**CHARTERED PROFESSIONAL IN HUMAN RESOURCES (CPHR)**

**CPHR British Columbia and Yukon (CPHR BC & YK)**

**Continuing Professional Development (CPD) Summary Log**

**This document is a tool for the CPHR member to keep track of their continuing professional development (CPD) hours.**

**Do Not send this document in to the association.**

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| **First Name:** | **Middle Initial:** | **Last Name:** |
| **Please send correspondence to:** 🞎 Business Address🞎 Home Address 🞎 Email Address | | |
| **Company Name:** | | **Title:** |
| **Business Email:** | | **Personal Email:** |
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**Summary**

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| Attain a minimum of 20 hours annually with a combined minimum total of 100 hours over a rotating three year period. | |
| **Development Category** | **Hours reported** |
| A: Significant Work Projects/Initiatives |  |
| B: Leadership |  |
| C: Instruction |  |
| D: Continuing Education |  |
| E: Research or Publication |  |
| F: Association Participation |  |
| G: General and Non-HR (non-RCP) Specific |  |
| **Combined Total** |  |

**CPD Summary Log**

**Professional Development Categories and Definitions**

| **Development Category** | **Development Activity** | **CPD Hours** | **Hours Acquired**  **List the Following:**  The activity, the name of institution/organization, dates, duration, Provide a brief explanation of how the content is considered professional development and how it relates to the HR Competency Framework and Hours Acquired. | **For Office Use Only**  Hours Granted |
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| **A: Significant Work Projects / Initiatives** | **A1: First time significant contribution to your organization in the development, application or implementation of a program or project related to the Competencies.**  Includes secondments / assignments outside your normal job duties.  For each program or project, you must provide the following in your description:   * What was the mission of the project? * What were the objectives of the project? * What was the outcome of the project? * What was the impact on the organization? | Small project (less than 100 hours) – 15 hours  Medium project (101 – 199 hours) – 20 hours  Large project (200+ hours) – 25 hours  Maximum 25 hours per project | For example, outline each entry as follows:  *Activity:*  *Organization:*  *Dates:*  *Duration:*  *Description (include a description of requirements as outlined in the Development Activity Column):*  *Hours:* |  |
|  | **A2: Significant updates/process improvements**  Includes courses, projects, programs or services provided. | Maximum 5 hours. per occurrence to max. 20 hours per 3 year period |  |  |
| **B: Leadership** | **B1.Mentoring\***  Acting as a mentor one on one, typically outside job duties (i.e. not direct reports). There must be a signed agreement between mentor and mentee.  **\* For B1, B2 and B3 activities, include the following in your description:**   * Name Mentor/Mentee/Student (Optional) * Duration of the Program * Frequency of meetings * Length of meetings * Examples of mentoring activities | Maximum of 20 hours per mentee per year |  |  |
| **B2:\***  Being mentored one on one under a formal agreement to develop specific skills. There must be a signed agreement between mentor and mentee.  Please see \* note in B1. | Maximum of 20 hours per mentor per year |  |  |
| **B3.\* Supervising HR Student in the Workplace**  During a formal co-op, internship or work-experience placement where written appraisal is provided along with regular feedback.  Please see \* note in B1. | 1 hour per week of full-time employment or equivalent as outlined in contract |  |  |
|  | **B4. Chair/Co-Chair or President of an HR Association**  For a **minimum term of one year.** With demonstrated responsibilities for meeting organizational objectives. Must be able to demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. This is in addition to board membership. | 40 hours annually |  |  |
| **B5. Conference Chair/Co-Chair**  For a chapter, local, provincial, regional or national conference lasting a **minimum of 2 days**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.  **Conferences lasting 1 day would receive half the annual point allotment.** | 30 hours annually per conference |  |  |
| **B6. Board Membership (in an HR Association)**  For a **minimum of the usual term and/or 24 hours commitment per year including meetings and meeting preparation**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees | 20 hours per year |  |  |
|  | **B7. Task Force Member**  Representing an HR organization on a public or government Task Force for a **minimum of 24 hours per year**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. | 15 hours per year  per Task Force |  |  |
| **B8. Chair/Co-Chair of an HR Committee (in an HR Association or other organization outside current employer)**  For a period of no less than a year and/or a **minimum of 24 hours per year including meetings and meeting preparation**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. **This includes chapter/regional/executive level involvement.** | 15 hours per year  per committee |  |  |
| **B9. Active Committee Membership in an HR Association, or other organization outside current employer (local, provincial, regional or national)**  For a period of **no less than a year and/or minimum 24 hours per year including meetings and meeting preparation**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. | 10 hours per year per committee |  |  |
|  | **B10. Active Volunteer or Board Member in Non-profit Organization (not restricted to HR).**  For a period of **no less than a year and/or minimum 24 hours per year including meetings and meeting preparation**.Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. | 5 hours per year per committee |  |  |
| **C: Instruction** | **C1. Developing a new and first time University, College or Institute Course**  Courses related to the competency framework which students receive credits towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. **The course must be offered at an accredited post-secondary institution**. Credit will be granted for the first time the course is developed. Courses may include:   * Continuing Education Programs * E-learning/online courses * Executive/Management or Development Programs * University Transfer Courses * Undergraduate Courses * Graduate Courses * Certificate Courses | 45 hours per new course developed |  |  |
