

Certification Overview

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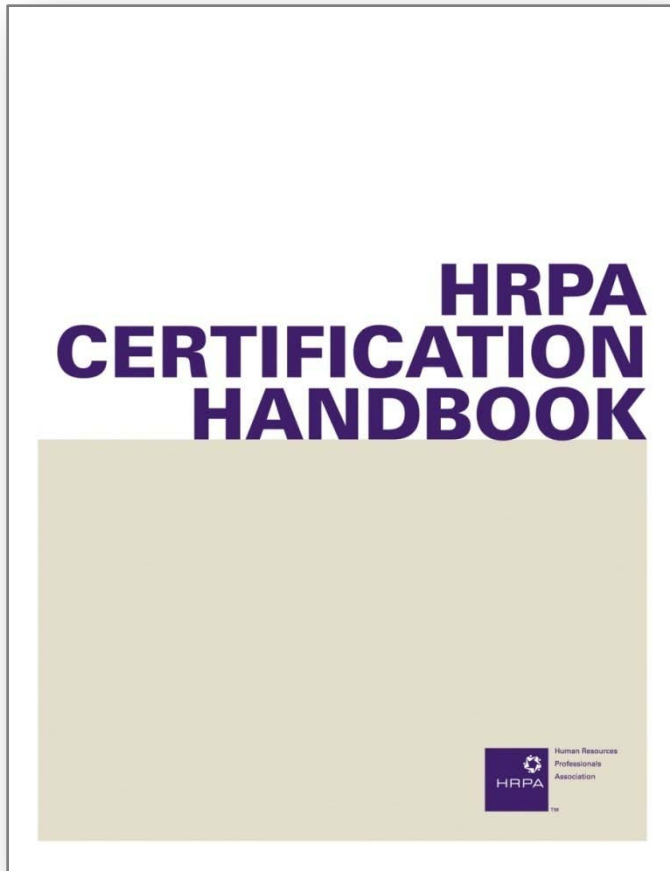


Housekeeping

- Slides, archived webinar, and Q&A to be posted on HRPAs website on the Office of the Registrar page within a week
- Time has been set aside for questions at the end of the webcast but you can submit your questions at any time
- All questions and their answers will be posted on the HRPAs website

Agenda

- What is certification?
- Who does what in the certification process?
- The 'certification scheme' for the CHRP
- Different paths to certification
- The 5 requirements for initial certification by HRPA



- Available for downloading from our website
- Comprehensive source of information about HRPA's certification process

What is certification?

“Documented recognition by a governing body that a person has attained occupational proficiency.”

Canadian Information Centre for International Credentials

“The issuance of a formal document recognizing that a person has attained a standard of proficiency in a set of skills, knowledge, and abilities in a profession or trade.”

Work Destinations website (sponsored by Forum of Labour Market Ministers)

'Warrant of Competence'

- Certification is a 'warrant of competence'
- HRPA is the 'warranting' body
- Certification by HRPA means that HRPA warrants that the certified individual has attained a standard of proficiency with respect to the skills, knowledge, and abilities required to function as a human resources professional

