



HRPA Continuing Professional Development (CPD) Guide

October 2019

Table of Contents

Part 1: Information that all should know about the CPD requirement

Purpose of the CPD requirement.....	2
CPD eligibility explained	2

Part 2: Information for those who are subject to the CPD requirement should know

Linking activities to the CPD objectives.....	3
CPD Pre-approval & CPD codes.....	4
CPD Categories	4
Timelines and Due Dates.....	5
Submitting the CPD Log.....	5
Notification of Results.....	5
Requesting an Extension.....	6
Audit of CPD Logs.....	7
Suspension and revocation of designations.....	7
Maintaining the integrity of the CPD process	7

Part 3: Information for those who wish to have a program, event, or activity pre-approved for CPD credit should know

Criteria for CPD and CPD pre-approval are not the same.....	8
CPD Pre-approval for 3 rd parties	9
HRPA Speakers' Bureau.....	10

Appendix A: Instructions for use of the online CPD log.....	11
---	----

Appendix B: Ancillary documents.....	14
--------------------------------------	----

Part 1: Information that all should know about the CPD requirement

Purpose of CPD requirement

HRPA's Continuing Professional Development (CPD) requirement is part of HRPA's Quality Assurance Program. 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.

The rules governing HRPA's CPD requirement are set out in Section 11 of HRPA's By-laws.

CPD is an individual matter in the sense that each and every professional subject to the CPD requirement is responsible for ensuring that their CPD activities are guided by the objectives above and are conducted in accordance with the By-laws and other related policies established by HRPA.

The CPD requirement requires that designated registrants (i.e., registrants authorized to use the CHRP, CHRL, and/or CHRE designations) participate in a specified amount of professional development activities in a set period of time. CPD activities are tracked in hours. In many cases, one hour of participation in an eligible activity equals one hour of CPD credit. However, some types of activity have limits to the number of hours that can be applied.

Designated registrants subject to the CPD requirement are required to submit a log of their CPD activities every three years. CPD logs are subject to audit by HRPA. Designated registrants who are subject to a CPD audit are required to submit documentation to support the activities listed in their CPD log.

The CPD requirement is self-managed for the most part. This means that designated registrants are responsible for choosing their CPD activities and ensuring that these activities are eligible for CPD.

What makes an activity eligible for CPD?

The essential requirement for eligibility as a CPD activity is that the activity is linked *directly* to one or more of the CPD objectives listed above. Registrants subject to the CPD requirement are personally responsible for ensuring that all the activities they include in their CPD log are linked *directly* to one or more of the CPD objectives listed above. If a professional cannot directly link an activity to one or more of the CPD objectives listed above, then this activity should not be included in their CPD log. The link to the CPD objectives needs to be direct and relate to the individual's specific professional practice. When CPD logs are audited, it is this link between the CPD objectives and the individual's specific professional practice which is the subject of verification.

Pre-approval of a CPD activity is *not* required for an activity to be eligible for CPD credit. A CPD code is *not* required for an activity to be eligible for CPD credit.

Part 2: Information for those who are subject to the CPD requirement should know

Linking an activity, program or event to one or more of the CPD objectives

The link between the activity and one or more of the CPD objectives should be clear and direct. The link between a CPD activity and one or more of the CPD objectives listed above should be genuine and not be artificial or contrived. To be appropriate as a CPD activity, the activity, program or event should:

- promote continuing competence and quality improvement in a specific aspect of one's practice as a Human Resources professional, and/or
- remedy an identified gap in one's knowledge, skills; and competence, and/or
- address changes in one's practice environment such that continued professional competence requires the development of new knowledge, skills; and competence, and/or
- manage the transition to new areas of professional practice; and/or
- reinforce standards of practice and incorporate advances in technology into one's practice as a Human Resources professional.

