



## *'Certification Overview'*

### Questions and Answers from the webinar

August 10, 2010

1. *Can u pls. explain 5/course and 10/year?*

The Alternate Route is all about accumulating 50 points. Each course that is on HRPAs list of approved courses that is completed is worth 5 points (if taken within 10 years of writing NKE). Every year for which an individual has responsibility for the overall HR Function in a medium to large organization is worth 10 points. Say that you had been in a position of responsibility for overall HR Function in medium to large organization for three years and that you had successfully completed four courses on HRPAs list of approved courses with an average of 70% and no course with a grade below 65%, you would have accumulated 50 points and thus would be eligible to write the National Knowledge Exam (NKE). See the certification handbook and application forms for more detail.

2. *What is "advanced" undergrad or grad work?*

'Advanced degrees' refer to Master's degrees and doctorates.

3. *Is there a grade requirement for the degree (i.e. Bachelor of Arts?)*

No. There is a grade requirement in relation to the coursework requirement, however. It would be possible to meet the degree requirement and yet not meet the coursework requirement.

4. *Where can I get more information on the re-certification process? And/or is there a webinar available on recertification?*

Yes, there is a webinar on re-certification that is available as an 'on-demand' webinar. It is posted on the webinar page in the Office of the Registrar section of the HRPAs website. There is also information on the recertification process on the HRPAs web site and in the HRPAs Certification Handbook. We are currently putting the final touches on the HRPAs Recertification Handbook, which will be posted on the HRPAs web site in a matter of weeks.

5. *Will you be able to provide these slides?*

Yes, all the slides from all the Office of the Registrar webinars are posted on the webinar page in the Office of the Registrar section of the HRPAs website.

6. *Can the degree be from any country?*

Yes, as long as it is deemed equivalent to a Canadian degree by an approved credential evaluation agency.

7. *How many years of experience is min required to take first alternate route?*

I am not sure I understand this question. Points are granted for each complete year of experience.

8. *I have seen individuals sign their names with "CHRP candidate" after their name. This would be an offence, correct? What is the penalty?*

Members of HRPAs who have passed the NKE are entitled to call themselves 'CHRP Candidates.' Individuals who claim to be 'CHRP Candidates' but who are not members of HRPAs, or who have not passed the NKE, are committing an offense.

9. *I work in the Federal Public Service, are there panel members from the Public sector?*

Yes, we have representation from the Federal Public Service in the Certification Sub-Committee.

10. *Can you please mention again where my degree can be assessed?*

The agencies and organizations listed below have been approved by HRPAs.

**Comparative Education Service (CES)**

School of Continuing Studies  
University of Toronto  
158 St. George Street  
Toronto, Ontario M5S 2V8 Canada  
Tel.: +1 416 978-2400  
Fax: +1 416 978-7022  
Email: [learn@utoronto.ca](mailto:learn@utoronto.ca)  
<http://learn.utoronto.ca/ces.htm>

**International Credential Assessment Service of Canada (ICAS)**

Ontario AgriCentre  
100 Stone Road West, Suite 303  
Guelph, Ontario N1G 5L3 Canada  
Tel: +1 519 763-7282  
Toll-free: +1 800 321-6021  
Fax: +1 519 763-6964  
Email: [info@icascanada.ca](mailto:info@icascanada.ca)  
Fees and Services  
Web site: <http://www.icascanada.ca/>

**World Education Services-Canada (WES Canada)**

45 Charles Street East, Suite 700  
Toronto, Ontario M4Y 1S2 Canada

Tel.: +1 416 972-0070  
Fax: +1 416 972-9004  
Toll-free: +1 866 343-0070 (from outside the 416 area code)  
Email: ontario@wes.org  
Web site: <http://www.wes.org/ca/>

11. *Do you offer a NKE pre course?*

Yes. HRPA offers the HRwrx NKE Prep program, which is an online prep program. In May 2010, the overall pass rate for Ontario exam-writers was 40%, the pass rate for those who had purchased HRwrx was 60%, but the pass rate for those who had not purchased HRwrx was 23%.

12. *Is the main reason validation applicants are turned down due to time requirement?*

Not really. An important reason why experience is deemed not appropriate is because it is not at a professional level (as per the criteria published in the HRPA Certification Handbook).

13. *Who comprises the panel for validation of experience?*

The panels for the validation of experience are drawn from members of the Certification Sub-Committee. Members of the Certification Sub-Committee all have the CHRP and typically have ten to 20 years of experience in HR. They are all volunteers. They are all practicing HR professionals.

14. *Can you briefly describe the process of how experience is validated?*

The first step is to fill out the Validation of Experience application form. The information provided on this application form is evaluated by a panel of the Certification Sub-Committee against the published criteria. When a panel intends to deny an application, the application is automatically sent to a second independent panel which is not aware of the decision of the first panel. If both panels agree, this is the decision of the Sub-Committee. Should the panels disagree, the application is referred to the Chair of the Certification Sub-Committee for review and decision.

15. *Does your 3 years of experience get on hold if you go on Maternity leave?*

It can. All decisions regarding extensions are made on a case-by-case basis.

16. *My experience is primarily in health and safety. Would this count towards the requirement as long as the "HR" requirements were met? I.e., acting as advisor, developing programs?*

It is always tricky to answer questions about individual cases based on sketchy information, but here are some guiding comments. It does not matter how narrow one's job responsibilities are, as long as they fall within the scope of practice for HR. What is important is that the experience be at a professional level. For more information, look at the validation of experience information in the Office of the Registrar section of our website.

17. *What is the success rate for first time validation of experience applicants?*

It is quite high—in the 80%-85% range. This is not surprising given that the requirements have been clearly spelled out.

18. *Will we always be notified when it is time to re-certify?*

Yes, you will receive a reminder email a few months before the deadline reminding you that it is time to recertify. However, it is a member's responsibility to know when their deadline is and be working towards achieving recertification activities over the three year recertification period.

19. *Can the NKE requirement or the experience requirement to be exempt if an advance degree in HR or IR is obtained?*

No. There are no exemptions or alternatives to the knowledge exam requirement and there are no exemptions or alternatives to the experience requirement.

20. *If the experience is in other country is it fine?*

Yes, as long as it meets the requirements (3 years of experience in HR at a professional level).

21. *If responsibility for the overall HR in medium to large Company is equal or greater than 5 years = maximum 50 points, is this alone enough to meet alternate route requirement?*

Yes. Points are points.