

## Chartered Professionals in Human Resources (CPHR) Continuing Professional Development (CPD) Summary of Qualifying Activities

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

Overall CPD activities must link to a minimum of 3 of the 14 functional and enabling competencies of the CPHR Framework.

### Categories

1. Professional Practice – New Work Projects
2. Leadership
3. Governance
4. Learning
5. Research & Publication
6. Ethics Training

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| <b>1. Professional Practice – New Projects</b>                                                                                                                                                                                                                                                                                                                        |
| <b>a. New Projects – new project or program development, application, or implementation related to HR competencies.</b><br>Includes new projects above/outside normal responsibilities, or in a new role, only. Must be able to explain how it is new to the individual claiming it.                                                                                  |
| <b>2. Leadership – Mentoring, Teaching and Facilitation</b>                                                                                                                                                                                                                                                                                                           |
| <b>a. Teaching/Facilitating a Course, Workshop or Seminar for the first time</b> Credit is granted for the first time the course/seminar is taught.<br><i>Calculated at 1 hour for each hour of first <u>course duration</u>.</i>                                                                                                                                     |
| <b>b. Developing a new course, workshop, or seminar.</b><br>Credit is only granted for the first time the course, workshop, or seminar is developed.<br><i>Calculated at 1 hour for each hour of first <u>course duration</u>.</i>                                                                                                                                    |
| <b>c. Keynote Speaker/Guest Lecture</b> at a national, provincial or regional conference.<br>Credit is only granted for the first time the presentation is given.<br><i>Calculated at 1 hour for each hour of first <u>course duration</u>.</i>                                                                                                                       |
| <b>d. Participating as a Mentor or Mentee in a CPHR Canada Member Association Mentorship Program</b><br><i>Maximum 10 hours per year total</i>                                                                                                                                                                                                                        |
| <b>e. Participating in an Executive Coaching Program.</b> Must be a formal program with a service contract with a qualified professional coach.<br><i>Maximum 15 hours within a 3 year period</i>                                                                                                                                                                     |
| <b>3. Governance</b>                                                                                                                                                                                                                                                                                                                                                  |
| <b>a. Board Service</b><br>Serving on a Board of Directors for an organization. Must be able to demonstrate responsibilities for meeting organizational objectives, completing project work, and/or leading sub-committees.<br><i>Based on <u>actual time contributed</u>.</i>                                                                                        |
| <b>b. Active Committee/Advisory Group/Task Force Membership (must be outside of normal job responsibilities)</b><br>Must be for a professional association, government, and/or post secondary institution. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.<br><i>Based on <u>actual time contributed</u>.</i> |

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| <b>4. Learning</b>                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>a. University, College and Technical Institute - Undergraduate or Graduate Credit Course</b><br><i>Based on instructional hours.</i>                                                                                                                                                                                                                                                                       |
| <b>b. Seminars/Workshops/Webinars/Conferences</b> online or in person, offered internally or externally. Must include a learning component and cannot be an internal company seminar on procedures/process, etc.<br><i>Based on instructional hours.</i>                                                                                                                                                      |
| <b>c. Self-directed Learning, Roundtables, non-credit courses, Practice Knowledge Sharing through Formal Professional Networking</b><br>Self-directed learning may include readings including (but not limited to) HR and Business magazines, HR and best practice books and research. Formal professional networking must include knowledge-sharing opportunities.<br><i>Maximum 5 hours per year total.</i> |
| <b>5. Research &amp; Publication: Texts, Articles, Journals</b><br>Each section in this category is calculated at 3 hours per 1,500 words published or 1.5 hours if less than 1,500 words.                                                                                                                                                                                                                    |
| <b>a. Conducting Research, Authoring a Journal or Case Study.</b><br>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.                                                                                                                             |
| <b>b. Publishing a Text Book</b><br><i>New or revision of existing.</i>                                                                                                                                                                                                                                                                                                                                       |
| <b>c. Co-Authoring or Editing a Major Work</b>                                                                                                                                                                                                                                                                                                                                                                |
| <b>d. Acceptance of Master's Thesis or Graduating Paper at a Master's Level</b><br>Must be in HR or a business related subject.                                                                                                                                                                                                                                                                               |
| <b>e. Acceptance of Doctoral Dissertation in an area directly related to HR or a business related subject.</b>                                                                                                                                                                                                                                                                                                |
| <b>f. HR or Business Related Book Review, Editorial or Article published.</b>                                                                                                                                                                                                                                                                                                                                 |
| <b>6. Ethics Training</b><br>A 3-hour course that is required over a 3-year period, not every year.                                                                                                                                                                                                                                                                                                           |
| <b>a. Self-directed Ethics Course</b><br>Completing a 3-hour minimum ethics course offered by various providers or by CPHR Canada which is called <i>Professionals in Grey Areas – How to Make Ethical Decisions</i> . Must be completed every 3 years.                                                                                                                                                       |

### Functional & Enabling Competency Areas

Overall CPD qualifying activities must link to a minimum of 3 of the following 14 areas. For more details on the competency areas, please refer to the CPHR Competency Framework.

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