CPHR / CRHA
CHARTERED PROFESSIONALS IN HUMAN RESOURCES CANADA
CONSEILLERS EN RESSOURCES HUMAINES AGRÉÉS CANADA

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
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. *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.*
2. Leadership – Mentoring, Teaching and Facilitation
a. Teaching/Facilitating a Course, Workshop or Seminar for the first time. Credit is granted for the first time the course/seminar is taught. *Calculated at 1 hour for each hour of first course duration.*
b. Developing a new course, workshop, or seminar. Credit is only granted for the first time the course, workshop, or seminar is developed. *Calculated at 1 hour for each hour of first course duration.*
c. Keynote Speaker/Guest Lecture at a national, provincial or regional conference. Credit is only granted for the first time the presentation is given. *Calculated at 1 hour for each hour of first course duration.*
d. Participating as a Mentor or Mentee in a CPHR Canada Member Association Mentorship Program. *Maximum 10 hours per year total*
e. Participating as a Mentor or Mentee outside of a CPHR Canada Member Association Mentorship Program. *Maximum 20 hours within a 3 year period*
f. Participating in an Executive Coaching Program. Must be a formal program with a service contract with a qualified professional coach. *Maximum 15 hours within a 3 year period*
3. Governance
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. *Based on actual time contributed.*

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. *Based on actual time contributed.*
4. Learning
a. University, College and Technical Institute - Undergraduate or Graduate Credit Course. *Based on instructional hours.*
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. *Based on instructional hours.*
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. *Maximum 5 hours per year total.*
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.
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.
b. Publishing a Text Book. *New or revision of existing.*
c. Co-Authoring or Editing a Major Work
d. Acceptance of Master's Thesis or Graduating Paper at a Master's Level. Must be in HR or a business related subject.
e. Acceptance of Doctoral Dissertation in an area directly related to HR or a business related subject.
f. HR or Business Related Book Review, Editorial or Article published.

HR Specific 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