The most effective CPD follows from a thoughtful self-assessment of one's practice as a Human Resources professional and is pre-meditated in the sense that one's CPD activities are chosen deliberately to meet one of the CPD objectives. One should consider where one's practice poses or may potentially pose risks of harm to the public. Possible gaps are not only in terms of knowledge, skill and competence but also in terms of ethics and conduct. The *HRPA Human Resources Competency Framework* and the *HRPA Rules of Professional Conduct* are useful reference documents in this respect.

All designated registrants are required to obtain 66.67 CPD hours every three years. While there is no requirement to obtain a certain number of hours each year, designated registrants are strongly encouraged to design a personal professional development plan that outlines an annual schedule to ensure that CPD is a manageable and a professionally enriching experience. All CPD activities should be tracked in the designated registrant's CPD log. Designated registrants can choose to either use the online CPD log available via the Dashboard in their Profile or download a [hard copy CPD Log](#).

Detailed instructions on how to access the online log are included as an appendix at the end of the Guide.

CPD hours can be earned through continuing education, leadership activities, instructional activities, completion of significant work projects and/or initiatives, and research or publication.

CPD Pre-approval and CPD codes

Pre-approved CPD activities are activities whose content and/or application are linked in general to the practice of Human Resources. CPD codes are assigned to pre-approved programs. The CPD code makes logging an activity in the CPD log easier, and entering the code populates the CPD log with the details of the activity. If one forgets the CPD code, or if for some reason the CPD code was never given, the activity is still eligible for CPD credit and can be added manually to the Designated registrant’s CPD log.

As stated above, it is important to remember that an activity doesn’t need to be pre-approved for CPD to be eligible for CPD credit. Activities are eligible as long as they are linked directly to one or more of the CPD objectives.

It is also important to remember that just because something has been pre-approved for CPD doesn’t mean that it would qualify for CPD credit for every HR professional. For example, a program on mindfulness may be appropriate for a professional charged with increasing workforce resilience and wellness, but less so for a professional accountable for compensation planning who registered for the activity to improve personal resilience.

What categories qualify for CPD?

The CPD process has five development categories as well as different types of activities that fall within each category. Each activity is allotted CPD hours. Designated registrants do not need to accrue Continuing Professional Development hours in all categories.

Designated registrants are encouraged to consider all sections of the log when meeting the continuing professional development requirement. The following is an overview of the main categories, please consult the log for more detailed information:

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

Please note that HRPAs staff cannot comment on whether particular activities will qualify for CPD.

Timelines and Due Dates

The CPD cycle is aligned with the renewal cycle. This means that all designated registrants are required to submit a completed CPD log every three years by May 31st.

A registrant's first CPD period starts on the date they are granted their first designation. To align the first CPD cycle with the May 31st submission deadline, the CPD submission deadline for newly designated registrants is set as the fourth May 31st after the first designation was granted. This means the first CPD period for newly designated registrants will be slightly longer than three years.

A designated registrant's CPD period does not change when they are granted another designation.

For example, a designated CHRP registrant who obtains the CHRL will have the same CPD period that was set when the CHRP was granted for both designations. Information about a registrant's CPD period is included in the granting letter for each designation.

Only activities a designated registrant participates in during his or her current CPD cycle can be included in his or her CPD log.

In the year in which a designated registrant is due to submit their log, HRPAs will provide courtesy email reminders six months, three months and one month before the log is due. **Designated registrants are responsible for ensuring HRPAs has their current email address. Ultimately, registrants are responsible for their compliance with the CPD requirement.**

Designated registrants may obtain information about their personal CPD deadline date by:

- Consulting the letter, they received upon earning the designation;
- Consulting their online log;
- Contacting the Office of the Registrar at registrar@hrpa.ca or 416-923-2324 or 1-800-387-1311

Submitting the CPD Log

The CPD log can be submitted early, once the required 66.67 CPD hours have been achieved, but submitted no later than by midnight on May 31st the year the log is due. Please note that submitting the log early does not affect the next CPD cycle. Once the log has been received, the designated registrant will receive a confirmation email acknowledging the submission. **CPD activities completed between the date of submission and the actual submission deadline cannot be carried forward to the next CPD period.**

Notification of Results

HRPA does its best to review logs within eight to ten weeks of submission. Once the log has been reviewed, the designated registrant will receive a confirmation email including information regarding the registrant's next CPD period. The registrant's record will also be updated accordingly.

