



**Guide to Submit
Your CPD Log**

CONTINUING PROFESSIONAL DEVELOPMENT

To maintain their designation, CPHRs must report a minimum of 10 hours of Continuing Professional Development (CPD) activities each year and a minimum total of 60 hours of CPD activities gained in at least two of the qualifying categories over any cumulative three-year period.

CPD logs must be submitted by the end of December each year with the required minimum CPD hours to maintain the CPHR designation.

Acceptable CPD activities can include ongoing learning, both formal and informal; leadership activities, volunteer activities; academic research or publications; and significant work projects.

Submitting Your CPD Log – A Step-by-Step Guide

Step 1:

Log into your Member Portal.

Under **My Membership**, select **"Continuing Professional Development Log"**

The screenshot shows the CPHR Alberta Member Portal. The top navigation bar includes: MY PROFILE ▾, MY ACCOUNT ▾, MY MEMBERSHIP ▾, EVENT & PROGRAM REGISTRATION ▾, CAREER CENTER, and LOG OFF. A dropdown menu is open under 'MY MEMBERSHIP', with 'Continuing Professional Development Log' highlighted in yellow. Other options in the dropdown are 'Membership Directory Preferences' and 'Certification Directory'. Below the navigation, there is a user profile card with a blue circular icon and a 'Certified' status. To the right, there is a table with columns for 'Expiration' and a date '12/31/2026'. Below the table, there is a 'Board Applications' section with a button 'APPLY TO CPHR ALBERTA BOARD OF MEMBERS'. At the bottom, there is an 'Applications' section. On the right side, there are two announcement boxes: 'Announcements' and 'Don't miss these... Save the Date - 2021 coming soon CPHR Alberta 2021 tickets now! CPHR Alberta 2021 Bird tickets now!'.

Step 2:

Select the CPD **category** & drop-down **sub-category** of your activity

Instructions and Resources

Professional Practice

Research and Publications

Leadership

Learning - Self Reported

Learning - Auto-Populated

Volunteering and Community Involvement

Summary of CPD Hours

Attestation

Summary

Comments (0) Add

Learning activities include:

- University, College and Technical Institute – U
- Non-Credit Courses/Seminars/Workshops/Con
- Self-Directed Learning
- Formal Professional Networking

Please enter your Learning activities here by cli

Once you have added your activity, you can upload dr the column Audit Info. Whatever you upload here will

Next

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Summary of CPD Hours

Attestation

Summary

Manage Learning

Select Learning Sub-Category

- select an option -

- select an option -

University, College and Technical Institute – Undergraduate or Graduate Coursework.

Ethics Training Requirement

Formal Professional Networking

Non-Credit Courses/Seminars/Workshops/ Conferences/ Roundtables

Self-Directed Learning

Step 3:

Add Activity Details: Dates, Hours for CPD Activity, Description, Organization & **Save!**

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Summary of CPD Hours

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Summary

Manage Learning

Select Learning Sub-Category

Non-Credit Courses/Seminars/Workshops/ Conferences/ Roundtables

Start Date

End Date

Activity Details

Hours for CPD Activity*

Description of CPD Activity*

Organization through which CPD Activity was completed:

Save Cancel

Next

Step 4:

Upload supporting document in case of audit.

Once the Activity has been saved, you can upload the file under "Audit Info".

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Summary of CPD Hours

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Summary

Comments (0)
Add

Learning activities include:

- University, College and Technical Institute – Undergraduate or Graduate Coursework
- Non-Credit Courses/Seminars/Workshops/Conferences/ Roundtables
- Self-Directed Learning
- Formal Professional Networking

Please enter your Learning activities here by clicking on "add" and following the prompts.

Once you have added your activity, you can upload documentation showing completion of your activity by clicking on the blue button in the column Audit Info. Whatever you upload here will be used in the case that you are selected for random CPD Audit.

Self-Directed Learning

Edit	Delete	Status	Audit Info	End Date	Requested	Allowable	Description of CPD Activity
Edit	Delete		1 files	12/24/2025			[REDACTED]

Next

Summary of CPD Hours

The Summary of CPD Hours tab displays your hours in the current 3-year rolling period. Click on it to see what you have completed and if you meet the 60- requirement over the current 3-year period.

