



CPD Log Handbook

EVERYTHING YOU NEED TO KNOW ABOUT ORGANIZING
AND SUBMITTING YOUR CONTINUING PROFESSIONAL
DEVELOPMENT LOG

People Leading Business.™

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CONTINUING PROFESSIONAL DEVELOPMENT

To maintain their designation, CPHRs must report a minimum of 10 hours of Continuing Professional Development (CPD) activities each year and a minimum total of 60 hours of CPD activities gained in at least two of the qualifying categories over any cumulative three-year period. The rolling CPD requirement is effective as of 2018, meaning that by 2020, all designated Members must always have 10 annual CPD hours minimum and 60 CPD hours minimum over any three-year period.

CPD logs must be submitted by the end of December each year with the required minimum CPD hours to maintain the CPHR designation. CPHR Alberta automatically accepts all CPD logs submitted rather than fully reviewing each log to pass or deny. Three per cent (3%) of all submitted CPD logs each year are selected for audit and CPHRs must then provide supporting documents for the activities submitted.

Acceptable CPD activities can include ongoing learning, both formal and informal; leadership activities, volunteer activities; academic research or publications; and significant work projects.

Completing and Organizing your Continuing Professional Development Log

1. Whenever possible, record and save CPD activities in your CPHR Alberta Member Profile using the CPD log. When possible, upload supporting documentation at the same time you record your CPD activities so documents are already submitted in case of CPD Audit.
2. Keep documentation of your CPD activities organized by establishing a CPD Log file, preferably using a cloud-based program such as Dropbox where they won't be subject to a failed hard drive or change of job.
 - a) Keep CPD supporting documents for one year after the submission of your log in the event that you are selected for an audit.
 - b) Be sure to save supporting documentation for CPD hours even beyond the 20 and 100 hour minimums. This will allow for ample material to substantiate your activities in the event that a logged activity cannot be supported.
 - c) You must be able to validate the hours and dates claimed for each activity logged. Please ensure the dates and the number of hours you are claiming are clearly documented for all the activities listed on the log.
3. Be proactive by thinking about possible changes of circumstance. For example, keep in mind that you may change jobs and may no longer be able to access items stored or received to a business email or work desktop or file.
4. For submissions in the Professional Practice category, complete the [Work Project Confirmation Form](#) as each project or update is completed to ensure a change in company, by either yourself or a supervisor, does not affect your ability to provide supporting documentation in the event of an audit.
5. For submissions in mentorship, please ensure to complete both a [Mentoring Agreement](#) as well as [Mentoring Session Confirmations](#).

CPD QUALIFYING ACTIVITIES SUMMARY

Chartered Professionals are required to meet the Continuing Professional Development minimum requirement of 60 hours over a three-year period, and a minimum of 10 hours per year.

Calculation of Hours:

For most activities, calculations are based on actual hours per occurrence or per period maximums.

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

- Professional Practice
- Leadership
- Volunteer or Community Involvement
- Learning: Formal and Informal
- Research & Publication

Category	Maximum Hours
Professional Practice – Work/Projects	
<p>A. Work/Consulting Initiatives of New Projects or Program development</p> <p>Provide the details and metrics on the following: The mission, objective, outcome and the impact on the organization</p>	<p><i>Maximum 25 hours per project/initiative.</i></p> <p><i>Maximum 50 hours within three-year period.</i></p>
<p>B. Significant Updates/Improvements to existing processes or programs</p> <p>Provide the details and metrics on the following: The mission, objective, outcome and the impact on the organization</p>	<p><i>Maximum 10 hours per occurrence.</i></p> <p><i>Maximum 20 hours within three-year period.</i></p>
Category	Maximum Hours
Leadership – Mentoring, Teaching and Facilitation Projects	
<p>A. Teaching/Facilitating a Course, Workshop or Seminar</p> <p>Credit is granted for the first time the course/seminar is taught.</p>	<p><i>Maximum 35 hours per new course, seminar taught.</i></p> <p><i>Calculated at 1.5 hours for each hour of course duration.</i></p>

<p>B. Developing a new Course, Workshop, or Seminar</p> <p>Credit is only granted for the first time the course, workshop, or seminar is developed.</p>	<p><i>Maximum 50 hours per course, based on actual course duration.</i></p> <p><i>Calculated at 2x each hour of course duration.</i></p>
<p>C. Keynote Speaker/Guest Lecture/Panel Member</p> <p>Keynote/Guest Lecture/Panel must be at a national, provincial or regional conference. Credit is granted for the first time presentation is given.</p>	<p><i>Maximum 8 hours per event based on actual duration of presentation.</i></p> <p><i>Calculated at 1.5 per hour of duration.</i></p>
<p>D. Mentoring</p> <p>Acting as a one-on-one mentor, typically outside job duties (i.e., not direct reports).</p>	<p><i>Maximum 25 hours within three-year period.</i></p>
<p>E. Being Mentored or Participating in an Executive Coaching Program.</p> <p>Must be a formal program with a service contract with a qualified professional coach or a signed mentoring agreement. Mentor must not be a direct supervisor.</p>	<p><i>Maximum 15 hours within a three-year period.</i></p>
<p>F. Providing Guidance/Coaching an HR Practicum Student</p> <p>Must be formal co-op, internship, or work experience placement where written appraisal is provided along with regular feedback.</p>	<p><i>Maximum 10 hours per student and 30 hours within three-year period.</i></p>
<p>Category</p>	<p>Maximum Hours</p>
<p>Volunteer or Community Involvement</p> <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>A. Board Service – Chair/Co-Chair</p> <p>For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for meeting organizational objectives, completing project work or leading sub-committees.</p>	<p><i>Maximum 20 hours per year per Board.</i></p>

