

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 60 hours over a three-year period and a minimum of 10 hours per year.

Calculation of Hours

For the majority of activities, calculations are based on actual hours with per occurrence or per period maximums. Hours are required in at least two of the 14 functional and enabling competencies of the CPHR Framework.

CPD Categories

CPD categories include the following:

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

1. Professional Practice – Work/Projects

a. Work/Consulting Initiatives – new project or program development, application, or implementation related to HR and general business.

(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?

Maximum 25 hours per project/initiative. Maximum 50 hours within rolling three-year period.

b. Significant improvements/updates to existing processes or programs

i.e. project, program, or consulting service provided.

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?

Maximum 10 hours per occurrence. Maximum 20 hours within rolling three-year period.

2. Leadership – Mentoring, Teaching and Facilitation	
a. Teaching/Facilitating a Course, Workshop or Seminar for the first time.	
Credit is granted for the first time the course/seminar is taught.	
<i>Maximum 35 hours per new course, seminar taught, calculated at 1.5 hours for each hour of course duration.</i>	
b. Developing a new course, workshop, or seminar.	
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 of course duration.</i>	
c. Keynote Speaker/Guest Lecture/Panel Member	
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 duration of presentation. Calculated at 1.5 per hour of duration.</i>	
d. Mentoring, Being Mentored, or Participating in an Executive Coaching Program.	
Acting as a one-on-one mentor, 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 25 hours within rolling three-year period.</i>	
Being mentored or participating in an Executive Coaching Program, typically outside job duties (cannot be by the leader you report to). There must be a signed agreement between mentor and mentee as part of a formal mentoring relationship.	
<i>Maximum 15 hours within rolling three-year period.</i>	
e. Providing Guidance/Coaching an HR Practicum Student	
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>	
3. Volunteer or Community Involvement	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.	
a. Board Service as Chair/Co-Chair	
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>	
b. Board Service as Board Member	
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.	
<i>Maximum 15 hours per year per Board, based on actual volunteer time contributed.</i>	
c. Committee/Task Force – Chair/Co-Chair	
For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.	
<i>Maximum 15 hours per year per committee, based on actual volunteer time contributed.</i>	
d. Active Committee Membership in a non-profit or charitable organization.	
Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.	
<i>Maximum 10 hours per year per committee, based on actual volunteer time contributed.</i>	

<p>4. Learning</p> <p>a. Courses/Seminars/Workshops/Conferences/Roundtables University, College, or Technical Institute – Undergraduate or Graduate Coursework. Passing grade required, and transcript will be required if audited.</p> <p><i>Maximum 30 hours per course/semester based on instructional hours.</i></p> <p>Other - 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.</i></p>
<p>b. Self-directed Learning. 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 5 hours within year.</i></p>
<p>c. Formal Professional Networking active participation in organized networking sessions to build professional network and knowledge-sharing opportunities.</p> <p><i>Maximum 5 hours per year.</i></p>
<p>5. Research & Publication: Texts, Articles, Journals</p>
<p>a. Conducting Research, Authoring a Journal or Case Study 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. Publishing a Text Book</p> <p><i>New Textbook - Maximum 50 hours per textbook.</i> <i>New Edition of Existing Text - Maximum 15 hours per edition.</i></p>
<p>c. Co-Authoring or Editing a Major Work</p> <p><i>Maximum 25 hours per project.</i></p>
<p>d. Acceptance of Master’s Thesis or Graduating Paper at a Master’s Level Must be in HR or a business-related subject.</p> <p><i>Maximum 25 hours per thesis.</i></p>
<p>e. Acceptance of Doctoral Dissertation in an area directly related to HR or a business-related subject.</p> <p><i>Maximum 50 hours per dissertation.</i></p>
<p>f. HR or Business-related Book Review, Editorial or Article published</p> <p><i>Maximum 5 hours per independent article published.</i></p>

Valid Supporting Documentation

Examples of Supporting Documents

<p>Professional Practice</p> <ul style="list-style-type: none"> • Official report or documentation of the project, program or process improvements and updates.
<p>Leadership</p> <ul style="list-style-type: none"> • Signed Mentoring Agreement and Session Confirmation Forms • Signed contract or official appointment to facilitate or teach course • Course outline for workshops facilitated – to include name, date and presenter name • An agenda from the presentation noting time, topic date and presenter’s name • Service contract with professional coach outlining meeting dates and times, topics discussed and outcomes if applicable. <p>Volunteer or Community Involvement</p> <ul style="list-style-type: none"> • Volunteer time log signed by the organization outlining hours spent • Letter of confirmation from the organization • Meeting minutes with attendees listed
<p>Learning</p> <ul style="list-style-type: none"> • Transcripts or certificate showing final grade or outcome of completion • Printouts from event with your notes, supported by an agenda with the with name, date and topic • Certificate of completion of the course or activity • Copy of course material • Course/workshop outline of developed course/workshop • Signed confirmation from institute or workshop
<p>Research or Publication</p> <ul style="list-style-type: none"> • A copy of or a reference to view the publication or article • Documentation from the post-secondary institute verifying successful defense of thesis or dissertation