



CPHR Alberta Registration Manual

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1. OFFICE OF THE REGISTRAR

The Office of the Registrar is the centre of regulatory activity at CPHR Alberta. CPHR Alberta is the sole designating body for the Chartered Professional in Human Resources (CPHR) designation in the province of Alberta. CPHR Alberta protects the public interest by ensuring that human resources professionals registered with and Chartered by CPHR Alberta are competent and act in an ethical manner.

CPHR Alberta has applied to the Alberta government for the self-regulation of the human resources profession which would grant CPHR Alberta certain legal and regulatory tools to ensure the public interest is protected.

The Registrar oversees the registration process of the human resources profession, ensuring that applicants seeking the designation meet the minimum professional standards set by CPHR Alberta's Board of Directors.

The Office of the Registrar includes a combination of staff, acting on behalf of the Registrar, and standing regulatory committees including volunteer CPHRs that assess applications and conduct audits of Continuing Professional Development (CPD) logs as well as Experience Validation Assessments (EVAs). The Registrar ensures the smooth operation of each committee by acting as the record keeper and facilitator.

The Registrar is also tasked with assisting the Discipline Committee to review complaints against CPHRs made by the public or other Members of the profession. In this role, the Registrar ensures that each party to a complaint is treated fairly and that due process is applied at all times.

In addition, the Registrar is responsible for maintaining CPHR Alberta's Register of Members.

2. POLICIES AND PROCEDURES FOR ALL MEMBERS

2.1 Yearly Membership Dues Policy

Pursuant to section 3.9(b) of CPHR Alberta Bylaws, annual membership fees/dues must be paid within 60 days of the due date. The due date is interpreted as the date dues are issued. Failure to pay yearly membership dues may result in termination of membership. The Registrar will notify Members who have not paid their annual dues that their membership has been terminated.

All emails and mailed invoices are sent to the preferred emails and mailing addresses as indicated in the Member’s profile. Letters returned undeliverable will be sent to the alternative Member mailing address on file if there is one recorded.

Below is the general timeline for the membership renewal process:

Dates	
First week of January	Annual dues issued and notice sent to all Members via email.
March 1	Late Fee issued to those with outstanding annual dues and Members notified.
April 1 (Revocation)	Those with outstanding annual dues inactivated and online access removed. Membership terminated and status revoked at this time. Registered letter sent to revoked Chartered and Candidate Members with loss of designation and progress towards achieving the designation.

2.2 Reduced Dues

Members who are unemployed, on parental leave or temporary medical leave during the membership renewal period (January 1st to February 28th) may apply for reduced membership dues for that year.

A Member applying for reduced dues is required to provide documentation to substantiate his or her application (i.e., record of employment obtained by Service Canada, letter from employer confirming parental leave or medical leave). If approved, the Member’s dues would be reduced by 65% (rounded to the nearest ten). Members who become unemployed after the dues renewal period will not be issued a partial refund.

A Member may only qualify for reduced dues two (2) out of every four (4) years.

A Member paying reduced dues retains his or her right to use the designation and have access to all Member benefits.

A Member must apply for reduced dues prior to March 1st and submit payment prior to March 31st of each calendar year to qualify for reduced dues. If a Member has his or her membership terminated for non-payment of dues, the Member is no longer eligible for reduced dues and must apply for reinstatement under the reinstatement policy.

2.3 Good Character Attestation

Most professional associations have a reputation test as part of the registration process that includes the completion of several questions regarding an individual's background and an attestation or affirmation of his or her good character. CPHR Alberta uses seven good character questions to verify the good character of current Members and new applicants.

The Registrar makes the final decision whether a new applicant or current Member meets the ongoing requirement of this Good Character Attestation (GCA), subject to a potential appeal to the Registration Committee. Decisions are made based on precedent; a point-in-time assessment of the reputation of a Member or applicant; whether the situation would bring disrepute to the profession; and/or whether there is an ongoing risk to the public by having an applicant Chartered or a current Member continue to hold designated status.

Failure to pass the GCA in any given year does not prevent future applications. As circumstances change and applicants or Members present a convincing case that their character has changed or improved, then a new decision can be made. However, there are circumstances associated with failing the GCA that, because of the severity or type of offense, prevent an applicant or Member from ever being a Member of the human resources profession.

If an applicant answers "yes" to any of the seven (7) GCA questions, CPHR Alberta will notify the individual via email asking him or her to communicate the following:

1. The circumstances surrounding the situation to which one replied "Yes" on the attestation. This should include a brief outline of the incident or situation and any follow up or consequences that resulted from the situation.
2. An explanation as to why the situation or incident will NOT affect his/her ability to provide competent and ethical HR services to the public (i.e. organizations, clients, employees, etc.).
3. A statement as to why his/her continued membership should be accepted by the Registrar, given the situation or incident that prompted the "Yes" response on the attestation.
4. Any supporting documentation that is relevant to an appeal. In instances of a criminal conviction or finding of unprofessional conduct with another professional body, description of the situation and supporting documents must be provided.

If necessary documents are not received by the deadline noted in the email, CPHR Alberta will send a reminder via email to offer a new deadline by which one must submit this documentation.

Finally, after those two attempts to obtain a response have failed, a letter will be sent via courier with a required signature notifying the applicant or current Member that his or her membership application has been rejected or membership revoked. Only current Members will be sent a letter via courier. Prospects will be notified via a letter through regular mail that they cannot apply for membership with CPHR Alberta.

2.4 Members in Independent Practice

CPHR Alberta has a requirement for Members in independent practice, also known as independent consultants, to hold adequate Professional Liability Insurance, also known as errors and omissions insurance (E&O). This requirement is pursuant to Chapter V Division IV Specific Duties regarding Professional Liability and Insurance of the Code of Ethics and Standards of Professional Conduct and would become a requirement should CPHR Alberta become a self-regulating body.

The reason CPHR Alberta requires that members in independent practice carry professional liability insurance is because it is in the public interest to do so. It is also in the member's interest to carry professional liability insurance. All professionals in independent practice have some exposure to claims of liability, whether these claims are ultimately found to be groundless or not. The cost of defending oneself against such claims, let alone the cost of any settlement, can be devastating to independent practitioners.

The Common Law in Canada imposes standards upon the professional and performance is required to meet a much higher level than that expected of an ordinary person. When a professional fails to meet the expected standard then the professional can be held liable for the losses sustained through that failure.

HR Consultants likely understand that there are many situations where a failure or just an alleged failure could give rise to a claim. For these reasons, we feel it is of utmost importance that our consultants have the necessary insurance. Each year, while completing the annual Good Character Attestation, Members are required to disclose if they are in independent practice and confirm possession of professional liability insurance. CPHR Alberta, as part of the compliance process, conducts biennial audits of Members in independent practice to clarify the work these consultants perform and to ascertain if they require this insurance. The audit also verifies the status of professional liability insurance and helps to ensure compliance with the Code of Ethics and Standards of Professional Conduct.

To facilitate the acquisition of this type of insurance, CPHR Alberta offers professional liability insurance, through Rogers Insurance, to its Members at a discount from market rates. To request a quote for insurance, please visit www.rogersinsurance.ca/cphrab. Please note that you can obtain necessary insurance from the provider of your choice and are in no way bound to use Rogers. CPHR Alberta brokered this deal with Rogers Insurance to benefit members only and we receive no monetary compensation for any purchases made.

CPHR Alberta offers, as a member-only benefit, a complementary listing on our online HR Consultant Directory. Consultants who wish to list their service on the Directory must provide proof of carrying E&O insurance to CPHR Alberta.

2.5 Appeals of Registrar Decisions

A Member or membership applicant may appeal Registrar decisions directly to the Registration Committee within 30 days of receipt of the decision. A panel of three Members of the Registration Committee, including a combination of assessors and auditors, will be struck for the review of the appeal. The Chair of this panel will determine whether the appeal is in order and whether to proceed with a hearing.

An applicant may choose either an oral in-person hearing or a written hearing where they do not need to appear in-person. The Panel of the Registration Committee would be tasked with determining whether the Registrar acted properly in making his or her decision. They will consider whether there were any errors in the administration of the decision or whether there was bias in the decision-making that would violate the principles of natural justice. An appeal is not a re-hearing of the decision. The Panel Members will determine whether a reasonable person, presented with the facts as they are, would have made a similar decision.

The Panel Chair may choose to not hear the appeal if he or she believes there are insufficient grounds to proceed or if the appeal request is frivolous or vexatious.

3. PROSPECTIVE MEMBERS

Applications for membership with CPHR Alberta can be submitted at different times during the year and are reviewed once all supporting documentation is received. Every application will be treated fairly and objectively, and all applications will receive a response from CPHR Alberta regardless of outcome.