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Summary of CPD Hours

Please see below for a summary of the CPD activities and hours you have accumulated over the past three years. Remember that there are limits to the amount of hours you can record for certain categories so while you may have recorded numerous hours, you may only be allowed a specific number based upon the [CPD Log Handbook](#).

Reach out to a member of the [Professional Standards team](#) if you have any concerns or questions with the summary below.

Hours from Preceding Two Years

These are CPD activities and hours that you have recorded in the two certification periods before the current period and year.

Hours Applied: 108.75

Activity	Description	Organization	Hours submitted	Dates

Hours in Current Year

These are CPD activities and hours that you have recorded in the current certification period and year.

Current Period: Jan 01, 2025 - Dec 31, 2025

Hours Applied: 10

Activity	Organization	Hours submitted	Description	Dates
Maternity Leave	CPHR	10	exemption hours	May 20, 2025 - Dec 31, 2025

Hours in Three Year Certification Period

These are the CPD activities and hours that you have recorded in the current three year rolling certification period.

Category	Hours Submitted	Hours Applied
Confirmed CPD Hours	0	0
Leadership - Mentoring, Teaching and Facilitation Projects	0	0
Learning	101.75	98.75
Leave of Absence	20	20
Professional Practice	0	0
Research & Publication: Texts, Articles, Journals	0	0
Volunteering and Community Involvement	0	0
Report Totals	121.75	118.75

Next

Step 5:

Before submitting your CPD log, you are required to complete the CPD Attestation. This step confirms that your recorded activities are accurate, that you can provide supporting documentation if requested, and that you understand and agree to abide by the CPHR Alberta Code of Ethics and Standards of Professional Practice. Completing the attestation is mandatory and serves as your formal declaration of compliance, so be sure to review it carefully before proceeding with your submission.

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Summary of CPD Hours

Attestation

CPD Attestation

Please be sure to familiarize yourself with the CPHR Alberta Code of Ethics and Standards of Professional Practice.

I declare that this is an accurate record of my qualifying professional development activities.

Yes

I agree to provide further documentation on request by the association.

Yes

I understand that any misrepresentation by me in this application, or in any documentation I provide, will be sufficient cause for revocation of my designation and termination of my membership.

Yes

I agree to continue to abide by CPHR Alberta Code of Ethics and Standards of Professional Practice.

Yes

Next

Step 6:

Navigate to the "Summary" Tab of your CPD Log

Make sure that each item has a "✓" Status. If there is an "X" you are missing a requirement and cannot submit.

Once each requirement is met, a submit button will appear!

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Summary of CPD Hours

Attestation

Summary

Please see below the summary for your CPD log. You must gain at least 10 CPD hours each year and 60 CPD hours over each three year period. The Ethics requirement must be met once every three years for a three hour minimum.

Please DO NOT submit your CPD log if you HAVE NOT completed all of your entries for the specified year. You cannot re-open your CPD log once it is submitted, so before you submit, be sure you have added ALL your activities.

Summary

Item	Status	Message
At least 10 CPD Hours Submitted for the Year	✓	
60 CPD Hours Submitted for last 3 Years or Not Yet Required	✓	
Ethics Training Requirement Completed in Past 3 Years	✓	
Attestation Pathway Complete	✓	
Activities entered have valid end dates	✓	

Step 7:

Once submitted, your CPD log status will change from "pending" to "**complete**" in your portal under applications and you will receive a confirmation email.

Applications

Application	Status
NKE Exam Application	Pass
CPHR	Complete
CPHR	Complete
CPHR	Complete

Best Practices

Helpful CPD Tips

- ✓ Log activities **throughout the year**
- ✓ Keep **certificates and proof of attendance in case of audit**
- ✓ Upload documentation when logging activities
- ✓ Track **3-year rolling hours** regularly
- ✓ Include **varied learning sources**
- ✓ Ensure that CPD status changes from "**pending**" to "**complete**" in the portal
- ✓ Check your inbox for a CPD completion email





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