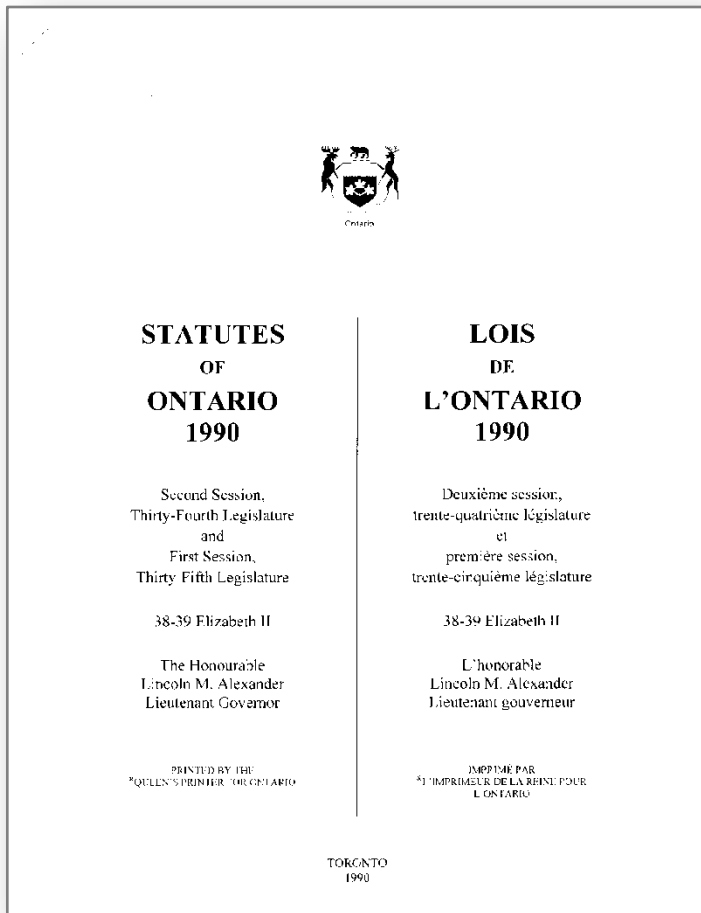
Determination of Competence

- At the core of certification is a determination that an individual has met a standard of proficiency
- Three key components:
 - the establishment of occupational standards or requirements for licensing, certification or registration
 - the assessment of the qualifications of workers against established occupational standards or requirements for licensing, certification or registration
 - the official recognition that an individual meets established occupational standards or requirements for licensing, certification or registration

'Right to Title'

- 7.—(1) Every member of the Association who has satisfied the criteria set out in the by-laws of the Association may use the designation "Certified Human Resources Professional" and may use after his or her name the initials "C.H.R.P.".
- (2) Any person in Ontario who, not being a registered member of the Association, takes or uses the designation of "Certified Human Resources Professional" or its abbreviation "C.H.R.P." alone or in combination with any other words, name, title or description or implies, suggests or holds out that the person is a certified human resources professional is guilty of an offence.

Regulatory Authority



By virtue of The *Human Resources Professionals Association of Ontario Act, 1990*, HRPFA is the regulatory authority for the human resources management profession in Ontario

HRPA and CCHRA

- CCHRA is not a regulatory authority
- CCHRA does not have the authority to set requirements and standards for the designation; it does not have the authority to prescribe examinations; it does not have the authority to issue documentation attesting to the fact that an individual has met the requirements and standards for certification
- CCHRA is a coordinative body which facilitates inter-provincial cooperation
- Of the nine provincial HR associations, only Quebec and Ontario are true regulatory authorities

Self-Regulation

- The professional regulation model adopted in Canada is called *self-regulation*
- Self-regulation means that the profession regulates itself
- All adjudicative decisions are made by duly appointed committees and panels (i.e., Certification Sub-committee, Recertification Sub-Committee, Education Standards Sub-Committee, Complaints, Investigations and Discipline Committee, and Appeals Committee)
- The Registrar has some limited decision powers within the parameters established by the Board

Who Does What in Certification

HRPA Board

- Set requirements and standards
- Set experience requirements
- Prescribes examinations

Adjudicative Committees

- Apply the requirements and standards by making decisions about individual cases

Registrar

- Manages communication to and from adjudicative committees
- Supports committees
- Keeps records

The CHRP

- The CHRP designation was always intended to be a “professional” designation
- The CHRP is a generalist designation, although those who have the designation do not necessarily work in generalist positions
- The CHRP is not for everyone who “works in HR” or for everyone that “has something to do with HR”

A Bit of History

- The Human Resources Professional (HRP) designation was first offered in 1989; 'grandfathering window' was open from February 1989 to June 1989
- In 1990, with passage of the *Act*, the HRP became the CHRP
- In 1994, the Comprehensive Provincial Exam (CPE) was added
- In 2003/2004, the National Knowledge Exam (NKE) replaced the Comprehensive Provincial Exam (CPE) and the National Professional Practice Assessment (NPPA) replaced the three-year experience requirement
- In May 2009, the experience requirement is re-introduced
- On January 1, 2011, the degree requirement will come into effect

