



# CCHRA • CCARH

Canadian Council of Human Resources Associations  
Conseil canadien des associations en ressources humaines

## **CHRP NATIONAL RECERTIFICATION LOG PROFESSIONAL DEVELOPMENT CATEGORIES AND DEFINITIONS**

### **WHY RECERTIFICATION IS IMPORTANT**

The Certified Human Resources Professional (CHRP) designation is a nationally recognized level of achievement signifying a practitioner meets specific professional criteria, keeps current in the field, and adheres to a professional Code of Ethics. It represents both an achievement and a responsibility for the individual practitioner. It also reflects a conviction that the professional practice of human resources management can safeguard the interests of the employer, employees and the general public.

Recertification represents your commitment to continuous learning in a profession impacted by economic, social, business and legislative changes.

### **REPORTING PROFESSIONAL DEVELOPMENT ACTIVITIES:**

When recording professional development activities in this log, please remember they should be related to the Canadian Human Resources Professional's Body of Knowledge. The Body of Knowledge lists the Required Professional Capabilities (RPCs®) and groups them in seven functional areas: Professional Practice in Human Resources; Organizational Effectiveness; Staffing; Employee and Labour Relations; Total Compensation; Organizational Learning, Training and Development; and Occupational Health, Safety and Wellness. For more information on the RPCs®, you can visit the CHRP website at [www.chrp.ca](http://www.chrp.ca).

**Please note:** In order to be a strategic partner in an organization, general (or “non-HR”) business knowledge is essential. As such, when professional development activities are evaluated in this log, the applicability of the activity to an HR professional's role in the business community will be taken into consideration. If there is not a clear line connecting the professional development activity to one or more RPCs®, it is the responsibility of the HR professional to indicate in the log how this activity has contributed to his/her professional development.

In addition, specific recertification activities can only be counted once in the log. If a specific activity is listed more than once, points will only be awarded the first time it is listed, assuming it is eligible.

## **HOW TO MAINTAIN CERTIFICATION**

1. Be a member in good standing of the provincial association where you reside or work, annually pay your association membership dues, and any applicable CHRP renewal fees.
2. Document your professional practice – in the attached Recertification Log – every three years and attain a minimum of 100 points in two or more developmental categories over this three-year period. (Extensions to the three-year timeframe may apply if the applicant has had parental, disability or retirement leave(s) during the recertification period. Please refer to your provincial association for more information.)
3. Submit the following information on or before your recertification expiry date: (Submission prior to your recertification expiry date does not change your original certification period. Check with your association if you are unsure of the expiry date.)
  - A. Your completed CHRP Recertification Log. Keep a copy of receipts and supporting documentation. This supplementary information may be requested for audit purposes by the Recertification/Certification Committee. \*
  - B. Payment of any recertification dues as determined by your provincial association.

### **\* AUDIT**

To ensure the integrity and standard of professionalism reflected in the granting of the CHRP designation, your provincial association is required to audit recertification applications. Selection of recertification applications for the purposes of auditing is made on a random basis. It is important to retain supporting documentation to validate your submission; however do not submit your supporting documentation unless requested to do so.

### **PRIVACY POLICY**

**CCHRA and your provincial association are committed to protecting the privacy of your personal information. Information collected from this form will be used for recertification purposes only.**

## National Code of Ethics

### 1. Preamble:

*As HR practitioners in the following categories –*

- *Certified Human Resources Professionals,*
- *CHRP Candidates, or*
- *CHRP Exam Registrants, we commit to abide by all requirements of the Code of Ethics of the Canadian Council of Human Resources Associations (CCHRA), as listed in this document.*

### 2. Competence

- Maintain competence in carrying out professional responsibilities and provide services in an honest and diligent manner.
- Ensure that activities engaged in are within the limits of one's knowledge, experience and skill.
- When providing services outside one's level of competence, or the profession, the necessary assistance must be sought so as not to compromise professional responsibility.

### 3. Legal Requirements

- Adhere to any statutory acts, regulation or by-laws which relate to the field of Human Resources Management, as well as all civil and criminal laws, regulations and statutes that apply in one's jurisdiction.
- Not knowingly or otherwise engage in or condone any activity or attempt to circumvent the clear intention of the law.