There are three membership categories that prospective Members can apply to:

- General
- Associate – Degree or Non-Degree
- Student

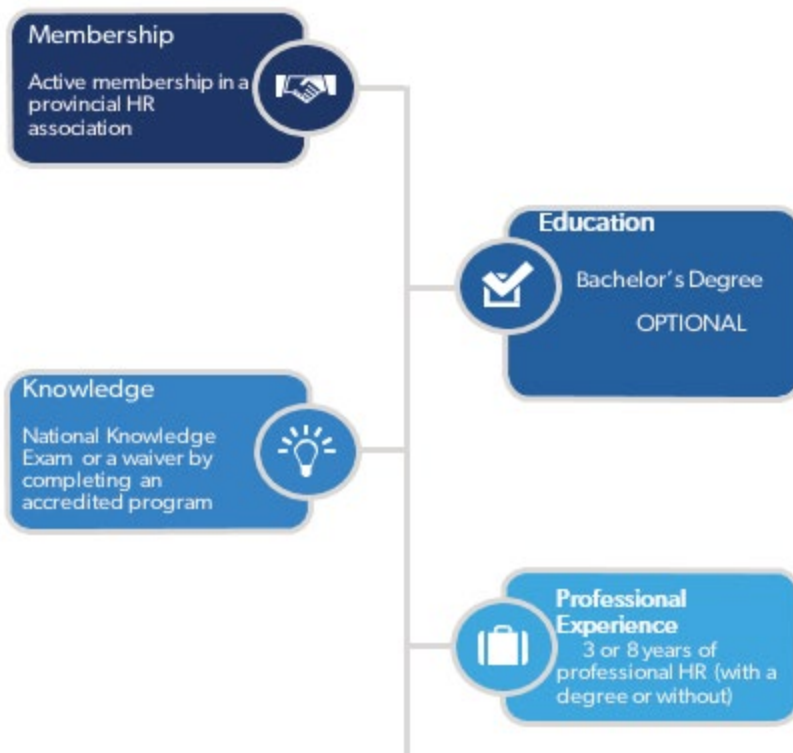
CPHR Alberta has a **residency requirement**. It is necessary to be living or working in Alberta, N.W.T or Nunavut to pursue the CPHR designation with CPHR Alberta. Exceptions can be made on a case by case basis for individuals who do not reside in a territorial jurisdiction offering the CPHR/CRHA designation. The residency requirement is necessary as a principal focus of self-regulated professions is the protection of the public in the jurisdiction of registration which is best achieved by ensuring that Chartered professionals work or live near their regulator. You must live in Alberta, NWT or Nunavut to:

1. Write the National Knowledge Exam or
2. Submit an Experience Validation Assessment or
3. Hold the CPHR designation in Alberta

3.1 Required Documents for Associate, General and Student Applications

(1) Associate Member

An Associate Member is one who wishes to obtain the CPHR and is preparing to take the National Knowledge Exam (NKE).



Acceptable documents for Associate membership include those that verify the completion of a minimum of a three-year (90 credit) undergraduate degree or three-year (90 credit) Bachelor Degree (any field) including official transcripts from an accredited Canadian post-secondary institution. These must come directly from the university in the original sealed envelope.

If you are applying as an Associate Member without a degree, there is no documentation to submit.

Post-secondary education from a university outside of Canada (including the U.S.) will need to be verified by IQAS (in Alberta) using a basic assessment. CPHR Alberta will also accept assessments from other members of the Alliance of Credential Evaluation Services of Canada (ACES) if the applicant previously had his or her education assessed by them prior to moving to Alberta (<http://www.canalliance.org/>).

In both cases, only original assessments mailed from the assessment centre will be accepted.

(2) General Member

The general membership category is open to all persons wishing to become members of CPHR Alberta. Professional corporations and businesses may not apply for membership. Applicants must apply as an individual to conform to the purposes of the Society Act and the maintenance of the Member Register.

(3) Student Member

Student membership is valid for individuals who fall into one of the below categories:

- i. Enrolled in full-time or part-time studies, with two (2) or more courses per semester, in any degree program at an accredited post-secondary institution;
- ii. Enrolled in a continuing education program, taking two (2) or more courses per semester towards a certificate or diploma in Human Resources Management;
- iii. Internationally educated professionals in Human Resources enrolled in a career bridging program, Language Instruction for Newcomers to Canada (LINC) program at a recognized post-secondary institution or immigrant-serving agency.

Acceptable documents for Student membership that verify current student status include a letter of enrollment from the university, a screen shot of the person's current schedule or official working transcripts. The document will only be accepted if it shows the student's name, the school in which he/she is enrolled, the name of the program and courses in which he/she is currently enrolled, and the date that he/she is enrolled.

Student Members will be contacted and asked to show proof of their continuing status as a Student Member every two years. If not able to prove they are still an active student, their status will be changed to General. Student Members can request to be changed to Associate Members by choosing the option to "Transfer Membership Category" through their Member profile and submitting official transcripts which confirm they have now completed their degree. If students choose to become an Associate Non-Degree Member, they do not need to submit proof of a degree.

3.2 Documentation Deadlines

Dependent upon the membership category, membership applications require corresponding documents such as transcripts, resumes, student schedules/confirmation of enrollment letters, etc.

The following deadlines apply for applications where appropriate documentation has not been received, depending on when they are submitted during the year:

<p>Membership application is received December of previous year to June 1 of current year</p>	<p>The applicant will receive an email from CPHR Alberta that he/she has until June 30 to submit all necessary documents or his/her membership application will be deactivated.</p>
<p>Membership application is received June 2 to November 30 of current year</p>	<p>The applicant will receive an email from CPHR Alberta that he/she has until December 19 to submit all necessary documents or his/her membership application will be deactivated.</p>

3.3 Policy for Pending Membership Applications at End of Year

CPHR Alberta will stop approving new Members for that calendar year starting on December 1 each year and will commence approving membership applications again after the issuance of the Annual Member Dues for the following year (usually mid-January).

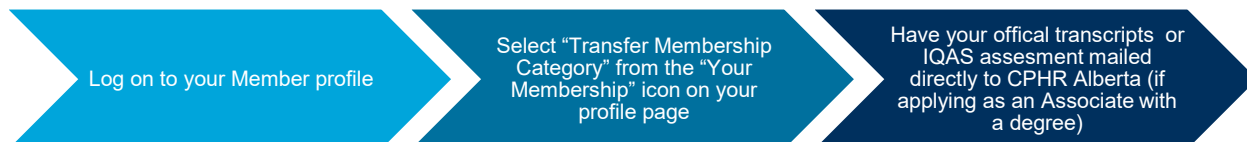
This is to ensure that all of those who have been approved already have sufficient time to pay their new Member dues before the issuance of the annual dues the following year. On December 2, pending Members waiting for New Member Dues will be notified that they need to pay their dues as of December 20. Pending Members who have not yet paid their new Member dues as of December 20 will have their orders deleted and their membership application deactivated so that they can apply for membership again.

4. STUDENT MEMBERS

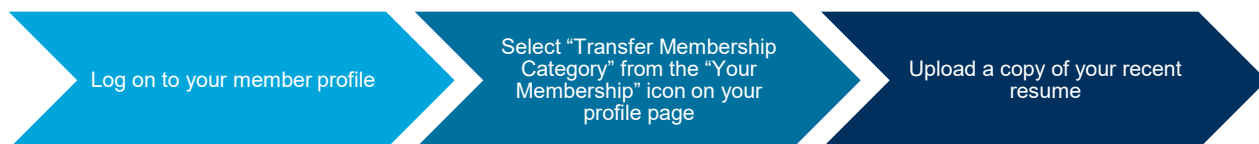
4.1 Transferring Your Membership Category

Student Members are eligible to transfer to one of two categories; General or Associate.

