

CPHR Alberta CPD Pre-Approval Program

To help support Continuing Professional Development needs of our growing population of Chartered Professional in Human Resources (CPHRs), and in recognition of the quality of some of the HR professional development programs offered throughout Alberta, we offer the **CPHR Alberta CPD Pre-Approval Program**.

WHAT IS THE CPHR ALBERTA CPD PRE-APPROVAL PROGRAM?

This program provides organizations that deliver HR and strategic business programming the ability to guarantee CPHR Continuing Professional Development (CPD) Hours. Eligible professional development programs must be directly in line with the HR Competencies listed in our [Competency Framework](#). Applicants that meet our requirements will be given a CPD Pre-Approval Seal. Attaching the CPHR Alberta CPD Pre-Approval Seal to your program marketing materials communicates that your program has been reviewed and approved to guarantee CPHR CPD Hours.

You can use the CPHR Alberta CPD Pre-Approval Seal for up to one year on the approved programs without the need to resubmit your program for review.

NOTE: Post-Secondary programs have unique partnerships with CPHR Alberta and have a separate process for CPD Pre-Approval. If you are with a post-secondary institute and have queries about CPD Pre-Approval, please contact CPHR Alberta directly at eblain@cphrab.ca.

WHAT ARE THE BENEFITS OF CPD PRE-APPROVAL?

You've probably been asked if your professional development programs are eligible for CPHR Continuing Professional Development Hours.

Having CPHR Alberta CPD Pre-Approval Status for your programs will provide you with:

- The ability to guarantee CPHR Continuing Professional Development Hours.
- The ability to enhance your marketing to a growing group of CPHR designation holders
- Increased recognition for the quality of your offering.
- Inclusion in our member CPD system as an organization that offers CPD Pre-Approved programs

APPLICATION PROCESS

1. Review the minimum eligibility criteria that follows and determine if you are eligible to apply.
2. Fill out the application form and submit at: info@cphrab.ca
3. Pay the CPD Pre-Approval fee
4. Receive a response (approval or denial) within two weeks. With approval, you will be given the CPD Pre-Approval Seal.
5. Market your approved programs displaying the CPHR Alberta CPD Pre-Approval Seal

****At the end of your approved term, it is your responsibility to submit a new application for approval. CPHR Alberta will also follow up with approved applicants each year about submitting another application.****

What is the application review process?

The application review process involves:

- A review of the application to ensure program is in line with the CPHR Competency Framework.
- A review of the application to ensure all requirements are met.
- Formal review of all components of the application.

Please note that if clarification is required, CPHR Alberta will be in touch with the application contact person.

What is the minimum eligibility criteria?

To meet the minimum requirements, your organization must:

- Offer HR-related programs directly related to the HR Competencies.
- Offer HR-related professional development programs lasting at least 1 hour.
- Have a formal registration and attendance tracking system in place in order to confirm eligibility for CPHR CPD Hours.

How will I be informed of approval or denial?

- Applicants will receive email confirmation of their application package receipt and will be directed to pay the application fee.
- Within two weeks from the date of receipt of the application fee, the applicant will be informed of approval or denial.

DENIAL

- Applicants that are not approved will be informed via email. This email will include a brief description of why the application was denied.
- Applicants that are not approved will not be refunded the application fee.

APPROVAL

- Applicants who are approved will be informed by email.
- Applicants will receive an electronic copy of the CPHR Alberta CPD Pre-Approval Seal.
- The Seal can be used for up to one year on approved programs.

USE OF THE CPHR ALBERTA CPD PRE-APPROVAL SEAL

Use the Seal:

- On your organization's website in locations where an approved instructional program is being promoted.
- On collateral materials promoting the specific program.

The Seal may not be used:

- On your organization's website in a location where the approved program is not being promoted.
- In association with other activities that have not been approved.
- By another organization, even if that organization is a co-sponsor of the program. The seal is not transferable.

MISUSE

Organizations found in violation of the use of the seal and sample language will have 15 days to rectify the violation. Failure to rectify the violation will result in revocation of the organization’s privilege to provide or seek pre-approved Continuing Professional Development Hours for a minimum of one year. For repeat offenders, revocation will be permanent.

