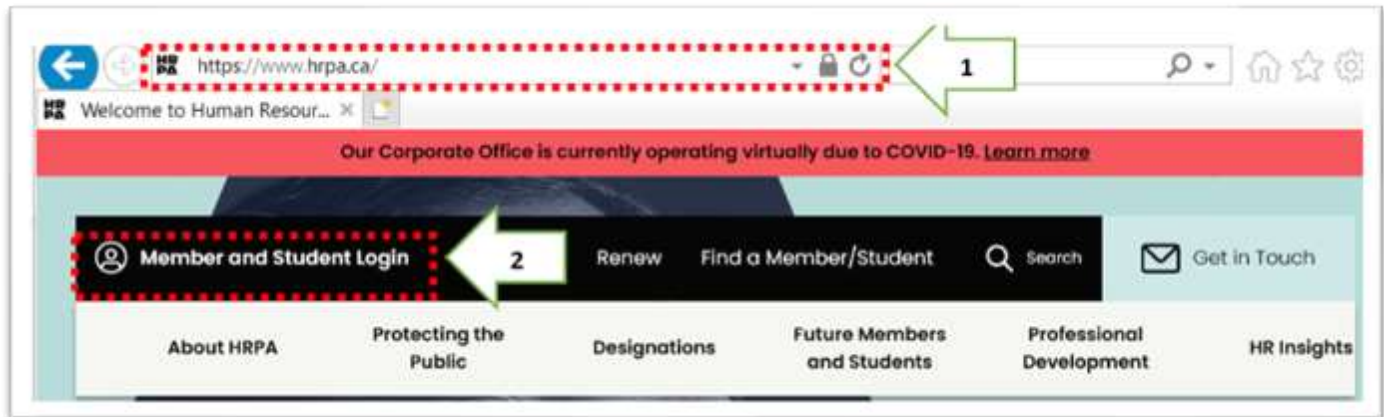The CPD Online Log is a recording/ writing tool only. Prior to using the online log, to understand what qualifies for CPD hours you are encouraged to review both the CPD Log Categories and Definitions, in addition to the Regulation and HR Designation section. The log outlines a broad scope of activities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

How to Access my Online CPD Log:

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

Step 2: Log into your HRPA account:

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

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

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

- The Log is broken down into five developmental categories:

CATEGORIES

Development Category A: Continuing Education (66.67 hours maximum)
Development Category B: Leadership (46.67 hours maximum)
Development Category C: Instruction (46.67 hours maximum)
Development Category D: Significant Work Projects/Initiatives (50 hours maximum)
Development Category E: Research or Publication (33.33 hours maximum)
TOTAL HOURS

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

- For more information, please view the current version of the log available through the Regulation and HR Designations section of the website (click here).
- The summary at the top of the page indicates how many hours you have logged per development category as well as the total number of hours achieved.

view continuing professional development log

Your continuing professional development Log period (-)

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

Development Category:

Select a continuing professional development period   [⌄] - [⌄]   [Select]

3

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

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

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

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

Add/Edit Recertification Activity

Activity Information

| Activity Code | 209240 × |
| | Search |

Save Cancel

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

Add/Edit Recertification Activity

Activity Information

Activity Code	209240
	Search
Activity	209240-Cornwall 10.06.20 VIRTUAL: Managing Worker Mental Health through the Seasons ofCOVID-19

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

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

Save Cancel

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

![HRPA | Human Resources Professionals Association logo]

How to Manually Add activities to my Online CPD Log – <mark>Category A:</mark>

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

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

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

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

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

View continuing professional development log

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

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

Development Category: Category A - Continuing Education

Select a continuing professional development period 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

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

How to Manually Add activities to my Online CPD Log – <mark>Subcategory D1:</mark>

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

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

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

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

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

Submitting your CPD Log:

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

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

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