



# 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 Resource Professional's Capability Profile, developed by CCHRA. The Profile lists the eight Required Professional Capabilities (RPCs) and groups them in these functional areas: Professional Practice in Human Resources; Organization Effectiveness; Staffing; Employee and Labour Relations; Total Compensation; Organizational Learning, Development and Training; Workplace Health and Safety; and Human Resources Information Management. For more information on the RPCs, you can visit CCHRA's Web site: [www.cchra-ccarh.ca](http://www.cchra-ccarh.ca).

**Please note:** In order to be a strategic partner in an organization, a degree of general (or "non-HR") business knowledge is essential. As such, when professional development activities are evaluated on 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 on the log how this activity has contributed to his/her professional development.

In addition, specific recertification activities can only be counted once on 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 your provincial association; annually pay your association membership dues, and any applicable CHRP renewal fees. Read the enclosed code of Ethics and be sure to sign the log indicating your agreement to abide by the code.
2. Document your professional practice – in the attached Recertification Log – every three years and attain a minimum of 100 points 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 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. Your application for recertification.
  - C. 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 for at least one year after your recertification has been accepted 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.

## **CCHRA's National Code of Ethics**

CCHRA's National Code of Ethics identifies and outlines the standards of behaviour relating to fairness, justice, truthfulness, and social responsibility. At the June 2004 Board meeting of the CCHRA, the following code was ratified for Certified Human Resources Professionals (CHRP), CHRP candidates, and exam registrants.

### 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. (Where provincial codes are legislated, those will prevail.)

### 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.

### 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.

### 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.

### Balancing Interests

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

### 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.

### 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.

### 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.

### 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.



	<p><b>A3.Seminars/Workshops/Conferences/ Roundtables</b> Attendance at seminars, workshops, conferences, roundtables – <i>online or in person</i>. This includes chapter/regional seminars, breakfast meetings or dinner speakers with educational components</p> <p><b>A4. Self-directed Learning</b> This includes readings of periodicals 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><b>A5. Executive/Management Development Program</b> Attendance in an executive/management development program.</p>	<p>1.5 points per hour to a maximum of 10 points per day</p> <p>1 point per activity to a maximum of 15 points per 3 year period (Must list each activity.)</p> <p>1.5 points per hour or 10 points per day's attendance</p>	
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CATEGORY A: MAXIMUM 100 POINTS PER THREE YEAR PERIOD

Development Category	Development Activity	Renewal Points	<b>Points Acquired</b> 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.
<b>B: Leadership</b>	<p><b>B1. Mentoring</b> Acting as a mentor outside normal job duties (i.e. not direct reports.)</p> <p><b>B2:</b> Being mentored under a formal agreement to develop specific skills.</p> <p><b>B3. Supervising HR Student in the Workplace</b> During a formal co-op, internship or work-experience placement where written appraisal is provided along with regular feedback.</p>	<p>1.5 points per hour of mentor contact as outlined in agreement. Please keep record of contract with signature, in case of audit.</p> <p>1.5 points per hour of mentor contact as outlined in agreement</p> <p>1.5 points per hour of contact as outlined in contract</p>	