### 4. Dignity in the Workplace

- Support, promote and apply the principles of human rights, equity, dignity and respect in the workplace, within the profession and in society as a whole.

### 5. Balancing Interests

- Strive to balance organizational and employee needs and interests in the practice of the profession.

### 6. Confidentiality

- Hold in strict confidence all confidential information acquired in the course of the performance of one's duties, and not divulge confidential information unless required by law and/or where serious harm is imminent.

### 7. Conflict of Interest

- Either avoid or disclose a potential conflict of interest that might influence or might be perceived to influence personal actions or judgments.

### 8. Professional Growth and Support of Other Professionals

- Maintain personal and professional growth in Human Resources Management by engaging in activities that enhance the credibility and value of the profession.

### 9. Enforcement

- The Canadian Council of Human Resources Associations works collaboratively with its Member Associations to develop and enforce high standards of ethical practice among all its members.



**RECERTIFICATION LOG**  
**Professional Development Categories and Definitions**  
**For Recertification of CHRP designation**

<b>Development Category</b>	<b>Development Activity</b>	<b>Recertification Points</b>	<b>Points Acquired</b> <b>List Activity, Name of Institution/Organization, Dates, Duration and Points Acquired</b> <b>Provide brief explanation of how content is considered professional development and how it relates to the Required Professional Capabilities (RPCs®). Also provide dates work was done to support application.</b>	<b>For Office Use Only</b> <b>Recertification Points Granted</b>
<b>A: Significant Work Projects / Initiatives</b>	<b>A1: First time significant contribution to your organization in the development, application or implementation of a program or project related to the RPCs®.</b> (Includes secondments/ assignments outside your normal job duties) For each project, you must provide the following: <ul style="list-style-type: none"> <li>• What was the mission of the project?</li> <li>• What were the objectives of the project?</li> <li>• What was the outcome of the project?</li> <li>• What was the impact on the organization?</li> </ul>	Small project (less than 100 hours) – 15 points; Medium project (101 – 199 hours) – 20 points; Large project (200+ hours) – 25 points; Maximum 25 points per project		



	<p><b>A2: Significant updates/process improvements</b> E.g. course, project, program or service provided</p>	<p>Maximum 5 pts. per occurrence to max. 20 pts. per 3 year period</p>		
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Development Category	Development Activity	Recertification Points	Points Acquired List Activity, Name of Institution/Organization, Dates, Duration and Points Acquired Provide brief explanation of how leadership initiative is considered professional development and how it relates to the Required Professional Capabilities (RPCs®). Also provide dates attended to support application.	For Office Use Only  Recertification Points Granted
<b>B: Leadership</b>	<b>B1.* Mentoring</b> Acting as a mentor one on one, typically outside job duties (i.e. not direct reports). There must be a signed agreement between mentor and mentee.	1 point per hour of mentor contact as outlined in agreement. Maximum of 20 points per mentee.		
	<b>B2:*</b> Being mentored one on one under a formal agreement to develop specific skills. There must be a signed agreement between mentor and mentee.	1 point per hour of mentor contact as outlined in agreement. Maximum of 20 points per mentor.		
	<b>B3.* Supervising HR Student in the Workplace</b> During a formal co-op, internship or work-experience placement where	1 point per week of full-time employment or equivalent as		



	<p>written appraisal is provided along with regular feedback.</p> <p>For B1, B2 and B3 activities, please provide:</p> <ul style="list-style-type: none"> <li>• Name Mentor/ Mentee/ Student (Optional)</li> <li>• Duration of the Program</li> <li>• Frequency of meetings</li> <li>• Length of meetings</li> <li>• Examples of mentoring activities</li> </ul>	outlined in contract		
	<p><b>B4. Chair/Co-Chair or President of an HR Association</b> For a minimum term of one year. With demonstrated responsibilities for meeting organizational objectives. Must be able to demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. This is in addition to board membership.</p>	40 points annually		
	<p><b>B5. Conference Chair/Co-Chair</b> For a chapter, local, provincial, regional or national conference lasting a <b>minimum of 2 days</b>. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.</p>	30 points annually per conference		



