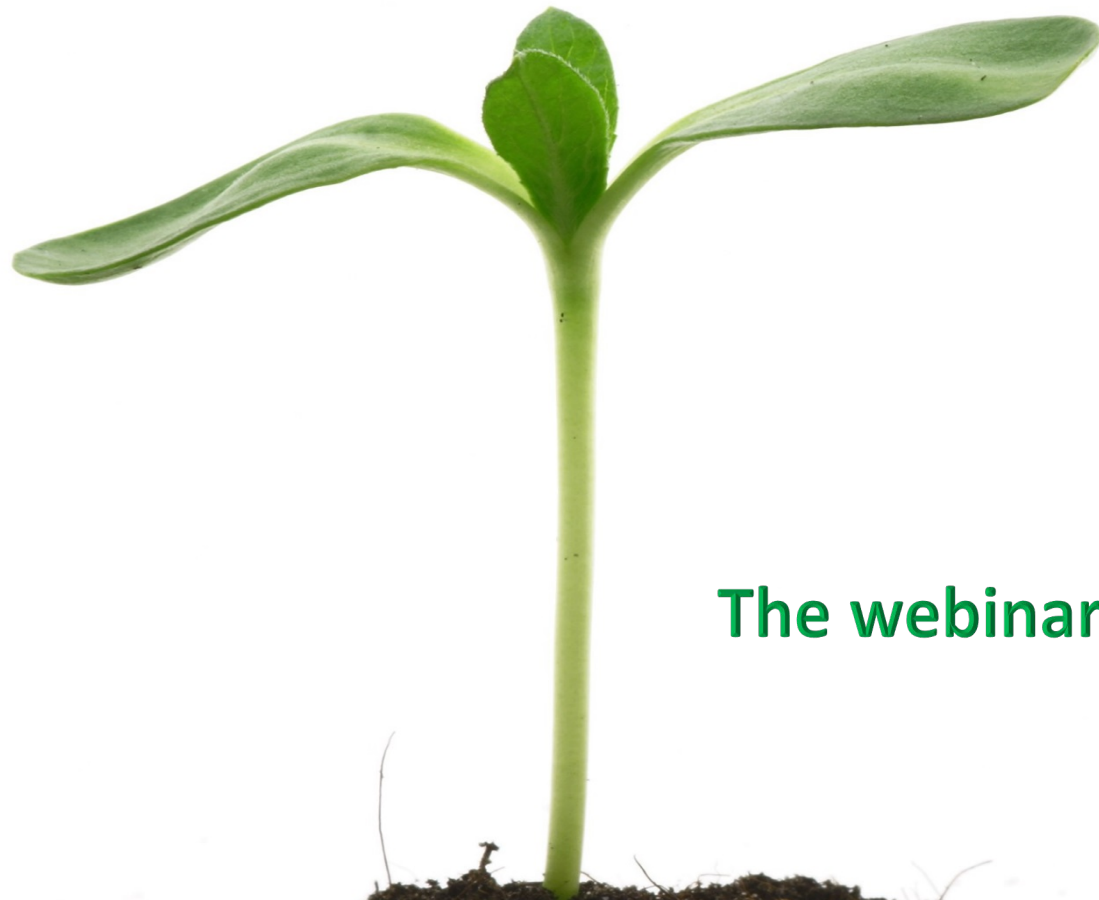


The Continuing Professional Development (CPD) Requirement Explained

March 29, 2019



The webinar will begin shortly



Sacha Williams

swilliams@hrpa.ca

416-923-2324 x 355

Regulatory Process Specialist

Human Resources Professionals Association



Office of the Registrar

2019 Spring How-To webinar series

Friday,
March 22, 2019

Let's Talk Exams

Friday,
March 29, 2019

The Continuing Professional Development (CPD)
Requirement Explained



On-demand webinars

- Previously aired regulatory and how-to webinar series available on the HR Designations - [Regulatory Webinars](#) section of website.
 - Recording
 - Power point slides
 - Questions & Answers
- Please allow approximately one-week for this presentation to be posted to our website

