

Continuing Professional Development (CPD) Handbook

Updated August 2024

Alternate Formats Available Upon Request

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Contact Information for CPD Inquiries

For assistance regarding CPD, please contact us at hello@cphrmb.ca.

Maintaining Your Designation

As a CPHR, you represent the standard of quality in human resources practice in Manitoba and Canada.

There are three requirements that a CPHR must meet to maintain their designation:

1. Advance and expand your professional knowledge and practice across the competency areas throughout the year by meeting the [Continuing Professional Development \(CPD\)](#) requirements each year.
2. Adhere to CPHR Manitoba's [Code of Ethics and Rules of Professional Conduct](#) including the [Good Character Attestation](#).

CPHR Manitoba has updated the Code of Ethics and Rules of Professional Conduct to include the Good Character Attestation (GCA). Each year at renewal, you will be asked to confirm whether you've notified CPHR Manitoba of any changes to your Good Character Attestation questions since your membership application or your last membership renewal. If you had changes and did not inform us of those changes, you will need to contact CPHR Manitoba as soon as possible. Any information received from members related to the GCA will be safeguarded and not distributed in any way.

Failing to pass the Good Character Attestation does not prevent reinstatement in the association. Depending on the gravity of the matter, the Registrar determines at that point in time whether an applicant or member passes the good character test. As circumstances change and applicants or members are able to present a convincing case that their good character has changed or improved, then a new decision can be made.

3. Maintain a [membership](#) with your provincial association. With CPHR Manitoba, annual renewal is required by May 31st each year.

Certification can be revoked if you fail to meet the above listed requirements.

About Continuing Professional Development (CPD)

All CPHR designation holders should engage in a variety of professional development activities to advance and expand your professional knowledge and practice. Continuing Professional Development (CPD) represents an ongoing commitment to your career in human resources and is required to ensure you keep abreast of changes in the field. Continuing Professional Development (CPD) signifies continued mastery of the [CPHR Competency Framework](#).

CPD Requirement

CPHRs must earn a minimum of 60 hours in any consecutive three (3) year window and a minimum of 10 hours each year by May 31 (in alignment with our membership year) to maintain the CPHR designation. A minimum of three (3) hours must relate to ethics within each consecutive three (3) year window.

How does a rolling 3-year period work?

By May 31 of each year, 60 hours must have been accumulated in the previous three (3) years. For the next year, the oldest of the three (3) years will be discarded and you will need to accumulate enough hours to reach 60 hours for that previous three (3) year period (with a minimum of 10 hours in any given year). We recommend working towards 20 hours each year to stay ahead.

Why do we use an annual reporting process?

With an annual reporting process, CPHRs demonstrate their commitment to growing their competence and professional capabilities to maintain the CPHR designation.

Failure to meet the CPD requirements through the annual reporting process will result in revocation.

Declaration

Please note, as part of your annual membership renewal, you are required by May 31 annually to submit the online declaration through the portal confirming your hours to date are accurate. The declaration can be found through the online reporting system, in the left-hand menu.

Earning CPD Hours

For the purposes of meeting the CPD requirements through professional development activities, individuals should consult the CPD Summary of Qualifying Activities found in this handbook as it outlines development categories, types of activities that fall within each category and maximum allowable hours for each category. Acceptable CPD activities can include:

- Ongoing learning, both formal and informal
- Leadership activities
- Volunteer activities
- Academic research or publications
- Significant work projects.

All activities must be entered into the online reporting system in your member profile. Each entry date should correspond with the date the hours were earned.

You should aim to earn beyond the 10 and 60 CPD hour minimums. You must be able to validate the hours you are claiming for all the activities listed in the log. We recommend working towards 20 hours each year in order to stay ahead.

Activities used for CPD reporting should be aimed at helping you advance in your career. Looking for ideas?

Refer to the [CPHR Competency Framework](#).

