development (CPD)** is an essential component of HRPA's designation framework.
- The purpose of CPD is to ensure that members who have earned the CHRP, CHRL, and/or CHRE designation, 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
- The CPD requirement also ensures only **competent** and **ethical** professionals are allowed into the profession. *Failure to meet the CPD requirement may result in suspension and revocation of designation.*

# CPD Requirement

- Designation holders (i.e., CHRP, CHRL, and CHRE) must acquire 66.67 hours of CPD activities within their 3-year CPD period
- All designated members are required to meet the CPD requirement
- Designation holders cannot log activities outside their CPD period:
  - **Example:** Rodicka Lawrence holds a CHRL. Her CPD period is from *June 1, 2016 – May 31, 2019*. Rodicka submitted 2 activities that took place on May 25, 2016. Due to these activities being outside of Rodicka's CPD period, it will not be counted towards the required 66.67 CPD hours for the CPD period of **June 1, 2016 – May 31, 2019**.

# CPD Period:

- Each designated member has a three-year CPD period, which starts when a member receives the CHRP, CHRL, or CHRE designation.
- **All CPD periods begin on June 1<sup>st</sup> unless:**
  - It is the member's first CPD period
    - CPD period will start on the date the member has been 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<sup>st</sup> unless:**
  - The member was granted an extension
    - The member's CPD period will end on the date their extension expires or on the date their CPD log is submitted.

# CPD Period (pt. 2):

- A member's first CPD period can be longer than three year if the designation was granted throughout the year
  - **For example:** Pippa was granted her designation on September 15, 2017. Her CPD period will be from June 1, 2017 – May 31, 2021. This is because Pippa was granted her designation after the June 1, 20XX CPD period date. Therefore, her first CPD period is longer than subsequent periods.
- A member's CPD period does not change if he/she is granted further designations by HRP

# CPD Log:

- There are five activity categories in which members may log their CPD hours:
  1. **Category A: Continuing Education** (maximum 66.67 hours)
  2. **Category B: Leadership** (maximum 46.67 hours)
  3. **Category C: Instruction** (maximum 46.67 hours)
  4. **Category D: Significant Work Project/ Initiatives** (maximum 50 hours)
  5. **Category E: Research or Publication** (maximum 33.33 hours)
- Each category has a maximum allowable number of hours that can be claimed per category per three-year CPD period.
- Members are not required to log activities in each category.
- *Category A is the only category in which you may log all **66.67 CPD hours**.*

# CPD Log (pt. 2):

Development Category	Maximum Hours per Three Year CPD Period	Activities Include but are not Limited to:
Category A – Continuing Education	66.67 hours	Seminars Workshops Conferences Self-directed learning
Category B – Leadership	46.67 hours	Mentoring Volunteering
Category C – Instruction	46.67 hours	Developing courses Teaching courses
Category D – Significant Work Projects/Initiatives	50 hours	First time HR management projects Secondments Significant Process Updates
Category E – Research or Publication	33.33 hours	Conducting research Publishing a new text Acceptance of a master's thesis HR related book review



# CPD Log (pt. 3):

Each Category has a maximum number of CPD hours. The only Category you can achieved 66.67 CPD hours is Category A.

- **Example:** Colin D'Souza submitted his CPD Log:
  - *What is the issue with Colin's Log?*

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

Category A - Continuing Education	5.00
Category B - Leadership	65.50
Category C - Instruction	0.00
Category D - Significant Work Projects/Initiatives	0.00
Category E - Research or Publication	0.00
<b>Total Hours</b>	<b>70.50</b>

Development Category: Category B - Leadership

Select a continuing professional development period  
06/01/2017 - 05/31/2020

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

Activity	Program Name	Program Details (brief summary of the program and dates attended)	Start Date (mm/dd/yyyy)	Units	Qty	Hours		
cert-B1 mentoring	Mentored Summer Student	Mentored Summer Student Jarvis McLean during June 1, 2018 - August 31, 2018. Outlined in formal agreement	08/31/2018	Hours	65.50	65.50	Delete	Edit
Total Hours for Category B - Leadership							65.50	

5 CPD Hours in Category A

65.50 CPD hours has been logged. But the maximum CPD hours for **Category B is 46.67 CPD hours**. Therefore, Colin has only submitted a total of **51.67 CPD hours** (5.00 + 46.67 = 51.67 CPD).