Housekeeping & Questions Involving Specific Individual Circumstances

- This presentation is **not** eligible for CPD
- This presentation is **not** the appropriate place and time to address specific individual circumstances. Why:
 - Sometimes additional information is required to answer questions fully.
- Questions involving specific individual circumstances, please sent to: registrar@hrpa.ca

Agenda

- HRPA'S Objects
- What is CPD?
- Purpose of CPD
- CPD Log & Requirement
- Recording & Tracking Activities
- Maintaining Records
- Submitting the CPD Log
- Extensions
- The Audit Process
- Useful information and links
- Q & A



HRPA's objects and the CPD requirement

- **The objects of the Association are:**

(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:

(i) ...standards of qualification,

(ii) ...standards of practice

(iii) ...standards of professional ethics

(ii) establishing, maintaining, developing and enforcing standards of knowledge, skill and proficiency, and

(iii) 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;

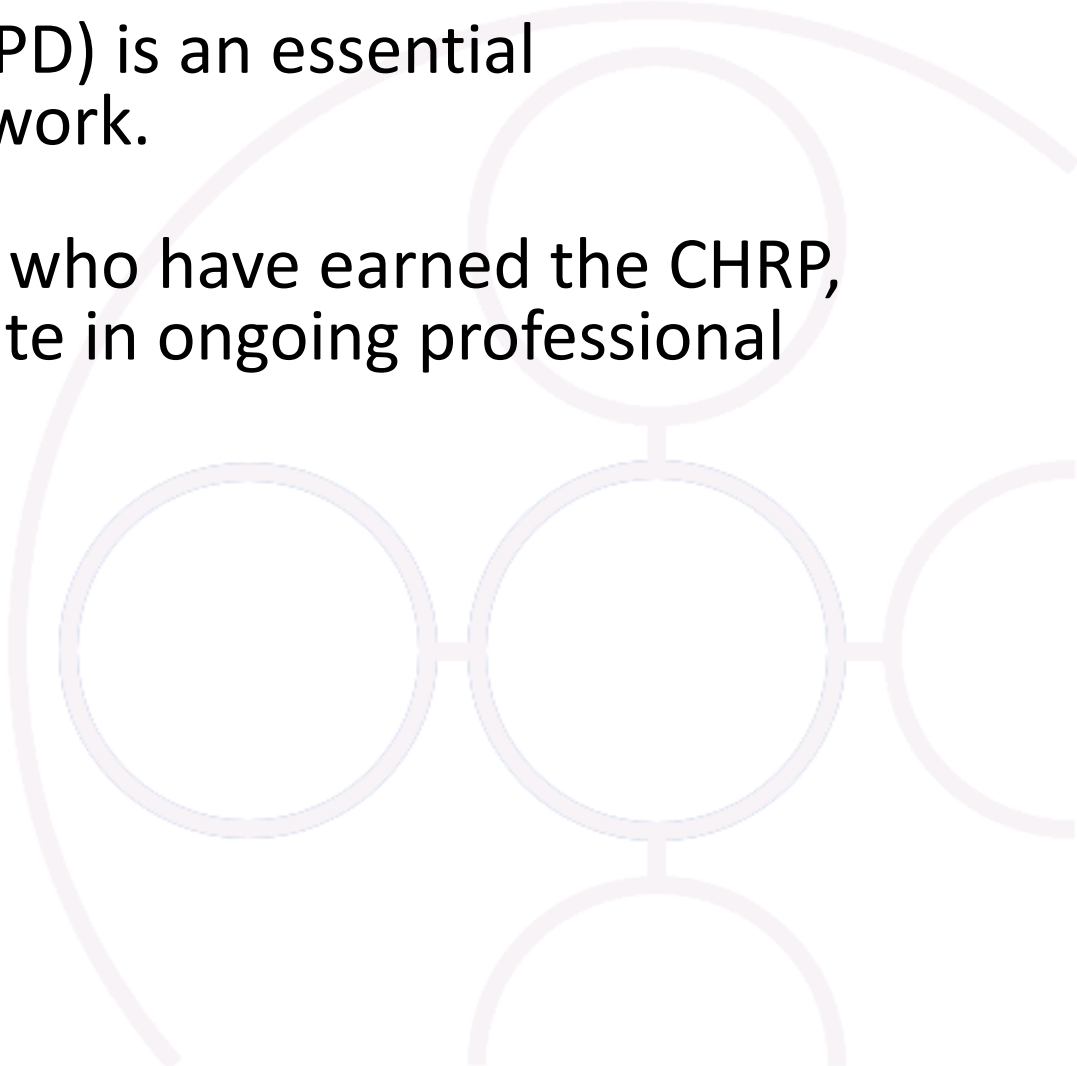
(d) to promote inter-professional collaboration with other professional bodies;