Please keep original receipts and supporting documentation for each PD activity for up to five (5) years from the date of completion, as CPHR Manitoba is required to audit three percent (3%) of all CPHR members annually. Supporting documentation can include:

- The original description of the program
- Confirmation of completion issued by the activity sponsor
- Payment receipts
- Outcome reports.

More information about the CPD audit can be found in this handbook.

Ethics Requirement

CPHR Canada and its member associations have introduced a mandatory ethics requirement that all CPHR designees must include as part of each rolling three-year CPD requirement period. As you know, all CPHR's must meet a mandatory 60-hour CPD requirement over a rolling three years as part of their continued certification. Within that 60 hours, three hours must now relate to ethics specifically.

Accessing CPHR Canada's Ethics Course

The three-hour CPD requirement can be obtained through various providers that offer ethics training, however CPHR Canada has also developed a three-hour ethics course in partnership with Illuxi to satisfy this requirement called "Navigating Change: Ethical Responsibilities in the Digital Age". This course is free for CPHR members and is only accessible to CPHRs.

To register you will need to activate your account via the email sent to you by info@illuxi.com. If you have not received this email, please contact us at hello@cphrmb.ca for assistance.

If you choose to complete this course, CPHR Manitoba will add the hours into your CPD log verifying your completion. You will also be able to access proof of completion of the ethics training through the online portal that you should keep in case you are selected for an audit.

CPD Audit

In conjunction with the national requirements as established by CPHR Canada, CPHR Manitoba is required to perform an annual audit of 3% of CPHR members for their Continuing Professional Development (CPD) hours. Audits are conducted to ensure the integrity and standard of professionalism reflected in the granting of the CPHR designation. It is important to retain your supporting documentation for all entries claimed for CPD hours for five (5) years after they have occurred. You will be notified by email if selected for a CPHR Continuing Professional Development Audit with instructions on submitting the required documentation for review. Once the review is complete you will receive communication as to the outcome of the process.

If audited, a CPHR holder must provide supporting documents for all CPD hours gained in the previous three (3) year period to the CPD Audit Committee within 30 days. The audit will verify both the minimum 60-hour requirement, for the previous three (3) years, the minimum 10 hour annual requirement and completion of a minimum of three (3) hours related to ethics during the reporting period.

It is important to retain documents relating to professional development activities. These include:

- The original description of the program
- Confirmation of completion issued by the activity sponsor
- Payment receipts
- Outcome reports.

The CPHR designation may be revoked if the CPHR member is unable to satisfy the audit criteria.

Audit Tips

1. Keep your supporting documents organized. Be proactive in thinking about possible changes. For example, you may change jobs and no longer have access to files stored.
2. Save supporting documentation beyond the 10 and 60-hour CPD minimums.
3. Save supporting documentation at the time you upload each entry. This will ensure you have digital records of the backup for each activity.
4. It is a good idea to establish a list of references with phone numbers and email addresses. Where applicable, these references may be requested to be used to validate your CPD supporting documentation.
5. You must be able to validate how many hours you claimed in your log. Track time for all activities and maintain documentation that will prove your hours.

To view a list of acceptable supporting documentation, view Appendix C of this document.

Leave of Absences from CPD

CPHR Manitoba is committed to supporting our members through life events by offering a Leave of Absence (LOA) option. A leave of absence could be granted for various reasons, including but not limited to, becoming a caregiver for elderly or sick child, deciding to raise children, and choosing not to practice as a CPHR for a period.

CPHR holders who are granted a family or personal leave from their workplace or have chosen not to practice as a CPHR for a period of time equal to or greater than six (6) months are entitled to apply for and receive a leave of absence. For maternity/parental leaves, the leave granted will be the equivalent to any length of time up to the lesser of the total length of the leave granted or 18 months.

Note: CPHRs are required to maintain their membership and continue to adhere to the Code of Ethics and Rules of Professional Conduct. You will remain a CPHR, however you are unable to practice during your leave of absence. CPHR Manitoba also offers CPHR members the opportunity to apply for renewal dues assistance at the time of membership renewal. Please contact hello@cphrmb.ca for more information.