Evolution and Change

- Although there have been many changes in the details, the certification formula of membership, coursework, exam, and experience has remained fundamentally the same since 1994
- Making changes to a certification process is always challenging

Certification Scheme

- The certification scheme or architecture refers to the overall certification framework
- Classic formulation (sometimes called the 'Triple-E' model):
 - Education
 - Examination
 - Experience

Practice Analysis

- A formal study of an occupation, the tasks accomplished as well as the knowledge, skills, abilities, and other characteristics needed to perform in that occupation
- Original practice analysis conducted in 1998, updated in 2007
- Optimally, practice analyses are updated every five years

The HR Body of Knowledge

HR Body of Knowledge

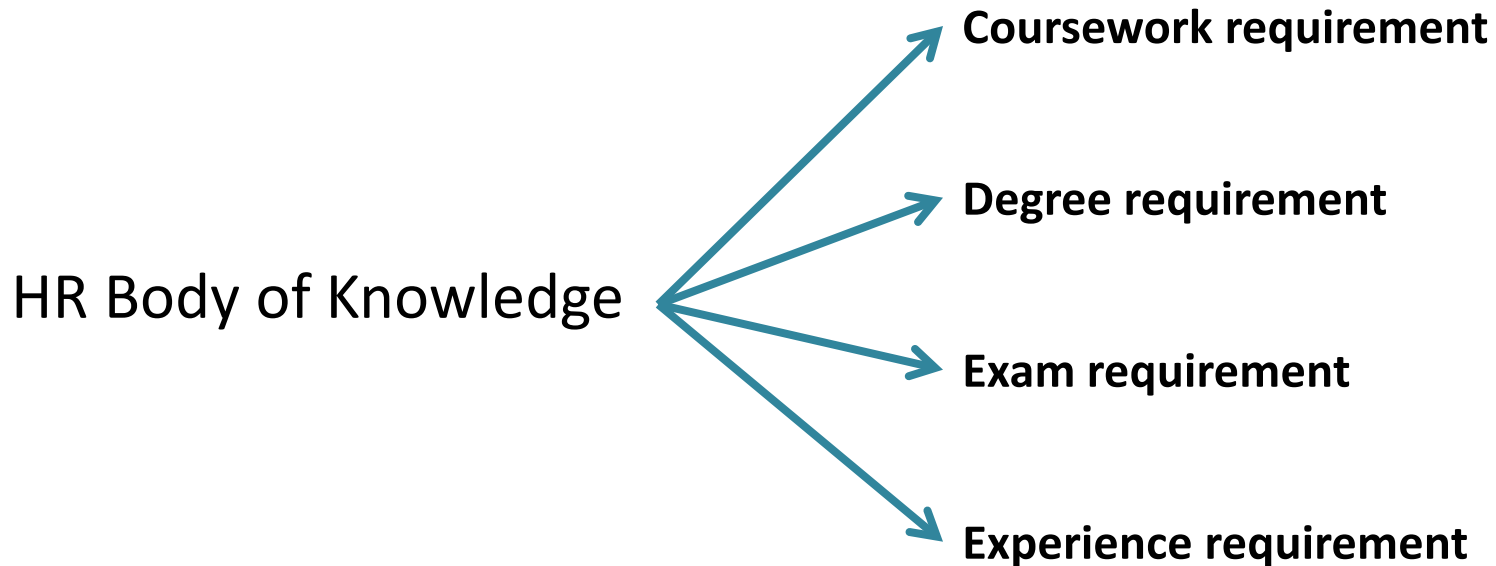
Functional dimension

Grouping within functional dimension

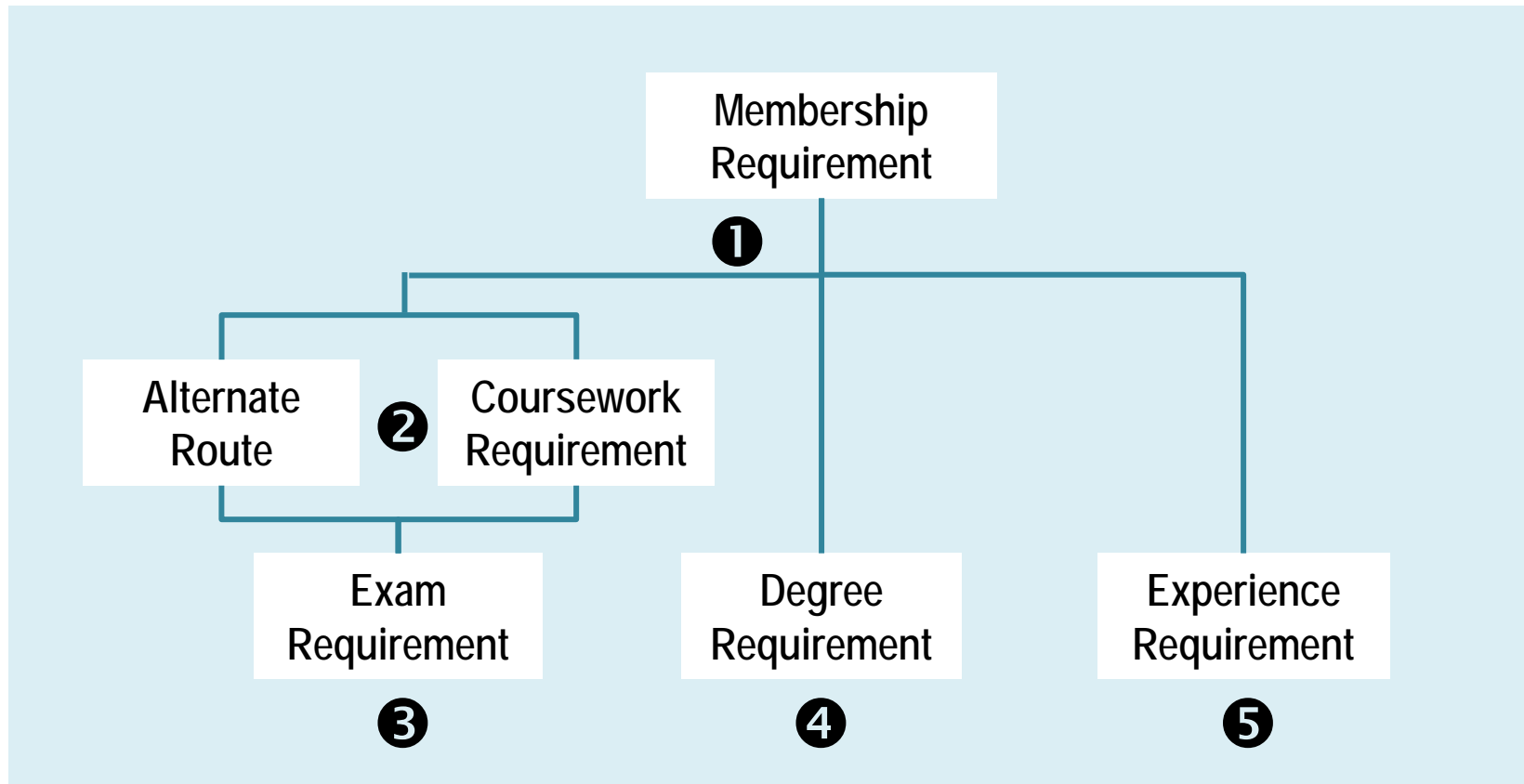
Required Professional Capability (RPC)

Sub-capability (detail)