(e) to address any other matter that relates to the regulation of its members that the Board considers appropriate.

HRPA's objects and the CPD requirement

- The objects are set out in the *Registered Human Resources Professionals Act, 2013* – HRPA's enabling statute
- The objects establish HRPA's mandate – this is the only job we have
- The CPD requirement flows directly from the objects – specifically the requirement to establish, maintain, develop and enforce standards of knowledge, skill and proficiency and to promote and increase the knowledge, skill and proficiency of our members, firms and registered students

What is CPD?

- Continuing Professional Development (CPD) is an essential component of HRPA's designation framework.
 - The objective is to ensure that members who have earned the CHRP, CHRL and/or CHRE designations participate in ongoing professional development activities.
- 

Purpose of CPD

The purpose of the CPD requirement is to ensure that designated members participate in ongoing professional development activities that:

- Enhance abilities as an HR practitioner
- Contribute to the acquisition of new knowledge
- Build familiarity with contemporary HR issues
- Reinforce essential skills related to HR practice
- Contribute to the development of new skills that enhance performance as a HR professional

CPD requirement

- Designated members must acquire 66.67 CPD hours over a period of three-years
- ALL designated members are required to meet the CPD requirement. This includes , **CHRP, CHRL** and **CHRE** designated members

CPD Period

Each designated member has a **three-year** CPD period. CPD commences when a member receives the CHRP, CHRL or CHRE designation.

- All CPD periods begin on **June 1st** unless:
 - It is the member's first CPD period, in which case it starts on the date the member is 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 31st** unless:
 - The member was granted an extension, in which case the CPD period ends on the date the extension expires or the date the log is submitted, whichever is earlier

CPD requirement

Keep in mind...

- A member's first CPD period can be slightly longer than three years if the designation is granted throughout the year
- A member's CPD period does not change if he/she is granted further designations by HRPA – the CPD period that was set when the first designation was granted remains in place for all subsequent designations

The CPD Log

- The CPD log is divided into five categories, with different development activities within each category
- Each category has a maximum amount of hours that can be claimed under that category per three-year CPD period
- It is not required to log activities in each category but Category A is the only category that can be used exclusively to meet the required **66.67** CPD hours

The CPD Log

Category A: Continuing Education – **max. 66.67** hours

- **Webinars, seminars, courses, etc.**

Category B: Leadership – **max. 46.67** hours

- **Mentoring, volunteering, etc.**

Category C: Instruction – **46.67** hours

- **Developing or teaching a new HR course, etc.**

Category D: Significant Work Projects/Initiatives – **50** hours

- **Significant HR project, process improvements secondment or assignment, etc.**

Category E: Research or Publication – **33.33** hours

- **Conducting research, authoring or publishing texts or articles, etc.**

The CPD Log

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

1. The online CPD log, which can be accessed via a member's Dashboard in their HRPAs profile –
 1. Recommended method
 2. Avoid mistakes calculating
 3. Serves as a tracking tool
2. The hard-copy CPD log, which can be found here:
[CPD Description Guide and Log](#)

The CPD Description Guide should also be utilized when logging activities as it contains detailed information regarding the different activities that fall under each category, as well as how to calculate the appropriate CPD hours.