	<i>Conferences lasting 1 day would receive half the annual point allotment.</i>			
	<p><b>B6. Board Membership (in an HR Association)</b> For a minimum of the usual term and/or 24 hours commitment per year including meetings and meeting preparation. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees</p>	20 points per year		
	<p><b>B7. Task Force Member</b> Representing an HR organization on a public or government Task Force for a minimum of 24 hours per year. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.</p>	15 points per year per Task Force		
	<p><b>B8. Chair/Co-Chair of an HR Committee (in an HR Association or other organization outside current employer)</b> For a period of no less than a year and/or a minimum of 24 hours per year including meetings and meeting preparation. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. <i>This</i></p>	15 points per year per committee		



	<i>includes chapter/regional/executive level involvement.</i>			
	<b>B9. Active Committee Membership in an HR Association, or other organization outside current employer (local, provincial, regional or national)</b> For a period of no less than a year and/or minimum 24 hours per year including meetings and meeting preparation. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.	10 points per year per committee		
	<b>B10. Active Volunteer or Board Member in Non-profit Organization (not restricted to HR). For a period of no less than a year and/or minimum 24 hours per year including meetings and meeting preparation.</b> Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.	5 points per year per committee		



Development Category	Development Activity	Recertification Points	Points Acquired List Activity, Name of Institution/Organization, Dates, Duration and Points Acquired Provide brief explanation of how instruction/course content is considered professional development and how it relates to the Required Professional Capabilities (RPCs®s).	For Office Use Only Recertification Points Granted
<b>C: Instruction</b>	<p><b>C1. Developing a new and first time University, College or Institute Course</b></p> <p>Courses related to the framework of the RPCs® for which students receive credits towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. The course must be offered at an accredited post-secondary institution. Credit will be granted for the first time the course is developed. Courses may include</p> <ul style="list-style-type: none"> <li>➤ Continuing Education Programs</li> <li>➤ E-learning/online courses</li> <li>➤ Executive/Management or Development Programs</li> <li>➤ University Transfer Courses</li> <li>➤ Undergraduate Courses</li> <li>➤ Graduate Courses</li> <li>➤ Certificate Courses</li> </ul>	45 points per new course developed		



	<p><b>C2. Teaching a University, College or Institute Course for the first time</b> Courses 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. <i>The course must be taught at an accredited post-secondary institution.</i></p>	30 Points per new course taught		
	<p><b>C3. Developing a new Course, Workshop or Seminar</b> Credit is only granted for the first time the course, workshop or seminar is developed for a non-post secondary institution, workplace or client.</p>	30 points for > 3 days 20 points for > 1 and ≤ 3 days 10 points for ≤ 1 day		
	<p><b>C4: Facilitating 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.</p>	15 points for > 3 days 10 points for > 1 and ≤ 3 days 5 points for ≤ 1 day		
	<p><b>C5. Keynote Speaker</b> At a national, provincial or regional conference Credit is only granted for the first time the presentation is given.</p>	10 points per presentation		
	<p><b>C6. Guest Lecturer/Conference Presentation</b> Credit is only granted for the first time the new lecture/ presentation is given.</p>	5 points per lecture/ presentation		



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	<b>C7: Panel Member</b> At a national, provincial or regional conference/seminar.	1.5 points per hour of participation per conference/seminar		
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Development Category	Development Activity	Recertification Points	Points Acquired List Activity, Name of Institution/Organization, Dates, Duration and Points Acquired Provide brief explanation of how course content is considered professional development and how it relates to the Required Professional Capabilities (RPCs®).	For Office Use Only Recertification Points Granted
<b>D: Continuing Education</b>	<b>D1. University, College and Institute Courses</b>  Successful completion of post secondary course(s) from an accredited institution. <i>(Please note: You must demonstrate competence in order to obtain credit or "pass")</i> <i>You may be required to produce proof of transcript if audited.</i>  This may include: <ul style="list-style-type: none"> <li>- Distance Education</li> <li>- Equivalent/face-to-face or online hours excluding study, project, and research time</li> <li>- Continuing Education Programs</li> <li>- University Transfer Courses</li> <li>- Undergraduate Courses</li> <li>- Graduate Courses</li> </ul>	1.5 Points per hour of instruction to a maximum of 45 points per course (hours excluding study, project, and research time)		
	<b>D2. Certificate Courses with formal evaluation</b> <b>Attendance at course including formal evaluation which leads to a designation.</b> <i>Please see note in D1.</i>	1.5 points per hour to a maximum of 45 points per course		



