

**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

<b>1. Professional Practice – New Projects</b>
<p><b>a. New Projects – new project or program development, application, or implementation related to HR competencies.</b>          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.  <i>Calculate at 1 hour for each hour worked on project, up to a maximum 25 hours per year and maximum 50 hours within a 3 year period.</i></p>
<b>2. Leadership – Mentoring, Teaching and Facilitation</b>
<p><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.  <i>Calculated at 1 hour for each hour of first <u>course duration</u>.</i></p>
<p><b>b. Developing a new course, workshop, or seminar.</b>          Credit is only granted for the first time the course, workshop, or seminar is developed.  <i>Calculated at 1 hour for each hour of first <u>course duration</u>.</i></p>
<p><b>c. Keynote Speaker/Guest Lecture at a national, provincial or regional conference.</b>          Credit is only granted for the first time the presentation is given.  <i>Calculated at 1 hour for each hour of first <u>course duration</u>.</i></p>
<p><b>d. Participating as a Mentor or Mentee in a CPHR Canada Member Association Mentorship Program.</b>  <i>Maximum 10 hours per year total</i></p>
<p><b>e. Participating as a Mentor or Mentee outside of a CPHR Canada Member Association Mentorship Program.</b>  <i>Maximum 20 hours within a 3 year period</i></p>
<p><b>f. Participating in an Executive Coaching Program.</b>          Must be a formal program with a service contract with a qualified professional coach.  <i>Maximum 15 hours within a 3 year period</i></p>
<b>3. Governance</b>
<p><b>a. Board Service.</b>          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.  <i>Based on <u>actual time contributed</u>.</i></p>

<p><b>b. Active Committee/Advisory Group/Task Force Membership (must be outside of normal job responsibilities).</b>          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.  <i>Based on actual time contributed.</i></p>
<p><b>4. Learning</b></p>
<p><b>a. University, College and Technical Institute - Undergraduate or Graduate Credit Course.</b>  <i>Based on instructional hours.</i></p>
<p><b>b. Seminars/Workshops/Webinars/Conferences online or in person, offered internally or externally.</b>          Must include a learning component and cannot be an internal company seminar on procedures/process, etc.  <i>Based on instructional hours.</i></p>
<p><b>c. Self-directed Learning, Roundtables, non-credit courses, Practice Knowledge Sharing through Formal Professional Networking</b>          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.  <i>Maximum 5 hours per year total.</i></p>
<p><b>5. Research &amp; Publication: Texts, Articles, Journals.</b>          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.</p>
<p><b>a. Conducting Research, Authoring a Journal or Case Study.</b>          Related to HR or general business, culminating in either a significant client or company report or published work (e.g. white paper). This is also applicable to HR Consultants, both internal and external.</p>
<p><b>b. Publishing a Text Book.</b>  <i>New or revision of existing.</i></p>
<p><b>c. Co-Authoring or Editing a Major Work</b></p>
<p><b>d. Acceptance of Master's Thesis or Graduating Paper at a Master's Level.</b>          Must be in HR or a business related subject.</p>
<p><b>e. Acceptance of Doctoral Dissertation in an area directly related to HR or a business related subject.</b></p>
<p><b>f. HR or Business Related Book Review, Editorial or Article published.</b></p>

**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