Human Resources Professionals Association

HRPA

A webinar presented by the Office of the Registrar

Continuing Professional Development (CPD)

March 29, 2019

1. *Where can I find the CPD log, how do I access the online log?*

A PDF copy of the CPD-Log is located on HRPA's website, under the section, HR Designations, and then CPD Requirement. The CPD log is also a description guide that contains detailed information regarding the different activities that fall under each category, as well as how to determine the appropriate CPD hours. The online log is the recommended way to submit the CPD log. Members are encouraged to record their activities using the online log which can be accessed via the Dashboard of a members' user account. Members may utilize the CPD-Handbook which provides instructions on how to access the online CPD log.

2. *Is there an application that is available for CPD code submission on a mobile phone?*

No. HRPA does not have a mobile application for CPD code submission.

3. *How do you determine if a project or a seminar/course qualifies for CPD hours?*

Members are encouraged to utilize their professional judgement and assess the content of the activity to ensure the activity relates to the function of HR. There must be a direct, describable link between the knowledge taught in the program(s) and how it may be used to further the skills, competency, knowledge-base and overall professional ability to function as a human resources practitioner and strategic business partner.

4. *How you do you report hours for mentorship. (e.g. HR Coop student)?*

The CPD Description Guide outlines two development activities that address mentoring. B1. Mentoring and B2. Being Mentored. Each development activity has a description. The guide should be utilized to ensure the activity is logged in the correct category with the appropriate hours. HR Co-op student falls under B3. Supervising HR Student in the Workplace.

5. *How many members does the 3% correspond typically for the CPD Audit?*

Every year the CPD Committee audits 3% of CPD logs that were due to be submitted that year. The 3% does vary based on the total number of members who are due to submit their log. This year's volume was more in comparison to previous years to due to the Grand-fathering of the CHRP designation, therefore, approx. 180 members were selected at random for the audit.

6. *What evidence can you submit for proof of a project (small, medium or large)?*

To support a work-project for audit purposes, members must provide a letter from their employer which outlines the duration of the project and how the project relates to HR. A copy of the CPD-Audit-Supporting-Documentation-Samples template can be found on our website.

7. *Can I submit more than the 66.67 hours?*

Yes, you can submit more than 66.67 CPD hours.

8. *Can CPD hours acquired before a member receives their designation be used within the first CPD period?*

No. CPD hours acquired before a member receives their designation cannot be used. Members who are granted a designation are required to maintain their designation through CPD.

9. *Is there is an average number of courses recommended per year?*

HRPA staff does not recommend an average number of courses per year. We do, however, recommend members to create a professional development plan to keep on track with the CPD requirement leading up to the May 31st submission deadline. CPD is a personal and professional endeavor, therefore, the activities chosen should align with a members' professional development needs and goals.

10. *Can a member fulfill the 66.67 in each category?*

Category A is the only category that can be exclusively used to meet the CPD requirement. Each category can be used to demonstrate the various ways to engage in CPD and meet the required hours.

If I am audited and an activity is deemed not relevant, can I log a different activity?

Yes. Members can log a different activity for the CPD committee to consider. The old activity, however, must be removed and the new activity recorded, and the member will be required to submit supporting documents to validate the new activity. The member will also be required to resubmit their CPD log for review. If the activity meets CPD standards the member will be notified via email of their audit results.

11. *When completing the online log, for HRPA activities completed, is it appropriate to enter the full program name under Program Details?*

Yes. It required that members be specific when recording program details. There are many webinars that are offered by other organizations, some that may have similar titles; therefore, it is required to specifically identify the organization and the name of the activity. For example, if the program was offered by HRPA – indicate in the program details "HRPA On-Demand Webinar: 'Title of the Webinar'.

12. *If I have more than 66.67 hours for the 3-year period can I carry over hours for the next period?*

In accordance with section 11.03 of the By-Laws , members must complete the prescribed number of CPD hours for their designation during each CPD period. A member cannot carry over hours into the next CPD period.

13. *If you lose your designation because of the audit, how do you get your designation back?*

If a members' designation is revoked due to non-compliance with the CPD audit requirement. The member will be required to fulfill the necessary requirements outlined in section 11.24 of the Reinstatement-Re-achievement-Policy.

