



Questions and Answers for the September 2010 webinar entitled *'The Alternate Route'*

September 14, 2010

Below are the questions and answers to questions submitted in the context of a webinar on the Alternate Route held on September 14, 2010.

Questions below appear in the format in which they were submitted.

1. when is the webinar for re-certification

HRPA hosted a webinar for recertification a few months ago. Please visit the Office of the Registrar section of the HRPAs website at www.hrpa.ca, and then select the webinars section to view the Recertification On-Demand webinar, presentation and questions and answers.

2. Any stats on the pass/fail rate of the NKE of those who write without course work and just work experience?

On the May 2010 sitting of the NKE, about 10% of exam-writers qualified through the alternate route. The average score for those who qualified to write the NKE by completing the nine courses was 65.3%; the average score for those who qualified to write the NKE via the alternate route was 67.7%. This difference is not statistically significant.

3. If I am applying in September for the Alternate Route and two of my courses were taken in March 2000 and May 2000 - they are officially too old correct? They would be 10 years old by a matter of a few months - should I not submit these?

Courses cannot be more than ten years old. Apply before the courses expire.

4. Does an executive MBA count towards the degree requirement?

It depends on the whether the degree granting institution is a recognized institution, and it depends on the degree that is conferred at the end of the program.

5. How will the Degree requirement affect those people who have already passed the NKE?

Individuals who have already passed the NKE are exempt from the degree requirement, provided they maintain membership, and complete the experience requirement within five years of passing the NKE.

6. You allow 50 points for an advanced degree in HR/IR. Does the degree have to be less than 10 years old?

Degrees do not have an expiration date.

7. Are there specifics around the degree requirement? I.e. does it matter if it's a 3 or 4 year degree? What about GPA?

The degree requirement involves the successful completion of a degree from a recognized educational institution. Degrees can be granted by universities, or by colleges who have authority to grant degrees (from the Ministry of Training, Colleges and Universities), and they must be recognized educational institutions. GPA and length of degree does not matter as long as the degree has been completed and awarded.

8. if i dont have a degree

Individuals must have a degree as part of the requirements for certification.

9. what do i need to do to get my designation

There are five key requirements in order to achieve the designation. Please visit the Office of the Registrar page of the HRP website and download our Certification Handbook. Once you have reviewed the handbook, please contact the staff of the Office of the Registrar with any questions you may have.

10. Does the Queen's certificate in Industrial Relations count for any points?

Please see the alternate route points chart for eligible education. Certificates do not count in totality towards the requirements in the alternate route. The individual's courses within the program might be considered, but they need to be pre-approved and meet both the course expiration and grade standards. Courses that have not been pre-approved can be submitted for review under our approval of non approved courses process.

11. sorry also investment licence

Please see the alternate route points chart for eligible professional certifications.

12. I am the HR Manager for a Division (400+ employees across N/A). This Division is part of a Corporation. Does this count as overseeing the HR process for a medium to large size company?

A Medium sized company is interpreted as between 20 and 500 employees.

13. When will the new Handbook be available for download and will it have an application form that can be completed electronically? (The current form is a .pdf that has to be completed by 'hand')

The new certification handbook will be available at the end of September. HRPAs may include a writable version of the application form in the future.

14. Is it just the NKE that needs to be passed now? What is the NPPA and is it no longer required?

There are five specific requirements that must be met to achieve the CHRP designation;

- a. Membership
- b. Coursework
- c. national knowledge exam
- d. degree
- e. experience

The NPPA is no longer available. There are five key requirements in order to achieve the designation. Please visit the Office of the Registrar page of the HRPAs website and download our Certification Handbook. Once you have reviewed the handbook, please contact the staff of the Office of the Registrar with any questions you may have.

15. How is maternity leave counted i.e., working as HR professional, takes 1 year maternity leave, returns to work in professional HR capacity

Maternity leave is not counted towards experience attained.

16. Or do i not qualify because I do not have a degree

Individuals who do not have a degree, and do not intend to achieve one will not be able to pursue the designation. Individuals who wish to write the NKE before achieving a degree can do so. They must of course meet the coursework requirement to write the NKE. Once an individual passes the NKE, they have 5 years to complete the remaining requirements including showing proof of a completed degree.

17. I do not have a degree in HR, but I have the 8 course done in 2002 and have been working in HR for 6 years, am I able to go to apply for the alternate route to write next year the NKE

Individuals can apply for the alternate route to meet the coursework requirement. The coursework requirement must be met to write the NKE. Once an individual passes the NKE, they have 5 years to show proof of a completed degree and to meet the experience requirement. Individuals, who do not have a completed degree, will not be able to achieve the CHRP designation.

18. I also have 1 year as HR generalist and Business development Director, core role delivering training private business

Sorry – without more information, this question cannot be answered.

19. When is the next NKE

The next NKE is May 07, 2011. The deadline to register for that NKE is March 07, 2011. Please visit the Office of the Registrar section of the website for information regarding the exams and to register.

20. do you submit your alternate route application prior to writing the NKE?

The alternate route is available for individuals who are trying to meet the coursework requirement. The coursework requirement must be met in order to write the National Knowledge Exam, in addition to membership.

21. If the NKE was passed in 2006. Will I be required to rewrite the NKE, when and will no degree affect me?

Individuals who have already passed the NKE are exempt from the degree requirement, provided they maintain membership, and complete the experience requirement within five years of passing the NKE.

