

## Continuing Professional Development (CPD) Qualifying Activities and Hourly Allocations

### Summary of Qualifying Activities

Certified Professionals are required to meet the Continuing Professional Development Requirement of a minimum of 100 hours over a three-year period and a minimum of 20 hours per year.

#### Calculation of Hours:

For the majority of activities, calculations are based on actual hours with per occurrence or per period maximums.

#### Categories (hours are required in at least two categories):

- |   |   |
|---|---|
| 1. Professional Practice: Significant Work Projects/Initiatives | 3. Volunteer/Community Involvement                  |
| 2. Leadership: Mentoring, Teaching & Facilitation               | 4. Learning: Formal and Informal                    |
|   | 5. Research & Publication: text, articles, journals |

<b>1. Professional Practice – Work/Projects</b>	<b>Section Maximum: 70 hours</b>
<p><b>a. Work/Consulting Initiatives – new project or program development, application, or implementation related to HR and general business.</b> (Includes secondments and/or assignments outside your normal job duties). For each project, must provide details and metrics on the following in event of an audit: What was the mission of the project? What were the objectives of the project? What was the outcome of the project? What was the impact on the organization? <i>Maximum 25 hours per project/initiative. Maximum 50 hours within rolling three-year period.</i></p>	
<p><b>b. Significant updates/process improvements</b> i.e. project, program, or consulting service provided. <i>Maximum 10 hours per occurrence. Maximum 20 hours within rolling three-year period.</i></p>	
<b>2. Leadership – Mentoring, Teaching and Facilitation</b>	<b>Section Maximum: 70 hours</b>
<p><b>a. Teaching/Facilitating a Course, Workshop or Seminar for the first time.</b> Credit is granted for the first time the course/seminar is taught. <i>Maximum 36 hours per new course, seminar taught, calculated at 1.5 hours for each hour of <u>course duration</u>.</i></p>	
<p><b>b. Developing a new course, workshop, or seminar.</b> Credit is only granted for the first time the course, workshop, or seminar is developed. <i>Maximum 50 hours per course, based on actual course duration and calculated at 2x each hour <u>of course duration</u>.</i></p>	
<p><b>c. Keynote Speaker/Guest Lecture/Panel Member</b> at a national, provincial or regional conference. Credit is only granted for the first time the presentation is given. <i>Maximum 8 hours per event based on actual <u>duration of presentation</u>. Calculated at 1.5 per hour of duration.</i></p>	
<p><b>d. Mentoring, Being Mentored, or Participating in an Executive Coaching Program.</b> Acting as a one-on-one mentor/mentee, typically outside job duties (cannot include direct reports). There must be a signed agreement between mentor and mentee as part of a formal mentoring relationship. <i>Maximum 20 hours within rolling three-year period.</i></p>	
<p><b>e. Providing Guidance/Coaching an HR Practicum Student</b> during a formal co-op, internship, or work placement where written appraisal is provided along with regular feedback. <i>Maximum 10 hours per student based on formal meeting time and overall maximum 30 hours within rolling three-year period.</i></p>	
<b>3. Volunteer or Community Involvement</b>	<b>Section Maximum: 70 hours</b>
<p>Note: Cannot count the same role/contribution in more than one area. i.e. if counting Chair in a, cannot also count Board Member in b.</p>	
<p><b>a. Board Service as Chair/Co-Chair</b> Sitting on a Board of Directors for a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. <i>Maximum 20 hours per year per Board, based on actual volunteer time contributed.</i></p>	

## Continuing Professional Development (CPD) Qualifying Activities and Hourly Allocations

<p><b>b. Board Service as Board Member</b></p> <p>Sitting on a Board of Directors for a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.</p> <p><i>Maximum 15 hours per year per Board, based on actual volunteer time contributed.</i></p>	
<p><b>c. Committee/Task Force – Chair/Co-Chair</b></p> <p>For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.</p> <p><i>Maximum 15 hours per year per committee, based on actual volunteer time contributed.</i></p>	
<p><b>d. Active Committee Membership in a non-profit or charitable organization.</b></p> <p>Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.</p> <p><i>Maximum 10 hours per year per committee, based on actual volunteer time contributed.</i></p>	
<b>4. Learning</b>	<b>Section Maximum: 70 hours</b>
<p><b>a. Courses/Seminars/Workshops/Conferences/Roundtables</b> online or in person, offered internally or externally. Must include a learning component and cannot be an internal company seminar on procedures/process, etc.</p> <p><i>Maximum 8 hours per day, based on course duration. For credit courses, maximum 30 hours per course/semester based on instructional hours.</i></p>	
<p><b>b. Self-directed Learning.</b></p> <p>Readings including (but not limited to) HR and Business magazines (either hard copy or online), HR and best practice books and research, online discussion forums.</p> <p><i>Maximum 15 hours within three-year period. Maximum 5 hours per year total. Maximum 1 hour per year for periodical/magazine and maximum up to 5 hours per book per year.</i></p>	
<p><b>c. Formal Professional Networking</b> active participation in organized networking sessions to build professional network and knowledge-sharing opportunities.</p> <p><i>Maximum 5 hours per year.</i></p>	
<b>5. Research &amp; Publication: Texts, Articles, Journals</b>	<b>Section Maximum: 70 hours</b>
<p><b>a. Conducting Research, Authoring a Journal or Case Study.</b></p> <p>Related to HR or general business, culminating in either a significant client or company report or published work (e.g. white paper). This is also applicable to HR Consultants, both internal and external.</p> <p><i>Maximum 10 hours per project.</i></p>	
<p><b>b. Publishing a Text Book</b></p> <p><i>New Textbook - Maximum 50 hours per textbook.</i></p> <p><i>New Edition of Existing Text - Maximum 15 hours per edition.</i></p>	
<p><b>c. Co-Authoring or Editing a Major Work</b></p> <p><i>Maximum 25 hours per project.</i></p>	
<p><b>d. Acceptance of Master's Thesis or Graduating Paper at a Master's Level</b></p> <p>Must be in HR or a business related subject.</p> <p><i>Maximum 25 hours per thesis.</i></p>	
<p><b>e. Acceptance of Doctoral Dissertation in an area directly related to HR or a business related subject.</b></p> <p><i>Maximum 50 hours per dissertation.</i></p>	
<p><b>f. HR or Business Related Book Review, Editorial or Article published.</b></p> <p><i>Maximum 5 hours per independent article published.</i></p>	