If during the review HRPAs notices any issues with the log, for example, if activities are deemed to be outside of the designated registrant's CPD period or if there are concerns about the appropriateness of an

activity for CPD, the registrant will receive a follow up email outlining the issues and next steps. Next steps can include logging additional activities or providing further information about how an activity furthers the registrant's HR skills.

Please note that the review does not mean that the log has been approved or is exempted from being selected for the CPD audit.

Requesting an Extension

Designated registrants who are unable to obtain the required 66.67 CPD hours during their three year CPD period can request an extension by reviewing the [CPD-Request-for-Extension-Policy](#) and submitting the form within the policy. Extensions can be granted for the following reasons:

- a. parental leave
- b. experiencing a prolonged illness
- c. unemployment
- d. Other (case-by-case) review by the CPD committee

Designated registrants who request a one-year extension will not borrow from their subsequent CPD cycle. For example, if a registrant is due to submit their log by May 31, 2018, and they apply for an extension that is approved, they are required to submit their log by May 31, 2019. The next 3-year CPD cycle remains intact and would start June 1, 2019 (the day after the log is due) and end on May 31, 2022. If an extension is granted for more than one-year, the registrant's next CPD period will be less than three-years depending on the length of the extension. The reasons for this are as follows:

- a. 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. Designated 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.
- b. There is no annual requirement. Designated registrants have the flexibility to earn their CPD at any time during the three-year period.
- c. There is a wide variety of activities that are eligible for CPD credit; hours can be earned even if the registrant is not currently in the workforce, e.g., volunteering, mentoring/being mentored, free webinars, etc.

The only exception are designated registrants who suffer from a prolonged illness affecting physical or mental health that qualifies them for an ongoing extension. Designated registrants who have been granted an ongoing extension are required to provide an updated doctor's note every May 31st and must notify HRPAs within 30 days once they are able to return to work. At that time, the matter will be referred to the CPD Committee, a committee constituted of designated registrants, to develop a plan to bring the designated registrant's CPD up to date.

Designated registrants having difficulty meeting the CPD requirement are asked to contact HRPAs. The CPD Committee often works with designated registrants having difficulty meeting the CPD deadline to develop a mutually acceptable plan for catching up.

A registrant who is granted an extension may submit their log as soon as the required hours have been achieved. The registrant's next CPD period will start the date after the log is submitted.

For detailed information about extensions please review the [CPD-Request-for-Extension-Policy](#).

Audit of CPD Logs

HRPA's CPD Committee randomly audits 3% of the CPD logs that are due for submission each year. Designated registrants randomly selected for the CPD audit will receive an email notification to that effect in early spring and are required to submit supporting documentation for each activity in their CPD log by May 31st. The audit notification will include a sample listing of acceptable supporting documentation. **It is the designated registrant's responsibility to compile and submit the supporting documentation for all CPD activities, including those completed through the HRPA.**

Please note that all designated registrants are required to keep the supporting documentation for the CPD activities completed during their current CPD cycle for a period of two years after their CPD log is due or submitted, whichever is later, in case they are audited.

Suspension and revocation of designations

Designated registrants who fail to meet the CPD requirement but whose registration remains active may lose their designation and be switched to the Practitioner category. To be fair and transparent and to allow designated registrants to rectify the issue, HRPA will provide those designated registrants with notice; a thirty-day warning of impending suspension of their designation(s) in June, as well as a sixty-day warning of suspension and impending revocation in July. Once revocation has occurred, the steps necessary to reinstate or re-achieve the designation(s) will depend on a variety of factors. For detailed information about the reinstatement or re-achievement process designated registrants should review the [Designation-Reinstatement-and-Re-achievement-Policy](#) or contact the Office of the Registrar at registrar@hrpa.ca.