To transfer your membership category to Associate



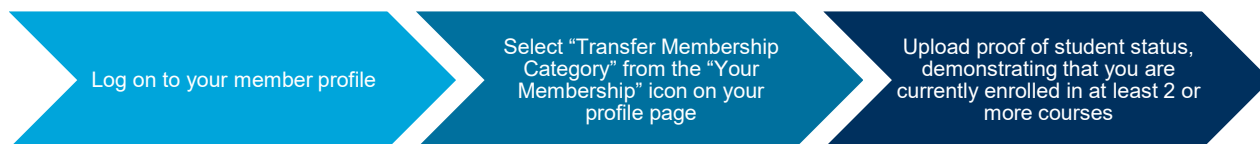
To transfer your membership category to General



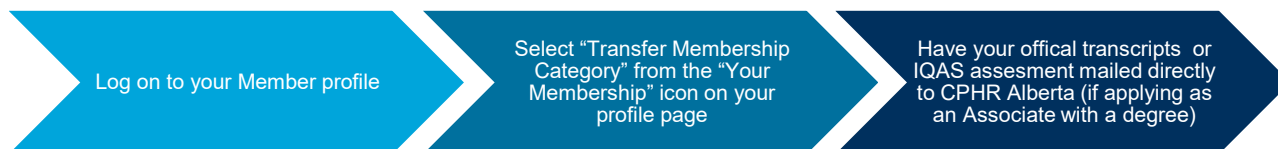
5. GENERAL MEMBERS

5.1 Transferring Your Membership Category

To transfer your membership category to Student



To transfer your membership category to Associate



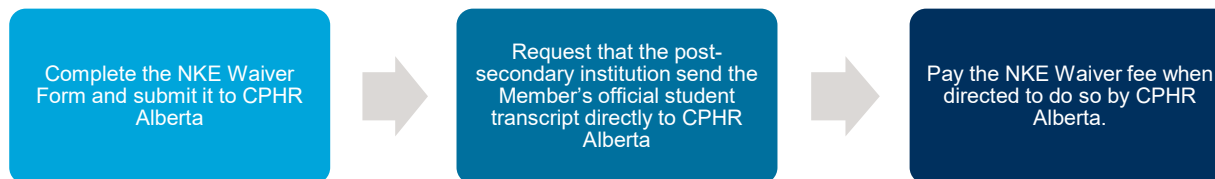
6. ASSOCIATE MEMBERS

6.1 Applying for the NKE Waiver

Associate Members who are graduates of a CPHR Canada accredited post-secondary HR education program may apply to waive the National Knowledge Exam (NKE) requirement for the CPHR. To qualify for a waiver a Member must have an overall average grade of at least 70% from a CPHR Canada accredited HR program. This program affects current students in the accredited program, as

well as students who graduated from the program in the past five years (provided the program has not changed significantly in that time).

To apply for the waiver the Member must



Once the NKE waiver is approved and the fee paid, the Associate Member will be transferred to Candidate membership. As a Candidate Member you then have 10 years from the year that the waiver was granted to complete the Experience Validation Assessment.

Note: A list of CPHR Canada accredited programs/institutions is available on CPHR Alberta's website.

6.2 National Knowledge Exam

The National Knowledge Exam (NKE) assesses the comprehension of academic knowledge related to professional competencies across nine functional areas of the human resources profession. Examples of academic knowledge tested in the exam include the rights and responsibilities of management and labour during union organizing and negotiation processes; the various methods of training and developing staff; human rights; and, employment equity and pay equity legislation.

The NKE is made up of 160 questions, including 10 questions that are added to the exam to allow new questions to be pre-tested. These pre-test questions are randomly placed into the exam and will not count towards your total score. The 160 questions are all multiple choice.

Exam writers have 3 hours and 15 minutes to complete the examination.

You may obtain further information at www.CPHR.ca

The NKE is run twice per year on the first Saturday in June and the first Saturday in November. CPHR Alberta will arrange to have exams written in Calgary, Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat and Red Deer. CPHR Alberta can also assist with arranging exams in remote areas of Alberta, the NWT and Inuvik as needed.

CPHR Members of CPHR Alberta are selected to proctor exams in each location. Each location has a minimum of two (2) proctors.

(1) Deferral, Cancellation and No Show Policies

60 days or more prior to the exam

New exam registrants (no previous deferral) can cancel their exam and receive a full refund. All exam registrants can defer their exam, up to a maximum of two times, to the next examination date at no cost to registrant.

30 – 60 days prior to the exam	All Exam registrants can cancel their exam registration, but <u>will not</u> receive a refund. Exams cancelled during this period <u>will not</u> count as an exam attempt. Exams can still be deferred, up to a maximum of two times, to the next examination date at no cost to registrant.
7 – 30 days prior to the exam	All Exam registrants can cancel their exam registration, but <u>will not</u> receive a refund. Exams cancelled during this period <u>will not</u> count as an exam attempt. All exam registrants can defer their exam, up to a maximum of two times. The \$200.00 deferral fee will apply.
Within 7 days of the exam	All Exam registrants can cancel their exam registration, but <u>will not</u> receive a refund. Exams cancelled during this period <u>will not</u> count as an exam attempt. Exam registrants can only defer their exam for serious medical reasons. Documentation to support medical must be provided to CPHR Alberta. Deferrals approved in this time may be subject to a deferral fee of \$200.00.
No Shows	<p>Exam registrants who choose not to defer and who do not show up for the exam will be considered a "no show" and will forfeit the exam fee. Their exam will be recorded as "failed" and will count as an exam attempt.</p> <p>*If an exam registrant becomes ill on the day of the exam and cannot attend, they have a maximum of two weeks following the exam to submit a doctor's note to CPHR Alberta to confirm the medical situation. If a doctor's note is received in this time, the exam can be deferred to the next exam session and may be subject to a deferral fee of \$200.00. If a doctor's note is not received within two weeks following the exam date, the registrant will be recorded as a "no show," their exam recorded as "failed," and it will count as an exam attempt.</p>
Exam deferred two times and unable to write exam	A maximum of two deferrals are allowed per exam. If a registrant has reached the maximum of two deferrals and cannot write the exam, they can request to cancel the exam but will not be reimbursed any part of the exam or deferral fee. Exam cancellations prior to the exam date <u>will not</u> count as an exam attempt against the registrant.

(2) Accommodations for Exams

Please note that with clear documentation provided by a medical professional, CPHR Alberta can make accommodations for exam writers. CPHR Alberta will work to meet requests for accommodation and create a reasonable accommodation without causing undue financial hardship to the association.

All requests for accommodation must be sent in writing to CPHR Alberta no later than eight (8) weeks in advance of the exam date. Proctors selected by applicants as part of the accommodation process must prove their qualifications to oversee the exam writing and submit to any other such requirements as CPHR Alberta or CPHR Canada may require.

(3) Refunds

According to the national standards, exam registrants are able to request to cancel or defer their exam online and will be reimbursed as follows:

60 days or more prior to the exam	100% refund for exam cancellation for new exam registrants only
30 – 60 days prior to the exam	No refunds will be offered for cancellations. Exams can be deferred at no cost in this time period and the exam fee is transferred to the new exam date.
7 – 30 days prior to the exam	No refunds will be offered for cancellations. Exam can be deferred. The \$200.00 deferral fee will apply.
Within 7 days of the exam	No refunds will be offered for cancellations. Exams can only be deferred for serious medical reasons and documentation must be provided to CPHR Alberta. Deferrals approved in this time can be subject to the same deferral fee of \$200.00.

(4) Limited Attempts to Pass the National Knowledge Examination

Effective November 1, 2014, Associate Members are allowed three initial attempts to pass the exam. If after three attempts they have not passed, they must take a one-year break before they may sit for the examination a fourth and final time.

Those who had written the National Knowledge Exam prior to this policy's introduction will not have past sittings of the exam counted toward these three failures.

7. CANDIDATE MEMBERS

CPHR Candidate Members have ten (10) years between passing the NKE and applying to pass their Experience Validation Assessment (EVA). Any Member who does not submit his or her EVA before the ten (10) year period will have status reverted to Associate Degree or Non-Degree, depending on degree status and other CPHR Alberta requirements in those categories.

7.1 Experience Validation Assessment

The purpose of CPHR Alberta’s designation process is to assure its Members, employers, and the public that HR professionals who obtain the Chartered Professional in Human Resources (CPHR) designation possess the knowledge and skills required to practice competently and ethically. An important distinction between an academic credential and a professional designation is that an academic credential attests to knowledge of theory and having passed a particular course of study, while a professional designation attests to a certain warranty of competence or expertise.

Requirements to Apply for the EVA	Requirements to Pass the EVA
<p>1. A. Completion of an accredited university degree or an undergraduate degree from an international institution that has been assessed as the equivalent of a Canadian degree by IQAS or another recognized assessment organization; or</p> <p>B. No degree</p>	<p>1. A. Minimum of three (3) years of professional-level experience in Human Resources obtained within past ten (10) years; or</p> <p>B. Minimum of eight (8) years of professional-level experience in Human Resources obtained within past ten (10) years;</p>
<p>2. Successful completion or waiver of the National Knowledge Examination (NKE);</p>	<p>2. A minimum proficiency in two (2) out of nine (9) functional dimensions OR complete proficiency in one (1) out of the nine (9) functional dimensions;</p>
<p>3. Membership in good standing with CPHR Alberta; and,</p>	<p>3. A minimum proficiency in 20% or 9 of the 44 proficiencies; and,</p>
<p>4. Successful completion of the Good Character Attestation.</p>	<p>4. Qualify in three (3) out of five (5) of the enabling competencies.</p>

(1) Submitting your EVA Application

An Experience Validation Assessment application is decided on the merits of the written application and supporting documentation. The assessors assigned to assess an applicant’s experience can only

judge the merit of an application based on its contents and the quality of the presented documentation within the guidelines set by CPHR Alberta's board of directors.