<p>B. Board Service – Board Member</p> <p>For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work or leading sub-committees.</p>	<p><i>Maximum 15 hours per year per Board.</i></p>
<p>C. Committee/Task Force – Chair/Co-Chair</p> <p>For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work or leading sub-committees.</p>	<p>Maximum 15 hours per year per committee.</p>
<p>D. Active Committee Membership</p> <p>For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work or leading sub-committees.</p>	<p>Maximum 10 hours per year per committee. AND Maximum 20 hours per year for CPHR Alberta Committees. Maximum 30 hours per year.</p>
<p>E. Public Agency Board</p> <p>Applies to individuals serving on a Government of Alberta public agency board.</p>	<p>Maximum 15 hours per year per committee.</p>
<p>Category</p>	<p>Maximum Hours</p>
<p>Learning</p>	
<p>A. University, College and Technical Institute – Undergraduate or Graduate Coursework.</p> <p>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>B. Non-Credit Courses/Seminars/Workshops/Conferences/Roundtables</p> <p>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 10 hours per day, based on course duration.</i></p>

<p>C. Self-directed Learning</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 5 hours per year.</i></p>
<p>D. Formal Professional Networking</p> <p>Active participation in organized or facilitated networking sessions to build professional network and knowledge-sharing opportunities. Networking that is not facilitated or is not part of a learning session will not count.</p>	<p><i>Maximum 5 hours per year.</i></p>
<p>Category</p>	<p>Maximum Hours</p>
<p>Research & Publication: Texts, Articles, Journals</p>	<p>70 hours</p>
<p>A. Conducting Research, Authoring a Journal or Case Study</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. Publishing a Text Book</p>	<p><i>Maximum 50 hours per textbook.</i></p> <p><i>Maximum 15 hours for a new 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</p> <p>Thesis 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</p> <p>Dissertation must be in 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 DOCUMENTS

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. • Work Project Confirmation Form
<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

CPD AUDIT

To ensure the integrity and standard of professionalism reflected in the granting of the CPHR designation, a portion of the submissions are randomly selected for audit each year.

If you are selected for a CPD audit, you will be notified by CPHR Alberta. If you have uploaded supporting documentation with your log, you will not need to take any further action. If you did not upload documents, we will request that you send supporting documents for the activities listed in your CPD log.

Audit FAQs

Who will I communicate with about my CPD Audit?

A member of the Professional Standards team at CPHR Alberta will contact you directly about your audit. We can help answer any questions or concerns and offer any further clarification you require.

What information should my supporting documents demonstrate?

The supporting documents should confirm the information in your submitted CPD activities. The documents should clearly show the following; date of activity, hours of learning for activity and the content description of the activity.

How do I submit my supporting documents?

You can submit your supporting documents electronically by uploading them when you submit your CPD log online. If you do not upload supporting documents at the time of submission, you can send documents via email or as hard copies to CPHR Alberta. Any documentation submitted to CPHR Alberta for audit purposes will be retained by CPHR Alberta and not returned.

How long does the audit process take?

Depending on the amount and quality of documentation provided, the audit process can take up to 60 days from the time CPHR Alberta receives your supporting documentation. If there are extenuating circumstances associated with the audit, it may take longer to complete.

What happens if I am unable to support enough hours?

Activities that are not supported will be removed from the members' profile. Audited members will have the opportunity to submit documentation of activities before we remove them from their online CPD log. If some activities are removed from the CPD log but members have sufficiently supported at least 10 hours for the year, they will be considered to have passed the CPD audit.

If at least the annual minimum of 10 hours has not been supported, audited members have the opportunity to submit further documentation to reach the 10 hours so they can maintain their CPHR. CPHR Alberta gives reasonable time and opportunity to prove 10 hours of CPD as failing the CPD Audit results in revocation of CPHR designation and membership.



These exemptions allow you to more easily reach the minimum of 10 CPD hours required each year.

CPHR Alberta will approve a maximum of two exemptions due to leave in any three-year period and will grant a maximum of 30 CPHR Alberta CPD hours to one Member over a three-year period.

Applications for extension or exemption must be accompanied by written confirmation from the workplace of the type and term of leave granted. In the case of self-employed Members, confirmation from a physician is required in lieu of an employer confirmation. Please email your request to registrar@cphrab.ca.