HRPA | Human Resources Professionals Association

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM
APPROVAL GUIDELINES AND APPLICATION FORM

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 CPD requirement obligates designated registrants (i.e., registrants authorized to use the CHRP, CHRL, and/or CHRE designations) to 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.

Our CPD Pre-Approval Program provides organizations the opportunity to obtain pre-approval for HR-related programs, and to advertise those program as being approved by HRPA for CPD hours. This eliminates any uncertainty for our designated registrants as to whether a program can be used to meet the CPD requirement.

HOW TO APPLY

The process begins with the submission of a completed CPD Pre-Approved Program application. A copy of the application form is included in this guide. Before submitting an application, please read this guide carefully and ensure that you have included all required information in your application package.

CRITERIA & GUIDELINES

1. Programs must be submitted a minimum of 8 weeks prior to when you would like to begin advertising for this program. Applications submitted within a shorter timeframe may not be processed on time.

2. Program approval is based on the content of the event. There must be a **direct, describable** link between the knowledge taught in the program and one or more of the above CPD objectives. Additionally, learning objectives should clearly illustrate how program content furthers a professional's ability to function as a human resources practitioner.

3. The program must be focused on professional development of HR skills. Programs that are focused on personal development, such as 'How to Reduce Stress,' 'Developing Your Network Success' and 'Time Management' are **not** eligible for CPD hours.

4. Advertising for the event is not permitted to reference CPD Pre-Approval until Pre-Approval has officially been granted by HRPA. Once Pre-Approval has been granted, the Pre-Approval Seal should be used to denote that the event is CPD eligible.

5. Programs are pre-approved for one year. They must be re-submitted each year even if there are no significant changes to program content.

6. Payment must be included with the application in order for it to be reviewed.

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7. Educational activities must be a minimum of one hour in length.

8. Educational activities must be led by a qualified instructor.

9. In order for a program to be pre-approved, the application must include the process that the organization has in place to record and monitor an attendee's participation.

10. Programs **may not be submitted retroactively**; we cannot 'pre-approve' a program that has already taken place.

11. To calculate CPD hours for self-paced or distance education programs, the provider should establish the number of hours required by the average participant to complete the program. Once established, the provider should monitor on a biannual basis the amount of time it takes for participants to complete the program and notify HRPA of any changes to the length of the program.

12. HRPA awards the number of CPD hours based upon the guidelines outlined in our CPD Log. Time spent on registration, breaks, meals, networking, and all other non-educational activities cannot be counted towards CPD hours.

APPROVAL

After reviewing a CPD Program Approval application, HRPA will either approve or deny the application. All decisions are communicated via email.

APPROVED

For approved applications, HRPA will process the application fee using the payment information provided with the application. Once payment has been processed, the program provider will receive:

• A copy of the CPD Pre-Approval Seal to use in advertising the event. The seal is non-transferable and is intended for use only in connection with the approved program.

• A date-specific CPD code for each offering of the program within the one year the pre-approval is valid for.

DENIED

If an application is denied, the submitting organization will be provided with an explanation of why the application did not qualify for CPD pre-approval. Based upon the feedback provided, the submitting organization has the option to revise their application and resubmit for reconsideration.

MARKETING MATERIALS

In your marketing materials, you may:

1. Use the CPD Pre-Approval Seal

2. Indicate the number of CPD hours for which an individual program has been pre-approved

You are not permitted to include the CPD code(s) provided to you by HRPA on any marketing materials, information emails, registration confirmation, etc.

ON-SITE MATERIALS & CERTIFICATES OF COMPLETION

In your on-site materials or certificates of completion you must:

1. Use the CPD Pre-Approval Seal
2. Provide the CPD code(s) using the following sample language:

   This program CPD code has been approved for ## continuing professional development (CPD) hours under Section A of the Continuing Professional Development (CPD) Log of the Human Resource Professionals Association (HRPA). Be sure to note the CPD code in your CPD Log. For more information about Continuing Professional Development, visit HRPA's website at www.hrpa.ca.

The CPD code must only be communicated to individuals whose attendance at the program has been verified. Designated registrants of HRPA will enter the CPD code into their CPD Log to obtain credit for the program. The CPD code must not be communicated after the event has ended without verification of attendance.

MISUSE OF CPD PRE-APPROVAL SEAL

- The CPD Pre-Approval Seal must **not** be altered in any way and may only be used in conjunction with a program or event that is pre-approved.
- The CPD Pre-Approval Seal may only be used on an organization's website in a location where a pre-approved program is being promoted.
- It is a misuse of the CPD Pre-Approval Seal to promote a program that is not pre-approved.
- The CPD Pre-Approval Seal must not be used by another organization, even if that organization is a co-sponsor of an individual program, unless both organizations applied jointly for pre-approval.

Organizations found in violation of the use of the CPD Pre-Approval Seal will be given 30 days to rectify the violation. Failure to rectify the violation will result in revocation of the organization's privilege to seek pre-approval of CPD programs for a minimum of one year. For repeat offenders, revocation may become permanent.

REVOCATION OF PROGRAM APPROVAL

HRPA reserves the right to revoke a program approval if it is determined that the provider

- Provided false information on the application. This may include, but is not limited to, providing false information about a submitted program, such as intentionally misreporting the number of hours spent on educational activities.
- Failed to conduct educational or training activities in compliance with the established HRPA criteria.
- Failed to maintain the organizational and record-keeping requirements necessary for pre-approval.
- Misused the CPD Pre-Approval Seal.
- Conducted improper or unethical marketing of events. This includes marketing an event as pre-approved for CPD before pre-approval has officially been granted, regardless of the eligibility of the event.

- Any instance, singular or repeated, that jeopardizes the integrity or reputation of the HRPA certification and CPD requirement.

