Pre-approved for CPD Hours Application – Additional Events

This form is to be submitted by pre-approved providers during their current approved term. Please note that all pre-approved for CPD hours terms and conditions of your original application (dated _____) remain applicable for all events submitted in this form.

Approval

- Applicants that are approved will be informed by email and sent an invoice as per the payment terms outlined.

- After payment of the pre-approved CPD hours fee, applicants that are approved will receive an electronic copy with an Event Identification Number for each approved event submitted.

- Approval process may take up to 3 weeks.

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

In addition to completing the requested information in the form that follows, please submit the following attachment:

- Appendix A – For each event, the event title and brief description, specific learning objectives (bullets preferred), instructor name and qualifications, and duration (a marketing catalog, compiled event postings, or course curriculum/courseware materials can be submitted).

To submit your application:

- Please submit your completed application via email.

    Email: pd@cphrbc.ca

    Subject line Should Include: Pre-approved CPD hours application – Additional Events

Applicant Information:

Company Name

Date

Contact Person

Title

Contact Phone Number

Email

I confirm that the event(s) submitted in this form have met the following criteria as described and approved in the original application dated _____**.**

Check the appropriate answer for each criterion. If your answer is "No", please enclose an Appendix B detailing the processes and/or system used for the event(s).

	Yes	No
Needs assessment information - Strategy and target audience consulted		
Speaker screening & selection - Eligibility and the process used to screen speakers	___	___
Feedback for speakers – The formal processes used to evaluate and provide feedback to speakers	___	___
Registration tracking system – The process of CPHR's being informed of the number of CPD Hours that they have achieved, and the formal system you will use to track attendance.	___	___
Evaluation - the formal processes used to evaluate course content.	___	___
	___	___

HR Professional Development

CPHR
British Columbia & Yukon

Below, list the following: Program name, event name, along with the HR Competency (please see CPHR Competency Framework), number of days of instruction, number of instruction hours each day (excluding registration, networking breaks, etc.), and the standard fee for the event (excluding specialty and discount pricing). There is also a space called "notes" for any additional information that you feel is important. Leave "notes" blank if it does not apply.

Program name is only required if the event is part of a program (e.g., Certificate in HR Management, HR Breakfast Seminar Series, etc.). Please copy this page if additional room is required. Self paced / self directed / distance education programs are eligible for credits equivalent to the minimum number of hours required to complete the event work.

Date	Program Name (if event is part of a program)	Event Name	HR Comp.	# Days of Instruction	Instruction Hrs per Day	Standard Fee	Notes

Appendix A - Event Details

For each event, please provide:
- Event title
- Brief description
- Specific learning objectives (bullets preferred)
- Instructor name and qualifications
- Agenda, if applicable (a marketing catalog, compiled event postings, or course curriculum/courseware materials can be submitted).