

OVERVIEW OF THE CPHR BC & YUKON PRE-APPROVED CPD HOURS PROGRAM:

At the Chartered Professionals in Human Resources of BC & Yukon (CPHR BC & Yukon), we are committed to building the strategic capability and organizational impact of HR professionals, and providing value to our members.

To further support the Continued Professional Development (CPD) needs of our growing population of Certified Human Resources Professionals (CPHRs), and in recognition of the quality of some of the HR professional development programs offered throughout BC, we are proud to introduce the CPHR BC & Yukon pre-approved CPD hours program

What is the CPHR BC & Yukon Pre-approved CPD Hours Program?

The CPHR BC & Yukon pre-approved CPD hours program provides academic institutions and organizations that deliver HR and strategic business programming the ability to guarantee CPD hours. Eligible continuing education events must be directly in line with the HR Competencies and have an established set of standards for quality and consistency in program delivery.

Attaching the CPHR BC & Yukon Endorsed Seal to your event marketing materials communicates that your event has been reviewed and approved to guarantee CPD hours.

Once your event has been approved, you will pay a fee to use the Endorsed Seal on an annual basis. You can use the CPHR BC & Yukon Endorsed Seal for up to three years without the need to resubmit your event for review.

What are the Benefits to Participating Providers?

You've probably already been asked if your continuing education events are eligible for CPD hours. Having CPHR BC & Yukon pre-approved CPD hours status for your events will provide you with:

- The ability to guarantee CPD hours.
- The ability to enhance your marketing to a growing group of CPHR designation holders (currently 3,700+ in BC).
- Increased recognition for the quality of your offering.

What Do I receive if my Event Submission is Approved?

You will be notified by email after your event submission has been reviewed. If you are approved, you will be sent an invoice. After your annual fee has been paid, you will receive the following:

- An electronic version of the CPHR BC & Yukon Endorsed Seal which can be added to all marketing materials specifically associated with the approved event.
- An electronic Event Identification Number for each event submitted and approved.

Use of the Endorsed Seal

Use the Endorsed Seal:

- On your organization's website in locations where an approved event is being promoted.
- On collateral materials promoting the specific event(s).
- In conjunction with the suggested phrase, "This program has been pre-approved by CPHR BC & Yukon for XX CPD Hours".

The Endorsed Seal may not be used:

- On your organization's website in a location where the approved event is not being promoted.
- In association with other activities that have not been approved.
- By another organization, even if that organization is a co-sponsor of the event. The Endorsed Seal is not transferable.

Use of the Event Identification Number

The Event Identification Number is intended to support your event attendees to keep a record of their CPD hours earned. For CPHR BC & Yukon to provide an Event Identification Number, the event must be submitted as part of your application package.

- The Event Identification Number is to be provided ONLY to those people who have verified attendance in the program. It cannot be used on marketing materials or calendar postings.
- The documentation (e.g., certificate of completion) which includes the Event Identification Number must also include the confirmed number of CPD hours that the individual is eligible for based on their personal attendance and number of eligible instructional hours.
- CPHR-holding professionals are encouraged to note the Event Identification Number in their Self-Reported Hours log. It is not required to submit this information unless they are audited. (Please refer to CPHR BC & Yukon's [Continuing Professional Development Standard](#).)
- The following is suggested language for communicating the Event Identification Number, "You have successfully completed the following continuing education event: _____. This event (Event ID Number: _____) has been approved for ____ pre-approved CPD hours. Be sure to note the Event Identification Number in your records."

Misuse

Organizations found in violation of the use of the Endorsed Seal and sample language will be provided with 15 days to rectify the violation. Failure to rectify the violation will result in revocation of the organization's privilege to provide or seek pre-approved CPD hours for a minimum of one year. For repeat offenders, revocation will be permanent.

CPHR BC & Yukon reserves the right to immediately cancel CPHR BC & Yukon pre-approved CPD hours status for serious infractions.

What is the CPHR BC & Yukon Pre-approved CPD Hours Program Application Process?

1. Review the minimum eligibility criteria and determine if you are eligible to apply.
2. Complete the application process.
3. Submit your fully completed application to CPHR BC & Yukon.
4. Receive a response (approval or denial) within 4 weeks.
5. Market your approved events displaying the CPHR BC & Yukon Endorsed Seal.

At the end of your approved term, it is your responsibility to submit a new application for approval.

What is the Application Review Process?

In summary, the application review process involves:

- A review of the application to ensure minimum eligibility criteria is met.
- A review of the submission guidelines to ensure guidelines are met.
- Formal review of all components of the application.

Please note that if clarification is required, CPHR BC & Yukon will be in touch with the application contact person. CPHR BC & Yukon reserves the right to request the following in order to ensure compliance with the established criteria and to investigate allegations of violations. This may involve:

- A detailed agenda, course curriculum or courseware materials (such as participant handbooks, facilitator/instructor guidelines or lesson plans, audio/visual materials, or access to online materials)
- A request to review an authorized provider's records, including, but not limited to, documents related to needs assessments, planning, evaluations and record keeping.

