

**CPHR**

British Columbia  
& Yukon

# Continuing Professional Development Standard (CPD)

VERSION 1.0 | JANUARY 2016

[CPHRBC.CA](http://CPHRBC.CA)

Chartered Professionals in Human Resources of British Columbia and Yukon (CPHR BC & Yukon)  
1101 - 1111 West Hastings Street  
Vancouver, BC  
Canada V6E 2J3

© CPHR BC & Yukon 2015

All rights reserved. These materials or parts thereof may not be reproduced or used in any manner without the prior written permission of the Chartered Professionals in Human Resources of British Columbia and Yukon.

First Edition, Version 1.0 | Printed in Canada

# Table of Contents

<b>Definitions</b>	<b>4</b>
<b>Introduction</b>	<b>5</b>
<b>General Provision</b>	<b>6</b>
Directing Premises	6
Enabling Provisions of the Code	6
Enabling Provisions of the Compliance Standard	6
Primary Purpose of the CPD Standard	7
Divergent Means	7
<b>Guiding CPD Framework</b>	<b>7</b>
<b>CPD Hours Requirement</b>	<b>8</b>
Overarching Requisite	8
Annual Minimum	8
Verifiable Hours Minimum	8
Records Retention	8
<b>CPD Reporting Requirement</b>	<b>8</b>
<b>Non-Compliance</b>	<b>9</b>
Attempt to Remedy	9
Remedial Recourse	9
<b>Exemptions from CPD Requirement</b>	<b>10</b>
<b>Effective Date</b>	<b>10</b>

## Definitions

In this *Continuing Professional Development Standard*:

**Association** means the Chartered Professionals in Human Resources of British Columbia and Yukon.

**CPHR BC & Yukon** means the Chartered Professionals in Human Resources of British Columbia and Yukon.

**Code** means the Code of Ethics and Rules of Professional Conduct of the Association.

**CPD** means the Continuing Professional Development.

**CPHR** means the Chartered Professionals in Human Resources designation as may be issued only by authorized provincial and territorial bodies.

**Member** means a member in good standing of the Association holding the Chartered Professional in Human Resources (CPHR) designation or other form of membership duly recognized by the Association.

**Profession** means the profession of human resources management.

**Rule** means a directive governing conduct, action, arrangement, process, behaviour, or performance that members shall abide by.

## Introduction

The Chartered Professionals in Human Resources of British Columbia and Yukon (CPHR BC & Yukon) establishes and promotes compliance with human resources management standards, rules and best practices with a view to protecting the interests of the public through the effective certification and empowerment of skilled human resources management professionals. In order to deliver on this pledge, CPHR BC & Yukon has interest in ensuring that human resources professionals are competent, that they conduct themselves in an honourable and ethical manner, and that its members maintain capability to proficiently perform the functions and services entrusted to them.

Serving as a companion to the CPHR BC & Yukon **Code of Ethics & Rules of Professional Conduct**, and **Compliance Standard**, this **Continuing Professional Development Standard** or **CPD Standard** outlines the continuing professional development obligations of Association members holding the Chartered Professional in Human Resources (CPHR) designation. As such, it shall be applied and administered in a manner and means consistent with, and reliant on, the provisions of the Association's **Code of Ethics & Rules of Professional Conduct** and **Compliance Standard** as may be from time to time revised.

Importantly, members are reminded that the **Code of Ethics & Rules of Professional Conduct**, **Compliance Standard** and this **CPD Standard** apply to all Association CPHR holders, as employees and those engaged in independent practice, either providing services within or outside of their own jurisdiction; recognizing also that other jurisdictions may impose alternate standards or employ variant practices that may likewise impart responsibilities, obligations, and treatment onto a member. In all instances, the member is further counselled to abide by any and all jurisdictional laws or statutes, which shall take precedence over the **Code** or this **Standard**.

Taken together with the Association's integrated process of academic study and examination, practical experience requirements, and governing regime, this **CPD Standard** aims to encourage and support member development while concurrently providing public assurance of the rigour and merit of the CPHR designation.

