



CPD Pre-Approval Program

To help support Continuing Professional Development needs of our growing population of Chartered Professional in Human Resources (CPHRs), and in recognition of the quality of some of the HR professional development programs offered throughout Alberta, we offer the **CPHR Alberta CPD Pre-Approval Program**.

Eligible professional development programs must be directly in line with the HR Competencies listed in our Competency Framework. Applicants that meet our requirements will be given a CPD Pre-Approval Seal. Attaching the CPHR Alberta CPD Pre-Approval Seal to your program marketing materials communicates that your program has been reviewed and approved to guarantee CPHR CPD Hours.

The CPHR Alberta CPD Pre-Approval Seal is valid for up to one year on the approved programs, beginning on the date of approval. During this period of approval, you do not need to resubmit your program for review, unless there are significant updates or changes to the content of your program.

APPLICATION PROCESS

1. Review the minimum eligibility criteria outlined in this form and determine if you are eligible to apply
2. Fill out the application form, you will hear back from the Professional Standards Team within one week
3. Pay the CPD Pre-Approval fee
4. Receive a response (approval or denial) within one week of making payment. With approval, you will be given the CPD Pre-Approval Seal
5. Market your approved programs displaying the CPHR Alberta CPD Pre-Approval Seal

What is the minimum eligibility criteria?

The program must be directly related to the HR Competencies, last at least 1 hour, and have a formal registration and attendance tracking system in place to confirm eligibility for CPHR CPD Hours.

Please see table below for our Fee Matrix

Application fees are valid for one year from the date payment is received. Application fees are based on the number of hours of instructional programming approved. Please note that the number of instructional hours is calculated per instructional program. For example, if you have submitted a single 6-hour instructional program which you will be running four times during the year, the total number of instructional hours is 6 hours. If you have submitted two 6-hour events which you will be running three times each during the year, the total number of instructional hours is 12 hours.

MATRIX of FEES

CPD Pre-Approval Matrix		
Total Number of Instructional Hours	Review Fee	Member Review Fee
1 – 10 hours	\$175	\$160
11 to 20 hours	\$250	\$225
21-40 hours	\$325	\$275

40-60 hours	\$400	\$325
60 + hours	\$475	\$375

If you have multiple events throughout the year, you can pay a Review Fee up front and we will review programs as you submit them up to the maximum number of hours for which you have paid. If you know you will have more than 60 hours of programming for the year, it is most cost efficient to pay the \$475 at the start of the year and then CPHR Alberta will review all your events that year without charging further fees.

USE OF THE CPHR ALBERTA CPD PRE-APPROVAL SEAL

Use the Seal:

- On your organization's website in locations where an approved instructional program is being promoted.
- On collateral materials promoting the specific program.

The Seal may not be used:

- On your organization's website in a location where the approved program is not being promoted.
- In association with other activities that have not been approved.
- By another organization, even if that organization is a co-sponsor of the program. The seal is not transferable.

MISUSE

Organizations found in violation of the use of the seal and sample language will have 15 days to rectify the violation. Failure to rectify the violation will result in revocation of the organization's privilege to provide or seek pre-approved Continuing Professional Development Hours for a minimum of one year. For repeat offenders, revocation will be permanent.

Notes on Application and CPD Hours

When completing the application:

- Only submit instructional programs which have a pure learning focus (as opposed to a sales component).
- Only submit instructional programs that are a minimum of one hour in length.
- It is recommended that all professional development programs for which you would like to use the CPHR Alberta CPD Pre-Approval Seal are submitted at one time if possible. Each professional development program must be listed and outlined as per the guidelines provided.
- Please note the following: 1 CPHR CPD Hour is granted for each hour of instruction directly related to the current HR Competency Framework.
- CPHR Continuing Professional Development Hours can only be granted for hours of instruction. For hours of networking to count for CPD Pre-Approval, the networking must be facilitated or an organized part of the learning component.
- Self-paced / self-directed / distance education programs are eligible for CPHR Continuing Professional Development Hours equivalent to the minimum number of hours required to complete the program work.

On what grounds can CPD pre-approval status be revoked?

In cases where allegations of criteria violations or complaints of ethical misconduct are found plausible, CPHR Alberta reserves the right to revoke the CPD Pre-Approval Status.

CPHR Alberta may revoke the CPD Pre-Approval Status if it is determined that the provider:

- Provided false information on the application.
- Failed to conduct professional development programs in compliance with the established criteria.
- Provided false information about a submitted instructional program. This may include incorrect reporting of eligible CPHR Continuing Professional Development Hours or violation of guidelines for Continued Professional Development Hours.
- Misused the CPHR Alberta CPD Pre-Approval Seal and/or sample language.
- Used improper or unethical marketing of programs that have been advertised as pre-approved for CPHR Continuing Professional Development Hours.
- Jeopardized (at any instance, singular or repeated) the integrity or reputation of the CPHR Certification and the Continuing Professional Development programs.

In case of revocation, CPHR Alberta will notify the host organization's contact person regarding the nature of the problem.

The organization will be provided the opportunity to correct minor violations prior to being barred from submitting future requests. Organizations found in minor violation of the use of the seal and sample language will have 15 days to rectify the violation. Failure to rectify the violation will result in revocation of the organization's privilege to provide or seek pre-approved CPHR Continued Professional Development Hours for a minimum of one year. For repeat offenders, revocation will be permanent.

Revoked Status will mean

- Removal of all references to CPHR Alberta CPD Pre-Approval Status within 10 business days at the expense of the organization.
- No refund on payment made to secure CPD Pre-Approval Status

How is quality ensured for the approved program?

Please note that CPHR Alberta reserves the right to randomly audit, at no cost to CPHR Alberta, approved programs to ensure compliance with the established criteria and to investigate allegations of violations.