

**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 HR specific and general competencies of the CPHR Framework.

Categories

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

1. Professional Practice – New Projects
<p>a. New Projects – new project or program development, application, or implementation related to HR competencies. 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>
2. Leadership – Mentoring, Teaching and Facilitation
<p>a. Teaching/Facilitating a Course, Workshop or Seminar for the first time. 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. Developing a new course, workshop, or seminar. 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>c. Keynote Speaker/Guest Lecture at a national, provincial or regional conference. 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>d. Participating as a Mentor or Mentee in a CPHR Canada Member Association Mentorship Program. <i>Maximum 10 hours per year total</i></p>
<p>e. Participating as a Mentor or Mentee outside of a CPHR Canada Member Association Mentorship Program. <i>Maximum 20 hours within a 3 year period</i></p>
<p>f. Participating in an Executive Coaching Program. 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>
3. Governance
<p>a. Board Service. 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. Active Committee/Advisory Group/Task Force Membership (must be outside of normal job responsibilities). 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>4. Learning</p>
<p>a. University, College and Technical Institute - Undergraduate or Graduate Credit Course. <i>Based on instructional hours.</i></p>
<p>b. Seminars/Workshops/Webinars/Conferences online or in person, offered internally or externally. Must include a learning component and cannot be an internal company seminar on procedures/process, etc. <i>Based on instructional hours.</i></p>
<p>c. Self-directed Learning, Roundtables, non-credit courses, Practice Knowledge Sharing through Formal Professional Networking 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>5. Research & Publication: Texts, Articles, Journals. 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>a. Conducting Research, Authoring a Journal or Case Study. 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. Publishing a Text Book. <i>New or revision of existing.</i></p>
<p>c. Co-Authoring or Editing a Major Work</p>
<p>d. Acceptance of Master's Thesis or Graduating Paper at a Master's Level. Must be in HR or a business related subject.</p>
<p>e. Acceptance of Doctoral Dissertation in an area directly related to HR or a business related subject.</p>
<p>f. HR or Business Related Book Review, Editorial or Article published.</p>

HR Specific Competencies

Overall CPD qualifying activities must link to a minimum of 3 of the HR specific and general competencies. For more details on the competency areas, please refer to the CPHR Competency Framework.

- Total Rewards
- Learning, Development & Succession Planning
- Workforce Planning and Mobility
- HR Technology and Analytics
- Innovation
- Organizational Change and Development
- Employee and Labour Relations
- Total Health and Wellness
- Inclusion, Diversity and Human Connections

General Competencies

- Ethical Practice
- Personal Agility
- Continuous Learning

- Leadership
- Working Digitally
- Relational Intelligence
- Collaboration and Communication
- Guide, Coach, Advise
- Business Acumen
- Data and Sensemaking
- Systems Thinking
- Leading Projects