

Q&A

May 11, 2022, The Continuing Professional Development (CPD) Requirement Explained

1. How much detail is needed in the "Program Details" section of the category. Is less details required here if it's a HRPA webinar/session with a code?

If the activity has a CPD code, then only the code is required. The CPD code will populate all the necessary information. The activity does not have a CPD code then you will need to provide an outline of what the session focused.

2. If the course/webinar has a CPD code – is a detailed description still required?

If the activity has a CPD code then only the code is required, no further description is required. The CPD code will populate all the necessary information.

3. How do manually log learnings/readings/videos from the Knowledge Bank?

You may manually log activities you participated in if you no longer have the corresponding CPD code or if a code was not available.

You can do this by ensuring selecting the category (1) and sub-category (4) you wish to log your activity, followed by clicking the add (5) tab:

The screenshot shows the top section of the HRPA CPD system. Callout 1 points to the 'Category A - Continuing Education' link. Callout 2 points to the 'Development Category: Category A - Continuing Education' dropdown. Callout 3 points to the 'Select a continuing professional development period' date range (06/01/2017 - 05/31/2020). Callout 4 points to the 'Select an Activity Type' dropdown (A3 - Seminars, Workshops, Conferences, Roundtables). Callout 5 points to the 'Add by Code' button.

Fill in the following fields; program name (1), program details (2), start date (3), qty(4). You will note that the Quantity section ("QTY") is in hours. Next, enter the hours of instruction you participated in. Please note: breaks, lunch, or networking doesn't count as part of the CPD activity.

Add/Edit Recertification Activity

The screenshot shows the 'Add/Edit Recertification Activity' form. Callout 1 points to the 'Program Name' field (How to be an effective HR leader). Callout 2 points to the 'Program Details' field (The learning objective: - motivational interviewing, - Learning about the needs of an organization, - Payroll). Callout 3 points to the 'Start Date' field (01/25/2020). Callout 4 points to the 'Qty' field (2). Callout 5 points to the 'I HEREBY AFFIRM THAT I UNDERSTAND, ACKNOWLEDGE AND AGREE TO THE STATEMENTS ABOVE' checkbox. Callout 6 points to the 'Save' button. Callout 7 points to the 'Cancel' button.

4. What documentation is required for project work?

For activities related to **D1. First time or significant contribution to your organization in the development, application or implementation of a program or project related to HR**, supporting audit documentation should be a project plan, letter from employer outline the project, length, and employee's involvement.

5. How is a Significant Work Project determined?

Significant Work Projects/Initiatives can be logged in Development Category D1 or D2. As for any CPD activity you must ask yourself: **“Does this activity further my abilities as an HR practitioner?”** If the answer is **‘Yes’**, they should log the activity.

The definition of **D1. First time or significant contribution to your organization in the development, application or implementation of a program or project related to HR** – includes secondments/assignments outside your normal job duties.

- A *Small Project* is defined as lasting between 40–100 hours.
- A *Medium Project* is defined as lasting between 101–199 hours.
- A *Large Project* is defined as lasting 200+ hours.

The definition for **D2. Significant updates/process improvements** – e.g., course, project, program, or service provided.

6. Could you please explain the first CPD period for newly registered members? An example would be helpful. Thanks.

A member's first CPD period starts on the date they are granted their first designation.

To align the first CPD cycle with a June 1st and May 31st dates, the CPD period for newly designated members is set to the June 1st date prior to the first designation being granted. This means the first CPD period for newly designated members will be slightly longer than three years.

7. I got my CHRP designation in April, so will any PD I do in May not count as it is before June?

If you earned your designation in April 2022 then your CPD period would officially start on the day the designation was granted April 2022 to May 31, 2025. To align the first CPD cycle with a June 1st and May 31st dates, the CPD period for newly designated members is set to the June 1, 2021 to May 31, 2025.

8. Do we have to save all invites and CPD codes to prove my participation at webinars?

in accordance with section 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 for audit purposes.

9. When you refer to 'seminars' from Category A- would that include things like LinkedIn Learning courses (related to HR topics) or Industry Talk type of events?

Yes, for activities, such as LinkedIn Learning courses (related to HR topics) or Industry Talk type of events, that have not been pre-approved may still qualify for CPD. Members are encouraged to consider the following question when selecting their CPD activities: **"Does this activity further my abilities as an HR practitioner?"** If the answer is **'Yes'**, they should log the activity.

10. Do you have recommendations for new to the HR field members for their first CPD submission on how to find other resources to meet the hours in each category? I saw some look more challenging when new to the HR industry.

For your reference, I have provided a link to our [eLearning & On Demand - HRP](#)A section of our website, here you will find a wide variety of free webinars that may count towards the CPD requirement. Please select the *On-Demand Webinars* dropdown to access the items that are available.

Some items to select are the webinars listed under the heading Office of the Registrar – Understanding Professional Regulation, 2021 EDI Summit, COVID-19, Equity, Diversity and Inclusion (EDI), Return to the Workplace, Talent Management, and Organizational Effectiveness. Please ensure that you save a copy of the presentation for your records and any registration confirmations in the event that you are audited. These activities can be manually entered into your CPD log.

In addition to the above resources, if you refer to the hardcopy CPD log (<https://www.hrpa.ca/Documents/Designations/CPD-Log.pdf>), in category A you may be able to log Self-directed Learning (A4) – one hour per 100 pages read.

11. If I get employment outside of the HR roles, how does it affect my chrp designation, membership, and CPD?
Employment with HR is not a requirement for maintaining or earning the CHRP designation.

12. Can CPD's from other countries be counted towards the required hours? i.e courses from American institutions or symposiums out of London
Yes, CPD can be completed anywhere in the world, it is not specific to Ontario.

13. if all your CPDs are completed with the CPD code are you still subject to audit?
Yes, if all your CPD was pre-approved activities then you may still be randomly selected for the CPD audit, however, the CPD codes will be your supporting documents for the activities.

14. Where can I see a breakdown of the categories and max hours per categories online?

A great resource is the hardcopy CPD log, it provides details in regard to the categories and the number of hours that can be logged;

<https://www.hrpa.ca/Documents/Designations/CPD-Log.pdf>.

15. If we are newly designated, how can we best determine our CPD period?

When a designation is granted to you, an email is sent confirming the details of the designation, as well as providing you with your official CPD period.

A member's first CPD period starts on the date they are granted their first designation.

To align the first CPD cycle with a June 1st and May 31st dates, the CPD period for newly designated members is set to the June 1st date prior to the first designation being granted. This means the first CPD period for newly designated members will be slightly longer than three years.

16. So, I see that I can get them all from A, right?

Yes, Development Category A: Continuing Education is the only category where you may log all 66.67 hours.