Applicants should be aware that they may be contacted for further information if required by the Registrar, and that they may be asked to provide a reference to verify information about their experience. Assessors may refer to publicly available information to validate certain information contained in an application.

Applicants are required to submit the following documents for assessment:

- | |
|---|
| i. Experience Validation Assessment Form |
| ii. A chronological resume; |
| iii. Job descriptions detailing current and relevant jobs for all roles cited in the EVA; |
| iv. An organizational chart, if available; and, |
| v. Any other such document as necessary to prove or validate an entry in the form. |

Note: Employer documents are preferred; however, if you cannot obtain up-to-date job descriptions, you are able to create your own as long as you have a manager for that role sign off on it.

(2) Defining HR Professional Level Experience

The scope of HR practice is the creation and implementation of all policies, practices and processes to effectively organize and manage human capital resources in the workplace in service of the ultimate goal of enhancing business outcomes. Human resources management involves maintaining changing relations among employees, between employers or between employers and employees.

The practice of human resources management includes, but is not limited to, one or more of the following:

1. The development and implementation of human resources policies and procedures;
2. Consultation in the area of human resources management;
3. Providing advice to clients, managers and employees in relation to management of HR;
4. Representation of clients and organizations in proceedings related to HR management;
5. Program development and evaluation in the area of human resources management
6. The supervision of other Human Resources professionals;
7. Coaching employees, managers, and individuals in relation to work and employment;
8. The conduct of research in the area of human resources management; and,
9. Teaching in the area of human resources management.

In determining whether HR experience is at the professional level, the following factors are taken into consideration:

Independence of actions	Relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience.
Depth of work requirements	Relates to the extent to which work experience requires data analysis and interpretation.
Level of interaction	Relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers.
Responsibility for work outcome	Relates to accuracy and extent to which the individual is held accountable for his/her work and decisions.

Junior levels within a human resources department, performing administrative functions that are clerical in nature, are not considered to be at the appropriate level. Professional level experience can be obtained whether one is in a specialist position or a generalist position.

The following chart can assist you to determine if your specialized HR role is either too junior in nature or at the professional level.

Specialized Field	Junior Level Tasks	Professional Level Tasks
Recruitment	Posting Jobs Writing Job Descriptions Creating Interview Questions Assisting in Interviews Attending career fairs Tracking applicants Checking references and background checks Candidate Phone screening Screen resumes for managers	Creating Workforce Plans Implementing policies and processes around Talent Management Making final decisions on hiring Implementing innovative strategies for recruitment or interviewing Talent mapping Conduct or lead interviews with candidates Analysis of talent needs and gaps Train and supervise recruiters
HR Analysts	Collect and organize information in report format Develop presentations based on info collected	Manage technical, analytical and audit functions of HR department Responsible for HR quality control protocols Conduct and ensure integrity of overall system infrastructure

		Develop HR policy, analytics, job analysis, recruitment plans etc. based on info collected
Learning & Development	<p>Tracking learning needs and training progress of employees</p> <p>Presenting pre-existing workshops or learning lunches to employees</p> <p>Coordinating training for colleagues or employees</p>	<p>Identify organizational learning priorities aligned with business strategy</p> <p>Implement learning and development programs</p> <p>Evaluate existing learning and development priorities and programs and work to evolve them to meet current needs of business</p> <p>Develop an organizational culture that enhances the learning of all employees</p> <p>Create workshops, learning assessment tools, and other training programs.</p> <p>Research field of methodologies and programs to keep up to date on current organizational trends and use this info to improve program</p>
Health & Safety	<p>Performing onsite safety checks</p> <p>Providing safety training</p> <p>Maintaining records</p> <p>Coordinating, implementing, and monitoring safety program</p>	<p>Develop health, safety & wellness policies/programs</p> <p>Track and analyze accident trends and rates</p> <p>Provide recommendations/guidance to operations to make maintain safe environment</p> <p>Review compensation data and work with company representatives to resolve workers' compensation issues</p> <p>Research and rewrite recommendations for existing Health and Safety programs, policies and procedures</p>

To be credited toward the experience requirement, 50% or more of an applicant's time must be in human resources to achieve the three- or eight-year full time equivalent. In instances where the HR workload is less than 100%, the Candidate Member would have to report a period of time that is sufficient to meet the three- or eight-year full time requirement. For example, six (6) years of work would be required in a position which is 50% human resources to meet the three-year minimum. It is impossible to meet the minimum requirement of eight years when only 50% of your experience is HR as it would take 16 years to gain sufficient experience and there is a 10-year window to pass the EVA.

The next chart can assist you to determine if your non-HR specific role meets the requirements to receive credit towards your three or eight years of HR professional experience.

Non-HR Specific Fields	Non-HR Level Tasks	HR Professional Level Tasks
<p>General Managers may be considered if the human resources work comprises at least 50% and there is no HR department in the workplace.</p>	<p>Transactional/administrative work</p> <p>Line management:</p> <p><i>Supervising staff</i></p> <p><i>Assigning work</i></p> <p><i>Setting pay</i></p> <p><i>Approving sick days/vacations</i></p> <p>Acting on the HR advice of other professionals</p>	<p>Direct responsibility, supervision, and accountability for strategy, design implementation and coordination of one or more HR functional areas for the organization.</p>
<p>Small Business Small business owners/operators may gain suitable work experience towards the experience requirement provided their business is established to provide HR advice</p>	<p>Time spent on business development or operations</p> <p>Transactional/ administrative work</p> <p>Line management:</p> <p><i>Supervising staff</i></p> <p><i>Assigning work</i></p> <p><i>Setting pay</i></p> <p><i>Approving sick days/vacations</i></p> <p>Acting on the HR advice of other professionals</p>	<p>Direct responsibility, supervision and accountability for strategy, design implementation and coordination of one or more HR functional areas for the organization.</p>
<p>Labour Union Representatives</p>	<p>Elected labour representatives</p> <p>Union employees</p>	<p>Non-elected Labour Union Representatives where position is clearly identified as an HR position</p>
<p>Lawyers Employment lawyers and lawyers with applied HR work experience may be able to meet the experience requirement depending on the type of work they do. Activities identified as practicing human resources must be a significant part of the</p>	<p>Advising clients or conducting litigation</p> <p>writing out a contract at the direction of a client</p>	<p>Conducting labour negotiations</p> <p>Mediation</p> <p>Conducting downsizing activities</p> <p>Negotiating the terms of a contract</p>

applicant's work experience and will be prorated accordingly.		
Non-HR Specific Fields	Non-HR Level Tasks	HR Professional Level Tasks
<p>Chief Executive Officers and Chief Administrative Officers</p> <p>May meet the experience requirement if the organization they are leading does not have an HR department or HR position and if they are spending at least 50% of their time performing professional HR work.</p>	<p>Line management:</p> <p><i>Supervising staff</i></p> <p><i>Assigning work</i></p> <p><i>Setting pay</i></p> <p><i>Approving sick days/vacations</i></p> <p>Acting on the HR advice of other professionals</p>	<p>Responsible for strategy, supervision, design implementation and coordination of one or more HR functional areas for the organization. Note: CAOs may wish to submit the municipal bylaw outlining their duties and responsibilities to properly assess their experience.</p>
<p>Instructors and Professors</p> <p>Teaching in the field of human resources is a practice of human resources.</p> <p>Academic research conducted by professors in the field of human resources may be eligible for experience validation if it is a significant part of their work and/or replaces a course.</p>	<p>Non-HR courses</p> <p>Non-HR academic research</p>	<p>HR courses taught at an accredited college/university.</p> <ul style="list-style-type: none"> • <i>Teaching one HR course per semester – 1/3 of 100%</i> • <i>Teaching two HR courses per semester – 2/3 of 100%</i> • <i>Teaching three HR courses per semester – 3/3 of 100%</i> <p>Note: Faculty will need to send in a course outline and/or syllabus with their application.</p> <p>Academic Research: primary research in the field of human resources only</p>

<p>HR Co-op Student Terms</p> <p>All co-op work done as part of a post-secondary HR program is not eligible work experience.</p>	<p>N/A</p>	<p>N/A</p>
<p>HR Volunteer Positions</p> <p>All volunteer work for which a Candidate Member is not receiving monetary compensation/financial reward is not eligible work experience</p>	<p>N/A</p>	<p>N/A</p>

(3) Functional Dimensions

The [CPHR Competency Framework](#) outlines 44 discipline-specific professional competencies that candidates for the designation must demonstrate in order to obtain the designation. The 44 competencies are grouped by functional dimensions (below). Applications will be assessed comparing the competencies an applicant believes they have acquired to the content of their application. Applicants must be able to demonstrate the level of proficiency required in a given competency through their application.