# Recording & Tracking Activities:

- Members are responsible for tracking and recording activities
- To ensure activities are recorded correctly, members should refer to the CPD Log: *categories and definitions*.
- Members are required to complete **66.67 CPD hours** during their 3-year CPD period
- You may only log activities that were completed during your CPD period
  - **For example:** Lola's CPD Period is from June 1, 2017 – May 31, 2020. However, Lola completed a webinar on May 25, 2017 and have tried several times to log this activity into her CPD log. Due to completion of the webinar on May 25, 2017, the online CPD Log system will not allow this activity to be saved, as it is outside Lola's CPD period.

# Recording & Tracking Activities: Subcategory D1

**For D1, the size of the project(s) determine the present hours:**

- Small project (40–100 hours)
- Medium project (101–199 hours)
- Large project (200+ hours)

**The quantity (QTY field) should be “1” per project and the CPD hours are as follows:**

- Small project – 10 CPD hours
- Medium project – 13.33 CPD hours
- Large project – 16.67 CPD hours

# Common Mistakes:

## 1. Incorrect numerical value inputted into the QTY field:

- A. Category D1: First time or significant contribution to your organization in the development, application or implementation of a program:

Add/Edit Recertification Activity

**Activity Information**

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

Program Name \* Payroll Project

Program Details  
Brief summary of the program and dates attended  
The project took place on June 8, 2018 - October 25, 2018

Start Date \*  
(mm/dd/yyyy) 6/8/2018

Units \*  
Large Project - 200+ hours  
Large Project - 200+ hours  
Medium Project - 101-199 hours  
Small Project - 40 - 100 hours

Qty \* 12

Points 1200

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

Save Cancel

**Activity Information**

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

Program Name \* Payroll Project

Program Details  
Brief summary of the program and dates attended  
The project took place on June 8, 2018 - October 25, 2018

Start Date \*  
(mm/dd/yyyy) 6/8/2018

Units \* Large Project - 200+ hours

Qty \* 12

Points 1200

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

# Common Mistakes (pt.2):

Ensure project date is **within** CPD Period  
(e.g., June 1, 2017 – May 31, 2020)

Select the size of your project  
(small, medium, large). Hours  
worked on a project does **NOT**  
equate to CPD hours

**Activity Information**

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

Program Name \* Payroll Project

Program Details  
Brief summary of the program and dates attended The project took place on June 8, 2018 -

Start Date \*  
(mm/dd/yyyy) 6/8/2018

Units \* Large Project - 200+ hours

Qty \* 1

Points 16.67

I accept responsibility for tracking all Professional Development activities. I understand I am responsible for submitting my log by the end of the period. I understand that logging activities does not equate to CPD hours. Acceptance will be confirmed by HRPA of Ontario. Acceptance will be confirmed by HRPA of Ontario.

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

Save Cancel

“QTY” should  
always be **1**, as you  
are logging **1**  
project

# What is a CPD Code?

- CPD Code is a 6-digit numerical value that is assigned to pre-approved CPD program activities:

400950

- A CPD Code is used by members to log activities they have participated in. The CPD Code makes logging an activity easier, as the code pre-populates the CPD log with details of the activity (title, description, date, and CPD hours):

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	300578 - Ottawa 01.12.21 Pay Equity Compliance (Ontario and Federal)	Learn the necessary steps to required to achieve pay equity under both Ontario and Federal Pay Equity legislation Identify those events that give rise to maintenance obligations Determine your organization's state of compliance and understand the consequences of non-compliance.	01/12/2021		0.00	2.00	<a href="#">Delete</a>	<a href="#">Edit</a>
Total Hours for Category A - Continuing Education						2.00		

# What is a CPD Code (pt.2) ?

CPD Codes are usually specific to activities logged under **Category A: Continuing education (66.67 hours maximum)**, specifically subcategories:

- **A1. University, College and Institute Courses**
  - **A2. Certification Courses**
  - **A3. Seminars/ Workshops/Conferences/ Roundtables**
- 
- 1 hour of instruction = 1 CPD hour, registrants may log a **maximum of 8 hours** per day under Category A.
  - In subcategories A1-3, a CPD hour does not include homework, assignment, project, and pre-work prep.
  - A CPD Code is assigned to a specific offering/event and date.