	<p><b>D3. Executive/Management Development Program</b> Attendance in an executive/management development program. The program must include a formal evaluation.</p>	<p>1.5 points per hour to a maximum of 10 points per day</p>		
	<p><b>D4. Certificate Courses without formal evaluation</b> Attendance at courses that lead to a certificate.</p>	<p>1 point per hour to a maximum of 10 points per day</p>		
	<p><b>D5.Seminars/Workshops/Conferences/Roundtables</b> Participation in seminars, workshops, conferences, roundtables – <i>online or in person, offered internally or externally.</i> This includes chapter/regional seminars, breakfast meetings or dinner speakers with educational components.</p>	<p>1 point per hour to a maximum of 10 points per day</p>		



	<p><b>D6. Self-directed Learning</b> Readings which include (but not limited to):</p> <ul style="list-style-type: none"><li>- Subscriptions to HR and Business magazines</li><li>- HR and Best Practice books</li><li>- White Papers</li></ul> <p>and research in preparation for sharing of your learning at discussion groups, "brown-baggers", e-learning, and/or online discussion forums that have learning outcomes but do not result in workshop development. Outline how knowledge was applied or shared.</p>	<p>1 point per activity to a maximum of 15 points per 3 year period (Must list each activity.)</p>		
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Development Category	Development Activity	Recertification Points	Points Acquired List Activity, Name of Institution/Organization, Dates, Duration and Points Acquired Provide brief explanation of how research/publication is considered professional development and how it relates to the Required Professional Capabilities (RPCs®). Also provide dates work was done to support application.	For Office Use Only  Recertification Points Granted
<b>E: Research or Publication</b>	<b>E1. Conducting Research</b> Related to RPCs® but not part of normal responsibilities, culminating in either a significant client or company report or published work (e.g. white paper). <i>This is also applicable to HR consultants, both internal and external</i>	10 points per project		
	<b>E2. Authoring Journal, Case Study</b> Credit is only granted for the first time the piece is published.	10 points per project		
	<b>E3. Publishing a New Text</b>	50 points per text		
	<b>E4. Publishing a New Edition of an Existing Text</b>	20 points per text		



	<b>E5. Co-authoring or Editing a Major Work</b>	30 points per text		
	<b>E6. Acceptance of Master's Thesis or Graduating Paper at a Master's Level</b> Must be in an area directly related to one or more of the RPCs® or a business related subject.	30 points		
	<b>E7. Acceptance of Doctoral Dissertation in an area directly related to one or more of the RPCs® or a business related subject.</b>	50 Points		
	<b>E8. HR Related Book Review, Editorial or Article submitted for publication -- related to the RPCs®</b>	5 points per article		



Development Category	Development Activity	Recertification Points	Points Acquired (Submission of notification of pass is required.)	For Office Use Only  Recertification Points Granted
<b>F. Professional Practice Assessment</b>	<b>Professional Practice Assessment</b> Written in lieu of gaining points in categories A – E.	100 points		

**\* CATEGORY F: WILL OBTAIN 100 RECERTIFICATION POINTS VIA THIS METHOD**

**Instructions:**

- 100 Points required per 3-year period for Recertification. If possible submit information for more than 100 points in case some items are not considered appropriate.
- Please keep copies of receipts and supporting documentation in the event that supplementary information is requested by the Recertification/Certification Committee at the time of your submission for audit purposes. Please note that logs audited by this committee will require supporting documentations.
- Submit application before the end of the month in which your designation expires.

**Declaration: I have read and agree to abide by the National Code of Ethics. To the best of my knowledge the information Submitted in this Recertification Log is true.**

<b>Name</b>		<b>Association Member #</b>	
<b>Signature</b>		<b>Date</b>	