The nine functional dimensions are:

- Strategy
- Total Rewards
- Professional Practice
- Learning & Development
- Engagement
- Workforce Planning & Talent Management
- Human Resources Metrics, Reporting, & Financial Management
- Labour & Employment Relations
- Health, Wellness, & Safe Workplace

CPHR Candidates are expected to demonstrate breadth of experience in either two (2) of the nine (9) functional dimensions or complete proficiency in one (1) of the nine (90 functional dimensions as described in the CPHR Canada Competency Framework. In addition, candidates are also required to demonstrate minimum proficiency in nine (9) of the 44 competencies.

Applicants must mark level of proficiency in each competency and provide an example of how they have demonstrated the competency in current or previous roles. Competencies that are marked as comprehend or proficient but for which examples are not provided may not be counted towards the breadth requirement.

Two Distinct Paths	Requirements	Examples
<p>Breadth of experience in a minimum of two of the nine Functional Dimensions.</p>	<p>Meet proficiency level required in majority of competencies within two (2) functional dimensions.</p> <p>AND</p> <p>Minimum proficiency in nine (9) of the 44 competencies.</p>	<p>Functional Dimension of Total Rewards has four (4) competencies and an applicant would need to meet proficiency level required (see appendix of CPHR Canada Competency Framework) in at least three (3) out of the four (4) competencies to receive credit for this functional dimension. The applicant would then need to demonstrate a majority in at least one (1) other functional dimension for a minimum total of nine (9) out of 44.</p>
<p>Specialized Depth of Experience in one of the nine Functional Dimensions.</p>	<p>Meet proficiency level required in all competencies within one (1) functional dimension.</p> <p>AND</p> <p>Minimum proficiency in nine (9) of the 44 competencies.</p>	<p>Functional Dimension of Learning and Development has six (6) competencies and an applicant would need to meet proficiency level required (see appendix of CPHR Canada Competency Framework) in all six (6) competencies to receive credit for this functional dimension.</p> <p>Note: for this example, as you have met six (6) competencies, you would still need to demonstrate proficiency level required in at least three (3) other competencies in any of the remaining functional dimensions to meet the nine (9) of 44 requirements.</p>

(4) Enabling Competencies

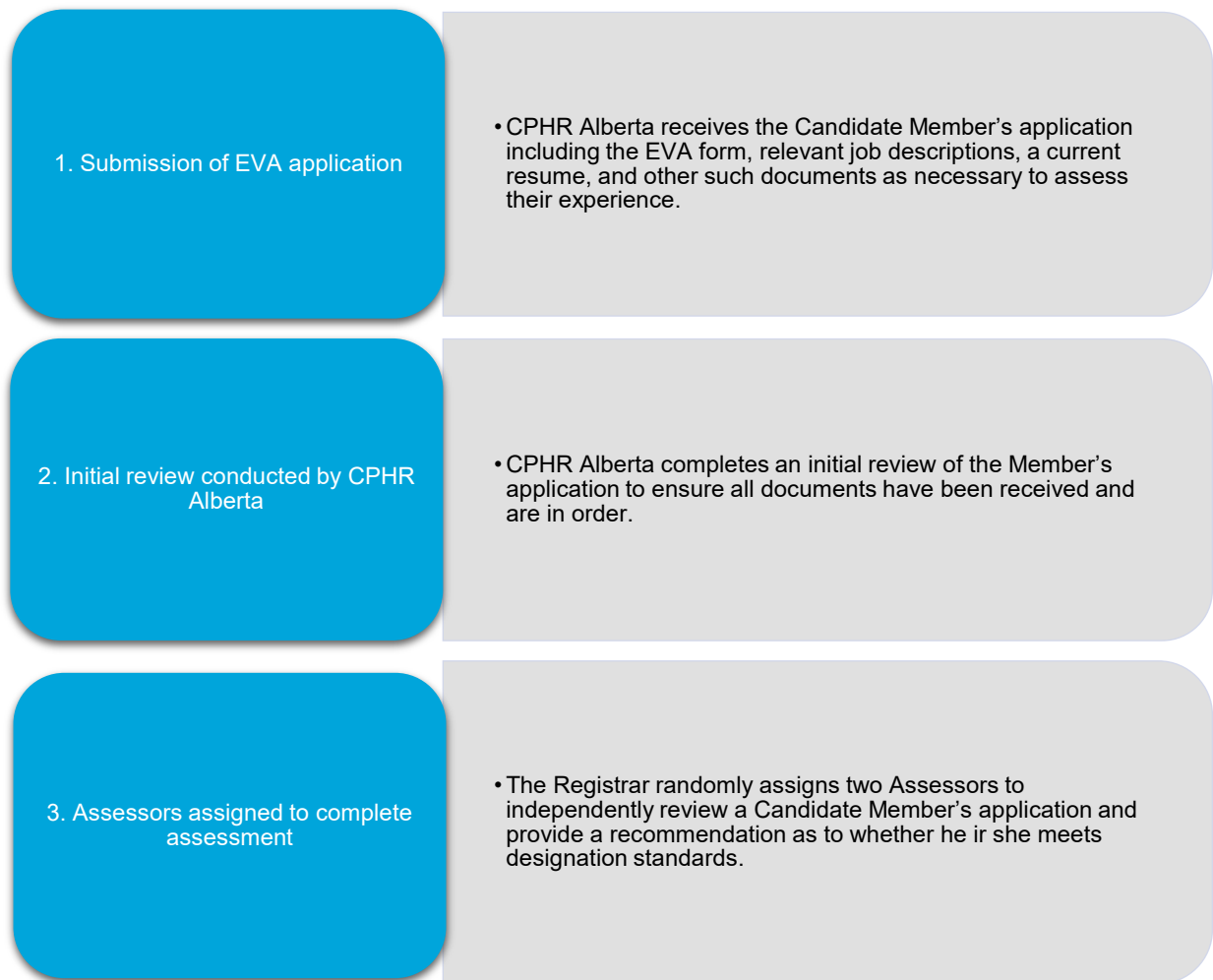
The [CPHR Canada Competency Framework](#) outlines that Candidates must demonstrate three (3) out of five (5) of these Enabling Competencies in order to pass the EVA:

- Strategic and Systems Thinking
- Professional and Ethical Practice
- Critical Problem-Solving and Analytical Decision Making
- Change Management and Cultural Transformation
- Communication, Conflict Resolution and Relationship Management

To verify whether an applicant qualifies in an Enabling Competency, he or she must complete the EVA form and provide a reasonable example from a current or previous role where his or her experience demonstrates that particular competency. Assessors will judge the relevance and consistency with the application to determine whether it may be validated as part of the EVA process.

(5) Experience Validation Assessment Process

All Experience Validations Assessments (EVAs) are completed by trained EVA assessors using Board approved guidelines. Assessors use their professional judgment to determine whether an applicant has the requisite type of experience to earn their CPHR. Assessors use CPHR Alberta Board approved designation standards and policies when reviewing each and every application.



4. Request for clarification

- Assessors do not communicate directly with the applicants. Assessors can request clarification from the applicant through the Manager, Professional Standards, before making a final recommendation to the Registrar. Should the assessors require more time to process an EVA application, the applicant will be informed of the new timelines.

5. Assessors complete recommendation

- Assessors determine if the experience documented is sufficient in length and responsibility to meet the three or eight year requirement and will each make a separate recommendation to the Manager, Professional Standards.

*Determination of Split Recommendations

- A split recommendation occurs when the First Assessor's recommendation differs with that of the Second Assessor's recommendation. In these instances, the Registrar will review both assessments and will either make a final determination or will request that the application be reviewed by a third assessor.
- *If an application is to be reviewed by a Third Assessor, the assessment will be completed in the next EVA intake to ensure fairness and consistency in process.

6. One of three possible outcomes communicated to CPHR Alberta

- Applicant's experience meets the requirements and recommended to be granted the CPHR; or,
- Applicant's experience does not meet requirements and recommend that the applicant not obtain the CPHR at this time; or,
- Further review is required and request that another assessor review the file to confirm findings.

7. Outcome delivered to applicant

- The Manager, Professional Standards notifies all applicants of their outcome via email within eight weeks of the application deadline.

(6) EVA Reassessment Process

<p>1. Member has 2 weeks to request a reassessment of their EVA application.</p>	<ul style="list-style-type: none"> • The Candidate must submit a request for reassessment within 2 weeks of receiving the outcome. The request must indicate the reason why the initial assessment was incorrect.
<p>2. Reassessment subject to approval by the Registrar</p>	<ul style="list-style-type: none"> • Reassessment requests are approved by the Registrar at his/her sole discretion subject to Board guidelines. • Reassessment requests lacking reasonable cause or purpose will result in rejection of the reassessment request.
<p>3. Approved Reassessment requests will be assessed by two new assessors in the next EVA intake</p>	<ul style="list-style-type: none"> • Approved Reassessment requests will be assigned and assessed by two new assessors with no knowledge of the initial assessment in the next EVA intake to ensure fairness and consistency in process. • Reassessment outcomes are deemed the final outcome.