# *No CPD Code? No Problem!*

- To provide flexibility to members, members are able manually log activities to they have participated in.
- If a member does not have a CPD Code, they can still log the activity they participated in manually.
- Members have the choice to participate in various activities, this includes activities that have been **pre-approved** and **not pre-approved**.



# No CPD Code? No Problem! (pt.1):

If you do not have a CPD Code, you can still log your activity manually:

- **Step 1:** select the **Category**, **CPD period**, and **Sub-category** to log your activity, followed by clicking the **add** tab:

The screenshot shows a web interface for logging CPD activity. It includes a list of categories on the left, a central area for selecting a development category and a CPD period, and a bottom section for selecting an activity type and clicking an 'Add' button. Red arrows and numbered boxes (1-5) indicate the sequence of steps to follow.

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

Total Hours

Development Category: Category A - Continuing Education

Select a continuing professional development period 06/01/2017 - 05/31/2020 Select

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

Select an Activity Type A3 - Seminars, Workshops, Conferences, Roundtables Add Add by Code

27.75  
13.33  
0.00  
0.00  
0.00



# No CPD Code? No Problem! (pt.2):

- **Step 2:** Fill in the following fields (e.g., #1-4 as illustrated below). You will note that the **Quantity** section ("**QTY**") is in hours. Next, enter the hours of instruction you participated in.
- **Please note:** breaks, lunch, or networking does not count as an activity.

Add/Edit Recertification Activity

**Activity Information**

Activity: Recert-A3 Seminars/Workshop/Conferences/Round Tables

Program Name \* 1 How to be an effective HR leader

Program Details  
Brief summary of the program and dates attended 2 The learning objective:  
- motivational interviewing  
- Learning about the needs of an organization  
- Payroll

Start Date \* 3 01/25/2020  
(mm/dd/yyyy)

Units \* Hours 4

Qty \* 2

Points 2.00

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 5

7 Save Cancel

# Choosing CPD Activities:

**CPD activities will be different for each designated member as professional development is dependent on each member's practice:**

- Focus on areas relevant to your HR practice when choosing CPD activities; engage in activities that align with your professional development goals and needs.
- Do not restrict your professional development to only HRPA Pre-approved activities.
  - HRPA Pre-approval is not mandatory for an activity to qualify for CPD.
- While it is not mandatory, HRPA strongly encourage members to develop a professional plan to stay on track with the CPD requirement leading up-to the submission deadline.
- Record activities as they occur – it is easier to keep an ongoing record vs. trying to gather all the information at the last minute.

# Activities that qualify for CPD

- **CPD Activities logged should have a direct and describable link to one or more of the CPD objectives listed below:**
  - a) Promote continuing competence and quality improvement in a specific aspect of one's practice as a Human Resources professional, and/or
  - b) Remedy an identified gap in one's HR knowledge, skills; and competence, and/or
  - c) Address changes in one's HR practice environment such that continued professional competence requires the development of new knowledge, skills; and competence, and/or
  - d) Manage the transition to new areas of HR professional practice; and/or
  - e) Reinforce standards of practice and incorporate advances in technology into one's practice as a Human Resources professional.

# CPD Log Submission:

There are two ways members can track and log their activities:

## 1. Online CPD Log

- Can be accessed via HRPAs membership account Dashboard profile page
- Recommended method
- Avoid CPD hours calculation mistakes
- Serves as a tracking tool

## 2. Hard-Copy CPD Log Guide

- The CPD Log Guide, contains a breakdown of each category, subcategory and the maximum number of allowable CPD hours
- The CPD Log Guide can also be used to log activities

# CPD Log Submission (pt.2):

## 1. Online CPD Log

- Can be accessed via HRPA membership account Dashboard profile page

The diagram illustrates the process of accessing the CPD Log submission page through three steps:

- Step 1:** Sign in to the HRPA account. The sign-in page shows fields for Username and Password, a "Sign In" button, and links for "New Registration Application", "Forgot my User Name or password", and "Create a Non-Registrant Account".
- Step 2:** Access the "Continuing Professional Development" link in the "Additional Profile Pages" section of the dashboard. The dashboard shows "My Contact Information" (Ella Fitz, 185 Elm Street, Toronto, ON M4G 1T6, 416-956-8564) and "My Addresses" (HRPA Primary Address: 185 Elm Street, Toronto, ON M4G 1T6). The "Continuing Professional Development" link is highlighted in the "Additional Profile Pages" section.
- Step 3:** Access the "Your continuing professional development Log period" page. This page shows the log period (06/01/2018 - 05/31/2021) and a table of activity types and hours.