All Requirements Derive from the HR Body of Knowledge



HRPA's Certification Framework

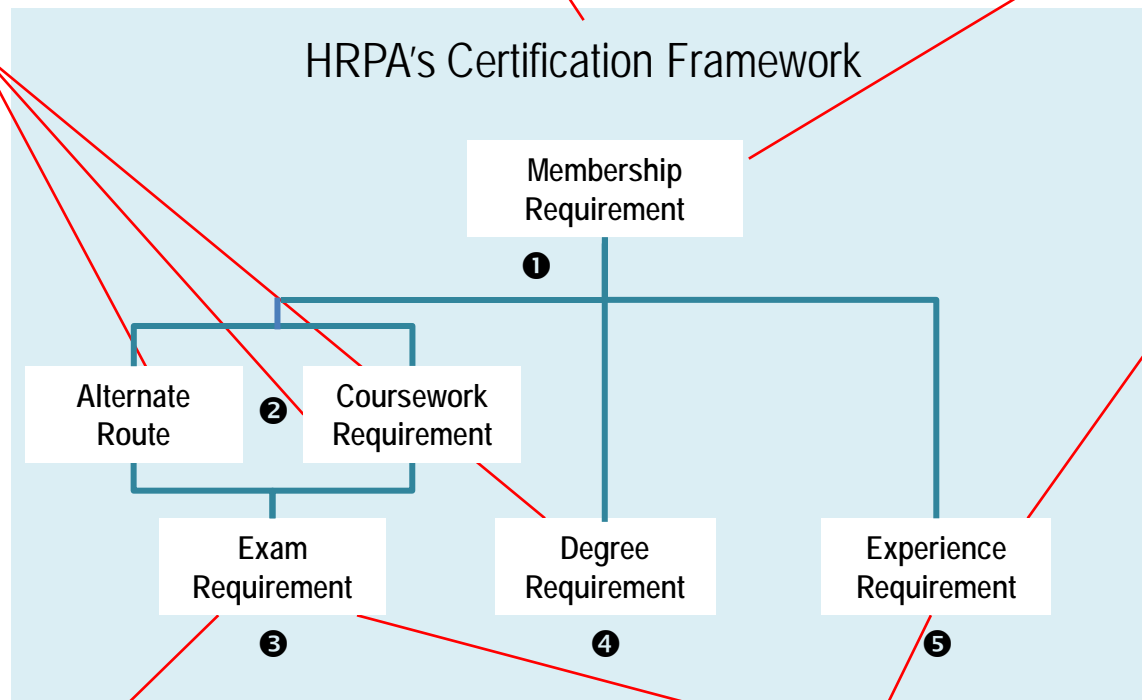


HRPA's Statutory Authorities and the Certification Framework

Section 7(2) of the Act states: "Any person in Ontario who, not being a registered member of the Association, takes or uses the designation of "Certified Human Resources Professional" or its abbreviation "CHRP" alone or in combination with any other words, name, title or description or implies, suggests or holds out that the person is a certified human resources professional is guilty of an offence"

Section 7(1) of the Act gives HRPA the statutory authority to "set out the criteria for the CHRP designation."

Section 4(1)(a) of the Act gives HRPA the statutory authority to "prescribe the curriculum and the courses of study to be pursued by the students and candidates in order to satisfy the academic requirements of any particular registration."



Section 4(1)(b) of the Act gives HRPA the statutory authority to "prescribe the experience criteria to be met by candidates for registration."

Section 2(c) of the Act gives HRPA the statutory authority to "hold examinations and prescribe tests of competency deemed appropriate to qualify membership in and certification by the Association."

Section 2(a) of the Act gives HRPA the statutory authority to "establish uniform province-wide standards of knowledge, experience and ethics for all persons engaged in the field of human resources management."

Assessment Instruments and Eligibility Requirements

Assessment Instruments

- Any one of several standardized methods for determining if candidates possess the necessary knowledge and/or skills related to the purpose of certification

Eligibility Requirements

- Published criteria, often benchmarks for education, training, and experience, with which applicants demonstrate compliance in order to qualify for certification.