# 1. General Provision

## 1.1 Directing Premises

- 1.1.1 Association members have enduring duty to conduct themselves in an ethical and professional manner as provided for, and prescribed by, the CPHR BC & Yukon Code.
- 1.1.2 An Association member employed or engaged in a jurisdiction outside of the CPHR BC & Yukon's catchment area of British Columbia and the Yukon shall, to the reasonable extent, abide by the CPHR BC & Yukon Code while upholding and satisfying in priority the provisions of any affiliated or counterpart human resources management Association of the assignment jurisdiction.
- 1.1.3 Where the CPHR BC & Yukon Code departs from, conflicts with, contrasts or contravenes any Act or legislation, statute, or regulation, the Code and any standards of the Association shall cede to the prominent law and its provisions.

## 1.2 Enabling Provisions of the Code

- 1.2.1 The Code of Ethics & Rules of Professional Conduct (Code) imports that members shall strive to continually develop their skills and knowledge in professional areas practiced or performed. Specifically, the Code pronounces:

### **Principle P204**

A member shall maintain and enhance their body of knowledge through continuing professional development, mentorship as possible, and deliberate exposure to sanctioned growth opportunities.

### **Rule R115**

A member shall sustain professional competence by keeping informed of, and complying with, developments in the acknowledged standards of the profession in all areas in which the member practices or is relied upon because of the member's professional standing.

### **Rule R116**

A member shall pursue continuing education and professional development activities in accordance with the policies and standards of the Association.

## 1.3 Enabling Provision of the Compliance Standard

- 1.3.1 The Compliance Standard establishes the Association's rights and means to enforce the professional standards of the Association providing specifically:

### **Article 1.2 Breach of the Code**

A breach of the Code includes, but is not necessarily limited to any of the following:

- i) Perpetration of, or known involvement in, criminal activity;
- ii) Performance of acts or omissions having likely potential to cast disrepute onto the human resources management profession or CPHR BC & Yukon;
- iii) Violation of ethical principles or rules of professional conduct of the Association;

- iv) Contravention of professional or practice standards of the Association;
- v) Commission of gross professional negligence or malpractice;
- vi) Failure to maintain records as required by law or by virtue of membership in the Association; or,
- vii) Execution of less serious offences or infractions which, cumulatively, may signify unfitness to use the designation of CPHR or be granted membership to the Association.

#### 1.4 Primary Purpose of CPD Standard

1.4.1 This CPD Standard is designed to:

- Encourage a philosophy and commitment to lifelong learning and development;
- Promote the continuous improvement or refinement of skill and competence of CPHR designation holders;
- Attract and maintain public trust and recognition;
- Reinforce the credence of the CPHR designation and the professional merit of Association members; and,
- Facilitate the mobility of holders of the CPHR designation.

#### 1.5 Divergent Means

1.5.1 The Association is mindful of the breadth of the human resources management profession and also that the knowledge and competencies required of members are continuously evolving. As such, the Association and its members will exercise flexibility in satisfying the requirements of the CPD Standard recognizing that different learning tools, techniques, and activities may be appropriate under differing circumstances. To that end, evaluation of a member's CPD activity shall focus on the context, nature, and substance of the activity, and shall contemplate both qualitative and quantitative dimensions.

## 2. Guiding CPD Framework

### 2.1 Evaluative Concepts

This CPD Standard shapes the Association's continuing professional development expectations and posits that the pursuits and appraisal of a member's professional development activity shall be guided by the three (3) fundamental elements of relevance, measurability, and verifiability.

**Relevance** - Referring predominantly to the content of the learning endeavour and its relationship to the member's current standing, activities are expected to compliment or enrich the knowledge, skills, values, ethics, or conceptual prowess of the member in relation to the member's current and future occupational objectives.

**Measurability** - The Association and its members shall ensure to quantify and to measure learning activities and outcomes against definitive hours requirements promulgated in Article 3 of this CPD Standard.

**Verifiability** – In addition to requiring members to retain appropriate documentation in support of declared CPD activity, the member may upon request, be required to provide sufficient evidence to demonstrate that an activity has been verified or that it is verifiable, confirmed, or corroborated by an objective source.