Requests for a LOA must be made prior to the commencement of the leave. Retroactive leaves will not be approved.

To Request a LOA:

- Ensure your contact info is up to date in your member profile so you will continue to receive all communications from CPHR Manitoba while on leave.
- Ensure your online CPD log is up to date prior to applying for a LOA.
- Download the form [here](#).
- Please email your complete form and request to hello@cphrmb.ca.

Upon Return from Leave

Where a LOA is granted, the three-year period in which you need to obtain 60 CPD hours will begin upon your return to work or to practice as a CPHR (see above for more information about the Three-Year Cumulative 60 Hours). CPHR Manitoba will confirm your CPD schedule in writing in the LOA approval letter.

Members who are returning to work after being on leave for more than two (2) years will be required to submit a CPD action plan for approval by the Registrar. The action plan should include the type and number of professional development activities the member is planning to complete as well as a proposed timeline. For more information, please contact hello@cphrmb.ca.

Leave of Absence - Extensions

Members are required to request an extension to their LOA, if required or if they are unable to meet the CPD requirement by May 31. An extension may be granted at the discretion of CPHR Manitoba. Please email your request to hello@cphrmb.ca.

CPHR Manitoba Events and Programs – CPD Awarding

Reminder: PD events are not the only way to earn CPD hours and many eligible activities do not have a cost associated with them. Please consult Appendix A: CPD Summary of Qualifying Activities found in this document for more information.

Information about what CPHR Manitoba records in your log and what you are responsible for recording can be found below:

CPHR Manitoba Events

CPHR Manitoba offers opportunities to earn Continuing Professional Development hours by attending our professional development events.

Professional Development events run by CPHR Manitoba will automatically populate as an online entry in your log for all CPHR members that attend. Attendance will be verified at each event and will appear in your log once the event has taken place.

Members must register themselves under their own profile for all events in order to have CPHR Manitoba event entries automatically added. CPHR members registered under a "Group" registration will need to manually add these entries.

CPHR Manitoba Member Programs

CPHR Manitoba Member Programs including the Professional Mentorship Program, the Walk & Talk Program and the Community Building Groups Program are eligible for CPD hours as outlined by the program descriptions. Claimed hours must follow the maximum allowable hours as outlined by the CPD Summary of Qualifying Activities.

- Professional Mentorship Program: Up to ten (10) hours per year under 2. Leadership – Mentoring, Teaching and Facilitation (d. Participating as a Mentor of Mentee in a CPHR Canada Member Association Mentorship Program). Maximum 10 hours per year total.
- Walk & Talk Program: Up to two (2) hours per pairing under 2. Leadership – Mentoring, Teaching and Facilitation, (d. Participating as a Mentor of Mentee in a CPHR Canada Member Association Mentorship Program). Maximum 10 hours per year total.
- Community Building Groups Program: Up to six (5) hours per intake under 4. Learning (c. Self-directed Learning, Roundtables, non-credit courses, Practice Knowledge Sharing through Formal Professional Networking). Maximum 5 hours per year total.

Participants in these programs are responsible for logging their own hours in their CPD log.

Pre-Approved for CPD Program

At CPHR Manitoba, we are committed to building the strategic capability and organizational impact of HR Practitioners and providing value to our members. To further support CPD needs of our growing population of CPHRs, and in recognition of the quality of some of the HR professional development programs offered throughout Manitoba, we introduced the **Pre-Approved for CPD Program** in 2013. After completing an approved program, members will be provided with an 'Event Identification Number' from the course provider, which they can use when completing their CPD log to guarantee those hours will count toward their professional development. Note: The Event Identification Number

should be included in the 'description' of the activity. All approved events in the program guarantee participants CPD hours. To learn more or to view a full list of accredited partners, [click here](#).

Participants in a Pre-Approved for CPD Program are responsible for logging their own hours in their CPD log and submitting proof of completion in the event of being selected for an audit.

