



# CPD Log Handbook

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

People Leading Business.™

Chartered Professionals in Human Resources – Alberta  
Suite 990, 105 – 12 Ave SE | Calgary, AB | T2G 1A1  
Tel. 800-668-6125 | Email. [info@cphrab.ca](mailto:info@cphrab.ca)

[CPHRab.ca](http://CPHRab.ca)

CPHR Alberta All Rights Reserved © 2017



## Table of Contents

<b>CONTINUING PROFESSIONAL DEVELOPMENT .....</b>	<b>1</b>
<i>Completing and Organizing your Continuing Professional Development Log .....</i>	<i>1</i>
<b>CPD QUALIFYING ACTIVITIES SUMMARY .....</b>	<b>2</b>
<b>VALID SUPPORTING DOCUMENTS .....</b>	<b>6</b>
<b>CPD AUDIT .....</b>	<b>7</b>
<i>Audit FAQs.....</i>	<i>7</i>
<b>CPD EXTENSION &amp; EXEMPTION.....</b>	<b>8</b>
<i>Short-Term Extensions .....</i>	<i>8</i>
<i>Leaves of Absence .....</i>	<i>8</i>

## 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.
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 audit.
  - b) Be sure to save supporting documentation for CPD hours even beyond the 10 and 60 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
<b>Professional Practice – Work/Projects</b>	
<p><b>A. Work/Consulting Initiatives of New Projects or Program development</b></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>B. Significant Updates/Improvements to existing processes or programs</b></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
<b>Leadership – Mentoring, Teaching and Facilitation Projects</b>	
<p><b>A. Teaching/Facilitating a Course, Workshop or Seminar</b></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>B. Developing a new Course, Workshop, or Seminar</b></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><b>C. Keynote Speaker/Guest Lecture</b></p> <p>Keynote/Guest Lecture 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><b>D. Mentoring</b></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><b>E. Being Mentored or Participating in an Executive Coaching Program.</b></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><b>F. Providing Guidance/Coaching an HR Practicum Student</b></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><b>Category</b></p>	<p><b>Maximum Hours</b></p>
<p><b>Volunteer or Community Involvement</b></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><b>A. Board Service – Chair/Co-Chair</b></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>B. Board Service – Board Member</b></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><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 or leading sub-committees.</p>	<p>Maximum 15 hours per year per committee.</p>
<p><b>D. Active Committee Membership</b></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.</p>
<p><b>Category</b></p>	<p><b>Maximum Hours</b></p>
<p>Learning</p>	
<p><b>A. University, College and Technical Institute – Undergraduate or Graduate Coursework.</b></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>B. Non-Credit Courses/Seminars/Workshops/Conferences/ Roundtables</b></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><b>C. 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 5 hours per year.</i></p>
<p><b>D. Formal Professional Networking</b></p> <p>Active participation in organized networking sessions to build professional network and knowledge-sharing opportunities.</p>	<p><i>Maximum 5 hours per year.</i></p>

Category	Maximum Hours
Research & Publication: Texts, Articles, Journals	
<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>Maximum 50 hours per textbook.</i></p> <p><i>Maximum 15 hours for a new 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>Thesis 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</b></p> <p>Dissertation must be in HR or a business-related subject.</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>



## VALID SUPPORTING DOCUMENTS

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

## 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.

When you receive the request for the audit letter from the Auditor, take a moment and review the CPD Log rules and regulations and your CPD Log submission.

### Audit FAQs

#### **Can I contact my Auditor?**

Feel free to contact your Auditor or CPHR Alberta directly if you have any questions/concerns or require any further clarification.

Please remember your Auditors are CPHRs who volunteer their time to conduct this activity, so please respect each other and do not personalize any issues regarding your audit, recognizing it is a random selection.

#### **What do I do if I am unsure if I have enough hours?**

If you are not sure you have enough hours, contact CPHR Alberta and have a conversation as sometimes you may need to do some brainstorming to discover activities that may have been missed.

#### **What information is my supporting documents required to demonstrate?**

The supporting documents should contain all the information to align with your CPD Log. 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?**

Whenever possible, submit your supporting documents electronically. If you are unable to do so, hard copies should be sent to CPHR Alberta for distribution to the respective Auditor. 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?**

Recognize this process can take up to 60 days from the time the Auditor receives your supporting documentation. If there are extenuating circumstances associated with the audit, it may take longer to complete.

## CPD EXTENSION & EXEMPTION

CPD Log submission extensions or exemptions may be granted for special circumstances:

### Short-Term Extensions

Based on written requests, CPHR Alberta may grant an extension of 30 days (maximum) to submit your CPD log. Please email your request to [registrar@cphrab.ca](mailto:registrar@cphrab.ca) prior to the CPD submission date of December 31. If your request is approved, you must submit your CPD log within 30 days of the deadline (by January 30 the following year) and you will be required to pay a Late Fee of \$ 50.00 + GST.

### Leaves of Absence

Members who are granted one year maternity or disability leave from their workplace are entitled to apply for and receive a one-year exemption from CPD log submission. This means instead of submitting the 10 CPD hours necessary for one year, CPHR Alberta will grant you a total of 20 CPD hours for the year of leave. Applicants can request either the current or following year for their exemption. Applicants who receive a one-year exemption still need to gain 40 hours of CPD to meet the required total of 60 CPD hours in any three-year period (including the 20 CPD hours from CPHR Alberta).

#### Example:

- 2018 CPHR submitted minimum of 10 CPD hours
- 2019 CPHR received a one year exemption for maternity leave and 20 CPHR Alberta CPD hours
- 2020 CPHR must submit at least 30 CPD hours to meet the minimum of 60 CPD hours over the three-year period
- 2021 CPHR only needs to submit minimum of 10 CPD hours to meet the minimum of 60 CPD hours over the three-year period

Members who have two (2) one-year leaves in a three-year period receive an exemption of 20 CPHR Alberta CPD hours for the first leave and 10 CPHR Alberta CPD hours for the second leave to a maximum exemption of 30 CPHR Alberta CPD hours in a three-year period.

For shorter leaves, such as Compassionate Leave or Short Term Disability Leave, CPHR Alberta will accommodate exemptions at 5 CPHR Alberta CPD hours per quarter up to a total of 20 hours for a year if needed.

#### Example:

- |                                |  |
|--------------------------------|--|
| Eight-week Compassionate Leave | 5 CPHR Alberta CPD hours for a one quarter year exemption. |
| Six-month Disability Leave     | 10 CPHR Alberta CPD hours for half a year exemption.       |



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](mailto:registrar@cphrab.ca).