The bottom navigation bar includes links for "Your Chapter", "Learning", "Member & Student Benefits", "Your Profile" (highlighted with a dashed yellow box), and "Registration".

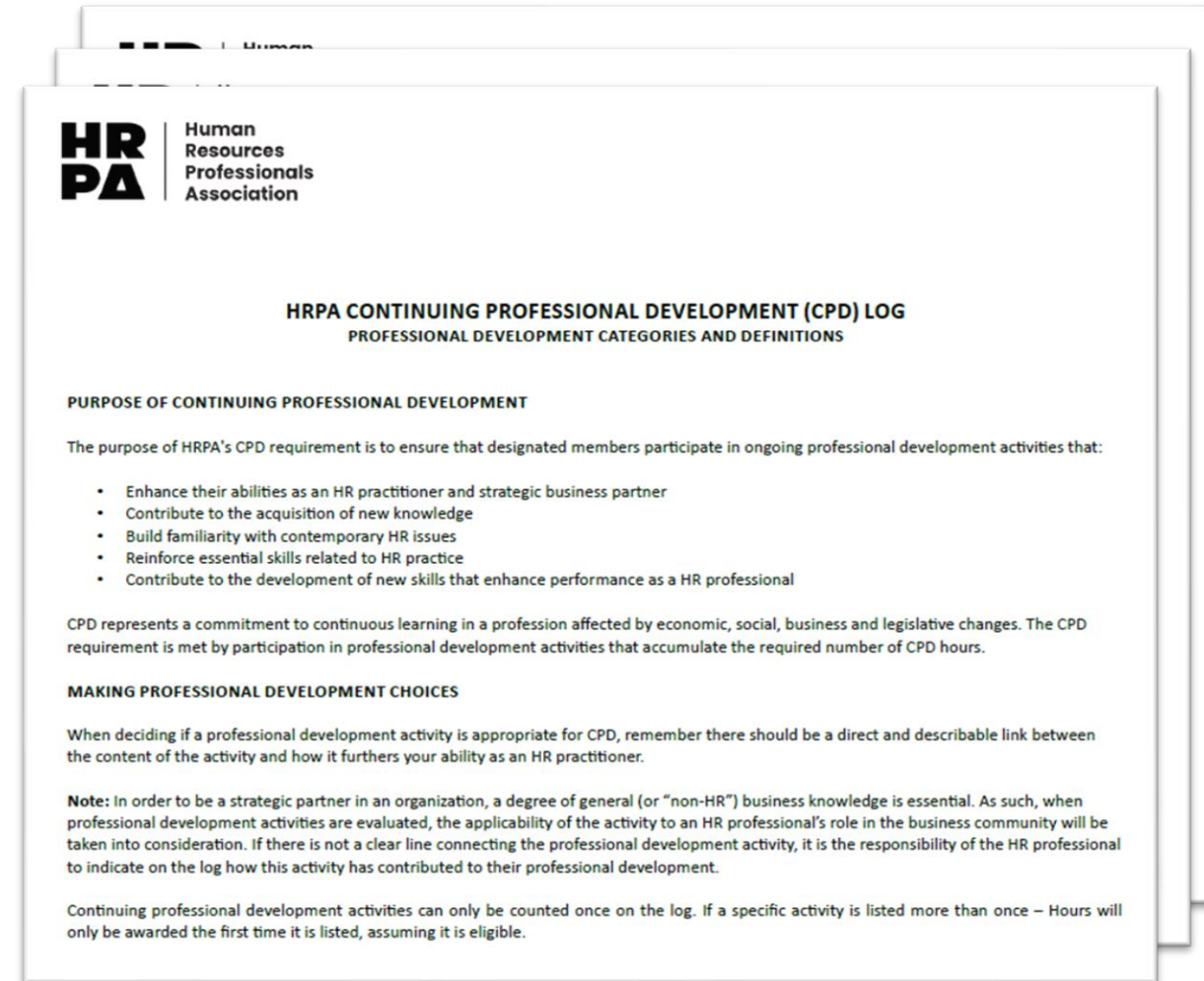
Activity	Program Name	Program Details (brief summary of the program and dates attended)	Start Date (mm/dd/yyyy)	Units	Qty	Hours
Total Hours for						

