

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES

For those of you that are members of professional bodies requiring Continuing Professional Development (CPD) to maintain your membership, Sparkrock can provide CDP Certificates upon request.

To determine whether our eLearnings, user groups, conferences, or other events are accepted as CPD by your professional body, please visit your professional body's website to reference their specific CPD guidelines.

As a general rule of thumb, all CPD must:

- be relevant to your professional responsibilities and competencies
- be quantifiable, meaning the amount of time spent doing the learning is measured
- contain significant intellectual or practical content
- be directly related to your designation

Please find a list of popular designations/membership-based organizations below, linking to their specific CPD requirements.

Canada:

- Finance:
 - [Chartered Professional Accountants \(CPA\)](#) (Each province has their own CPA website, but the CPD requirements remain consistent.)
 - [Chartered Financial Analyst \(CFA\)](#)
 - [Certified Management Accountant \(CMA\)](#)
 - [Chartered Global Management Accountant \(CGMA\)](#)
- HR:
 - [Human Resources Professionals Association \(HRPA\)](#) (CPD requirements for CHRP, CHRL and/or CHRE designations).

USA:

- Finance:
 - [American Institute of Certified Public Accountants](#) (Please note, each state has their own state board of accountancy. See [CPD Requirements for CPAs by State.](#))
- HR:
 - [International Association for Human Resource Information Management \(IHRIM\)](#)
 - [Human Capital Institute \(HCI\)](#)
 - [Association for Talent Development \(ATD\)](#)



- Society for Human Resource Management (SHRM)
- American Payroll Association

Global:

- Chartered Institute of Management Accountants® (CIMA)