(7) EVA Appeals Process

<p>1. Member has 30 days to submit an appeal of the EVA reassessment decision.</p>	<ul style="list-style-type: none"> • Appeals of the reassessment must be sent to the Registrar within 30 days of receipt of the decision. • The Registrar will appoint three members of the Registration Committee, a mix of Assessors and Auditors who have not been involved in the review of the case file, to consider the appeal as a Panel. • The Chair of the Panel will rule whether the appeal is in order and accepted to be heard by the Panel.
<p>2. Appeal is heard by the Appeals Panel if accepted by the Chair.</p>	<ul style="list-style-type: none"> • If the appeal request is accepted, this Panel will decide if the Registrar erred in process or in fairness when making the final decision. • Fairness can be determined by whether the person requesting the appeal was singled out for refusal, was treated differently from others or was treated more harshly than another similar applicant. The fairness or justness of the decision can be also assessed on whether there was bias in the decision. • This Panel will also review the process of assessment to ensure that no errors were made in the assessment process.
<p>3. Appeal Panel will deliver one of three possible outcomes:</p>	<ul style="list-style-type: none"> • 1. The final outcome was found to be fairly assessed and the process was carried out correctly. The final outcome stands; or, • 2. An error was made in the processing of the assessment or the outcome was influenced by bias. Two more assessors would be asked to do one more final assessment; or, • 3. A clear error or bias is apparent and the outcome is overturned to be replaced with the Panel's decision.

(8) Reassessment and Appeal Guidelines

Please note that reassessments and appeals are a review of your ORIGINAL EVA application. A request for reassessment or appeal is based on the assumption that there was an error in process or an apparent bias in the original assessment. You will not be permitted to make updates or changes to your EVA application for reassessment or appeal purposes. You are permitted to submit one letter of clarification along with your original EVA application. Letters of clarification are written and signed by your supervisor/manager to clarify or highlight any additional responsibilities or special projects you completed in your role with them. Do not reference the fact that this is a reassessment in your letter of clarification as that will tell the new assessors that this is a reassessment of a failed outcome and could unintentionally bias the assessors.

After an appeal:

The outcome of an Appeal is considered a final outcome. Candidates who have failed the initial assessment, the reassessment and the appeal can apply for an experience assessment again only when and if:

1. They have completed the additional amount of time at the professional level in HR recommended in their previous EVA outcome
2. They have switched roles and feel they now have the required breadth or depth of experience
3. There has been significant change in a current role so it would now qualify as professional level experience

CPHR Alberta reserves the right to not accept new EVA applications from Candidates who have gone through the appeal process but who do not meet at least one of the above prerequisites.

(9) EVA Fee Schedule

EVA Fee	Payment Due by
Initial EVA Fee of \$200 +GST	This fee must be paid by the submission deadline in order for the EVA to be submitted for review to the Registration Committee. There are three submission deadlines – January 31, May 31 and September 30.
2nd EVA Installment of \$350 +GST	This fee is paid if the Candidate passes the EVA and within 2 weeks of the notification that the order has been created. Note: Candidate Members are not updated to Chartered and are not sent the Certificate until they have paid the second EVA fee.

(10) EVA Frequently Asked Questions

Is foreign experience accepted as part of the three- or eight-year experience validation requirement?

CPHR Alberta does not have a Canadian experience requirement and does not limit the amount of international experience that may be submitted towards experience validation.

How do I fill out the EVA form if I have had multiple positions within the same organization?

It is required to indicate different positions within the same organization separately. This helps you provide more detail for each of the positions you have held and also clarifies the progress you have made in your HR career.

How do I fill out the experience section in the EVA form and who signs my form if I am currently unemployed?

Candidates are requested to fill out their experience using their most recent past employer if currently unemployed. This employer can also complete the Employer Verification section of the EVA form.

How do I answer the question "*Provide a description of this role*" in the 'employment history' section of the EVA form?

Candidates should keep the information succinct and emphasize not only their tasks and responsibilities, but also the impact that their work has or had on their organization. The information provided in these descriptions ought to reflect the competencies you indicated in Section C of the EVA form.

How do I answer the question "*Describe the amount of autonomy... and indicate impact to organization*" in the 'employment history' section of the EVA form?

Candidates should indicate the types of decisions you are authorized to make without consulting a supervisor when describing your level of autonomy in an organization. Simply quantifying the level of autonomy by saying "a high level" is too vague and subjective.

How do I answer the question "*Who do you interact with on a regular basis... influence and guidance of those interactions*" in the 'employment history' section of the EVA form?

Candidates should indicate whether they are giving or receiving direction, providing advice to managers and executives, or responding to inquiries from staff members to further clarify their role and contribution to the organization.

How do I answer the question "*Describe the analysis, interpretation and indicate the purpose of the analysis*" in the 'employment history' of the EVA form?

Indicate the actions or decisions that follow from your analysis and their impact on the organization when describing the analysis and interpretation you do.

7.2 EVA Deadline Notification

Each year in December, CPHR Alberta will find Candidate Members who passed the NKE nine years ago, and these Candidates will be notified that

- They need to submit and pass their EVA within the next year in one of the three EVA submission periods (January, May, or September);
- If they do not pass the EVA in the next year, their status will return to Associate and they will need to re-write the NKE to start the designation process again; and,
- If the Member is not an Associate Non-Degree and CPHR Alberta does not have confirmation of their degree (official transcripts on file) they must submit transcripts before their EVA can be reviewed (or they will be reviewed as an Associate Non-Degree where they must have eight years of professional HR experience).

7.3 Transferring Your Candidate Status

Membership within provincial HR associations is not transferrable, but the CPHR Candidate Member status may be recognized between provincial CPHR Canada associations when Members move from one province to another. It is the responsibility of the Member to inform CPHR Alberta when moving to another province.

Candidate Member status in Canada is a matter of provincial jurisdiction. As a Candidate Member moves from province to province, he or she must ensure status is recognized by the provincial CPHR Canada Member association responsible. In provinces where human resources is a self-regulated profession, this becomes even more important to ensure compliance with legislated requirements. Other professions have similar restrictions and all professional associations in Canada work towards ensuring a greater amount of labour mobility between the provinces and territories.

(1) Moving out of Alberta

Candidates who want to move from CPHR Alberta to another CPHR Canada member province must be a Member in good standing with CPHR Alberta to their designation recognized in the other province. This means Members are up to date with membership fees and have no violations against them.

Please note Ontario is not a CPHR Canada member province and you must contact the Human Resources Professional Association (HRPA) directly regarding the transferability of your status to their organization.

Provincial membership is not automatically transferable. Members are responsible for obtaining membership in the new association.



(2) Moving to Alberta

When a CPHR Candidate applies as a Transfer-In to CPHR Alberta, they do not have to pay an application fee with CPHR Alberta. Once approved, they must pay pro-rated New Member Dues to attain full membership. To approve Transfer-Ins for membership, CPHR Alberta must receive a *Confirmation of Good Standing* form from the HR provincial association from which an applicant is moving. This form will confirm the status of the Member and current good standing regarding dues payment. The form will also note:

- When the NKE (or a recognized equivalent) was passed or waived

Candidates and Chartered members who do not meet the Alberta requirements at the time of their designation may not be recognized at the same level of membership in Alberta. To be recognized as a Candidate, a member must have written or waived the NKE (or a recognized equivalent) within the last ten years and maintained membership with their appropriate provincial association.

If the *Confirmation of Good Standing* shows that the Member moving to Alberta has not maintained their Candidate membership with the other provincial association, we cannot accept the application to recognize his or her status. The individual must instead apply as either General or Associate and begin the designation process again.

7.4 Revocation of Candidate Membership

CPHR Candidates may have their membership terminated and status revoked for failing to pay yearly membership dues. The Registrar will notify Candidates who have not paid dues that their membership has been terminated and Candidate status has been revoked. The letter sent to Candidates who have lost their membership and status due to non-payment of dues will state they have 30 days to appeal the revocation as per CPHR Alberta bylaws.

After the 30-day appeal period, revoked CPHR Candidate Members should refer to the Reinstatement Policy if their revocation is due to non-payment of dues.

7.5 Reinstatement Policy for Candidate Members

CPHR Candidate Members who have had their membership with CPHR Alberta terminated and their Candidate status revoked as a result of non-payment of dues may apply to have their status restored pursuant to CPHR Alberta's bylaws (3.14 Reinstatement Policy). Please see **Reinstatement Policy in Section 8.10** for more details.

