



NISCL Continuing Professional Development (CPD) Policy for Designation Holders

Effective Date: May 1, 2025

Updated CPD Policy Overview

As a Designation holder, you must maintain the currency of your designation through ongoing personal and professional development and enrich your functional and leadership aptitudes, skills, and knowledge by meeting it. You track your commitment to this by maintaining a personal record of your continuous professional development (CPD) completions. As such, we have updated our CPD policy to help you better meet these CPD requirements.

Starting on May 1, 2025, we will implement the following key changes:

1. Cycle Dates:

CPD cycles run from May 1-April 30.

2. 30 hours Required Annually

Our CPD requirements will transition to an annual time-based reporting system (i.e., we are discontinuing the three-year reporting cycle and the activity-based “points” reporting based on categories). You may fulfill this requirement through NISCL, CIPS, employer-based offerings, or other institutions and organizations providing CPDs (e.g., CPA, HRP, CPHR, CASE, ICD, etc.). All CPD activities from NISCL and CIPS are recognized for CPD maintenance as of May 1. CPD cannot be carried over from one year to the next.

3. Leadership and Ethics CPDs

Another key change in our CPDs is the requirement to allocate a portion of your professional development to grow your leadership excellence and understanding of current ethical standards. Leadership training and ethics are now mandatory components of CPD hours. These requirements ensure that all designation holders continuously develop essential leadership skills and an ethical understanding of environmental procurement, human rights, fraud, bribery and corruption.

4. Annual Attestation

You must complete an annual attestation acknowledging your completion of the required 30 hours of CPDs. You are welcome to track your CPD through our system, but it is optional and not required. This allows you to expand to multidimensional methods of earning your CPD hours. These changes are designed to make the CPD process more efficient and beneficial for you. This new approach will better support your professional growth and development.



Please note your 30-hour annual CPD cycle will also meet the CIPS CPD requirements.

Below is a table outlining these key changes and identifying the difference between this new NISCL CPD policy and our old CPD policy. Our new policy is designed to improve your overall CPD reporting experience and drive a continued dedication to functional and leadership growth amongst our community of designation holders annually.

A Detailed Comparison of the New versus Old Policies:

NEW NISCL CPD Policy	OLD CPD Policy
<p>CPD cycles run May 1 – April 30</p> <ul style="list-style-type: none">• The annual cycle of CPDs now runs from May 1 until April 30 to align with the membership cycle.	<p>CPD cycles ran Jan 1-Dec 31.</p> <ul style="list-style-type: none">• Previously, the CPD cycle was from January 1 until December 31.
<p>Reporting is now faster, easier, more flexible and completed annually!</p> <ul style="list-style-type: none">• You must complete at least 30 hours of CPDs annually.• We recommend that these 30 hours consist of structured (e.g., courses, events, etc.) and unstructured (e.g., books, podcasts, etc.) learning.• The hours you invest in professional development will count directly toward your CPD.• Completing 30 hours annually ensures you only need to track your CPDs for one year and can directly report your hours.• This allows greater flexibility in fulfilling your CPD requirements in the formats you prefer on the topics that best serve you professionally.	<p>Reporting took longer, was complex and was on a three-year cycle.</p> <ul style="list-style-type: none">• You had to complete 30 credits every three years.• This old activity-based reporting system relied on completing specific, accepted CPD activities within prescribed categories and tracking over three years.• Converting the hours you spent on each activity type into a number of credits (using the old credit rubric) was time-consuming.• Tracking 35 credits over three years required designation holders to keep credit records by category over three years.



<p>Keep a record of your CPDs and attest to completion annually.</p> <ul style="list-style-type: none">• You must maintain a personal record of your CPD activities. You may track CPDs in the NISCL portal. However, your records are considered the primary record of CPDs for auditing.• The annual attestation acknowledges that you have completed 30 CPD hours. NISCL retains the right to audit records annually.	<p>Use the NISCL portal to record your CPDs.</p> <ul style="list-style-type: none">• You used the NISCL system to track your CPDs and may or may not have kept thorough personal records of CPD completions.• You did not complete an attestation of your three-year cycle of CPD completions.
<p>Leadership growth is required annually!</p> <ul style="list-style-type: none">• You must dedicate 10 of your CPD learning hours toward growing your leadership excellence annually.• Leadership professional development opportunities are structured learning programs designed to equip individuals with the knowledge, skills, and behaviours required to lead effectively. For example, participation in NISCL’s Leadership series events may be counted towards your 10 required hours of leadership CPDs.	<p>Leadership growth was optional.</p> <ul style="list-style-type: none">• There was no requirement to dedicate some of your CPD learning to leadership.
<p>Ethics e-learning and test are required annually!</p> <ul style="list-style-type: none">• Beginning May 1, 2025, you must complete the CIPS Ethics eLearning and subsequent Ethics test every year. The eLearning and test will be available free to members within your CIPS profile, i.e., “My CIPS.”• Time spent to complete the Ethics eLearning and test may be counted toward your required annual 30 CPD hours.	<p>Ethics e-learning and test were not required.</p> <ul style="list-style-type: none">• There was no requirement to dedicate some of your CPD learning to ethics.



<p>If your cycle does not end this year, your CPDs will be honoured for the next annual cycle!</p> <ul style="list-style-type: none">• If your current CPD cycle does not end this year, i.e., does not end by March 31, 2025, then any hours you have already completed will carry over to the new cycle from May 1, 2025, until April 30, 2026. Please retain a record of these completed CPD hours.	<p>Not applicable.</p>
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For any questions or further information, contact Katie Cheshire at kcheshire@niscl.ca.