What is the Minimum Eligibility Criteria?

Please note the following minimum requirements. Your organization must:

- Offer HR-related professional development events directly related to the HR Competencies
- Offer HR-related professional development events lasting more than 1 hour.
- Have offered HR-related professional development events for a minimum of 1 calendar year prior to applying.
- Have completed a learning needs assessment in the last 3 years to inform programming decisions.
- Use presenters (or have a lead presenter) with a minimum of 5 years HR experience in their topic area, and preferably holding the CPHR designation.
- Have a formal evaluation process in place for both speakers and session content.
- Have a formal registration and attendance tracking system in place in order to confirm eligibility for CPD Hours.

What Conditions Must be Met to Maintain Status?

Please note the following requirements. Upon approval as a CPHR BC & Yukon pre-approved CPD hours event, you must:

- Continue to meet the minimum eligibility requirements outlined above.
- Conduct events in compliance with the terms outlined in the approved application.
- Appropriately use the Endorsed Seal in line with the guidelines outlined.
- Maintain a satisfaction rating of 70% for the overall program (e.g., combination of all of the events approved). Please note that this may require the addition of a question to your program evaluation.
- Pay all required fees associated with the use of the Endorsed Seal.

How will I be Informed of Approval or Denial?

Please note the following:

- Applicants will receive email confirmation of their application package receipt.
- Within four weeks from the date of confirmed receipt, the applicant will be informed of approval or denial via email.

Approval

- Applicants that are approved will be informed by email and sent an invoice as per the payment terms outlined.
- After payment of the program fee, applicants that are approved will receive an electronic copy of the CPHR BC & Yukon Endorsed Seal and an Event Identification Number for each approved event submitted.
- The Endorsed Seal can be used for up to three years on approved events. Payments can be made on an annual basis. See the Associated Fees section for more information.

Denial

- Applicants that are not approved will be informed via email. This email will include a brief description of why the application was denied.
- Applicants that are not approved will not be refunded the application processing fee.
- The organization may submit a new application after a minimum of six months following the denial.

What are Key Timing Considerations?

Please note the following timing requirements:

- Applications will be reviewed within four weeks of receipt; confirmation of approval or denial will be provided by email upon completion of review.
- Once approved, your CPHR BC & Yukon pre-approved CPD hours status for approved events is valid for up to three years. You must pay your annual fee to maintain this status.
- Applications must be received a minimum of eight weeks prior to scheduled marketing activities in order to ensure review of your application is completed in advance.

What are the Associated Fees?

Please note the following application processing fees:

- A \$75 application processing fee is required for submissions containing up to five events.
- A \$250 application processing fee is required for submissions containing more than five events.
- Application processing fees are non-refundable. These fees are due upon submission of your application.

- If your event is approved, your application processing fee will be subtracted from your first annual pre-approved fee.

Please note the following pre-approved CPD hours fees:

- Fees are based on the number of hours of instructional programming approved.
- There is a minimum fee of \$350 per year for up to 20 hours of programming.
- The fees in the matrix below do not include GST/HST.
- Please note that the number of instructional hours is calculated per event. The total number of instructional hours is the sum of the instructional hours for all approved events.

For example, if you have submitted a single 6-hour event which you will be running three times during the year, the total number of instructional hours is 6-hours. If you have submitted two 6-hour events you will be running three times each during the year, the total number of instructional hours is 12-hours.

- Please note that if you have multiple events, we suggest that you submit them at the same time to maximize your ability to benefit from this fee structure.
- The Endorsed Seal can be used for up to three years on approved events. Payments can be made on an annual basis.
- If you are submitting a one-time event (e.g., a conference), select the annual payment option and do not continue payment after the first year.

| Fee Matrix | |
|---|------------|
| Total Number of Instructional Hours for All Events Approved | Annual Fee |
| Up to 20 instructional hours | \$350 |
| 21 – 30 instructional hours | \$500 |
| 31 – 40 instructional hours | \$750 |
| 41 – 50 instructional hours | \$1,000 |
| Every additional 50 hours | \$500 |

- Please note that provider organizations must cover all costs associated with adding the CPHR BC & Yukon Endorsed Seal to their marketing / promotional materials.

On What Grounds Can the Pre-Approved Status be Revoked?

In cases where allegations of criteria violations or complaints of ethical misconduct are found plausible, CPHR BC & Yukon reserves the right to revoke the pre-approved status.