Maintaining the integrity of the CPD process

As noted, the CPD process is self-managed for the most part. This means that maintaining the integrity of the CPD process is a responsibility that falls on the shoulders of program providers and certified designated registrants. It is important that all understand and apply the CPD eligibility criteria honestly. In the end, however, it is the certified designated registrants who are responsible for ensuring that the activities listed in their CPD log are appropriate CPD activities.

Part 3: Information for those who wish to have a program, event, or activity pre-approved for CPD credit should know

The criteria for eligibility for CPD and for CPD pre-approval are not the same

Eligibility as a CPD activity is an individual matter and is based on its link to the CPD objectives; CPD pre-approval is based on fact that the content of the activity, program or event is focused on Human Resources content and issues.

Because activities, programs or events with generic content may or may not be related to one or more of the CPD objectives for any given professional, such activities, programs or events are not eligible for pre-approval. However, as noted above, such activities may be eligible for CPD credit for some designated registrants providing that a designated registrant can link the activity, program or event to one or more of the CPD objectives.

To be eligible for CPD pre-approval, activities, programs or events must have as their purpose and intent the imparting of knowledge or building of skills which would be transferable to the participants' professional practice. Almost invariably, such activities, programs or events will have stated learning objectives.

There are three categories of activities that are not eligible for CPD pre-approval:

- a. Activities aiming at developing or enhancing generic skills
- b. Activities related to personal self-improvement
- c. Motivational speakers

These are activities, programs, or events that were not developed with the practice of Human Resources in mind and there is no strong or obvious connection and/or correlation to the practice of Human Resources. Some examples are given below:

- a. Activities aiming at developing or enhancing generic skills:
 - Computer skills
 - Presentation skills
 - Writing skills
 - Project management skills
 - Networking skills
 - Job search skills
 - Negotiation skills
 - Storytelling skills
 - Influencing skills

For example, a generic negotiation skills program would not be appropriate for CPD pre-approval, but a program on negotiating collective agreements would be appropriate for CPD pre-approval.

Notwithstanding, for some designated registrants, participation in a generic negotiation skills program may well be linked to one of the legitimate CPD objectives. In such cases, this activity would be appropriate for inclusion in the CPD log even though it is not pre-approved. However, in such cases, there is a greater requirement to demonstrate the relevance of learnings to one's professional practice. A useful approach here is to describe in the CPD log how the learnings from the activity, program or event were put into practice. If one cannot describe specific learnings from participation in the activity, program or event, or if one cannot describe how the learnings from such activities, programs or events were put into practice, the activity should not be logged as a CPD activity.

b. Activities related to personal self-improvement:

- Mindfulness
- Stress management
- Resilience
- Fitness
- Reading self-help books
- Completing personality tests or inventories
- Psychotherapy

It should also be noted that there is a difference between a program focused on personal self-improvement and a program focused on implementing a personal self-improvement program for employees. For instance, a stress management program would not be eligible for pre-approval but a program on how to implement a stress management program in one's organization would be.

c. Motivational speakers

- Sessions intended to energize, uplift, and motivate (e.g., Power of Success with Tony Robbins and Friends Toronto 2019, Motivation that Moves U)

There is a difference between entertainment and learning—although some learning can be entertaining. The difference, again, is in the intent—the purpose and the intent of the activity, program or event must be to impart knowledge or build skills which would be transferable to one's professional practice. Magicians, hypnotists, storytellers may be entertaining but their intent is not to impart knowledge or build skills which would be transferable to one's professional practice. Also, not eligible for pre-approval are product demos.

CPD Pre-Approval process for third-party vendors

Upon receiving an application, HRPAA can pre-approve CPD activities for our Professional Development Department, Chapters and third-party vendors. HRPAA cannot pre-approve CPD activities for individual registrants.

Before designated registrants enroll in a seminar, workshop or conference that is linked directly to one or more of the CPD objectives for their individual HR practice, they may look for the following seal to ensure that the activity has been pre-approved for CPD hours:



Upon completion of a pre-approved activity, designated registrants will receive the CPD code from the third-party vendor. If they don't receive the CPD code, the activity can still be logged manually without the code.