FEES

CPD Pre-Approval application fees:

- Application fees are based on the number of hours of instructional programming approved.
- There is a minimum fee of \$250 per year for each instructional program approved.
- Please note that there is a discount for members requesting CPD Pre-Approval for their programs

Please see table below for our Fee Matrix

Please note that the number of instructional hours is calculated per instructional program. For example, if you have submitted a single 6-hour instructional program which you will be running four times during the year, the total number of instructional hours is 6 hours. If you have submitted two 6-hour events which you will be running three times each during the year, the total number of instructional hours is 12 hours.

The CPD Pre-Approval Seal can be used for up to one year on approved instructional programs. Provider organizations must cover all costs associated with adding the CPHR Alberta CPD Pre-Approval Seal to their marketing / promotional materials.

MATRIX of FEES

CPD Pre-Approval Matrix		
Total Number of Instructional Hours	Review Fee	Review Fee – Member Discount
Up to 20 hours	\$250	\$225
21-40 hours	\$325	\$275
40-60 hours	\$400	\$325
60 + hours	\$475	\$375

Notes on Application and CPD Hours

When completing the application:

- Only submit instructional programs which have a pure learning focus (as opposed to a sales component).
- Only submit instructional programs that are a minimum of one hour in length.
- It is recommended that all professional development programs for which you would like to use the CPHR Alberta CPD Pre-Approval Seal are submitted at one time if possible. Each professional development program must be listed and outlined as per the guidelines provided.
- Please note the following: 1 CPHR CPD Hour is granted for each hour of instruction directly related to the current HR Competency Framework.
- CPHR Continued Professional Development Hours are subject to the daily or course maximums outlined in the current CPHR Continued Professional Development Log.
- CPHR Continued Professional Development Hours can only be granted for hours of instruction and networking
- Conferences should be considered a program; and each session overview should be submitted for review.
- For packaged series, each session should be submitted for evaluation as part of the instructional program.
- Self-paced / self-directed / distance education programs are eligible for CPHR Continuing Professional Development Hours equivalent to the minimum number of hours required to complete the program work.

On what grounds can CPD pre-approval status be revoked?

In cases where allegations of criteria violations or complaints of ethical misconduct are found plausible, CPHR Alberta reserves the right to revoke the CPD Pre-Approval Status.

CPHR Alberta may revoke the CPD Pre-Approval Status if it is determined that the provider:

- Provided false information on the application.
- Failed to conduct professional development programs in compliance with the established criteria.
- Provided false information about a submitted instructional program. This may include incorrect reporting of eligible CPHR Continuing Professional Development Hours or violation of guidelines for Continued Professional Development Hours.
- Misused the CPHR Alberta CPD Pre-Approval Seal and/or sample language.
- Used improper or unethical marketing of programs that have been advertised as pre-approved for CPHR Continuing Professional Development Hours.
- Jeopardized (at any instance, singular or repeated) the integrity or reputation of the CPHR Certification and the Continuing Professional Development programs.

In case of revocation, CPHR Alberta will notify the host organization's contact person regarding the nature of the problem.

The organization will be provided the opportunity to correct minor violations prior to being barred from submitting future requests. Organizations found in minor violation of the use of the seal and sample language will have 15 days to rectify the violation. Failure to rectify the violation will result in revocation of the organization's privilege to provide or seek pre-approved CPHR Continued Professional Development Hours for a minimum of one year. For repeat offenders, revocation will be permanent.

Revoked Status will mean

- Removal of all references to CPHR Alberta CPD Pre-Approval Status within 10 business days at the expense of the organization.
- No refund on payment made to secure CPD Pre-Approval Status

How is quality ensured for the approved program?

Please note that CPHR Alberta reserves the right to randomly audit, at no cost to CPHR Alberta, approved programs to ensure compliance with the established criteria and to investigate allegations of violations.

Such random audits can include:

- A request to review an organization's records, including, but not limited to, documents related to needs assessments, planning, evaluations and record keeping.
- A visit to and assessment of specific instructional programs