14. *How many CPD hours is one day attendance at the HRPA Annual Conference?*

The conference falls under category A3 and the calculation is 1 hour per hour of instruction to a maximum of 8-hours per day.

15. *Is there any plan to allow members to upload and attach their supporting documentation to the online CPD log?*

HRPA has no immediate plans to update the CPD process to allow for members to upload supporting documentation to their online log. We understand the necessity to streamline this process and this request is something that we hope to implement in the near future…stay tuned!

16. *If the CPD log is due May 2019 and the log is submitted early in 2018, what will the new CPD period look like?*

Submission of a CPD Log prior to the end of a CPD Period date does not change the original or future CPD Periods. For example, if the CPD period is June 1, 2016, to May 31st, 2019, and the log is submitted in 2018. The cycle will be updated to June 1, 2019, to May 31, 2022.

17. *When are audit notifications generally sent out?*

HRPA has recently moved up the audit timetable and audit notifications will now be sent out in the spring in advance of the May 31st submission deadline for CPD logs.

18. *What qualifications are the members of the CPD Committee conducted the audit required to have?*

All members of the CPD Committee are required to hold a designation – either the CHRP, CHRL or CHRE. Furthermore, all committee members must complete adjudicative training modules of Professional Regulation at HRPA and Introduction to Decision-Making & Adjudication, as well as sign the Code of Conduct for Members of Adjudicative Committees on an annual basis. Additionally, all committee members receive committee-specific training on the audit and how to review extension requests.

19. *If I'm selected for the audit, how much time do I have to collect my supporting documentation and submit it?*

We aim to give members selected for the audit at least four weeks' notice.

20. *What happens if I'm selected for the audit, but I no longer have access to the supporting documentation because I'm no longer with my previous employer?*

Members should keep a personal file of their supporting documentation for their CPD activities that they have easy access to if selected for the audit. If for any reason a member has difficulty obtaining certain supporting documentation though, they should contact us, so we can determine the best way to proceed.

21. *What is appropriate supporting documentation for on-demand webinars?*

Appropriate supporting documentation for an on-demand webinar(s) is proof of registration and proof of payment (i.e. receipt and registration form).

22. *What is appropriate supporting documentation for self-directed learning (Category A4)?*

Acceptable documentation would be listing of periodicals or research along with an explanation as to how the learning was shared, as well as the agenda of session in which the information was shared.

23. *For volunteer work do you recommend getting a letter of confirmation each year I volunteer, or should I wait until I receive the audit notification to request such a letter?*

We would recommend keeping an ongoing record of supporting documentation, such as confirmation letters for volunteer activity. If you are selected for an audit, it will be easier to assemble the required information if you already have it on file.

24. *How is confidential supporting documentation handled?*

Any information we receive for the audit is being processed by the staff support for the CPD Committee exclusively. For the actual audit, only those committee members involved in reviewing that particular log will access the information, and all committee members must sign the Code of Conduct for Members of Adjudicative Committees, which includes provisions with respect to confidentiality. You also have the option to black out confidential information or to submit alternative supporting documentation – for example, for a major work project instead of submitting a confidential project plan, you could submit a letter from your employer confirming the nature of the project and your involvement instead.

25. *If I log a CPD-approved event, could the CPD Committee still decide it doesn't qualify during the audit?*

No, events that are pre-approved for CPD cannot be discounted by the CPD Committee.

26. *How many members have had their designation revoked as the result of the audit?*

Revocations of a designation as the result of the audit are rare. The only recent instance involved a member's failure to submit any supporting documentation for the audit at all. Generally, if a member actively participates in the audit process, the CPD Committee will work with the member to conclude the audit successfully.

27. *How does the CPD requirement work for retirees?*

Members who apply to have their designation retired are no longer required to complete CPD, but in exchange they must attest that they no longer practice HR, including on a part-time or volunteer basis.

28. What happens if I retire my designation but then decide to go back to work?

Once a member has retired their designation, the member has two years in accordance with the By-laws to reinstate their designation to active status. If the member missed a CPD submission deadline during those two years, the member would have to submit the outstanding CPD log, as well as supporting documentation for each activity listed in the log, and the log will be audited by the CPD Committee. If a designation has been retired for more than two years, the member would have to go through the re-achievement process. A copy of HRPA's current Reinstatement and Re-achievement Policy is available here.

