

NISCL Continuing Professional Development (CPD) Policy for Designation Holders **Effective Date: May 1, 2025**

Updated CPD Policy Overview

As a designation holder, you are responsible for the maintenance of your designation annually through continuous professional development. This includes enriching your functional and leadership aptitudes, skills, and knowledge. To demonstrate your commitment by maintaining a personal record of your CPD completions.

Key Changes Effective May 1, 2025:

1. Cycle Dates:

- CPD cycles run from May 1 to April 30 each year, aligning with the membership cycle.

2. 30 hours Required Annually

- CPD requirements have transitioned to an **annual time-based reporting system**.
- The previous three-year cycle and activity-based "points" system have been discontinued.
- You may fulfill this requirement through NISCL, CIPS, employer-based offerings, or other recognized institutions (e.g., CPA, HRP, CPHR, CASE, ICD, etc.).
- All CPD activities from NISCL and CIPS are recognized for CPD maintenance.
- **CPD hours cannot be carried over** from one year to the next.*

3. Leadership and Ethics CPDs

- A portion of your professional development must be dedicated to **leadership excellence** and **current ethical standards**.
- **Leadership training and ethics** are now mandatory components of CPD hours.
- These requirements ensure all designation holders continuously develop essential leadership skills and an ethical understanding of environmental procurement, human rights, fraud, bribery, and corruption.

* with the exception of people who had a CPD cycle end date of December 31, 2025-December 31, 2027 prior to this change



4. Annual Attestation

- You must **attest annually** to completing the required 30 hours of CPDs during your renewal process.
- There is **no official attestation form**; the attestation is part of the renewal form.
- You are responsible for **tracking your own CPD hours** and maintaining a personal record.
- For your convenience, you may use the CPD Tracking Form, but use of this specific form is **optional**.
- NISCL retains the right to audit records annually.

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
CPD cycles run May 1 - April 30 • The annual cycle of CPDs now runs from May 1 until April 30 to align with the membership cycle.	CPD cycles ran Jan 1-Dec 31 • CPD cycles ran from January 1 until December 31.
Reporting is faster, easier, more flexible and completed annually! • Complete at least 30 hours of CPDs annually. • Structured (courses, events) and unstructured (books, podcasts) learning both count. • Direct reporting of hours. • Greater flexibility in fulfilling requirements.	Reporting took longer, was complex and was on a three-year cycle. • 30 <i>credits</i> every three years. • Strict activity-based reporting by category. • Time-consuming credit conversion. • Required record-keeping by category over three years.



Keep a record of your CPDs and attest to completion annually. • Maintain a personal record. • Attest to completion during renewal. • NISCL may audit records.	Used the NISCL portal to record your CPDs. • 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.
Leadership growth is required annually! • Dedicate 10 hours to leadership development. • Structured programs (e.g., NISCL Leadership series) count.	Leadership growth was optional. • There was no requirement for Leadership CPD's.
Ethics e-learning and test are required annually! • Complete CIPS Ethics eLearning and test each year. • Free to members in "MyCIPS" on the CIPS website • Both the test and the prep courses count towards annual 30 CPD hours.	Ethics e-learning and test were not required. • There was no requirement to dedicate some of your CPD learning to Ethics.
If you were mid-cycle before we made this change, your previous CPD count towards this year. • If your previous cycle end date was December 2025 or March 2026, December 2026 or December 2027, the CPDs you had accumulated up until April 30, 2025 will be honoured towards this cycle ending April 30, 2026! • Hours completed before March 31, 2025, will carry over to the new cycle (May 1, 2025-April 30, 2026). • Retain a record of completed hours.	Not applicable.

For any questions or further information, please contact us at info@niscl.ca.