In case of revocation, HRPA will inform the provider of the nature of the problem and the provider will be given the opportunity to correct minor violations prior to having their the pre-approval of their program(s) revoked.

Continuing Professional Development (CPD)
Program Approval Application

This application is for organizations seeking CPD pre-approval for a single professional development program.

Individual programs offered by a provider must further a Human Resources (HR) professional's body of knowledge. There must be a direct, describable link between the knowledge taught in the program and one or more of the above CPD objectives. Events that focus on personal development (e.g., stress, time management, networking) are not eligible for CPD hours.

HRPA requires approximately eight weeks to review a Program Approval application. Once granted, program approval is valid for one year.

COMPANY INFORMATION
Company Name

_____

Name of Continuing Education/Training Unit or Group

_____

CONTACT INFORMATION – PRIMARY CONTACT
First Name   Last Name

_____   _____

Address

_____

City   Province/State   Postal Code

_____   _____   _____

Telephone   E-mail

_____   _____

Company Website

_____

PROGRAM INFORMATION
a) Title of Program

_____

b) Has this program been approved previously? ☐ Yes ☐ No

If yes, provide date of original approval _____

c) Is the speaker approved on the HRPA Speaker Bureau? ☐ Yes ☐ No

d) Is this an online offering? ☐ Yes ☐ No

If yes, estimate the total amount of learning time _____

1. DATE(S) OF PROGRAM

If the program will be held more than once during the calendar year, please include each date the program will be offered, since a CPD code will need to be issued for each offering. If more space is required, please attach a separate sheet outlining the dates. Please also indicate whether the program runs over multiple days.

How often is this program repeated? _____ times.
If more space is required please attach a separate sheet, outlining the dates.

If this program is an OnDemand webinar, please list the start and end date of this offering (eg. February 1, 2020– September 30, 2020). If the webinar is approved, you will receive a CPD code for every month that it is offered.

List the dates below:

_____   _____

_____   _____

_____   _____

_____   _____

Enter the start and end time of the program. This should include the total activity time, including noneducational portions. If the program runs over more than one day, please include the start time and end time for each day.

_____ _____ _____ _____ _____ _____
Start Time (AM/PM) End Time (AM/PM) Start Time (AM/PM) End Time (AM/PM) Start Time (AM/PM) End Time (AM/PM)

2. PRESENTER INFORMATION

a) Name of Presenter(s)

_____

b) Describe why the presenter(s) is/are uniquely qualified to teach this subject.
    Provide a brief description about the qualifications of the presenter(s).

c) Attach a copy of the presenter(s) bio(s), if available. For conferences with multiple speakers, indicate "multiple presenters" and attach one document listing all the speakers and their bios. It is not necessary to provide a resume. However, enough information to evaluate the speaker's qualifications must be provided.

3. ACTIVITY INFORMATION

a) Describe the content of the activity, including learning objectives.

b) Explain how the activity is human resources-related and how it would add to HR-specific knowledge and skills. List and add attachments as required.

c) Attach or include your agenda below. If the agenda is preliminary, indicate it as such.

d) Describe the process that the organization has in place to record and monitor an attendee's participation

4. CPD CREDIT INFORMATION

Line A – Total length of activity	
Line B – Non-educational time (registration, breaks, meals and other non-educational contact time, i.e. networking, exhibition viewing)	
Line C = Line A – Line B Indicate the total time spent on <u>educational activities ONLY</u>, excluding registration, breaks, meals and all other non-educational contact time	

Note: Seminars/workshops and conferences accrue continuing professional development (CPD) hours at a rate of 1 hour per hour of professional development up to a maximum of 8 hours per day.

ATTACHMENT LISTING
Specify which attachments are associated with the questions above by listing them in your submission. If you are referencing the same attachment as supporting documentation for different areas, please specify.

APPLICATION FEE

$140 per continuing professional development (CPD) hour as outlined in Section 4 Line C + HST. For example: 2 CPD hours x 140 = $280. $280 + HST = $316.40

Method of Payment:

☐ Cheque ☐ Visa ☐ Mastercard ☐ AMEX

TOTAL: _____ HST #R104154273

Please note: payment will only be required once we have reviewed your application and confirmed its eligibility. We will contact you and provide you with a link to our secure online payment portal at that time. Once we have received your payment through the portal, your application will be officially approved and a confirmation email and receipt will be sent to you for your records.

_____
Name

_____
Signature

Continuing Professional Development (CPD)
Program Approval Application

As the representative for my organization, I agree to:

1. Supply accurate and truthful information to HRPA in all transactions.
2. Conduct our operations, courses, and programs in an ethical manner, which respects the rights and needs of program participants.
3. Provide full and accurate information about our programs, services, and fees in our promotions and advertising.
4. If approved, use the CPD Pre-Approval Seal and language only in the manner that HRPA specifies.
5. Report to HRPA any significant content change and/or any changes in the time spent on educational activities to an existing pre-approved course or program.
6. Provide information requested by HRPA in a timely manner.

DECLARATION
I understand that if I have to cancel the pre-approved program, HRPA will refund the payment less an administration fee of $50 + HST.

I have read and understand HRPA's Progam Approval Guidelines and Agreement. I understand that HRPA has the right to withdraw the program pre-approval at any time should my organization be found to be in breach of the Program Approval Guidelines and Agreement.

Name _____ Title _____

Organization _____

Signature _____ Date _____

HRPA Contact Information
If you have questions please contact the Office of the Registrar at 416-923-2324, or registrar@hrpa.ca. Completed applications may be mailed or emailed to:

Address
HRPA - Office of the Registrar
200–150 Bloor St. W. Toronto
ON M5S 2X9

Email
registrar@hrpa.ca