29. Can I volunteer in an HR-capacity if my designation is retired?

No. Retired members are no longer required to complete CPD but in exchange they must attest that they no longer practice HR, including on a part-time or volunteer basis.

30. When can I start logging CPD hours?

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

31. What are some of the best ways to get CPD hours?

There are a variety of different ways to obtain CPD hours. HRPA has built in a lot of flexibility regarding how to meet the CPD requirement because designated members have different development needs as well as different development opportunities. A few cost-effective options to obtain CPD hours include free regulatory webinars offered by the Office of the Registrar, mentoring or being mentored, as well as volunteering and significant work projects.

32. How do you calculate the CPD hours when taking an online program?

When completing an online program, the organizational offering the program should have information regarding the average time it should take to complete the program. You should base the CPD hours on that guideline.

33. Can university or college courses be used for CPD?

Yes, university or college courses can be used for CPD, if the member can demonstrate how the activity furthers their ability as a HR practitioner.

34. If I log a university course, do I log it as of the day I started the course, or do I use the date I finished the course? Should I include the length of the course?

Members should log the date the course finished and include the length of the course. Yes, it would be prudent to include the length of the course.

35. *I completed training in WSIB/health & safety/leadership/etc. – can you confirm whether this qualifies for CPD hours?*

When considering an activity for CPD, members are encouraged to consider the following question when selecting their continuing professional development activities: "Does this activity further my abilities as an HR practitioner?" If the answer is 'Yes', then log the activity.

36. *How can I log work projects?*

For work projects, first you would have to determine whether the activity falls under Category D1 – First time or significant contribution to your organization in the development, application or implementation or a program or project or under Category D2 – Significant updates/process improvements. For Category D2, to log the activity select '1' as the quantity (since it is one process improvement) and the CPD hours will automatically be populated as 3.33 hours. For Category D1, your need to determine whether it is a small project (40-100 hours), a medium project (101-199 hours) or a large project (200+ hours). The quantity will also be '1' per project and the CPD hours are as follows: Small project – 10 CPD hours, medium project – 13.33 CPD hours and large project – 16.67 CPD hours.

37. *Should we only use CPD activities offered by HRPA or can we use activities offered by third parties or by my organization as well? Does job-related training qualify?*

CPD activities are not restricted to HRPA. Members may use activities offered by third parties or by their organization. Job related training may qualify if there is connection to how the training furthers the skills of a HR practitioner.

38. *Does CPD have to be completed in Ontario or Canada, or can we log CPD activities completed in other countries as well?*

CPD hours can be completed anywhere in the world and CPD activities do not have to be Canadian.

39. *Is there a category for developing and presenting courses or training?*

Yes, under Category C. Instruction, development activity C3. Developing a new course, workshop or seminar.

40. *Can HR training that is provided to non-HR professionals be used for CPD hours?*

Yes, HR training provided to non-HR professional can be used for CPD.

41. *Can volunteering be used for CPD hours and if so, does it have to be volunteering in an HR-capacity?*

Yes, volunteering can be logged towards CPD hours and does not have to be volunteering in an HR capacity. This activity would be logged under development activity B10.

42. *If I participate in a HRPA webinar, will I be notified how many CPD hours I can claim?*

Yes, the CPD code is provided upon completion of a survey.

43. *If I receive a CPD code, will using the code automatically populate the relevant information in my CPD log?*

Yes, if you log an activity by using a CPD code the relevant information will be automatically populated in your online CPD log.

44. *Can I still use an activity for CPD hours even if I no longer have the CPD code?*

Yes, you would just need to log the activity manually.

45. *How do I add activities to the online CPD log?*

To add activities to the online CPD log, you first need to sign into your membership profile and access your Dashboard. You will find a link to the online CPD log under 'Additional Profile Pages' on the Dashboard. Once you have accessed the log, please select one of the five categories (A-E) as well as an activity type (i.e. A3). Once you have selected the category and activity type, you can add the activity either manually or by using the CPD code, if the activity was pre-approved for CPD.

46. *Is HR management defined anywhere?*

Yes, HR management is defined in HRPA's Rules of Professional Conduct.

47. *Can supervising a co-op student or intern qualify for CPD?*

Yes, supervising a co-op student does qualify for CPD credit. This information can be found in category B3 of the CPD log.