CPHR Manitoba Board of Directors and Committee Members

CPHR Manitoba Board or Committee members can claim Continuing Professional Development hours based on actual time contributed.

Participation on a Board of Directors or Committee outside of CPHR Manitoba are also eligible for CPD hours (see CPD Summary of Qualifying Activities for more information).

CPHR Manitoba Board of Directors and Committee Members are responsible for logging their own hours in their CPD log.

CPHR Canada Ethics Course

If you choose to complete this course to meet your three-hour Ethics requirement, CPHR Manitoba will add the hours into your CPD log. You will also be able to access proof of completion of the ethics training through the online portal that you should keep in case you are selected for an audit.

Appendix A: Summary of Qualifying Activities

CPD Hours are eligible to be claimed under the following categories. Reference this document to ensure you are claiming your hours under the correct category and that you have not exceeded the maximum allowable hours in any activity.

Categories

1. Professional Practice – New Work Projects
2. Leadership
3. Governance
4. Learning
5. Research & Publication
6. Ethics

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.
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 <u>course duration</u> .
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 <u>course duration</u> .
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 <u>course duration</u> .
d. Participating as a Mentor or Mentee in a CPHR Canada Member Association Mentorship Program. Maximum 10 hours per year total
e. 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 three-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 <u>actual time contributed</u> .
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 <u>actual time contributed</u> .
4. Learning

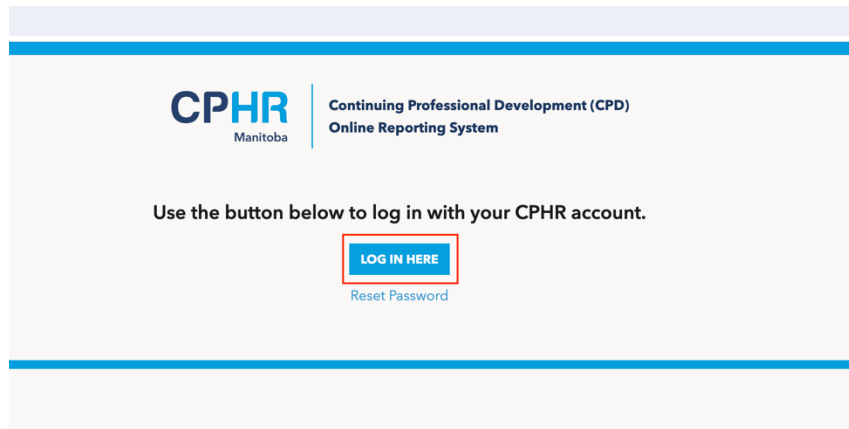
<p>a. University, College and Technical Institute - Undergraduate or Graduate Credit Course Based on <u>instructional hours</u>.</p>
<p>b. Seminars/Workshops/Webinars/Conferences online or in person, offered internally or externally. Must include a learning component and cannot be an internal company seminar on procedures/process, etc. Based on <u>instructional hours</u>.</p>
<p>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. <i>Maximum 5 hours per year total.</i></p>
<p>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.</p>
<p>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.</p>
<p>b. Publishing a Text Book. <i>New or revision of existing.</i></p>
<p>c. Co-Authoring or Editing a Major Work.</p>
<p>d. Acceptance of Master's Thesis or Graduating Paper at a Master's Level. Must be in HR or a business-related subject.</p>
<p>e. Acceptance of Doctoral Dissertation in an area directly related to HR or a business-related subject.</p>
<p>f. HR or Business-related Book Review, Editorial or Article published.</p>
<p>6. Ethics A 3-hour course that is required in every rolling 3-year period (ie. not every year).</p>
<p>a. Self-directed Ethics Course Completing a 3-hour minimum ethics course offered by various providers or through CPHR Canada's Ethics Course. Must be completed in every rolling 3-year period.</p>

Appendix B: How to Log your CPD and Check your Hours - Online Reporting Process

STEP ONE:

Go to www.cphrmhcpdlog.ca and Log In.

