



POLICIES AND PROCEDURES

Annual Membership Dues Policy

Annual membership fees/dues must be paid within 60 days of the due date. Failure to pay yearly dues may result in the termination of your membership and designation. The Registrar will notify members who have not paid their annual dues that their membership has been suspended.

All emails are sent to the preferred email addresses as indicated in the Member's profile.

All memberships renew on **February 1st** of each year.

Membership Renewal Timelines:

Mid-January	Annual membership invoices are sent to all members via email.
March 16th	Effective March 16 th , a \$20 late fee will be applied to outstanding invoices.
After April 1st (Revocation)	Members with outstanding annual dues will have their membership terminated and CPHR Candidate status and CPHR designations will be suspended

Reduced Dues

Members who are unemployed, or on an approved Leave of absence (medical or parental) may apply for reduced membership dues for that year.

A Member applying for reduced dues is required to provide documentation to substantiate their application (i.e., record of employment obtained by Service Canada, letter from employer confirming parental leave or medical leave). 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 their 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 their 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.

CPHRs: Continuing Professional Development Requirements

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.

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

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

Completing and Organizing your Continuing Professional Development Log

1. Record and save CPD activities in your CPHR New Brunswick 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 where they won't be subject to a failed hard drive or change of job.
 - a) Keep CPD supporting documents for 3 years 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 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.

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

Continuing Professional Development Policies and Processes

(1) Submitting CPD Log Late

CPD Logs can still be submitted online within the 30 days after the CPD submission date of January 31st; however, a late fee will be applied.

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

(2) 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 New Brunswick may grant an extension of 28 days (maximum) to submit your CPD log. Please email your request to admin@cphrnb.ca prior to the CPD submission date of January 31. If your request is approved, you must submit your CPD log within 28 days of the deadline (by February 28th) and you will be required to pay a Late Fee of \$ 50.00 + Tax.

(b) Leaves of Absence

Members who are granted one year maternity or are out on disability leave for a full year 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 New Brunswick 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 New Brunswick).

(3) Reminders to Submit CPD Logs

Email reminders are sent to Chartered Members about the CPD log deadlines beginning 90 days prior to the deadline of January 31st. These are sent from CPHR New Brunswick's database to Members based on the email they have registered in their member portal. It is each member's responsibility to keep their contact information up to date.

Continuing Professional Development Audit

Each year, CPHR New Brunswick 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 and phone calls within 30 days, the CPHR can be revoked by the Registrar. The Member will be offered 30 days to appeal this decision pursuant to CPHR New Brunswick bylaws.

(1) Audit Process

1. CPHR New Brunswick randomly selects CPD logs for audit

- CPHR New Brunswick randomly selects Chartered Members for the 3% CPD audit. The CPD Audit is carried out by CPHR New Brunswick.

2. Audited Members have up to 90 days from the date of notification to submit documentation to CPHR New Brunswick.

- CPHR New Brunswick notifies audited Member of audit and requests supporting documentation if necessary.
- Audited Members have 90 days to submit documentation to CPHR New Brunswick
- Extensions may be granted and will be reviewed by CPHR New Brunswick based on individual circumstances.

3. CPHR New Brunswick will complete audit within 60 days of receipt of ALL supporting documentation

- CPHR New Brunswick completes audit within 60 days of receipt of ALL supporting documentation. The timeline for the audit begins once final supporting documentation is received.
- CPHR New Brunswick may seek clarification from the audited Member.

4. CPHR New Brunswick communicates outcome to audited Members

- CPHR New Brunswick will communicate outcomes to Members within 60 days of receipt of all supporting documentation.
- Failed outcomes will be communicated via email and will note the revocation of the audited Members' CPHR designation and membership as well as provide information on the appeal process.

5. Audit file is retained by CPHR New Brunswick

- CPHR New Brunswick 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 process. CPHR New Brunswick 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
- 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 New Brunswick. Any documentation submitted to CPHR New Brunswick for audit purposes will not be returned unless requested by the audited Member.

(3) Valid CPD Audit Supporting Documents

Examples of Supporting Documents
Professional Practice <ul style="list-style-type: none">• Official report or documentation of the project, program or process improvements and updates.• Work Project Confirmation Form
Leadership <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.

Volunteer or Community Involvement <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
Learning <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
Research or Publication <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

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;
- failure to complete the CPHR National Ethics Course (required every three years);
- finding of unprofessional or unethical conduct

The Registrar will notify CPHRs who have not paid dues that membership is terminated and CPHR status revoked. Communication sent to CPHRs who have lost their membership and designation due to non-payment of dues will have 30 days to appeal the revocation as per CPHR New Brunswick 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.

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
 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 on unemployment or LOA (medical / parental) can apply for reduced fees per LOA policy.

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
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 VOE requirement, demonstrating three years of professional level experience in the past 10 years. Note: VOE submission costs \$500
4. a: CPHR Candidates who received waiver of the NKE must pass the NKE if it has been greater than 5 years.
4. b: CPHR Candidates who previously passed the NKE, must write and pass the NKE exam a second time 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.