# CPD Log Submission (pt.3):

## 2. Hard-Copy CPD Log Guide

- The CPD Log Guide can also be used to log activities

CONTINUING PROFESSIONAL DEVELOPMENT LOG Professional Development Categories and Definitions For Maintenance of the CHRP, CHRL and CHRE designations			
CATEGORY A: <b>MAXIMUM 66.67 HOURS PER THREE YEAR PERIOD</b>			
Development Category	Development Activity	CPD hours accrued	Total Hours Acquired. Provide dates and name(s) of institution(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	<b>A1. University, College and Institute Courses</b>  Successful completion of post-secondary course(s) from an accredited institution. This may include: <ul style="list-style-type: none"><li>- Distance Education Equivalents/face-to-face or online</li><li>- Continuing Education Programs</li><li>- University Transfer Courses</li><li>- Undergraduate Courses</li><li>- Graduate Courses</li></ul> <i>(You must pass the course. You may be required to produce proof of transcript and courses outline if audited.)</i>	1 hour per hour of instruction	
	<b>A2. Certification Courses</b> Attendance at courses that lead to a certification.	1 hour per hour of instruction to a maximum of 8 hours per day.	

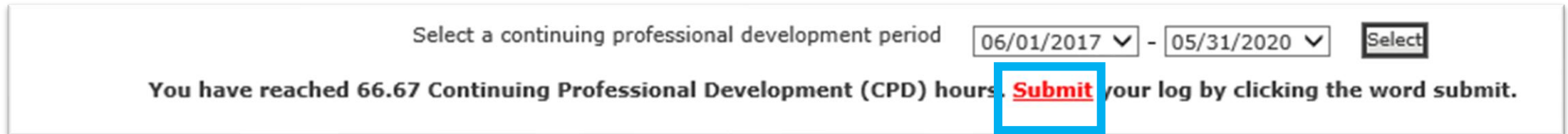


Registrants can submit their log at any time after they have attained the required 66.67 CPD hours.

- Early submission does **not** alter the next CPD period and activities **cannot** be carried forward from one CPD period to the next.

## Online CPD Log Submission:

- Once you have attained the required **66.67 hours**, the below will appear above your online CPD log. Click on the red '**Submit**' button that appears above your online log:



Select a continuing professional development period 06/01/2017 ▾ - 05/31/2020 ▾

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

## Hard Copy CPD Log Submission:

- Email your hard-copy CPD Lo to [registrar@hrpa.ca](mailto:registrar@hrpa.ca)



# CPD Log Submission (pt.5):

- After you have submitted your CPD Log, you will receive a confirmation email once your log has been received by HRP.
- Approximately 8 weeks after a log is submitted, members will be informed on the status of their CPD Log (e.g., approved or not):
  - HRP will only contact registrants if activities or CPD hours were logged incorrectly.
  - Having your CPD log approved and being granted your next period does not exempt your CPD log from the audit.



# CPD Options:

- **Low Cost:**
  - New work projects/initiatives
  - Volunteering
  - Mentoring
  - Self-Directed Learning
- **Free continuing education activities:**
  - HRPAs:
    - eLearning & On Demand (click [here](#))
    - Complimentary Webinars (click [here](#))
    - Office of the Registrar Archived webinars (click [here](#))
    - HRPAs Calendar of Events (click [here](#))
  - Hire immigrants (click [here](#))
  - Law firms (e.g., Hicks Morley, Lancaster House)
  - HR.com (click [here](#))
  - PayScale (click [here](#))
  - Human Capital Institute (click [here](#))
  - Public Services Health & Safety Association (PSHA) (Click [here](#))

# CPD Extension

## CPD Log Extensions may be granted for any of the following grounds:

- Maternity/ Parental Leave
- Period of Unemployment
- Health issues or prolonged illness
- Disability
- COVID-19 (course cancellations, quarantine and shut down)

## There are two types of extension:

- Fixed-term
- Ongoing

The image shows three overlapping copies of a document titled "Human Resources Professionals Association CPD Extension Policy and Request Form". The top document is clearly visible and contains the following text:

**HR PA** | Human Resources Professionals Association

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

To request an extension of a registrant'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. Registrants unable to meet the CPD requirement due to a prolonged illness or disability can request an ongoing extension until such time as the registrant is able to return to work. The registrant 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 registrant is able to return to work, the registrant must inform the Office of the Registrar within 30 days. At that time, the CPD Committee will work with the registrant to develop a feasible professional development plan to ensure the registrant's CPD requirement is brought up to date.