	<p><b>B4. Active Committee/Taskforce 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 demonstrate responsibilities for completing project work and/or leading sub-committees</p> <p><b>B5. Chair/Co-Chair of an HR Committee or taskforce (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 demonstrate responsibilities for completing project work and/or leading sub-committees <i>This includes chapter/regional/executive level involvement.</i></p> <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 demonstrate responsibilities for completing project work and/or leading sub-committees</p>	<p>10 points per year per committee</p> <p>15 points per year per committee</p> <p>20 points per year per board</p>	
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	<p><b>B7. Conference Chair/Co-Chair</b>  For a chapter, local, provincial, regional or national conference lasting a <b>minimum of 2 days</b>. Must demonstrate responsibilities for completing project work and/or leading sub-committees</p> <p><i>Conferences lasting 1 day would receive half the annual point allotment.</i></p> <p><b>B8. 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 demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. This is in addition to board membership.</p> <p><b>B9. Task Force Member</b>  Representing an HR organization on a public or government Task Force for a minimum of 24 hours per year. Must demonstrate responsibilities for completing project work and/or leading sub-committees</p>	<p>30 points annually per conference</p> <p>40 points annually</p> <p>20 points per year per appointment</p>	
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	<p><b>B10. Active Volunteer or Board Member in Non-profit Organization (not restricted to HR).</b> Must demonstrate responsibilities for completing project work and/or leading sub-committees.</p> <p><b>B11. Volunteering for administrative tasks in HR Associations.</b> e.g. exam proctors; admin. tasks at association conferences.</p>	<p>10 points per 3-year period</p> <p>1 point per day to a maximum of 5 points annually.</p>	
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CATEGORY B: MAXIMUM 70 POINTS PER THREE YEAR PERIOD



	<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> <p><b>C4: Facilitating 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>	<p>30 points per new course</p> <p>20 points per new course</p>	
	<p><b>C5. Guest Lecturer</b> Preparation of a minimum of three hours for a newly developed presentation/lecture.</p> <p><b>C6. Keynote Speaker</b> At a national, provincial or regional conference</p> <p><b>C7: Panel Member</b> At a national, provincial or regional conference/seminar.</p>	<p>5 points per new lecture/presentation</p> <p>10 points per each new keynote presentation</p> <p>1.5 points per hour of participation to a maximum of 10 points per conference/seminar</p>	

CATEGORY C: MAXIMUM 70 POINTS PER THREE YEAR PERIOD

Development Category	Development Activity	Renewal Points	Points Acquired 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>D: Significant Work Projects / Initiatives</b>	<p><b>D1: First time or 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)</p> <p><b>D2: Significant updates/process improvements</b> e.g. course, project, program or service provided</p>	<p>Small project (40 – 100 hours) – 15 points; Medium project (101 – 199 hours) – 20 points; Large project (200+ hours) – 25 points; Maximum 25 points per project</p> <p>Maximum 5 pts. per occurrence to max. 20 pts. per 3 year period</p>	

CATEGORY D: MAXIMUM 75 POINTS PER THREE YEAR PERIOD

Development Category	Development Activity	Renewal Points	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.
<b>E: Research or Publication</b>	<p><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></p> <p><b>E2. Authoring Journal, Case Study Article or Editorial</b> Credit is only granted for the first time the piece is published.</p> <p><b>E3. Publishing a New Text</b></p> <p><b>E4. Publishing a New Edition of an Existing Text</b></p> <p><b>E5. Co-authoring or Editing a Major Work</b></p>	<p>10 points per project</p> <p>10 points per project</p> <p>30 points per text</p> <p>20 points per text</p> <p>20 points per text</p>	

	<p><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.</p>	30 points	
	<p><b>E7. Acceptance of Doctoral Dissertation in an area directly related to one or more of the RPCs or a business related subject.</b></p>	50 Points	
	<p><b>E8. HR Related Book Review, Editorial or Article submitted for publication -- related to the RPCs</b></p>	5 points per article	

CATEGORY E: MAXIMUM 50 POINTS PER THREE YEAR PERIOD

Development Category	Development Activity	Renewal Points	Points Acquired (Provide brief explanation and dates to support application )
<b>F. Professional Practice Assessment</b>	<b>Professional Practice Assessment</b> Written in lieu of gaining points in categories A – E. Submission of notification of pass is required.	100 points	

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

**Instructions:**

- 100 Points required per 3-year period for Recertification.
- Please keep copies of receipts and supporting documentation for at least one year after your recertification has been accepted in the event that supplementary information is requested for audit purposes.
- Submit application before the end of the month in which your designation expires.
- Please ensure that you include the [CHRP Recertification Application Form](#) when submitting your Recertification Log.

**Declaration: By signing below, I agree that the information that I have provided in this document is accurate and true and that I have read and agree to abide by the National Code of Ethics provided on page 3 herein.**

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