Once logged in, you will be able to view your dashboard. Here you will see your progress towards your current year and rolling three-year totals.



- STEP TWO:
- A. Click "Enter Hours" button.

cphrmcpdlog.ca

Kaylee Klaprat

Logout (admin)

CPHR

Manitoba

Continuing Professional Development (CPD)
Online Reporting System

ENTER HOURS

print dashboard help

Good afternoon, Kaylee

Overall Progress for 21/22 to 24/25

0 hrs

Min 60/3 years

0hrs (0%)

Professional Practice

0hrs (0%)

Leadership

0hrs (0%)

Governance

0hrs (0%)

Learning

0hrs (0%)

Research & Publication

0hrs (0%)

Ethics Training

0hrs (0%)

Archive Hours

24/25 Hours

0hrs

Min 10/year

0hrs

Professional Practice

0hrs

Leadership

0hrs

Governance

0hrs

Learning

0hrs

Research & Publication

0hrs

Ethics Training

0hrs

Archive Hours

Hour Input History

Print hours

VIEW FULL HISTORY

- B. Select one of the six CPD submission categories (refer to Appendix A: CPD Summary of Qualifying Activities).

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☰ Kaylee Klaprat
Logout (admin)

CPHR
Manitoba

Continuing Professional Development (CPD)
Online Reporting System

To begin, choose your submission category.

1
Professional Practice
New Projects

2
Leadership
Mentoring, Teaching
and Facilitation

3
Governance

4
Learning

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.

6
Ethics Training
A 3-hour course that is
required over a 3-year
period, not every year.

- C. Select one of the subcategories available

**Please pay attention to maximum number of hours for specific activities*

← → ↻ cphrmcpdlog.ca/submit-hours ☆ ⌵ 👤 ⋮

☰ Kaylee Klaprat
Logout (admin)

CPHR
Manitoba

Continuing Professional Development (CPD)
Online Reporting System

1
Professional Practice
New Projects

2
Leadership
Mentoring, Teaching
and Facilitation

3
Governance

4
Learning

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.

6
Ethics Training
A 3-hour course that is
required over a 3-year
period, not every year.

A **University, College and Technical Institute - Undergraduate or Graduate Credit Course**
Based on instructional hours. Exclude registration, social breaks and meal breaks.

B **Seminars/Workshops/ Webinars/Conferences**
Online or in person, offered internally or externally. Must include a learning component and cannot be an internally facilitated seminar on procedures/process, etc.
Based on instructional hours. Exclude registration, social breaks and meal breaks.

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. Exclude registration, social breaks and meal breaks.

There will be specific required fields for each CPD activity entered, i.e. Start and end dates, titles and hours claimed. Please enter in all required information.

Click "Submit & Return to Dashboard" or "Submit & Create Another" button to enter another entry.

The screenshot shows a web browser window with the URL cphrmcpdlog.ca/submit-hours. The page header includes the user name "Kaylee Klapat" with a "Logout (admin)" link, the "CPHR Manitoba" logo, and the text "Continuing Professional Development (CPD) Online Reporting System". The main heading reads "Please fill out all of the following to complete your submission." Below this, the form displays the following information and fields:

- Category:** 4. Learning > B. Seminars/Workshops/ Webinars/Conferences
- Maximum Hours per Year:** No limit
- User:** Klapat, Kaylee
- Start Date:** [Text input field]
- End Date:** [Text input field]
Hours spanning over multiple years will be given credit in the year it was completed.
- Title of Session:** [Text input field]
- Organization:** [Text input field]
- Duration (Start and end times, exclude registration, social breaks and meal breaks when claiming hours):** [Text input field]
- Brief Description of Session (1-2 sentences):** [Text input field]
- Hours claimed:** [Text input field with value 0]

At the bottom, there are two buttons: "SUBMIT & RETURN TO DASHBOARD" and "SUBMIT & CREATE ANOTHER". Both buttons are highlighted with a red rectangular border.

