Chartered Professionals are required to meet the Continuing Professional Development Requirement of a minimum of 100 hours over a three-year calendar period (rolling) and a minimum of 20 hours per calendar year.

### Calculation of Hours:

For the majority of activities, calculations are based on actual hours with per occurrence or per period maximums.

### Categories (hours are required in at least two categories):

1. Professional Practice: Significant Work Projects/Initiatives
2. Leadership: Mentoring, Teaching & Facilitation
3. Participation: Volunteer/Community Involvement
4. Learning: Formal and Informal
5. Research & Publication: text, articles, journals

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Practice</td>
<td>70 hours</td>
</tr>
<tr>
<td>Leadership</td>
<td>70 hours</td>
</tr>
<tr>
<td>Participation</td>
<td>70 hours</td>
</tr>
<tr>
<td>Learning</td>
<td>20 hours</td>
</tr>
<tr>
<td>Research &amp; Publication</td>
<td>20 hours</td>
</tr>
</tbody>
</table>

#### 1. Professional Practice – Work/Projects

- **New Projects**
  - New project or program development, application, or implementation related to HR and general business.
  - May include work and consulting projects but must be new and have a project focus.
  - For each project, must provide details and metrics on the following in event of an audit: 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?
  - Maximum 25 hours per project/initiative total.
  - Category maximum 50 hours within three-year period.

- **Significant updates/process improvements**
  - i.e. project, program or consulting service provided.
  - Maximum 10 hours per occurrence.
  - Category maximum 20 hours within three-year period.

#### 2. Leadership – Mentoring, Teaching and Facilitation

- **Teaching/Facilitating a Course, Workshop or Seminar for the first time**
  - Credit is granted for the first time the course/seminar is taught.
  - Maximum 35 hours per new course, seminar taught, calculated at 1.5 hours for each hour of first course duration.

- **Developing a new course, workshop, or seminar**
  - Credit is only granted for the first time the course, workshop, or seminar is developed.
  - Maximum 50 hours per course, based on actual course duration and calculated at 2x each hour of course duration.

- **Keynote Speaker/Guest Lecture**
  - at a national, provincial or regional conference.
  - Credit is only granted for the first time the presentation is given.
  - Maximum 8 hours per event based on actual duration of first presentation. Calculated at 1.5 per hour of duration.

- **Mentoring, Being Mentored, or Participating in an Executive Coaching Program**
  - Acting as a one-on-one mentor, typically outside job duties (cannot include direct reports). There must be a signed agreement between mentor and mentee as part of a formal mentoring relationship.
  - Maximum 20 hours within three-year period.

- **Providing Guidance/Coaching an HR Practicum Student**
  - during a formal co-op, internship, or work placement where written appraisal is provided along with regular feedback.
  - Maximum 10 hours per student based on formal meeting time and overall maximum 30 hours within three-year period.

#### 3. Participation – Volunteer or Community Involvement

- **Board Service as Chair/Co-Chair**
  - Sitting on a Board of Directors for a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees.
  - Maximum 20 hours per year per Board, based on actual volunteer time contributed.
### 3. Participation – Volunteer or Community Involvement (continued)

#### Section Maximum: 70 Hours

**Note:** Cannot count the same role/contribution in more than one area. i.e. if counting Chair in a, cannot also count Board Member in b for same period/organization.

<table>
<thead>
<tr>
<th>b. Board Service as Board Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting on a Board of Directors for a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.</td>
</tr>
<tr>
<td><em>Maximum 15 hours per year per Board, based on actual volunteer time contributed.</em></td>
</tr>
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<thead>
<tr>
<th>c. Committee/Task Force – Chair/Co-Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.</td>
</tr>
<tr>
<td><em>Maximum 15 hours per year per committee, based on actual volunteer time contributed.</em></td>
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<tr>
<th>d. Active Committee Membership in a non-profit or charitable organization.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.</td>
</tr>
<tr>
<td><em>Maximum 10 hours per year per committee, based on actual volunteer time contributed.</em></td>
</tr>
</tbody>
</table>

### 4. Learning

#### Section Maximum: 70 Hours

**a. Courses/Seminars/Workshops/Conferences/Roundtables**

Must include a learning component and cannot be an internal company seminar on procedures/process, etc.

*Maximum 8 hours per day, based on actual learning content course duration. For credit courses, maximum 30 hours per course/semester based on instructional hours.*

**b. Self-directed Learning.**

Readings including (but not limited to) HR and Business magazines (either hard copy or online), HR and best practice books and research, online discussion forums.

*Maximum 15 hours per three-year period. Maximum 5 hours per year total. Maximum 1 hour per year per periodical/magazine and maximum up to 5 hours per book per year. Must list items individually by item and also by year.*

**c. Formal Professional Networking**

Active participation in organized networking sessions to build professional network and knowledge-sharing opportunities.

*Maximum 5 hours per year. Must list formal professional networking sessions individually by year.*

### 5. Research & Publication: Texts, Articles, Journals

#### Section Maximum: 70 Hours

**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.

*Maximum 10 hours per project.*

**b. Publishing a Text Book**

*New Textbook - Maximum 50 hours per textbook.*  
*New Edition of Existing Text - Maximum 15 hours per edition.*

**c. Co-Authoring or Editing a Major Work**

*Maximum 25 hours per project.*

**d. Acceptance of Master’s Thesis or Graduating Paper at a Master’s Level**

Must be in HR or a business related subject.

*Maximum 25 hours per thesis.*

**e. Acceptance of Doctoral Dissertation in an area directly related to HR or a business related subject.**

*Maximum 50 hours per dissertation.*

**f. HR or Business Related Book Review, Editorial or Article published.**

*Maximum 5 hours per independent article published.*