7.6 Voluntary Temporary Suspension of Candidate Membership

Candidate Members who are unemployed, on parental leave or temporary medical leave may choose to suspend their membership through a voluntary suspension application rather than paying Reduced Dues. The Member must provide documentation (record of employment obtained by Service Canada, letter from their employer confirming parental leave or medical leave) to support the suspension application.

Suspended Members are not permitted to represent themselves as a CPHR Candidate, and access to CPHR Alberta Member benefits and services is suspended as requested. Suspended Members can reinstate their membership and status/designation at a later point in time if they meet the requirements of the reinstatement policy. The reinstatement fee will be waived as they provided proof of unemployment, parental leave or temporary medical leave.

Suspension is valid for only one year at a time.

A Member must re-apply for suspension for a second year and provide documentation that he or she is still on an eligible leave from employment. A Member may apply for a suspension a maximum of two consecutive years.

A Member must submit the voluntary suspension application prior to March 1st of each calendar year in order to avoid paying the membership dues late fee. Once the late fee is applied to a Member's account, it will not be waived.

Candidate Members who are not on an eligible leave from employment (as defined above), and choose to leave CPHR Alberta by not paying their dues or by submitting the Resignation form, may be reinstated in the future by meeting the reinstatement policy requirements. The reinstatement fee applies in these circumstances.

8. CPHR MEMBERS

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.

8.1 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 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](#).

8.2 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	70 hours
<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	90 hours
<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</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>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>70 hours</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.</p>
<p>Category</p>	<p>Maximum Hours</p>
<p>Learning</p>	<p>90 hours</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 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	70 hours
<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>	<i>Maximum 10 hours per project.</i>
<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>	<i>Maximum 25 hours per project.</i>
<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>	<i>Maximum 25 hours per thesis.</i>
<p>E. Acceptance of Doctoral Dissertation</p> <p>Dissertation must be in HR or a business-related subject.</p>	<i>Maximum 50 hours per dissertation.</i>
<p>F. HR or Business Related Book Review, Editorial or Article Published</p>	<i>Maximum 5 hours per independent article published.</i>

8.3 Continuing Professional Development Policies and Processes

(1) Submitting CPD Log Early

Please note that if you submit early

- It does not change the beginning of your new CPD submission date. The CPD submission date for all CPHR Members is December 31 each year. Submitting early will not change your next CPD submission date; and,
- Points gained in the last several months of the year (after you have submitted your CPD log) will not count towards your next CPD log submission. Example: if you submit your CPD log in September 2018, any activities you complete from October – December 2018 cannot be

counted towards your next submission period in December 2019. All activities submitted each year must be gained within that calendar year.

(2) Submitting CPD Log Late

CPD Logs can still be submitted online within the 30 days after the CPD submission date; however, a late fee will automatically apply.

If a Chartered Member has not been in touch with the Registrar about an exemption and has not submitted his or her CPD log within the 30 days following the CPD submission date, his or her CPHR designation is revoked pursuant to CPHR Alberta's bylaws.

(3) CPD Extension or Exemption

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

(a) *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 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.

(b) *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 4 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.

(4) Reminders to Submit CPD Logs

Email reminders are sent to Chartered Members about their impending CPD submission date and the need to submit a CPD log. These are sent from CPHR Alberta's database to Members as follows:

- 6 Month Reminder email
- 90 Day Reminder email
- 30 Day Reminder email
- 15 Day Phone Call Reminder

8.4 Continuing Professional Development Audit

Each year, CPHR Alberta randomly selects 3% of the submitted Continuing Professional Development (CPD) logs submitted the previous year using specialized software. All audits are performed using Board approved guidelines.

Only Chartered Members can be audited as they are the only ones who submit CPD logs. CPD audits are commenced each year after we have completed dues collection for the year.

Failure of a Member to respond to notice of a CPD Audit can result in the loss of their CPHR designation. If the audited Member does not respond to email notices, phone calls and registered mail within 30 days of the registered letter's date, the CPHR can be revoked by the Registrar. The Member will be offered 30 days to appeal this decision pursuant to CPHR Alberta bylaws.

(1) Audit Process

<p>1. CPHR Alberta randomly selects CPD logs for audit</p>	<ul style="list-style-type: none"> • CPHR Alberta randomly selects Chartered Members for the 3% CPD audit. The CPD Audit is carried out by CPHR Alberta.
<p>2. Audited Members have 90 days to submit documentation to CPHR Alberta</p>	<ul style="list-style-type: none"> • CPHR Alberta notifies audited Member of audit and requests supporting documentation if necessary. • Audited Members have up to 90 days from the date of notification to submit documentation to CPHR Alberta. • Extensions may be granted and will be reviewed by CPHR Alberta based on individual circumstances.
<p>3. CPHR Alberta will complete audit within 60 days of receipt of ALL supporting documentation</p>	<ul style="list-style-type: none"> • CPHR Alberta completes audit within 60 days of receipt of ALL supporting documentation. The timeline for the audit begins once final supporting documentation is received. • CPHR Alberta may seek clarification from the audited Member.
<p>4. CPHR Alberta communicates outcome to audited Members</p>	<ul style="list-style-type: none"> • CPHR Alberta will communicate outcomes via mail/email to Members within 60 days of receipt of all supporting documentation. • Failed outcomes will be sent via registered mail and will note the revocation of the audited Members' CPHR designation and membership as well as provide information on the appeal process.
<p>5. Audit file is retained by CPHR Alberta</p>	<ul style="list-style-type: none"> • CPHR Alberta will keep notes and emails from all direct contact with audited Members to be retained in the audit file. • *Situations may arise that dictate an exception to the aforementioned process. CPHR Alberta will decide how best to proceed, ensuring that fairness in the audit process is maintained and the audit can be completed.

(2) Guidelines for CPD Audit Supporting Documents

The supporting documents should contain all required information to align with the CPD log. Documents should clearly show

- Date of activity;
- Hours of learning for activity; and,
- Content description of the activity.

You must show that you have learned from the activity cited, and you must show a clear idea of how many hours of learning were gained. Whenever possible, submit your supporting documents electronically – you can upload documents in the system when filling out your CPD Log. If you are unable to do so, hard copies should be sent to CPHR Alberta. Any documentation submitted to CPHR Alberta for audit purposes will not be returned unless requested by the audited Member.

(3) Valid CPD Audit 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

(4) Audit Frequently Asked Questions

Can I contact my Auditor?

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

Please remember that the audit is done through 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.

What happens if I am unable to support enough hours?

Activities that are not supported will be removed from the members' profile. Members have the opportunity to submit documentation of activities before they are removed. If members have sufficiently supported at least 10 hours for the year, they will pass the CPD audit. If 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 to prove 10 hours of CPD as failing the CPD Audit results in revocation of CPHR designation and membership.

8.5 Retired CPHR Members

A CPHR Alberta Retired Member is a CPHR who has retired from the practice of human resources and no longer actively uses her/his designation for work purposes.

Members requesting retired status must meet the following criteria:

- 1. The Member is permanently retired from full-time employment and earning less than \$20,000 annually in active income as defined below*.**

2. The Member is not engaged in any activity where they would present themselves as a CPHR.

3. The Member is at least 55 years old.

To apply for retired status the Member must complete the [Request for Retirement Status Form](#) and E-mail it to the Registrar at registrar@cphrab.ca.

Once approved for retired status, retired Members are

1. Not required to submit a continuing professional development log;

2. Must only represent themselves as “CPHR, Retired;” and

3. Are not eligible to vote at CPHR Alberta’s Annual General Meeting.

A Retired Member who re-enters the workforce is required to apply for a change in membership status to “Chartered.”

- Members who are reinstated to CPHR from Retired CPHR must pay back dues from the time they left to the time they reinstate their designation.
- These Members will not need to pass the NKE or EVA again.
- Retired CPHR Members who reinstate their designation will need to submit an annual CPD log beginning that year according to the CPD requirements (20 CPD hours minimum each year and 100 CPD hours minimum over any cumulative three-year period).
- There is a maximum of one retirement and one reinstatement per Member, subject to the Registrar’s discretion.

CPHR Alberta reserves the right to request verification of income at any time. The criteria above are similar to other peer professional associations that allow Members to seek retired status ensuring the profession retains knowledgeable and seasoned veterans of the professional practice who want to give back to their professional association while ensuring the protection of the public interest.

Active income includes gross income from all employment or director's fees and/or net income from self-employment; it does not include pension or other retirement income, investment income, support payments or disability income. All other sources of income are considered active.

8.6 Fellow CPHR

Each year as part of the Awards Program and the Annual Conference, Chartered Members may be nominated as a Fellow CPHR (FCPHR). FCPHR nominations are reviewed by the Fellowship Award

Committee who then makes recommendations to CPHR Alberta's Board of Directors which nominees, if any, should be granted the FCPHR. FCPHRs are awarded at the Annual Conference as part of the Awards Program.