### 3. CPD Hours Requirement

#### 3.1 Overarching Requisite

3.1.1 A member shall, on a calendar bases, accumulate a minimum of one hundred (100) hours of continuing professional development on a moving total basis for each three-year interval.

#### 3.2 Annual (calendar year) Minimum

3.2.1 A member shall participate in and earn a minimum of 20 hours of continuing professional development in each and any calendar year.

#### 3.3 Verifiable Hours Minimum

3.3.1 Of the one hundred (100) hours required on three-year moving basis, a minimum of fifty (50) hours must be verifiable.

#### 3.4 Records Retention

3.4.1 A member shall be required to retain records and documentation to support the hours declared in any year for the most recent three-year reporting period.

3.4.2 The Association shall reasonably corroborate the CPD standing of a member transferring to, or enrolling, in the human resources management association of another jurisdiction and shall similarly recognize the CPD status of any member accepted to the Association subject to and under the CPD protocols of the Association.

### 4. CPD Reporting Requirement

4.1 A member shall, using the means and form prescribed by the Association, report annually on a calendar year basis to the Association the declared CPD activities in which the member has participated.

4.2 CPD declarations made for each calendar year shall be filed with the Association prior to, or concurrent with, annual renewal of membership with the Association or within alternative timelines as may from time to time be communicated by the Association.

4.3 Where a report or declaration is not made by a member, the Association shall treat such non-receipt as a "NIL" report and will recognize zero (0) points towards the subject reporting period.

4.4 The Association may, at its discretion, receive and accept late-filed declarations.

4.5 A member shall have the right to receive notification of their CPD status with the Association.



- 4.6 A member wishing to lodge a dispute with the Association in relation to CPD recognition or status shall have the right to do so upon written notice not later than ninety (90) calendar days from the date that current-status notification is available to the member.
- 4.7 While the Association may request additional information or documentation, such documentation need typically not accompany the declaration or report unless explicitly prescribed.
- 4.8 Declarations made by a member may be subject to verification in conformance with the Association's three-year records retention stipulation with the proviso that requested documentation and information may comprise of such material as program syllabus, receipt, confirmation of attendance, or other form of acceptable written description acceptable to the Association.

## 5. Non Compliance

### 5.1 Attempt to Remedy

- 5.1.1 In instances of default or oversight by the member to declare CPD activity, the member and the Association will work collaboratively with a view to arranging for satisfactory compliance within a reasonable time under the circumstances. While sanctions are permissible, the Association shall ensure that any assessed penalty shall not be unreasonably punitive under the circumstances recognizing however that willful deferral or avoidance shall be deemed unacceptable to the Association.