Complete! - your PD entry is now recorded.

The screenshot displays the CPHR Manitoba CPD Online Reporting System interface. At the top, the user is logged in as Kaylee Klaprat (admin). A green notification bar at the top center says "Hours logged!". Below this, a large greeting reads "Good afternoon, Kaylee". The dashboard is divided into three main columns. The left column, "Overall Progress for 21/22 to 24/25", shows progress bars for Professional Practice (0hrs, 0%), Leadership (0hrs, 0%), Governance (0hrs, 0%), Learning (4hrs, 100%), Research & Publication (0hrs, 0%), Ethics Training (0hrs, 0%), and Archive Hours (0hrs, 0%). The middle column, "24/25 Hours", shows a progress bar for Learning (4hrs, 100%) and 0hrs for all other categories. The right column, "Hour Input History", shows a table with one entry for Aug. 8, 2024, for 4 hours of Learning. A "VIEW FULL HISTORY" button is present below the table.

An "Hours logged!" pop up will appear to confirm your CPD hour entry.

Note: All entries will be automatically "Approved". This does not mean that your activity has been verified or your supporting documentation (if attached) has been reviewed. This simply means that you have entered all the necessary information into your entry. If you are audited, you are still responsible for providing hard copy documentation for this entry for audit purposes.

Additional Help Videos

There are also instructional videos included within the "Help" section in the left-hand side menu of the CPD portal. These include an Introduction, Entering Hours, View, Edit & Delete, Printing and Declaration.

Appendix C: CPD Audit Supporting Documentation

CPHR Manitoba is required to perform an annual audit of 3% of CPHR members for their CPD hours to ensure the integrity and standard of professionalism of the CPHR designation. Acceptable supporting documents for each of the 6 CPD categories, includes the following:

1. Professional Practice – New Work Projects

- Official report or documentation of the project, program or process improvements and updates.
- Project charter and/or project plan.
- Secondment agreement/temporary assignment agreement.
- Details regarding assignment, written confirmation from appropriate authority.
- Final product (e.g., new collective agreement).

2. Leadership – Mentoring, Teaching and Facilitation

- 2A & 2B: Letter of offer or notification of appointment or equivalent, course outline and workshop schedule or agreement to facilitate and/or develop or equivalent.
- 2C: An agenda from the presentation noting time, topic date and presenter's name, speaking request, speaking notes, agenda.
- 2D: Signed written agreement; or other reference that includes the names of the mentor or mentee, the duration of the program, frequency and length of meetings.
- 2E: Service contract with professional coach outlining meeting dates and times, topics discussed and outcomes if applicable.

3. Governance

- Volunteer Time Log signed by the organization outlining hours spent.
- Letter of confirmation from the organization.
- Meeting minutes with attendees listed.
- Assignment/role description.
- Correspondence from appropriate authority on Board/Committee.

4. Learning

- 4A: Transcript or certificate showing final grade or outcome of completion, invoice, copy of course material, course/workshop outline, signed confirmation from institute.
- 4B: Printouts from event with your notes, supported by an agenda with the with name, date and topic certificate of completion of the course or activity, signed confirmation from workshop, registration confirmation, invoice.
- 4C: List all articles, website links and/or networking events attended. These hours are non-verifiable. No supporting documentation required.

5. Research & Publication

- A copy of or a reference to view the publication or article.
- Documentation from the post-secondary institute verifying successful defense of

thesis or dissertation.

6. Ethics

- CPHR Canada's Ethics Course:

- If you choose to complete this course to meet your three-hour Ethics requirement, CPHR Manitoba will add the hours into your CPD log. You will also receive proof of completion of the ethics training that you should keep in case you are selected for an audit.

- If you complete a different course to meet your three-hour Ethics requirement:

- Transcript or certificate showing final grade or outcome of completion, invoice, copy of course material, course/workshop outline, signed confirmation from institute.