

**Chartered Professional in Human Resources of Prince Edward Island (CPHR PEI)**  
CPHR – Continuing Professional Development (CPD)

## Submission of CPD Activities

<b>First Name:</b>	<b>Middle Initial:</b>	<b>Last Name:</b>
<b>Please send correspondence to:</b> <input type="checkbox"/> Business Address <input type="checkbox"/> Home Address		
<b>Company Name:</b>		<b>Title:</b>
<b>Address:</b> _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>Street/PO Box</span> <span>City</span> <span>Province</span> <span>Postal Code</span> </div>		
<b>Telephone:</b>		<b>email:</b>

Continuing Professional Development Submission Summary	CPD Hours Submitted
1. Professional Practice: Work Projects/Initiatives	
2. Leadership: Mentoring, Teaching & Facilitation	
3. Participation: Volunteer & Community Involvement	
4. Learning	
5. Research & Publication: Texts, Articles, Journals	
<b>Total</b>	

Annual Totals	CPD Hours Submitted
Year #1	
Year #2	
Year #3	
<b>Total</b>	

**A current copy of your resume must be submitted with your completed and fully signed CPD log.**

Please retain a copy of your submission for your own records prior to submitting it.

Do not send supporting information or a cover letter. All information must be typed within the log form.

**Please forward completed CPD log to:**

**Chartered Professionals in  
Human Resources PEI**

101 Kent Street  
PO Box 2151  
Charlottetown, Prince Edward Island  
C1A 8B9

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**Agreement**

I agree to abide by the CPHR Canada Code of Ethics and Rules of Professional Conduct and declare that all information submitted through this application is accurate and true. Please review at the following link: <https://cphr.ca/wp-content/uploads/2017/01/2016-Code-of-Ethics-CPHR-2.pdf>

I certify that information contained with this application is a true and valid representation of professional development activities I have engaged in during my stated CPD period (as noted in my member profile).

If my CPD is granted, I understand that I must retain, for five years thereafter, records for any activity that I have claimed credit for as part of this submission, since my submission may be one of at least three percent of those randomly selected to be verified through an audit.

I understand that any misrepresentation by me in this application, or in any documentation I provide, will be sufficient cause for removal of my certification status and/or termination of my membership with CPHR Prince Edward Island.

***If my submission is unsuccessful or the designation otherwise revoked, once notified, I agree to surrender the CPHR certificate to CPHR Prince Edward Island and cease using the initials CPHR.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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1. Professional Practice – Work/Projects (Section maximum: 70 hours)		Total Hours	Hours Claimed
<b>a. Work/Consulting Initiatives – new project or program development, application, or implementation related to HR and general business.</b> (includes secondments and/or assignments outside your normal job duties).  For each project, you must provide details and metrics on the following: 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?  <i>Maximum 25 hours per project/initiative.</i> <i>Maximum 50 hours per reporting period.</i>	Project Start Date: Project Completion Date: Title of Project: Organization: Project Mission: Project Objectives: Outcome of Project: Impact on Organization: Your Role:  (copy above information and list individually for <u>each</u> project/initiative claimed)	Number of Hours:	Number of Hours Claimed:
<b>b. Significant updates/process improvements</b> i.e. course, project, program or consulting service provided.  <i>Maximum 10 hours per occurrence.</i> <i>Maximum 20 hours per reporting period.</i>	Date (month and year): Title: Organization: Details of Update/Process Improvement: Your Role:  (copy above information and list individually for each activity claimed)	Number of Hours:	Number of Hours Claimed:
Total Hours Claimed for 1. Professional Practice – Work/Projects (please add all points claimed in this section):			
2. Leadership – Mentoring, Teaching and Facilitation (Section maximum: 70 hours)			
<b>a. Teaching a University, College, or Institute Course for the first time</b> for which students receive credit towards a degree, diploma or certificate and for which assignments, papers, and/or exams have to be marked. Credit is granted for the first time the course is taught. The course must be taught at an accredited post-secondary institution.  <i>Maximum 30 hours per new course taught.</i>	Title: Organization: Date: New/First Time? (yes or no) Describe the Program in 1-2 sentences:  (copy above information for each activity you are claiming)	Number of Hours:	Number of Hours Claimed:

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<p><b>b. Facilitating a new Course, Workshop, or Seminar.</b>          Credit is only granted for the first time the course, workshop or seminar is facilitated for a non-post secondary institution, workplace, or client.  <i>Maximum 12 hours per day of course duration (ie 1 day=12, 2 day=24, etc)</i>  <i>Maximum 36 hours per course.</i></p>	<p>Title:          Organization:          Date:          New/First Time? (yes or no)          Duration of course/seminar:          Describe the Program in 1-2 sentences:            (copy above information for each activity you are claiming)</p>	<p>Number of Hours:</p>	<p>Number of Hours Claimed:</p>
<p><b>c. Keynote Speaker/Guest Lecture</b> at a national, provincial or regional conference. Credit is only granted for the first time the presentation is given.  <i>Maximum 8 hours per event.</i></p>	<p>Presentation Topic:          Organization:          Date of keynote:          New/First Time? (yes or no)          Describe the keynote/lecture in 1-2 sentences:            (copy above information for each activity you are claiming)</p>	<p>Number of Hours:</p>	<p>Number of Hours Claimed:</p>
<p><b>d. Panel Member</b> at a national, provincial, or regional conference/seminar.  <i>Maximum 1 hour per event.</i></p>	<p>Title:          Organization:          Date of panel:          Duration:          Describe the panel topic in 1-2 sentences:            (copy above information for each activity you are claiming)</p>	<p>Number of Hours:</p>	<p>Number of Hours Claimed:</p>
<p><b>Leadership – Mentoring/Leading Others</b>  <b>e. Mentoring</b>          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.  <i>Maximum 25 hours per reporting period.</i></p>	<p>Name of Mentee (optional):          Duration of Program (start and end dates – month/year):          Frequency of Meetings:          Length of Meetings:          Examples of Mentoring Activities:            (copy above information for each activity you are claiming)(each mentoring relationship <u>must</u> be listed <u>separately</u>)</p>	<p>Number of Hours:</p>	<p>Number of Hours Claimed:</p>
<p><b>f. Providing Guidance/Coaching an HR Practicum Student</b> during a formal co-op, internship, or work placement where written appraisal is provided along with regular feedback.  <i>Maximum 25 hours per reporting period.</i></p>	<p>Name of Student (optional):          Duration of Program (start and end dates – month/year):          Frequency of Meetings:          Length of Meetings:          Examples of Mentoring Activities:</p>	<p>Number of Hours:</p>	<p>Number of Hours Claimed:</p>

**Chartered Professional in Human Resources of Prince Edward Island (CPHR PEI)**  
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	(copy above information for each activity you are claiming)		
<b>d. Active Committee Membership in a non-profit or charitable organization.</b> Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. <i>Maximum 10 hours per year per committee.</i>	Start Date (month and year): End Date (month and year): Title: Organization: Describe your role and responsibilities:  (copy above information for each activity you are claiming)	Number of Hours:	Number of Hours Claimed:
Total Hours Claimed for 3. Participation – Volunteer or Community Involvement (please add all points claimed in this section):			
<b>4. Learning – Formal and Informal (Section maximum: 70 hours)</b>			
<b>Learning – Formal Activities</b> <b>a. University, College and Technical Institute – undergraduate and graduate credit coursework.</b> Passing grade required (transcript will be required if audited). <i>Maximum 30 hours per half credit course/one semester (based on instructional hours)</i>	Date: Title of Course: Organization: Duration (# instruction hours):  (copy above information for each activity you are claiming. This includes individual courses in an overall program such as an MBA, <u>courses must be listed individually</u> with the above noted information)	Number of Hours:	Number of Hours Claimed:
<b>Learning – Formal Activities</b> <b>b. Non-Credit Courses</b> – attendance at courses that may lead to a certificate. <i>Maximum 15 hours per course.</i> <i>(does not include attendance certificate only courses)</i>	Date: Title of Course: Organization: Duration (# instruction hours):  (copy above information for each activity you are claiming.)	Number of Hours:	Number of Hours Claimed:
<b>Learning - Informal Activities</b> <b>c. Seminars/Workshops/Conferences/Roundtables</b> online or in person, offered internally or externally. This includes seminars, and breakfast/lunch/dinner events with educational components. <i>Maximum 8 hours per day.</i>	Date: Title of Session: Organization: Duration (start and end times):  (copy above information for each activity you are claiming)(You must also include the details above for CPHR PEI sessions, as the volunteer peer reviewers may not be familiar with the sessions)	Number of Hours:	Number of Hours Claimed:

**Chartered Professional in Human Resources of Prince Edward Island (CPHR PEI)**  
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<b>Learning - Informal Activities</b> <b>d. Self-directed Learning.</b> 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. <i>Maximum 5 hours per year.</i>	Date: Title of Reading: Supplier:  (copy the above information for each self-directed learning item that you are claiming)	Number of Hours:	Number of Hours Claimed:
<b>Course Development – Formal</b> <b>e. Developing a new and first time University, College, or Institute Course</b> for which students receive credit towards a degree, diploma, or certificate with formal learning (papers and/or exams). Course must be offered at an accredited post-secondary institution. Credit will be granted for the first time the course is developed. <i>Maximum 50 hours per new course developed.</i>	Course Title: University/College Name: Date: Duration: New/First Time? (yes or no) Describe the Program in 1-2 sentences:  (copy above information for each activity you are claiming)	Number of Hours:	Number of Hours Claimed:
<b>Course Development – Informal</b> <b>f. Developing a new course, workshop, or seminar.</b> Credit is only granted for the first time the course, workshop, or seminar is developed. <i>Maximum 16 hours per every day of course duration (ie 1 day course = 16 hours, ½ day course=8 hours, 3 day course=48)</i> <i>Maximum 48 hours per course</i>	Title: Organization: Date: New/First Time? (yes or no) Duration of course/seminar: Describe the Program in 1-2 sentences:  (copy above information for each activity you are claiming)	Number of Hours:	Number of Hours Claimed:
Total Hours Claimed for 4. Learning – Formal and Informal (please add all points claimed in this section):			
<b>5. Research &amp; Publication: Texts, Articles, Journals (Section maximum: 70 hours)</b>			
<b>a. Conducting Research, Authoring a Journal or Case Study.</b> 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. <i>Maximum 10 hours per project.</i>	Start Date (month and year): End Date (month and year): Title: Organization: Research Included (1-2 sentences description):	Number of Hours:	Number of Hours Claimed:
<b>b. Publishing a Text Book</b> <i>New Textbook - Maximum 50 hours per textbook.</i> <i>of Existing Text - Maximum 15 hours per edition.</i>	Start Date (month and year): End Date (month and year): Title: Organization:	Number of Hours:	Number of Hours Claimed:

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	New Text or New Edition of Existing Text: Brief description (1-2 sentences):		
<b>c. Co-Authoring or Editing a Major Work</b> <i>Maximum 25 hours per project.</i>	Start Date (month and year): End Date (month and year): Title: Organization: Brief description (1-2 sentences):	Number of Hours:	Number of Hours Claimed:
<b>d. Acceptance of Master's Thesis or Graduating Paper at a Master's Level</b> Must be in HR or a business related subject. <i>Maximum 25 hours per thesis.</i>	Start and End Date (Month and year): Title: Organization: Brief description (1-2 sentences):	Number of Hours:	Number of Hours Claimed:
<b>e. Acceptance of Doctoral Dissertation in an area directly related to HR or a business related subject.</b> <i>Maximum 50 hours per dissertation.</i>	Start and end Date (month and year): Title: Organization: Brief description (1-2 sentences):	Number of Hours:	Number of Hours Claimed:
<b>f. HR or Business Related Book Review, Editorial or Article published.</b> <i>Maximum 5 hours per independent article.</i>	Date (month and year): Title: Organization: Brief description (1-2 sentences):	Number of Hours:	Number of Hours Claimed:
Total Hours Claimed for 5. Research & Publication (please add all points claimed in this section):			
Total Hours Claimed – total CPD Log (add sections 1 to 5):			