Recording & Tracking Activities

- Member's responsibility to track and record activities
- Member's should use the CPD Description Guide to ensure the appropriate hours and the total number of activities are recorded correctly in the QTY field of the online log.
- Common for members to mistake a QTY field within a category that requires the member to identify the total number of activities rather than the total number of hours; resulting in incorrect hours, and in some instances, a short-fall of hours which may effect the overall CPD total.
- For example: **Category D – Significant Work Projects**. Development activity D1. is where projects are recorded based on size.

The CPD Log & Recording Activities

For D1, the size of the project(s) determines the preset 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

The CPD Log & Recording Activities

HRPA Public Register | Portal Registration and Business | My Dashboard | Profile

https://blue.hrpa.ca/Custom/ViewRecertificationLog.aspx?Token=F2A53119-1D3E-4DDA-953A-4BF79F2196EC

Apps | New Tab | Home - Office of the | Login - Welcome - B | Home - Canada.ca | B and I Act | CPD Pre-Approval | Date Calculator | Definitions - Office of | CPD Credits

Your continuing professional development Log period
(06/01/2019 - 05/31/2022)

Category A - Continuing Education	0.00
Category B - Leadership	0.00
Category C - Instruction	0.00
Category D - Significant Work Projects/Initiatives	30.00
Category E - Research or Publication	0.00
Total Hours	30.00

Development Category: Category D - Significant Work Projects/Initiatives

Select a continuing professional development period: 06/01/2019 - 05/31/2022

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		
Recert-D1 First-time or significant contribution to your organization in the development	Test 1 year Secondment in Talent Acquisition	Accepted 1 year secondment in Talent Acquisition at Sun Life to expand my HR knowledge in terms of full cycle recruitment	06/01/2019	Large Project - 200+ hours	1.00	16.67		Delete Edit
Recert-D1 First-time or significant contribution to your organization in the development	Test	Accepted 1 year secondment in Talent Acquisition at Sun Life to expand my HR knowledge in terms of full cycle recruitment	07/01/2019	Medium Project - 101-199 hours	1.00	13.33		Delete Edit
Total Hours for Category D - Significant Work Projects/Initiatives						30.00		

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CPD activities will be different for each designated member because professional development needs will be different depending on the member's practice:

Helpful Suggestions:

- 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
- While it is not mandatory, HRPA **strongly encourages** 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 than trying to gather all the information at the last minute**