Assessment Instruments and Eligibility Requirements

	Eligibility Requirement	Assessment Instruments
Membership requirement	✓	
Coursework requirement	✓	
Degree requirement	✓	
Knowledge exam requirement		✓
Experience requirement	✓	

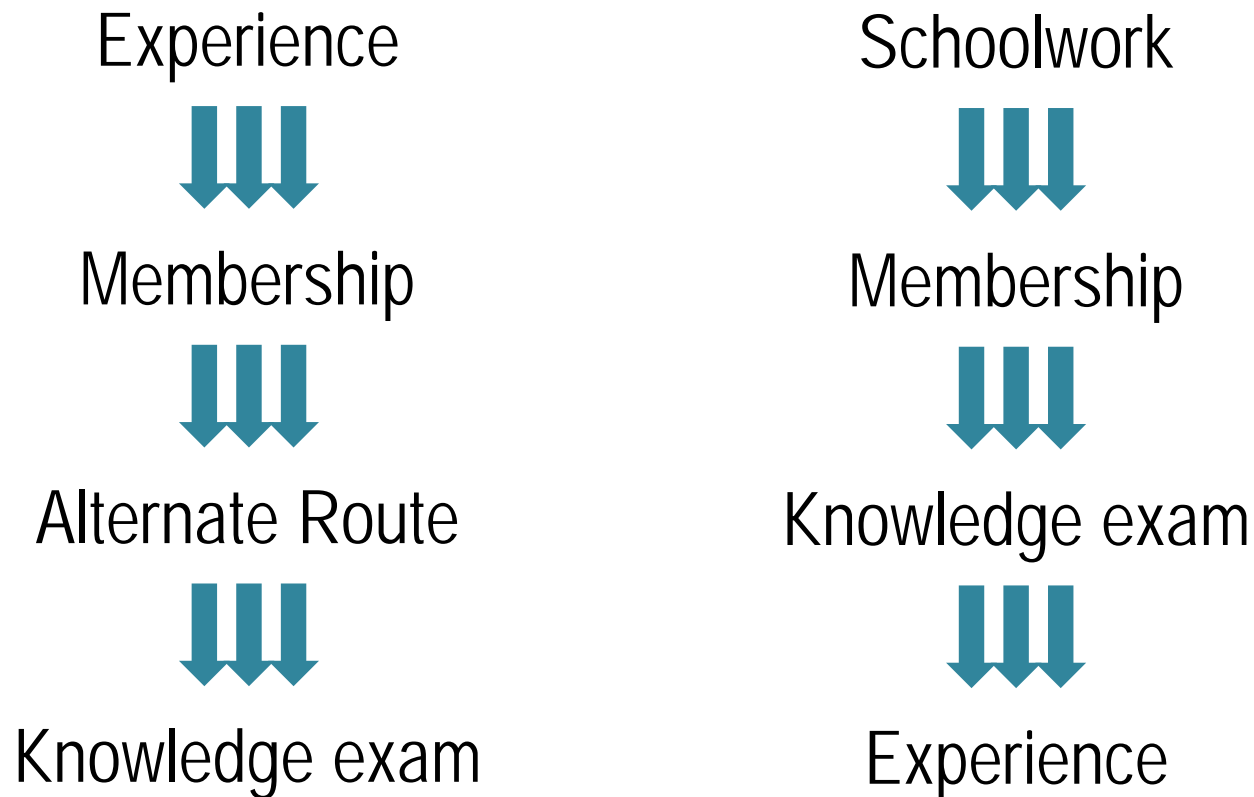
Certification as a Whole

- The certification requirements should be seen as a whole
- Each requirement has some overlap with other requirements but also has a unique contribution to the certification framework

Sequence

- With the exception that membership must come first and that the coursework requirement must be met before writing the National Knowledge Exam, the requirements can be met in any order

Two of Many Possible Paths to Certification



Membership Requirement

- The membership requirement is a statutory requirement established pursuant to Section 7(2) of the *Human Resources Professionals Association of Ontario Act, 1990*.
- Membership is required for the Association to have continued jurisdiction over the member and over continued use of the designation.
- Professional designations and academic credentials are different
- <http://www.hrpa.ca/HRPA/Membership/JoinRenew/>

Coursework Requirement

- The coursework requirement is established as an eligibility requirement to ensure that individuals certified by HRPAs have a sufficient discipline-specific knowledge base to perform in human resources roles at a professional level.
- Although normally achieved through appropriate coursework, it is possible to acquire this base of knowledge through other means.
- HRPAs have established an alternate routes framework that recognizes certain achievements and experiences as equivalent in providing a sufficient knowledge base to perform in human resources at a professional level.