22. If I have an advanced degree in HR?IR that is more than ten years old, does that qualify for the 50 points even though it is 10 years old?

Yes, it could potentially count. Degrees do not have an expiration date. The degree must have been awarded by a recognized educational institution.

23. I didn't get all 4 points for the definition of "professional level" with respect to the experience required to be credited toward the 50 points needed to qualify to write the NKE. Would you please provide them again?

What is professional experience?

The crux of the experience requirement is that the experience must be at the professional level. In determining whether HR experience is at the professional level, the following factors are taken into consideration:

- Independence of actions — relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience;
- A depth of work requirements — relates to the extent to which work experience requires data, analysis and interpretation;
- Level of interaction — relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers; and
- Responsibility for work outcome — relates to accuracy and extent to which the individual is held accountable for his/her work and decisions.

To be clear, professional does not mean supervisory or managerial. Also, it does not matter whether one is working in a specialist position or a generalist position. It does not matter whether one is working as an independent practitioner or as an employee of a company. Professional does not require that one has overall responsibility for the HR function. Junior levels in a human resources department performing administrative functions are not considered to be at the appropriate level; time spent in these positions will not be credited against the experience requirement.

What is HR experience?

The definition of HR experience is identical to the definition provided in the scope of practice delineated in HRPA's Rules of Professional Conduct. The *Scope of HR Practice* is the creation and implementation of all policies, practices and processes to effectively organize and manage all human capital resources in the workplace in service of the ultimate goal of enhancing business outcomes. Human Resources Management involves maintaining or changing relations between employees, between employers or between employers and employees.

The *Practice of Human Resources Management* includes, but is not limited to, one or more of the following:

- (1) The development and implementation of human resources policies and procedures;
- (2) Consultation in the area of human resources management;
- (3) Providing advice to clients, managers, and employees in matters pertaining to management of human resources;
- (4) The representation of clients and organizations in proceedings related to human resources management;
- (5) Program development and evaluation in the area of human resources management;
- (6) The supervision of other Human Resources professionals whether registered or non-registered;
- (7) Coaching of employees, managers, and other individuals in matters relating to work and employment;
- (8) The conduct of research in the area of human resources management.
- (9) Teaching in the area of human resources management.

To be credited toward the experience requirement, fifty-one percent or more of an applicant's activities must be in human resources as defined above. Beyond this, time will be credited proportionally. For instance, an applicant for whom seventy-five percent (75%) of their time is dedicated to human resources activities as defined above will have their time multiplied by .75. It would take four years of experience in such a position to be equivalent to three years of fulltime experience in human resources.

The experience must have occurred within the last ten years to count towards the experience requirement and the individual must have worked in HR within the last two years.

Please review the application form for more information.

24. I received a certificate in HRM and passed the NKE last year, will I lose the designation if I do not achieve the right number of recertification points.

I assume you have been granted the designation, you did not specify that you have met the remaining requirements needed to achieve the CHRP designation. Once an individual achieves the CHRP designation, they are required to recertify every three years. There are many activities that count towards recertification. For more information, you may consult the recertification log on the recertification area of the Office of the Registrar section of the HRP website. Individuals who do not meet the recertification requirement will not be permitted to continue to hold the CHRP designation.

25. Would the Queen's MIR (Master in Industrial Relations) count as an advanced degree in HR IR for the 50 points?

Yes, the completed Master in Industrial Relations degree from Queens University in Ontario would count as 50 points under the alternate route.

26. I have completed all but one, course. Just found out that two courses were not at the required grade. I have retaken one of the below grade courses ... got the grade and am today submitting the other. I have a license in Financial planning, which the material for the course I am concerned about is comparable (Compensation management). If my grade is not at HRPA's acceptable level, can my financial planning (life license) work for the additional 5 points (?) work here and how do I go about getting this addressed. I have had several conversations around this and much confusion on all sides. Unfortunately, now very stressful and costing me money that I did not anticipate. I do not have a degree (currently in progress)

Please contact the Certification Specialist at 416-923-2324 ext 343 to discuss your specific situation.

27. How are they evaluating your year's of experience? How do you submit this info as part of your application?

Please see the application form for all of this specific information. There are specific definitions of “professional level” experience, and the HR profession. A committee of CHRP experts evaluate experience against established criteria.

28. Do certifications such as McQuaig, Myers Brigs Type Indicator and other HR assessment tools count in the point system?

No. Please see the application form for the professional designations that may be applied.

29. Can Continuing Education diplomas plus experience at non-managerial level can qualify towards the certification with 8+ years experience in HR?

Please see the application form for all of this specific information. HRPA does not count diplomas as a whole, but rather the specific HR courses within them. There is a ten year time frame and grade standards applied to individual courses. There are specific definitions of “professional level” experience, and the HR profession. A committee of CHRP experts evaluate experience against established criteria.

30. I have 10 years + in a Manager role in HR, have taken some courses in that time, is there any alternate route for CHRP designation where you don't have to write the NKE?

No. All individuals must meet the coursework requirement to qualify to write the NKE. The alternate route is one method by which to meet the coursework requirement. All individuals must meet all five requirements, including the exam, the degree and the experience requirements.

31. Must the courses be less than 10 year old like the application process through academic organizations?

Yes, individual courses must not be more than ten years old, and must meet the required grade standard. The courses must also be pre-approved by HRPA; otherwise, individuals can apply to have their courses evaluated through the approval of non approved courses process.