TIPS FOR COMPLETING YOUR CPHR
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOG

Below are a few quick tips to assist you in completing your CPD Log. Even though you may have recorded over 100 hours per CPD period on your log, please continue logging your information (as all of your hours may not be eligible). Examples of how to complete the log are provided at the very end of this document. Should you have any suggestions, please do not hesitate to contact the SAHRP office.

Please take the time to carefully review your log prior to submitting to ensure all of the required information is provided as no new information may be submitted once the log is provided. Should there be questions regarding your log you will be contacted for clarification. Please remember the reviewer of your log may not be knowledgeable about your area of expertise, so convey the information in layman’s terms.

Please note these Tips provide support to the already detailed instructions provided on the CPD Log itself. A reminder will be sent to you approximately three months prior to your log deadline. If you do not receive a reminder, please check your on-line profile to ensure we have the correct e-mail information for you.

If you have been on a leave of absence (parental, medical, etc.) you may wish to consider a request for a CPHR Expiry Extension. To do so, a formal written request signed by your employer must be submitted to the SAHRP office indicating the time away on leave and your return to work date. The office will then approve and issue a new date for your CPD period. Please note that you will not be given credit for any activities during the period for which you were on leave. Visit the website at http://www.cphrsk.ca/page/CPHR_Leave

You must have hours in a minimum of two developmental categories; indicated as categories 1 through 5 on the CPD Log.

We encourage you to sign up for one of our Online Lunch & Learns (dates/times will be posted on the web site).

The following instructions/details apply to each and every section of the CPD Log:

- Activities must take place during the three (3) year review period prior to your CPHR expiry date. It might be helpful to write your CPD period at the top of your CPD Log for your reference while you complete your log.
- Please do not include activities or time spent on committees that fall outside of your CPD period.
- Every activity/project you were involved in must be listed separately.
Please remember the reviewer of your log may not be knowledgeable about your organization or specific organizational processes, so convey the information in layman’s terms with as much detail as possible and avoid the use of acronyms and abbreviations.

Every activity/project must be accompanied with a date (Day/Month/Year) and duration (e.g. 2 hours, 2 days, 50 hour work project). **Credit will not be given for any activity that is not associated with a date and duration.**

The name of the company/institution/committee you performed the activity/project in or took the training from must be included in your log.

Avoid use of acronyms for companies, courses, institutions etc.

Include a brief explanation of how activity/project relates to the Require Professional Capabilities (RPCs).

Indication of the hours you are claiming.

Below are some tips for specific **Professional Development Categories:**

**Log Category 1. Professional Practice- Work/Projects**

As indicated on the log, in order to receive credit the following questions must be answered:

- 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?

As well, it is imperative that you outline your role and responsibility in the project(s)/initiative(s).

Please keep in mind that in category 1a – credit is only given for **NEW** HR related projects in the organization.

Example- If a reorganization is being done for the first time, credit will be given; however, if this is the second or third reorganization in a number of years, even if it is your first time being involved in the reorganization or you are new to leading the project, credit will not be given.

Example- If collective bargaining is new to the organization credit will be given under 1a; however, if collective bargaining has been done before, even if it is your first time being involved in bargaining, you would not receive credit under 1a although would be eligible under 1b if the activities are outside of the scope of your normal duties and improvements are identified.
Log Category 2. Leadership- Mentoring, Teaching and Facilitation

Teaching, Facilitation & Presentations

For log categories 2a, 2b & 2c- Credit will only be given for the first time the course is taught and/or facilitated or information is presented. Once material has been presented once, a new audience does not constitute as first time simply because they are a new group.

Mentorship

For log category 2e, credit will only be given where a Mentorship Agreement (signed by both parties) exists. Credit will not be given in situations where there is a reporting relationship between the parties or departmental relationship (therefore, is typically with someone outside your organization).

- For categories 2e, 2f & 2g as indicated in the log, in order to receive credit, the following information must be provided: activities you are required to provide:
  - Duration of Mentorship Agreement
  - Frequency & Length of meetings
  - Examples of mentoring activities
  - Name Mentor/Mentee/Student (optional)
  - A copy of the Mentorship Agreement can be found on the website.
  - Please note both parties are required to sign (mentor/mentee). This agreement does not need to be submitted with your CPD Log however will be required in the event you are audited along with notes from any meetings.

NEW- Category 2g- Participating in an Executive Coaching Program or Formal Mentoring Program as a Mentee must be a formal program with a service contract with a qualified professional coach or a signed mentor/mentee agreement.

Log Category 3. Participation – Volunteer or Community Involvement

Please note the following:

- In order to be eligible for credit in this category, you must have served on the board and/or committee for a minimum of one year and/or have performed a minimum of 24 hours of work. A minimum of one year and/or 24 hours of representation to be eligible for hours.
- Credit will not be given for any committee or subcommittee work you do that is affiliated with the organization in which you are employed.
- In order to receive credit, as outlines in the log, you must outline the work and the responsibilities that you held on the board/committee.
• Time may be pro-rated. For example, if your CPHR expired in October 2011 and you served on the Board X from June 2010-June 2012 that would count for a year and a half towards your eligibility hours.

Log Category 4. Learning- Formal & Informal

Please note the following:

• **4a** – You must verify the duration and frequency of your class to receive credit for the total number of instructional hours. Please remember the maximum you can claim is 30 hours.
  
  o **Online Courses**- you are required to confirm with the institution from which you are taking the online course as to the number of instructional hours the online course would be equivalent to. Past experience has been 1 credited online course is equivalent to 30 hours of classroom instruction.

• **4c**- to receive credit you must provide the following:
  
  o Name of the event & the training institution
  o Dates attended
  o Duration (number of hours) for each day of attendance. Please note that if the event is more than 1 day you must indicate the duration for each day. Example: Day 1 x 7 hours, Day 2 x 5 hours etc.

• **4e & 4f**- Course Development (Formal Learning)
  
  o Credit is only given for the **first** time the course is developed. Making changes to existing material does not constitute as new.

Please do not forget to complete the Declaration at the bottom of the last page on the CPD Log.