Why Coursework?

- Isn't it the case that only Ontario has a coursework requirement?
- No, both Quebec and Ontario have coursework requirements... and in both Quebec and Ontario HR is a regulated profession
- Coincidence?
- All regulated professions have required training

Coursework Requirement

Course-by-course

or

Alternate Route

There are options within
the course-by-course
approach

There are options within
the alternate route
approach

The Nine Required Courses

- Human Resources Management (HRM)
- Organizational Behaviour
- Finance and Accounting
- Human Resources Planning
- Occupational Health and Safety
- Training and Development
- Labour Relations
- Recruitment and Selection
- Compensation

Course-by-Course

- It is not necessary that all courses be taken from the same academic institution
- Program completion and meeting the nine course requirement are two different things
- It is required to have an average grade of 70% across the nine courses, with no course with a grade of less than 65%
- Courses cannot be more than 10 years old

Different Ways

- Successful completion of approved courses offered by colleges and universities across Ontario,
- Successful completion of courses offered by the Association,
- Achievement of equivalent score on challenge exams offered by the Association,
- Approval of non-approved courses, or
- any combination of the above.

Required Courses

	Approved courses	Evening Academic Program	Challenge Exam	Approval of Non-Approved Courses
Human Resources Management (HRM)	✓	✓	✓	✓
Organizational Behaviour	✓	✓	✓	✓
Finance and Accounting	✓	✓	✓	✓
Human Resources Planning	✓	✓	✓	✓
Occupational Health and Safety	✓	✓	✓	✓
Training and Development	✓	✓	✓	✓
Labour Relations	✓	✓	✓	✓
Recruitment and Selection	✓	✓	✓	✓
Compensation	✓	✓	✓	✓

Alternate Route

	Points
Advanced degree in HR or IR	50
Approved executive program in HR	50
Senior Professional in Human Resources (SPHR)	50
Chartered Member of CIPD	50
Some other designation in HR	10 or 20
Responsibility for overall HR Function in medium to large organization	10/year
Practice in Employment Law	10/year
Experience at a professional level in HR (or allied discipline)	5/year
Experience at a managerial level with significant HR responsibilities (50% of time or more)	5/year
Experience as an HR consultant	5/year
Experience as an instructor in a recognized post-secondary institution	5/year
Any course or equivalent among the nine required courses	5/course

No need to wait

- Many do not submit their transcripts or other coursework documentation until the very last minute when they want to register for the National Knowledge Exam
- There is no need to wait!

Coursework Costs

- \$0 processing of transcripts
- \$150 + HST challenge exams
- Alternate Routes application process
 - \$50 for applications that do not require adjudication
 - \$500 for applications that include validation of experience

Degree Requirement

- The degree requirement was established as an eligibility requirement to ensure that Human Resources management professionals possess the generic competencies necessary to perform in human resources roles at a professional level.

Degree Requirement

- The degree requirement has been the most discussed and debated issue in the history of HRPAs
- The degree requirement was approved by the Board of HRPAs in September 2002, and ratified by the membership at the Annual General Meeting of February 2004
- Other provinces voted to join Ontario in the addition of a degree requirement in June 2004

Exemption to the Degree Requirement

- One must pass the NKE before December 31, 2010, to be exempt from the degree requirement.
- Only Ontario has this exemption because it was in HRPAs original framework before the other provinces joined in

What Are the Options?