How does an extension affect a registrant's CPD period?

An extension changes the registrant's submission date by one year. For example, if a registrant is scheduled to submit a CPD log by May 31, 2018 and is given a one-year extension, the registrant will be required to submit the completed CPD log by May 31, 2019. The registrant's next three-year CPD cycle will start on the date after the log is due. For example, if a registrant 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 registrant would be borrowing the additional time from their next CPD period. For example, if a registrant 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 registrant's next CPD log would still be due by May 31, 2022. The registrant'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. Registrants 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. Registrants have the flexibility to earn their CPD at any time during the three-year period.

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# CPD Extension (pt. 2)

**Fixed-term extensions** are extensions that are given for a specific timeframe.

- *Example: 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).
- If a member only requires a one-year extension. The member **does not** borrow from their subsequent CPD cycle.
- If the member require more than one-year then they will be **borrowing** from their subsequent cycle period.
  - Therefore, subsequent CPD cycle will be shorter than 3-years.
  - CPD Extensions more than one year must go before the CPD Committee for approval.

# CPD Extension (pt. 3): Illness & Disability

- Registrants who request a CPD Log extension on the grounds of prolonged illness or disability, may be granted an **ongoing extension** until they are able to return to work.
- To request an ongoing CPD Log Extension registrants must initially submit the CPD Extension Policy Application and any supporting documents, followed by:
  - Providing 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.

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

As of March 20, 18, the Office of the Registrar revised the CPD Extension Policy.

Members who request a one-year extension will not borrow from the subsequent CPD cycle.

- **For example:** If a registrant is due to submit their CPD log by May 31, 2021, and apply for an extension that is approved, they would be required to submit their CPD log by May 31, 2022. The next 3-year CPD cycle remains intact and would start on June 1, 2022 (the day after the log is due) and end on May 31, 2025.

# How does an extension affect a member's CPD period (pt. 2) ?

CPD Extension request that exceed one year, **must** go before the CPD Committee. If granted, the member would borrow from their subsequent CPD cycle.

- **Example:** Edwardo is due to submit his CPD Log on May 31, 2018. However, due to a disability leave he was granted an extension for 1 ½ years until November 30, 2019. Edwardo's next CPD Log will be due on May 31, 2022.
  - Therefore, Edwardo's next CPD cycle is 6 months shorter to account for the additional 6 months extension. Edwardo's new CPD period will be December 1, 2019 – May 31, 2022.



# How can a CPD Extension be requested?

To request a CPD extension, registrants may complete and submit a **Continuing Professional Development Extension Application form**, along with any **supporting document**, no earlier than 6 months prior to their CPD log due date.

Complete and Submit application to the **Office of the Registrar** ([registrar@hrpa.ca](mailto:registrar@hrpa.ca))

**Supporting documents** may include:

- Doctor's note
- Letter from employer
- EI statement

The image shows a document titled "Human Resources Professionals Association CPD Extension Policy and Request Form". The document is from the HRPA (Human Resources Professionals Association). It outlines the policy for requesting a CPD extension. Key points include: extensions can be requested for up to one year for maternity/parental leave or unemployment; registrants must submit a doctor's note or EI statement; extensions are granted by the CPD Committee; and the extension affects the CPD submission date. The form also includes contact information for the Registrar.

**HRPA** Human Resources Professionals Association

Human Resources Professionals Association  
CPD Extension Policy and Request Form

To request an extension of a registrant'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. Registrants unable to meet the CPD requirement due to a prolonged illness or disability can request an ongoing extension until such time as the registrant is able to return to work. The registrant 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 registrant is able to return to work, the registrant must inform the Office of the Registrar within 30 days. At that time, the CPD Committee will work with the registrant to develop a feasible professional development plan to ensure the registrant's CPD requirement is brought up to date.

How does an extension affect a registrant's CPD period?

An extension changes the registrant's submission date by one year. For example, if a registrant is scheduled to submit a CPD log by May 31, 2018 and is given a one-year extension, the registrant will be required to submit the completed CPD log by May 31, 2019. The registrant's next three-year CPD cycle will start on the date after the log is due. For example, if a registrant 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 registrant would be borrowing the additional time from their next CPD period. For example, if a registrant 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 registrant's next CPD log would still be due by May 31, 2022. The registrant'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. Registrants 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. Registrants have the flexibility to earn their CPD at any time during the three-year period.