CPHR BC & Yukon may revoke the pre-approved status if it is determined that the provider:

- Provided false information on the application.
- Failed to conduct continuing education events in compliance with the established criteria.
- Failed to maintain the organizational and record keeping requirements necessary.
- Provided false information about a submitted event. This may include, incorrect reporting of eligible CPD hours or violating guidelines for CPD hours.
- Misuse of the CPHR BC & Yukon Endorsed Seal and/or sample language.
- Improper or unethical marketing of events that have been advertised as pre-approved for CPD hours.
- Any instance, singular or repeated, that jeopardizes the integrity or reputation of the CPHR designation program.
- Failure to pay pre-approved fees associated with the use of the Endorsed Seal.

In case of revocation, CPHR BC & Yukon will notify the host organization's contact person regarding the nature of the problem.

The organization will be provided the opportunity to correct minor violations prior to being barred from submitting future requests. Organizations found in minor violation of the use of the Endorsed Seal and sample language will be provided with 15 days to rectify the violation. Failure to rectify the violation will result in revocation of the organization's privilege to provide or seek pre-approved CPD hours for a minimum of one year. For repeat offenders, revocation will be permanent.

Revoked status will mean:

- Removal of all references to CPHR BC & Yukon pre-approved CPD hours status within 10 business days at the expense of the organization.
- No refund on payment made to secure CPHR BC & Yukon pre-approved CPD hours status.

How is Quality Ensured During the Approved Term? (What is the Ongoing Auditing Process?)

Please note that CPHR BC & Yukon reserves the right to randomly audit approved providers to ensure compliance with the established criteria and to investigate allegations of violations. This may involve:

- A request to review an organization's records, including, but not limited to, documents related to needs assessments, planning, evaluations and record keeping.
- A visit to and assessment of specific educational events.

Who Do I Contact with Questions Regarding the Application Process?

Professional Development, CPHR BC & Yukon

e. pd@cphrbc.ca or

ph. 604.684.7228 or Toll Free: 800.665.1961

Who Do I Direct Event Attendees to Speak with if They Have Questions About the CPD requirements?

e. cphr@cphrbc.ca or

ph. 604.684.7228 or Toll Free: 800.665.1961

GUIDELINES TO COMPLETE THE APPLICATION PACKAGE:

Review the minimum eligibility criteria and ensure that all criteria are met and can continue to be met over the next three years. Failure to meet any of following criteria will result in denial of your application. Minimum eligibility criteria include:

- Offer HR-related professional development events directly related to the HR Competencies
- Offer HR-related professional development events lasting more than 1 hour.
- Have offered HR-related professional development events for a minimum of 1 calendar year prior to applying.
- Have completed a learning needs assessment in the last 3 years to inform programming decisions.
- Use presenters (or have a lead presenter) with a minimum of 5 years HR experience in their topic area, and preferably holding the CPHR designation.
- Have a formal evaluation process in place for both speakers and session content.
- Have a formal registration and attendance tracking system in place in order to confirm eligibility for CPD hours.

Consider the following critical definitions when completing the package:

- Program – Program is an overarching term. A program typically contains several HR professional development events. For example, an HR Diploma Program from a university may include a number of individual events in the form of courses. When providing the HR Program Name on the first page of the application, please provide this overarching name (e.g., HR Breakfast Seminar Series, a conference, etc.).

- Events – Events are workshops, webinars, courses, etc. They are things that can be taken in isolation from one another. As a guideline, when listing events in the application, consider each thing for which a “certificate of completion” would be awarded as an individual event.

In completing the package:

- Only submit events which have a pure learning focus (as opposed to a sales component).
- Only submit events that are a minimum of one hour in length.
- It is recommended that all professional development events for which you would like to use the Endorsed Seal are submitted at one time. Each professional development event must be listed and outlined as per the guidelines provided.
- Event Identification Numbers will not be issued retroactively. If new events are added following submission of the package, they must be submitted for individual evaluation by using the [Additional Events Form](#).
- CPD hours are calculated as per the guidelines outlined in the CPD Qualifying Activities, found on www.CPHRBC.ca [here](#). Please note the following:
 - A minimum of 1 CPD hour is granted for each hour of instruction directly related to the current HR Competencies.
 - CPD hours are subject to the daily or course maximums outlined in the current CPD Summary Log.
 - CPD hours can only be granted for hours of instruction (registration, networking breaks, etc. are not eligible).
- Conferences should be considered a program; and each session should be submitted as a single event.
- For university programs, each course should be submitted as a single event.
- For packaged series, each session should be submitted as a single event.
- Self-paced / self-directed / distance education events are eligible for credits equivalent to the minimum number of hours required to complete the event work.

HR Professional Development



To submit your package:

- Please submit your completed application package via email or mail.

Via Email

To: Professional Development

Email Subject Should Include:

Pre-approved CPD hours application

Email Address: pd@cphrbc.ca

Via Mail

Attn: Professional Development

CPHR BC & Yukon

1101-1111 West Hastings Street

Vancouver, BC V6E 2J3