CPD Activities & How to assess if an activity qualifies for CPD

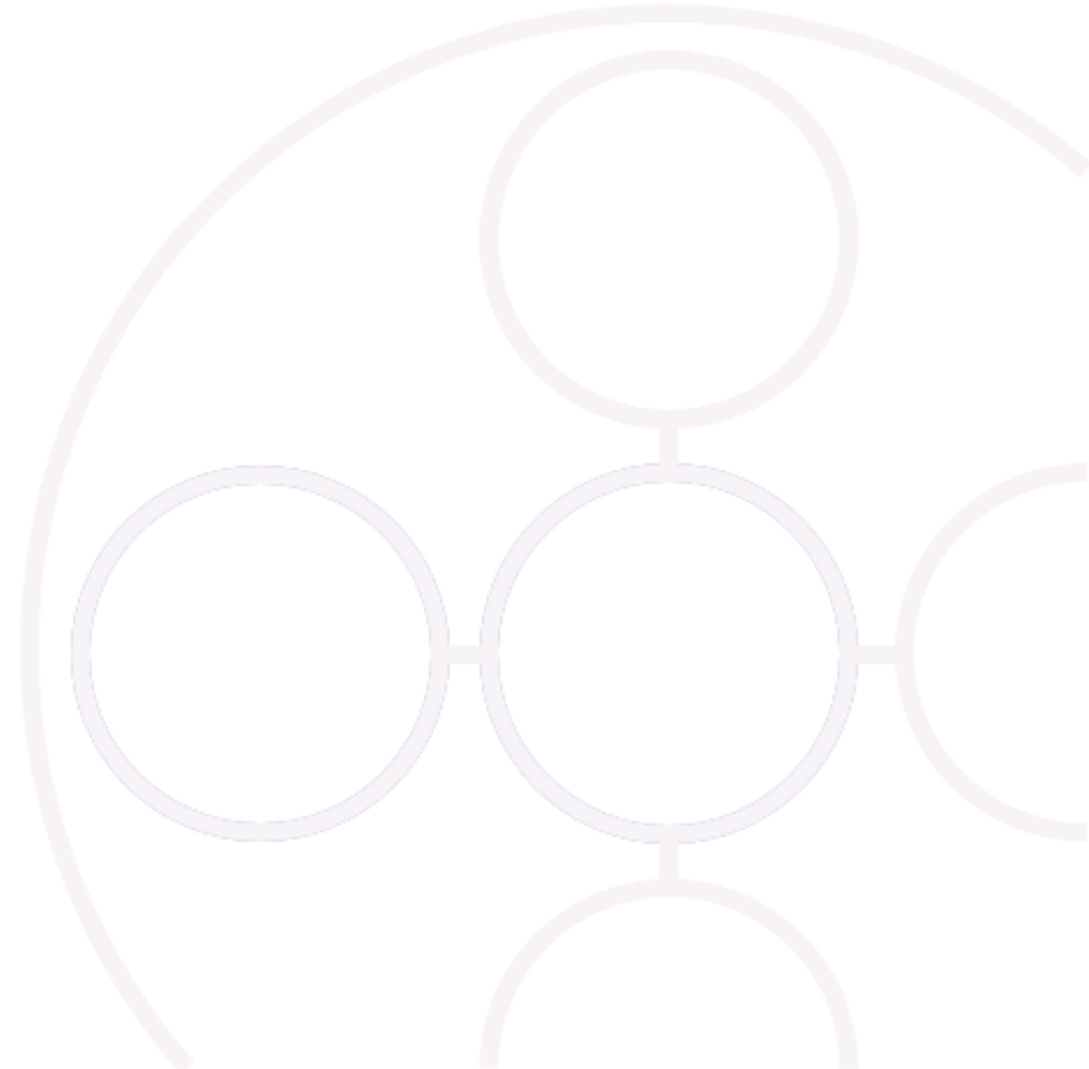
- You must be able to make a direct, describable link between the knowledge taught in the program and how it may be used to further your skills, knowledge-base, competency and your overall professional ability to function as a human resources practitioner and strategic business partner you may log the activity for CPD hours.
- HRPA Pre-approval is **not** mandatory for an activity to qualify for CPD because HRPA evaluates the content of the program and how it relates to the practice of HR. CPD pre-approval is certainly beneficial as it provides the assurance that an activity has been examined by HRPA to qualify for CPD, however, it is not compulsory.

Low Cost CPD

Can be low cost:

- new work projects/initiatives
- volunteering
- Mentoring
- Self-Directed Learning

- **Free continuing education activities:**
 - HR.com www.HR.com
 - PayScale www.payscale.com
 - Human Capital Institute – www.hci.org
 - Chapter PD activities/HRPA webinars
 - Hire immigrants – www.hireimmigrants.ca
 - Law firms (i.e. Hicks Morley, Lancaster House)



Maintaining Records

- Members are required to keep supporting documentation on file for each activity they enter into their log, including (if applicable):
 - Proof of registration, including date & length of activity
 - Description/course outline
 - Project plan/letter from employer
 - Presentations
- Do not submit supporting documents unless you have been audited– it is only required if a log has been selected for an audit
- In accordance with HRPA's [Governance/By-laws](#) section 11:06 outlines the timeline for maintaining supporting documents and a variety of information related to the CPD process

Submitting the Log

- Members can submit their log at any time once the required **66.67** CPD hours have been reached
 - Early submission does not alter the next CPD period and activities cannot be carried forward from one CPD period to the next
- To submit, either:
 - 1) Click the red **'Submit'** button that will appear on the online log once 66.67 hours have been reached, or
 - 2) Email the hard-copy log to registrar@hrpa.ca

