

Volunteer Opportunity

Continuing Professional Development (CPD) Audit Committee

Working with the CPHR Registrar for CPHR BC & Yukon, the Continuing Professional Development (CPD) Audit Committee conduct audits of Continuing Professional Development activities of CPHR members and advises CPHR BC & Yukon staff of their decision.

Responsibilities

- Review the professional activities documents and CPD hours submitted by randomly selected CPHR members.
- Report the results of their review to the CPHR Registrar by completing Auditor's Report for each member.
- Communicate, cooperate, and share knowledge in a manner that the audit process is consistent and valid.

Skills Required

- CPHR BC & Yukon member in good standing
- 8 years of human resources experience
- Detailed oriented

Commitment and Timeline - 2 years

- Required to review audited submissions twice a year. The first round of audits will be sent to selected members in March and September. CPHR members will have 30 days to send in documents for review.
- Auditors will have 60 days to review approximately 10 CPHR members CPD activities/hours.
- The time commitment per submission period is 2-4 hours.

For further information and to apply, contact:

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