Pre-approved codes are date specific and only apply to the live offering of an activity. For example, a registrant can only log the CPD code if they attended the activity on the live date. If attended on a later date (via a webinar), the activity can still be logged without the CPD code as the content still qualifies.

Please keep in mind that it's the responsibility of the registrant to track their own professional development activities.

HRPA Speakers' Bureau

HRPA's pre-approval criteria and process do not approve speakers for the simple reason that many speakers can, and do, make presentations on many topics. HRPA's pre-approval criteria and process focus on the content of the presentation.

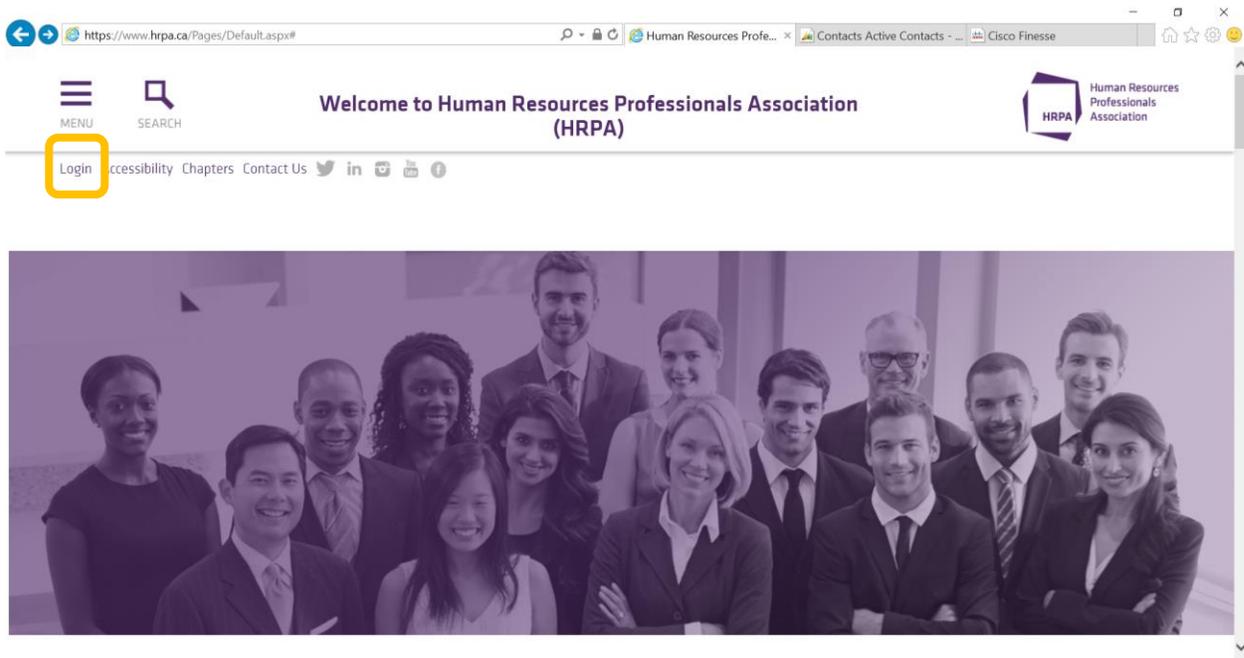
The Speaker's Bureau gives a list of speakers and the topics for which they have been pre-approved.