FCPHRs are exempt from paying any annual membership dues but they must maintain their CPHR through the usual CPD log process, including completing 20 CPD hours minimum each year and 100 CPD hours minimum in any cumulative three-year period.

Further information on the FCPHR nomination process can be found on CPHR Alberta's website.

8.6 Transferring your CPHR Designation

Membership within provincial HR associations is not transferrable, but the CPHR designation may be recognized between provincial CPHR Canada provincial associations when Members move from one province to another. It is the responsibility of the Member to inform CPHR Alberta when moving to another province.

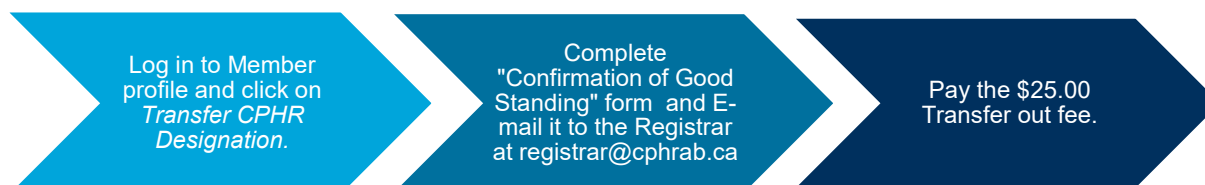
Professional designations in Canada are a matter of provincial jurisdiction. Despite the CPHR being a national designation, the recognition of the designation is done by each province. As a Chartered Member moves from province to province, he or she must ensure the designation is recognized by the provincial CPHR Canada Member association responsible for the CPHR designation. In provinces where human resources is a self-regulated profession, this becomes even more important to ensure compliance with legislated requirements. Other professions have similar restrictions on their designations and all professional associations in Canada work towards ensuring a greater amount of labour mobility between the provinces and territories.

(1) Moving Out of Alberta

CPHRs who want to move from CPHR Alberta to another CPHR Canada Member province must be a Member in good standing with CPHR Alberta in order to have their designation recognized in the other province. This means Members are up to date with membership fees and have no violations against them.

Please note Ontario is not a CPHR Canada Member province and you must contact the Human Resources Professional Association (HRPA) directly regarding the transferability of your status to their organization.

Members are responsible for obtaining membership in the new association as provincial membership is not transferable.





(2) Moving to Alberta

When a CPHR applies as a Transfer-In to CPHR Alberta, they do not have to pay an application fee with CPHR Alberta. Once approved, they must pay pro-rated New Member Dues to attain full membership. To approve Transfer-Ins for membership, CPHR Alberta must receive a Confirmation of Good Standing form from the HR provincial association from which an applicant is moving. This form will confirm the status of the Member and current good standing regarding dues payment. The form will also note:

- When the NKE (or a recognized equivalent) was passed or waived and
- When the CPHR Designation was granted (via experience assessment or the NPPA)

Candidates and Chartered members who do not meet the Alberta requirements at the time of their designation may not be recognized at the same level of membership in Alberta. To be recognized as a Chartered member, a member must have passed the NKE and the Experience Validation Assessment (or NPPA).

CPHRs that are successful in their application to CPHR Alberta will have the CPD submission December 31 of the year they join CPHR Alberta. Thereafter, their CPD reporting requirement will continue as normal – submitting a minimum of 20 CPD hours each year and 100 CPD hours over any cumulative three-year period.

If the Confirmation of Good Standing shows that the Member moving to Alberta has not maintained their membership and/or designation with the other provincial association (whether due to a failure to pay dues or omitting to submit a CPD log), we cannot accept their application to recognize their CPHR. They must apply as either General or Associate and begin the designation process again.

CPHRs who move to CPHR Alberta from elsewhere in Canada can use CPD activities and hours gained in their previous province towards their CPD log in Alberta. Professional development undertaken by a Member towards their CPD is not invalidated due to travels across Canada or outside of Canada.

8.7 Replacement of CPHR Certificates

Price

The cost for new certificates is \$30 plus GST per certificate, and \$50 for both certificate and frame.

CPHR Alberta will not place any rush or one-off orders due to higher costs. CPHR Alberta only orders certificates in March, July and November each year and will order replacement certificates in line with one of those order dates.

Members will be charged for a new certificate when the Member

- requires a second copy of certificate;
- desires new certificate with new name on certificate (includes adding other designations or degrees after name, such as PhD, MBA);
- did not receive his or her initial certificate because the Member provided an incorrect shipping address. In this case, the Member must pay the return and reshipping charge as well; and,
- provided incorrect information resulting in a typo.

Information

- To order, please fill out [this form](#) and email to registrar@cphrab.ca. An order for the applicable amount will be created and you will be notified when you are able to make that payment. Once payment is received, CPHR Alberta will order your certificate at the next available order period.
- Payment for certificate is non-refundable.
- The order will be available online in the Member Profile. A Member pays this fee the same way dues are paid.
- Payment options are major credit card, cheque or bank draft.

8.8 Revocation of CPHR Designation

CPHRs may have their designation revoked for the following reasons:

- failure to pay dues;
- failure to comply with Continuing Professional Development requirements including audit;
- finding of unprofessional or unethical conduct by the Discipline Committee; and,
- failure of the Good Character Attestation.

The Registrar will notify CPHRs who have not paid dues that membership is terminated and CPHR status revoked. The letter sent to CPHRs who have lost their membership and designation due to non-payment of dues will state they have 30 days to appeal the revocation as per CPHR Alberta bylaws. After the 30-day appeal period, revoked CPHRs Members should refer to the Reinstatement Policy if their revocation is due to non-payment of dues.

8.9 Reinstatement Policy for CPHR Candidate and CPHR Members

A Member who applies for reinstatement of the Candidate or Chartered membership status would be subject to the following requirements:

Members who were away for less than one (1) year

(i.e., reinstating after the current year's membership renewal period has ended)

1. Payment of a \$100 reinstatement fee (This fee will be waived for Members that were unemployed, on parental leave or temporary medical leave during their absence/suspension of membership)
2. Payment of the current year's dues, including the late fee.
3. Submission of a CPD log for each year of absence (Chartered Members only)

Members who were away between 1 to four (4) years

(based on the membership year when dues were last paid)

1. Payment of a \$300 reinstatement fee (This fee will be waived for Members that were unemployed, on parental leave or temporary medical leave during their absence/suspension of membership)
2. Payment of the current year's dues
3. Submission of a CPD log for each year of absence (Chartered Members only)

Members who were away between four (4) and ten (10) years

(based on the membership year when dues were last paid)

1. Payment of a \$300 reinstatement fee
2. Payment of the current year's dues
3. Pass the EVA requirement, demonstrating three years of professional level experience in the past 10 years. Note: EVA submission costs \$550
4. Pass the NKE exam if it has been greater than 10 years since they wrote the exam.

Members who were away for greater than 10 years

(based on the membership year when dues were last paid)

1. Must re-start the process to gain the designation and must meet the requirements applicable at the time.

The Reinstatement policy outlined above will apply to Candidate and Chartered Members whose membership was terminated for non-payment of dues, Retired Members who wish to return to active practice and Candidate and Chartered Members who voluntarily resigned their designation. Members who are approved for reinstatement will have 30 days from the date of approval to submit payment for the applicable dues and fees.

A CPHR or Candidate Member who had their membership and designation revoked due to a Discipline Committee finding of unprofessional or unethical conduct may not apply for reinstatement through this policy.

8.10 Voluntary Temporary Suspension of CPHR Membership

Chartered Members who are unemployed, on parental leave or temporary medical leave may choose to suspend their membership through a voluntary suspension application rather than paying Reduced Dues. The Member must provide documentation (record of employment obtained by Service Canada,

letter from their employer confirming parental leave or medical leave) to support the suspension application.

Suspended Members are not permitted to represent themselves as a CPHR, and access to CPHR Alberta Member benefits and services is suspended as requested. Suspended Members can reinstate their membership and status/designation at a later point in time if they meet the requirements of the reinstatement policy. The reinstatement fee will be waived as they provided proof of unemployment, parental leave or temporary medical leave.

Suspension is valid for only one year at a time.

A Member must re-apply for suspension for a second year and provide documentation he or she is still on an eligible leave from employment. A Member may apply for a suspension a maximum of two consecutive years.

A Member must submit the voluntary suspension application prior to March 1st of each calendar year to avoid paying the membership dues late fee. Once the late fee is applied to a Member's account, it will not be waived.

Chartered Members who are not on an eligible leave from employment (as defined above), and choose to leave CPHR Alberta by not paying their dues or by submitting the Resignation form, may be reinstated in the future by meeting the reinstatement policy requirements. The reinstatement fee applies in these circumstances.

Chartered Members must continue to submit the minimum requirement of 20 CPD hours for each year they are suspended unless they have also received a CPD Exemption.