Q. What are the options for an individual who does not have a degree and who fails the NKE in October?

A. The only option will be to get a degree.

There are no plans to push back the implementation of the degree requirement or to extend the exemption to the degree requirement beyond what it is now

Generic Competencies

as defined by the Ontario Qualifications Framework

- Depth and breadth of knowledge
- Conceptual & methodological awareness
- Communication skills
- Application of knowledge
- Professional capacity/Autonomy
- Awareness of limits of knowledge

Degrees

- Includes applied degrees that are offered by colleges
- Non-Canadian degrees are just fine as long as they are deemed equivalent to a Canadian degree by a credential evaluation service (i.e., CES, ICAS, or WES)
- Advanced degrees such as Master's and Ph.D.'s count as degrees

Degree Requirement Cost

- None for the processing of transcripts by HRPAs
- Some applicants will need to have their academic credentials evaluated but this is done by external credentialing services

Knowledge Examination Requirement

- The knowledge examination requirement was established to ensure that those individuals certified by HRPA have the requisite discipline-specific knowledge to perform in human resources roles at a professional level.
- The examination requirement ensures that all individuals certified by HRPA have the basic knowledge required to perform as a human resources professional.

National Knowledge Exam

- 150 questions
- Multiple-choice format
- Test spec based on RPCs
- 7 functional areas
- Offered in May and October of each year
- 30 testing locations throughout Ontario

Exam Specifications

Functional Area	Overall		NKE	
	RPCs	%	RPCs	%
Professional Practice in Human Resources	42	22.4%	24	25.0%
Organizational Effectiveness	22	11.8%	8	8.3%
Staffing	30	16.0%	18	18.8%
Employee and Labour Relations	25	13.4%	10	10.4%
Total Compensation	25	13.4%	10	10.4%
Organizational Learning, Development, and Training	26	13.9%	18	18.8%
Workplace Health and Safety	17	9.1%	8	8.3%
Total	187	100%	96	100%

Late Transcript Policy

- Deadline for registration for NKE is 2 months before the exam
- For some, official confirmation of grade (transcript) cannot arrive by the registration deadline
- For the October 2010 exam, with notification by the registration deadline, we will allow for late arrival of transcripts—as long as some official documentation of the final grade in the course arrives at HRP A before end-of-business September 17, 2010

Knowledge Exam Requirement Cost

- \$250 plus HST
- \$25 plus HST manual rescore for NKE

Experience Requirement

- The experience requirement was established as an eligibility requirement to ensure that candidates have, at minimum, demonstrated the capability of operating at professional level in an area of Human Resources for sufficient length of time.

Experience Eligibility Criteria

	Experience is not in HR	Experience is in HR
Experience is at the professional level	Experience is at the professional level but not in HR	Experience is in HR and at the professional level
Experience is not at the professional level	Experience is neither in HR nor at the professional level	Experience is in HR but not at the professional level

Certification by HRP A

What does 'professional level' mean?

- **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-gathering, 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.

What does 'in HR' mean?

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

Validation of Experience

- You need to be a member but the validation of experience can be done at any time (before the coursework, before the knowledge exam)
- For some, the validation of experience will already have been completed as part of the alternate route application process

Validation of Experience Costs

- \$500 plus HST for validation of experience
- \$100 administration fee to update validation of experience application

Certificates and Register



- Certificates are issued under the authority granted to HRP by the *Human Resources Professionals Association of Ontario Act, 1990*
- The register is the official list of all HRP members including membership category and status

Recertification

- Recertification is a requirement for maintaining the designation
- Certificants must document participation in the requisite amount of professional development activities every three years

Mutual Recognition

- HRPA will recognize any individual who has been granted the CHRP designation in any other province as qualified for certification by HRPA without additional material training, experience, examinations or assessments.

Mutual Recognition

- Often misunderstood
- CHRPs are not valid across the country, they are only valid in the province or provinces in which one is a member
- It is illegal to use the CHRP designation in Ontario unless one is a member of HRPAs and that one has met the requirements set out by HRPAs

Q & A



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Certification by HRPA