Appendix A: Instructions for use of the online CPD log

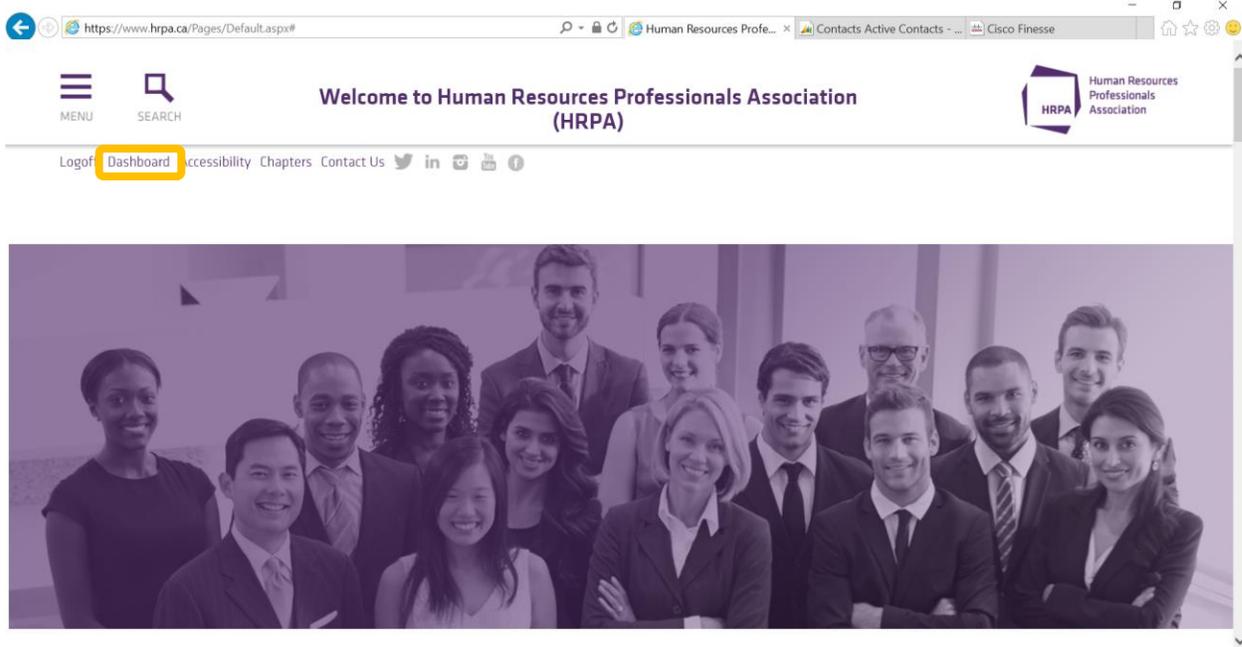
The online log is the recommended way to submit your CPD hours. The log serves as a tracking tool and should be used in conjunction with the [hardcopy CPD log](#) which contains more detailed information about the different categories, activities, and how to calculate the appropriate CPD hours.

To access/use the log:

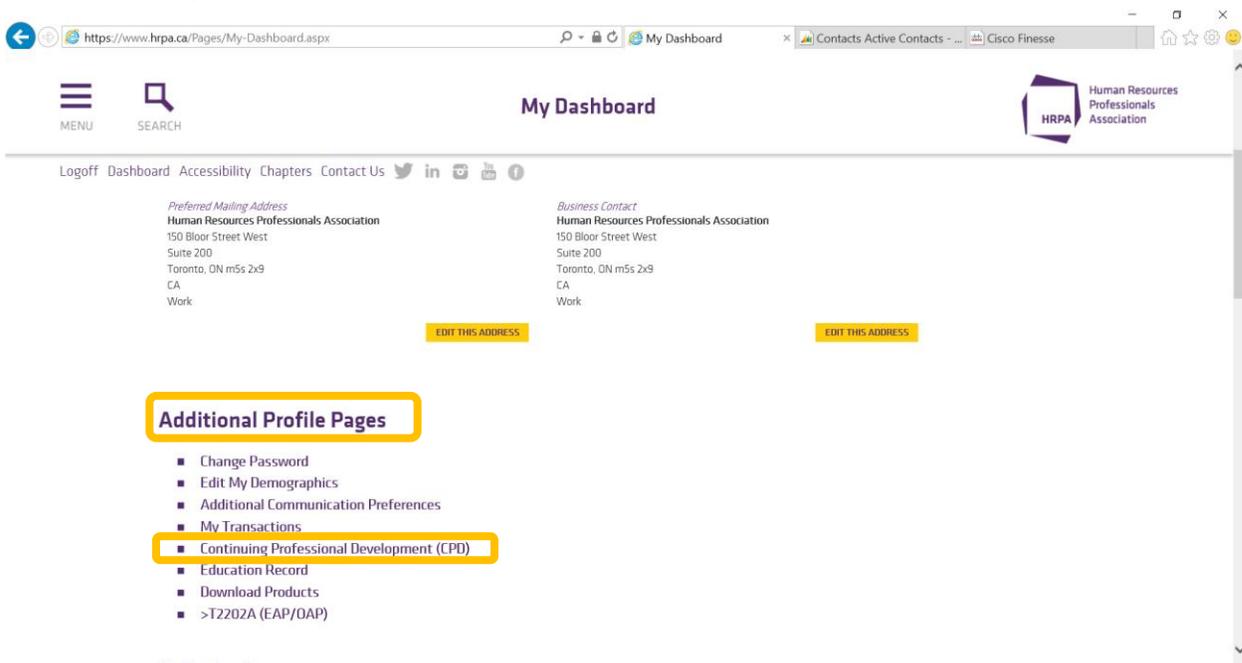
1. Go to the HRPA website www.hrpa.ca
2. Log into your registrant profile with your HRPA Username and Password:



3. In your registrant profile go to the Dashboard:



4. Click on the Dashboard, and scroll down the page to 'Additional Profile Pages' and select 'Continuing Professional Development':



5. The summary at the top of the page lists your current CPD period and indicates how many hours

you have logged per development category to date, as well as the total number of hours achieved.

To manually add an activity, complete the following steps:

- Select the Category (i.e. A. Continuing Education)
- Select the Activity Type using the drop-down menu (i.e. A1), and click the 'Add' button
- Input the activity information in the description box and click 'Save'

To add pre-approved activities with a CPD code, click on 'Add by Code' and input the code and the details related to the activity will be added to the 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.

View continuing professional development log

Your continuing professional development Log period
(06/01/2016 - 05/31/2019)

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: 06/01/2016 - 05/31/2019

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

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

Select an Activity Type

Join HRPD | Renew Membership | Public Register | Rules of Professional Conduct | HR Professional Magazine | Sustainability Statement | Privacy Policy | Contact Us

© 2012 HRPD. All rights reserved.

Appendix B: Ancillary documents

Ancillary documents	Hyperlink
<p>Hard copy CPD log</p> <p>This document is a guide that outlines the five categories of CPD, the various development activities, and how to the appropriately calculate CPD hours.</p>	<p>CPD-Log</p>
<p>CPD Pre-Approval Applications for Program or Provider status.</p> <p>Intended for third-party vendors seeking accreditation.</p>	<p>CPD-Program-Guidebook-Application CPD-Provider-Guidebook-Application</p>
<p>CPD Extension Form and Policy.</p> <p>For designated registrants who were unable to obtain the required 66.67 CPD hours during their CPD period.</p>	<p>CPD-Request-for-Extension-Policy Form</p>
<p>Reinstatement and Re-achievement policy.</p> <p>This policy outlines the necessary steps to reinstate or re-achieve a designation.</p>	<p>Designations/Reinstatement-Re-achievement-Policy</p>
<p>CPD Audit Supporting Documents template.</p> <p>This document outlines the supporting documents that are deemed sufficient by the CPD committee for the CPD audit review.</p>	<p>CPD-Audit-Supporting-Documentation-Samples</p>
<p>HRPA Rules of Professional Conduct.</p> <p>This document sets out the duties of human resources professionals toward employers or clients, employees, other professionals, the profession, and the public.</p>	<p>HRPA Rules-of-Professional-Conduct</p>
<p>HRPA Professional Competency Framework.</p> <p>This document outlines the competency framework for the human resources profession.</p>	<p>HRPA Professional-Competency-Framework</p>
<p>Section 11 of HRPA By-Laws.</p> <p>Designated registrants should review <i>Section 11</i> of the By-Laws that addresses the CPD requirement.</p>	<p>HRPA By-Laws</p>