### 5.2 Remedial Recourse

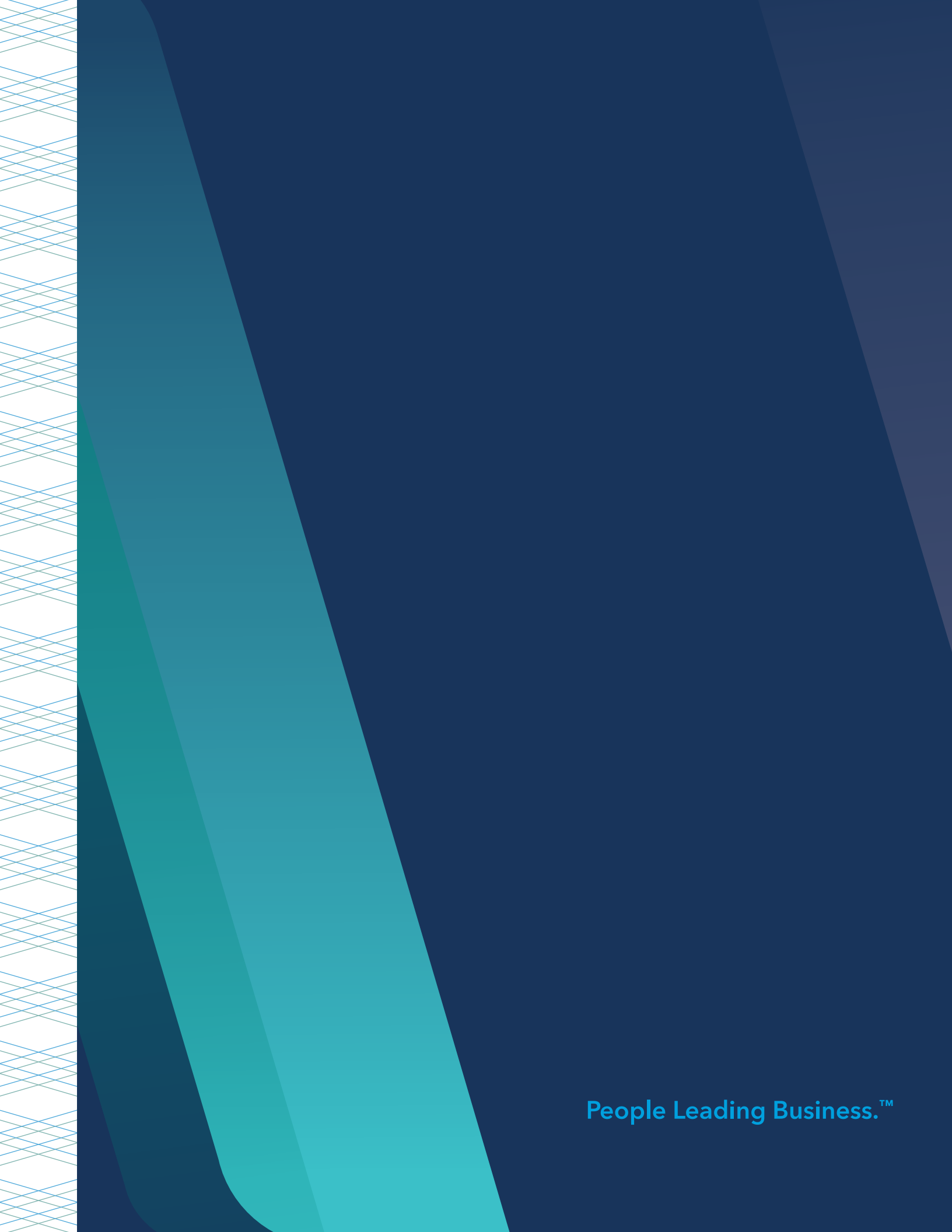
- 5.2.1 Where a member fails to satisfy and to declare CPD in conformance with Article 3 herein, the member shall be notified of the contended shortfall and the member shall be required to submit written explanation or response to the notice of apparent non-compliance within a specified period of time, explicitly confirming or otherwise disputing the contended points shortfall.
- 5.2.2 In the absence of satisfactory response as above provided for, the member shall be deemed to be in violation of the provisions of this CPD Standard.
- 5.2.3 Upon determination that the member has not met the provisions of this CPD Standard, or has not meaningfully attempted to rectify the matter within any concessions or extension periods granted by the Association, the member may be found in violation of the Code of Ethics & Rules of Professional Conduct and may be subject to remedial and disciplinary action as afforded by the Compliance Standard.

## 6. Exemptions from CPD Requirement

- 6.1** Exemptions from the continuing professional development requirements of the Association may be granted to:
- Members having achieved or been granted retired status;
  - Members having been conferred honorary or life membership;
  - Members suffering from, or exhibiting, extenuating circumstances such as ill health; and,
  - Members having other reason or cause, who in the discretion of the Association, qualify for exemption or special exception.
- 6.2** Application for exemption or exception shall typically be made to the Association in writing setting out the member particulars warranting said consideration.
- 6.3** Upon lapsing of any approved exemption, exception, or extension, a member shall resume their CPD obligations and resume also their CPD reporting requirements.
- 6.4** A member will assume CPD conformance and commence reporting activities in the first full calendar year following the year in which the CPHR designation was earned and conferred.

## 7. Effective Date

This Continuing Professional Development Standard shall have an effective date of January 1, 2016.



People Leading Business.™