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 cumulative period and a minimum of 10 hours per year.

Online CPD Log:
All activities are to be entered into the online CPD log, accessed via each members' online membership profile by May 31 of each year. CPHR Manitoba automatically accepts all CPD activities submitted rather than fully reviewing each online log to pass or deny.

Using this Document:
Once you have updated your online log, cross-reference your online entries with this document to ensure that all minimum criteria have been met and you have not exceeded the maximum allowable hours in any activity.

Audit:
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. 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 mail if selected for a CPHR Continuing Professional Development Audit. To view more information about the audit process, click here.

Overall CPD activities must link to a minimum of three of the 14 functional and enabling 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.

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 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 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.
Continuing Professional Development (CPD)
Summary of Qualifying Activities

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.

Functional & Enabling Competency Areas
Overall CPD qualifying activities must link to a minimum of three of the following 14 areas. For more details on the competency areas, please refer to the CPHR Competency Framework.

- Strategy
- Professional Practice
- Engagement
- Workforce Planning and Talent Management
- Labour and Employee Relations
- Total Rewards
- Learning and Development
- Health, Wellness and Safe Workplace
- Human Resources Metrics, Reporting, and Financial Management
- Strategic and Systems Thinking
- Professional and Ethical Practice
- Critical Problem-Solving and Analytical Decision Making
- Change Management and Cultural Transformation
- Communication, Conflict Resolution, and Relationship Management