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# CPD Audit

- To ensure the integrity and standard of professionalism is reflected in the granting of designations, HRPA audits 3% of CPD submission.
- 3% of members that are due to submit their CPD Log for the current CPD 3-year deadline, are randomly selected.
- If a member is randomly selected for the audit, they are required to submit supporting documentation for each CPD log activity (click [here](#)).

The screenshot shows a document from the Human Resources Professionals Association (HRPA) titled "Continuing Professional Development (CPD) Audit Examples of Supporting Documentation". The document provides a list of types of supporting documentation that may be submitted to back up the activities that you submitted as part of your continuing professional development (CPD) log. It includes a table with sections and suggested acceptable supporting documentation.

**HRPA** Human Resources Professionals Association

Continuing Professional Development (CPD) Audit  
Examples of Supporting Documentation

The following is a listing of types of supporting documentation that may be submitted to back up the activities that you submitted as part of your continuing professional development (CPD) log. Where specific documentation is required it is highlight in red.

This is not an all-encompassing list. If you have an alternate piece of supporting documentation then it may be submitted in lieu of the recommendations below. The documents should tie you to the activities submitted.

Therefore all documents should at a minimum include:

- your name,
- date of the activity
- length of activity (where applicable).

Section	Suggested Acceptable Supporting documentation These are suggested documents – where there is mandatory supporting documentation it is listed in red.
A1. University, College and Institute Courses	<ul style="list-style-type: none"><li>- Transcript and course outline (<b>both required</b>) and</li><li>- Proof of enrollment (i.e. receipt, registration form)</li><li>- Copy of certificate</li></ul>
A2. Certification Courses	<ul style="list-style-type: none"><li>- Transcript and course outline (<b>both required</b>) and</li><li>- Proof of enrollment (i.e. receipt, registration form)</li><li>- Copy of certificate</li></ul>
A3. Seminars/Workshops/Conferences/Roundtables	<ul style="list-style-type: none"><li>- Pre-approved HRPA activities require the CPD code as proof. The code consist of 6 digits (i.e. 203152)</li><li>- Non-pre-approved seminars/workshops/conferences <b>DO</b> require proof of registration/attendance and a summary outline of the activity</li></ul>
A4. Self-directed Learning	<ul style="list-style-type: none"><li>- Listing of periodicals or research and explanation as to how the learning was shared.</li><li>- Agenda of session in which the information was shared</li></ul>
A5. Executive/Management Development Program	<ul style="list-style-type: none"><li>- Outline of program which indicates date and length</li><li>- Receipt which indicates length and date and that member attended.</li></ul>
B1. Mentoring	<ul style="list-style-type: none"><li>- Mentor contract listing hours spent and topics discussed (<b>required</b>)</li><li>- Letter of confirmation between mentor and protégée listing hours spent and topics discussed. (<b>required</b>)</li></ul>
B2: Being Mentored	<ul style="list-style-type: none"><li>- Mentor contract listing hours spent and topics discussed (<b>required</b>)</li><li>- Letter of confirmation between mentor and protégée listing hours spent and topics discussed.</li></ul>
B3. Supervising HR Student in the Workplace	<ul style="list-style-type: none"><li>- Co-op agreement listing hours spent or letter between parties</li></ul>



# CPD Audit (pt. 2)

- If a member is randomly selected for the audit, the CPD Committee will review each log and accompanying supporting documentation.
  - Each CPD audit submission (e.g. CPD Log and 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.
  - Follow-up for up-to two times after the initial audit supporting documentation may occur.
  - 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 audit process take ~ 3-6 months to complete.

# CPD Audit (pt. 3)

- Upon successful completion of the audit, members are notified via email.
- Depending on whether the CPD Committee has requested 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 submitted, whichever is later.

# Additional CPD Information

**For additional CPD Information please refer to the following links:**

- ✓ HRPA's Continuing Professional Development webpage (click [here](#))
- ✓ HRPA CPD Handbook (click [here](#))
- ✓ CPD Log Guideline: *categories and definitions* & Hard Copy Log (click [here](#))
- ✓ CPD Extension Policy and Request Form (click [here](#))

# Questions?

**HR  
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