Submitting the Log

- Members will receive a confirmation email once their log has been received by HRP A
- Approx. 8 weeks after a log is submitted, members will be informed that the log has been reviewed for completion and receive their next CPD period
 - HRP A will only contact members with respect to the contents of the log if hours were logged incorrectly
 - Being provided with the next CPD period does not mean the log is exempt from the audit or that the activities within the log have been approved

Extensions

- HRPAs have a CPD Extension Policy for members unable to meet the CPD requirement:
 - A copy of the CPD Extension Policy is available here:
<https://www.hrpa.ca/Documents/Designations/CPD-Request-for-Extension-Policy.pdf>
 - Extensions can be granted for a variety of reasons:
 - Parental/Maternity leave
 - Unemployment
 - Illness
 - Other (extenuating circumstances; reviewed by the CPD Committee)
- There are two types of extensions:
 - Fixed-term extensions
 - Ongoing extensions

Extensions

Please note on **March 20, 2018**, the Office of the Registrar revised the CPD Extension Policy.

- Members who request a one-year extension will not borrow from their subsequent CPD cycle.
- For example, if a member is due to submit their log by May 31, 2018, and they apply for an extension that is approved, they would be required to submit their log by May 31, 2019. The next 3-year CPD cycle remains intact and would start on June 1, 2019 (the day after the log is due) and end on May 31, 2022.
- If requesting **more** than one year - a member would be borrowing from their subsequent CPD cycle.

Extensions

- Fixed-term extensions are extensions that are given for a specific timeframe
 - i.e.: 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 requires **more** than **one-year** you **will be borrowing** from your subsequent cycle; meaning that the subsequent CPD cycle will be shorter than 3-years, please refer to the [CPD-Request-for-Extension-Policy](#) for further details

Extensions

- Ongoing extensions are extensions that do not have a fixed end-date and can be granted for prolonged illness or mental health reasons
- To maintain an ongoing extension, a member has to provide an updated doctor's note to HRPAs annually by May 31st
- Once a member who was granted an ongoing extension is able to return to work, the member has to notify HRPAs within 30 days
 - **Please note:** The member will be referred to the CPD Committee at that time to develop a plan to bring the member's CPD requirement up-to-date

Extensions

- To request an extensions, member must **complete and submit** a CPD Extension Request Form to the Office of the Registrar at registrar@hrpa.ca
- The request must include the following:
 - The member's name & contact information
 - How many CPD hours have been completed to date
 - The reasons for the request
 - The requested length of the extension
 - A professional development plan to make up the outstanding hours
 - **Please note:** this section can be left blank for requests for an ongoing extension

Supporting documentation (i.e. doctor's note, letter from employer, EI statement, Employment Record) must be submitted to complete the processing

**** Failure to complete the form in its entirety and provide the necessary documentation to support the extension request will result in delays in processing**

CPD Audit

- Every year the CPD Committee audits **3%** of CPD logs that are due for submission by May 31st.
- The selection of logs for the audit is conducted via a randomization tool
- Members whose log have been selected for the audit will be notified via email and provided with instructions on when and how to submit their supporting documentation

Please note: Members will receive a sample list of appropriate supporting documentation and can find the template on HRPAs website <https://www.hrpa.ca/Documents/Designations/CPD-Audit-Supporting-Documentation-Samples.pdf>

CPD Audit

- The CPD Committee will review each log and the accompanying 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 was submitted
 - 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

CPD Audit

- Upon successful completion of the audit, members are notified via email
- Depending on whether the CPD Committee has to request 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

CPD related information and links

Educational materials are available, please refer to the following links:

- <https://www.hrpa.ca/hr-designations/cpd-requirement>
- <https://www.hrpa.ca/Documents/Designations/CPD-Handbook.pdf>
- <https://www.hrpa.ca/Documents/Designations/CPD-Log.pdf>
- <https://www.hrpa.ca/Documents/Designations/CPD-Request-for-Extension-Policy.pdf>

