

How to fill out your CPD log online

STEP ONE:

Go to cphrmb.ca and **Sign In**

If you have forgotten your user name and/or password, click "Forgot Your Password" and it will be emailed to you.

CONTACT US | SIGN IN | Enter search criteria... Q

CPHR Manitoba

CHARTERED PROFESSIONALS IN HUMAN RESOURCES

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Chartered Professionals in Human Resources

A new designation marks the turning point for HR professionals in Canada. Become a **CPHR** today!

LEARN MORE

Welcome

Welcome to CPHR Manitoba. CPHR Manitoba is the professional association dedicated to strengthening the human resources profession and upholding the highest standards of practice. We link members, businesses, and the general public to important HR issues and trends that are occurring provincially, nationally, and globally.

CPHR Manitoba is the exclusive certifying body in Manitoba for the nationally recognized Chartered Professional in Human Resources (CPHR) designation - the leading standard for HR professionals in Canada. The CPHR demonstrates HR expertise, experience and ethical management of today's human capital.

Join today and become part of a dynamic community of forward-thinking professionals who are continually changing Manitoba workplaces for the better.

Sign In

Remember Me

SIGN IN

Forgot your password?
Haven't registered yet?

STEP TWO:

Click **Manage Profile** under the **My Profile** menu

CONTACT US | MY PROFILE | MANAGE PROFILE | SIGN OUT | Enter search criteria... Q

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Your Name

Profile Pages + More

Feeds | Wall | Bio

Feeds: All Activity | Groups | Connections

Write something...

POST

My Profile

- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Networks
- Files & Links
- Favorites
- Messages (NEW)
- Connections
- Refer a Friend

STEP THREE:

Scroll to **Content & Features** and click **Professional Development**

Content & Features



Favorites

Manage your favorites and share them with the community.



Networks

View and manage social/professional networks.



Blogs

Post to your existing blogs, manage settings and create new blogs.



Pages

Create pages linked to your profile, manage settings, edit existing pages.



Photo Gallery

Post photos, manage albums, update captions and view your photos.



Files & Links

Upload files and create links in your file library.



Professional Development

View current entries and professional development journal.

STEP FOUR:

Read the description box to ensure your entry is filled in correctly.

CPHR Manitoba has the **five PD activity areas** that are **accepted** towards your Continuing Professional Development hours listed in this box.

Professional Development Online Reporting **Your name**

As a CPHR holder, you are required to report a minimum of 60 hours of professional development activity over each rolling three year period and a minimum of 10 hours each year in order to maintain the CPHR designation.

All PD entered must include **entry date** of the PD session and the number of **hours** per activities (**ie: 1 hour of PD = 1 hour on the Continuing Professional Development log**).

For a step by step tutorial on how to add your activities to the online log, [click here](#).

For the purposes of meeting the CPD requirements through professional development activities, individuals may consult the [CPD Summary of Qualifying Activities](#). This document outlines development categories, types of activities that fall within each category and maximum allowable hours for each category.

Please 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 proving documentation for this entry for audit purposes.

Do you have unanswered questions about the CPD process? [click here](#)

STEP FIVE:

Click **Add Entry**. It will give you an empty box to populate.

Certifications/Programs | Journal Entries

Status: All Statuses Certification/Program: All Certifications/Programs
Credit Type: All Types Credits Earned: From To
APPLY FILTER

+ Add Entry

STEP SIX:

You are required to fill out all areas featuring an **asterisk/red star** beside it. For "**Credits Expire**", "**Score %**", and "**Activity Code**" no information is needed. Leave these fields blank.

Is this entry for a Certificate or Program? * Yes No

Certification/Program *

Credit Type * --Select Credit Type--

Entry Date * 2018-08-28

Description *

Credits *

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments No file chosen

SUBMIT **CANCEL**

STEP SEVEN:

A. "Is this entry for a Certificate or Program?" always select the **YES** option, this will allow you to select **CPD - Continuing Professional Development Requirements** from the drop down menu.

Is this entry for a Certificate or Program? * Yes No

Certification/Program *

Credit Type * --Select Credit Type--

Entry Date * 2018-08-28

Description *

Credits *

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments No file chosen

B. Credit Type - pick one of the **five PD activity areas** that are accepted towards your CPD hours.

Is this entry for a Certificate or Program? * Yes No

Certification/Program *

Credit Type *

- ✓ --Select Credit Type--
- Professional Practice - New projects
- Leadership - Mentoring, Teaching & Facilitation
- Governance
- Learning
- Research & Publication: Texts, Articles, Journals
- CPHR Manitoba use only

Entry Date * 2018-08-28

Description *

Credits *

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments No file chosen

C. Entry Date - Indicate the **date you participated in the activity**, not the date you entered the activity into this form

Is this entry for a Certificate or Program? * Yes No

Certification/Program *

Credit Type *

Entry Date *

Description *

Credits *

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments No file chosen

D. Credits - Indicate the length of time of the activity (Example - 1 hour of PD is equal to 1 hour of credit). Cross-reference your entries with the **Summary of Qualifying Activities** document to ensure that **all minimum criteria has been met** and that you have not exceeded the maximum allowable hours in any activity.

Overall CPD Activities must link to a **minimum of three** of the 14 functional and enabling competencies of the **CPHR Framework**.

Is this entry for a Certificate or Program? * Yes No

Certification/Program *

Credit Type *

Entry Date *

Description *

Credits *

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments No file chosen

E. Attachments (optional) - after you complete all fields for an entry, use the attachments tab to upload any additional information (this can include proof of attendance such as invoices, certificates, any additional information that might be needed for audit purposes). These attached documents can be used as a back-up for your proof and activity in the event you are audited.

Is this entry for a Certificate or Program? * Yes No

Certification/Program *

Credit Type *

Entry Date *

Description *

Credits *

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments

STEP EIGHT

Complete! - your PD entry is now recorded.

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 Information:

If you register for a CPHR Manitoba PD event, the hours will automatically be populated in your log. You will not be responsible for manually creating an entry. **IN ORDER FOR THIS TO OCCUR, YOU MUST REGISTER FOR EVENTS THROUGH YOUR MEMBER PROFILE.** If someone else registers for you under their profile (such as through the group registration option for the HR & Leadership Conference), it will not show up on your profile and you will need to create a manual entry.