| **C2. Teaching a University, College or Institute Course for the first time**  Courses for which students receive credit towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. Credit is granted for the first time the course is taught. **The course must be taught at an accredited post-secondary institution.** | 30 hours per new course taught |  |  |
|  | **C3. Developing a new Course, Workshop or Seminar**  Credit is only granted for the first time the course, workshop or seminar is developed for a non-post-secondary institution, workplace or client. | 30 hours for > 3 days  20 hours for > 1 and ≤ 3 days  10 hours for ≤  1 day |  |  |
| **C4: Facilitating new Course, Workshop or Seminar**  Credit is only granted for the first time the course, workshop or seminar is facilitated for a non-post-secondary institution, workplace or client. | 15 hours for > 3 days  10 hours for > 1 and ≤ 3 days  5 hours for ≤  1 day |  |  |
| **C5. Keynote Speaker**  At a national, provincial or regional conference.  Credit is only granted for the first time the presentation is given. | 10 hours per presentation |  |  |
| **C6. Guest Lecturer/Conference Presentation**  Credit is only granted for the first time the new lecture/ presentation is given. | 5 hours per lecture/ presentation |  |  |
|  | **C7: Panel Member**  At a national, provincial or regional conference/seminar. | 1.5 hours per hour of participation per conference/  seminar |  |  |
| **D: Continuing Education** | **D1. University, College and Institute Courses**  Successful completion of post-secondary course(s) from an accredited institution. **(Please note: You must demonstrate competence in order to obtain credit or "pass") You may be required to produce proof of transcript if audited.** This may include:   * Distance Education Equivalents/face-to-face or online hours excluding study, project, and research time * Continuing Education Programs * University Transfer Courses * Undergraduate Courses * Graduate Courses | 1.5 hours per hour of instruction to a maximum of 45 hours per course (hours excluding study, project, and research time) |  |  |
| **D2. Certificate Courses with formal evaluation**  Attendance at course including formal evaluation which leads to a designation.  **Please see note in D1.** | 1.5 hours per hour to a maximum of 45 hours per course |  |  |
| **D3. Executive/Management Development Program**  Attendance in an executive/management development program. **The program must include a formal evaluation.** | 1.5 hours per hour to a maximum of 10 hours per day |  |  |
| **D4. Certificate Courses without formal evaluation**  Attendance at courses that lead to a certificate. | 1 hour to a maximum of 10 hours per day |  |  |
| **D5.Seminars/Workshops/**  **Conferences/Roundtables**  Participation in seminars, workshops, conferences, roundtables – **online or in person, offered internally or externally**. This includes chapter/regional seminars, breakfast meetings or dinner speakers with educational components. | 1 hour to a maximum of 10 hours per day |  |  |
|  | **D6. Self-directed Learning**  Readings which include (but not limited to):   * Subscriptions to HR and Business magazines * HR and Best Practice books * White Papers * Research in preparation for sharing of your learning at discussion groups, "brown-baggers", e-learning, and/or online discussion forums that have learning outcomes but do not result in workshop development. Outline how knowledge was applied or shared. | 1 hour per activity to a maximum of 15 hours per 3 year period (Must list each activity.) |  |  |
| **E: Research or Publication** | **E1.Conducting Research**  Related to the HR Competency Framework but not part of normal responsibilities, 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.** | 10 hours per project |  |  |
| **E2. Authoring Journal, Case Study**  Credit is only granted for the first time the piece is published. | 10 hours per project |  |  |
| **E3. Publishing a New Text** | 50 hours per text |  |  |
| **E4. Publishing a New Edition of an Existing Text** | 20 hours per text |  |  |
|  | **E5. Co-authoring or Editing a Major Work** | 30 hours per text |  |  |
| **E6. Acceptance of Master's Thesis or Graduating Paper at a Master's Level**  Must be in an area directly related to one or more of the competencies or a business related subject. | 30 hours |  |  |
| **E7. Acceptance of Doctoral Dissertation in an area directly related to one or more of the competencies or a business related subject.** | 50 Hours |  |  |
|  | **E8. HR Related Book Review, Editorial or Article submitted for publication -- related to the competencies.** | 5 hours per article |  |  |
| **F: Association Participation** | **F1. Attendance at annual general meetings (AGMs) and special general meetings.** | 1 hour to a maximum of 3 hours per day and no more than 2 meetings per year. |  |  |

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|  | **F2. Attendance at regional meetings and demonstrated membership-based social media interaction leading to productive outcome towards Association objectives.** | 1 hour to a maximum of 3 hours per day and no more than 4 meetings per year. |  |  |
|  | **F3. Generic and public presentations or representations advancing the profile or status of the Association and the CPHR designation.** | 1 hour to a maximum of 3 hours per day and no more than 3 presentations per year. |  |  |
| **G: General and Non-HR (non-RCP) Specific** | **G1. Public policy and socio-economic policy research.** | 10 hours per project no more than 2 projects per year. |  |  |
|  | **G2. Demonstrated contribution or thought leadership in matters advancing responsible business practice and the advancement of human wellbeing.** | I hour to a maximum of 2 hours per day no more than 4 times a year. |  |  |
|  | **G3. Demonstrated contribution or advancement of initiatives leading to the betterment of stock in, and deployment of human capital.** | I hour to a maximum of 2 hours per day no more than 4 times a year. |  |  |