



## A 2010 Guide for Exam-Writers: Q & A

February 16, 2010

The questions were taken verbatim from the record of questions submitted during the webinar. No questions were deleted or altered in any way. The questions were simply organized by topic. Sometimes there were very similar, in which case all of the questions are listed but only one response is given to avoid repetition.

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## **NKE and NPPA: How are they different?**

1. So there are two exams that are written?

There are two exams: the NKE and the NPPA. The NPPA will be offered for the last time in Ontario in May 2010. After May 2010, the only way of meeting the experience requirement will be to complete the validation of experience. After May 2010, there will be only one exam—the NKE.

2. I'm a little confused, I thought just one exam was to be written-the NKE, so there are two exams to be written?

Yes and no. Since 2003-2004 and until May 2010, HRP had a two-exam certification process. After this May, HRP will revert back to a one-exam process. The NPPA will no longer be used in Ontario; instead, HRP has re-introduced the validation of experience, which was the process in place before the NPPA was introduced in 2004. If you haven't written the NKE yet, you will not be able to write the NPPA because it is being phased out after May 2010.

3. If we write the NKE why do we need to write the NPPA?

The two exams assess different things. The NKE is a test of knowledge in HR. The NPPA is a test of judgment across situations that may arise in HR.

4. What is the difference between the NPPA and NKE?

5. what is the difference between NPPA & NKE?

The NKE is a knowledge test whereas the NPPA is a situational judgment test. If you want to know more about situational judgment tests, Google 'situational judgment tests.'

## **Questions about qualifying for the exams: The coursework requirement, the alternate route, and challenge exams**

6. Do I have to wait for the panel's decision on my Alternate Route application before I register for the May 1st exam?

If you apply for the alternate route by March 01, 2010, then you can apply for the NKE by the late registration deadline. Indicate on your NKE application form that you have applied for and submitted all information for the alternate route by March 01, 2010. Once your alternate route application has been approved, you will be notified. If you are unsuccessful, then your registration for the NKE will be withdrawn.

7. As IEP i applied for alternate route when will i get info from you?

As alternate route applications are reviewed by a panel of the Certification Committee, it takes 4 to 6 weeks to process alternate route applications. Contact the Office of the Registrar directly for this information as it is member specific, and dependent upon submission and meeting dates.

8. I took a couple of courses about 10 years ago. Do I need to write challenge exams for those? Is so can I write the NKE first? Otherwise I have to wait another year to qualify.

The 'sunset' time frame for coursework is ten years. But there are ways of meeting the coursework requirement: (1) the course-by-course way, and (2) the alternate route. If you have been working in HR for these intervening years, you may well find that you meet the coursework requirement by way of the alternate route. If not, and you wish to qualify by way of the course-by-course approach, writing challenge exams in those areas for which your coursework is more than ten years old may be the way to go. You cannot write the NKE before having met the coursework requirement.

9. Does the alternate route application cover the validation of experience component?

It depends. Some will accumulate the necessary amount of points without documenting three years of experience in HR at a professional level. Some will accumulate the necessary amount of points based on other criteria.

10. Does the HRPA offer challenge tests?

Yes, HRPA offers challenges tests for each of the nine required courses. For more details on the challenge exams, please refer to the *HRPA Certification Handbook*.

11. Challenge exams: HRPA website says I cannot write until November - is that correct please?

Challenge exams are offered three times a year and may be arranged at other times by special request. The challenge exams are offered in February, May, and November. The HRPA Certification Handbook gives all the details including the registration deadlines.

12. What is the alternate route to write the NKE?

The alternate route is an alternative way of meeting the coursework requirement and thus qualifying for the NKE which gives credit for experience, other HR designations, etc. The best place to find information on the alternate route is in the HRPA Certification Handbook.

13. Can you please clarify the average that is needed to write the NKE? Does the 70% needed mean 70% average of all 9 courses or 65% average per course?

Across the nine courses required to meet the coursework requirement, the average grade needs to be 70% or better with no single course grade below 65%.

14. Do the HR courses (taken as part of the course requirement) have a 10-yr life span? If so, is this 10-yr life span still apply when the degree requirement takes effect in 2011?

At the time of registration for the NKE, none of the courses must be more than ten years old. This will still be true when the degree requirement kicks in.

15. Will the member receive confirmation that they have been approved to write the NKE?

Confirmation comes in the form of the authorization to write letter. These letters are mailed out the first week in April (except for those who have availed themselves of HRPA's late

transcript policy. For these individuals, the authorization to write letters will be mailed as soon as possible after the late transcript deadline.)

## Questions about the degree requirement

**16.** What is the degree requirement?

Starting January 1, 2011, candidates for the CHRP will require a degree. Candidates who have passed the NKE before December 31, 2010, will be exempted from this requirement.

**17.** Why is the degree requirement needed? Are the courses taken in college not along the same lines as those taken in university?

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 the required level. The degree requirement was not established to ensure that candidates possess discipline-specific knowledge and skills.

The six generic competencies identified in the Ontario Qualifications Framework developed by the Ministry of Training, Colleges, and Universities (MTCU) are:

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

For purposes of the coursework requirement, courses taught at colleges count as well as those taught at universities count equally.

**18.** Does degree need to be HR related? I have science degree. Is it okay?

Any degree, it does not need to be HR-related. Degrees must be achieved through recognized educational institutions.

**19.** Will any University degree meet the degree requirements? I.E. Arts or Science BA

Yes, any university degree including advanced degrees, applied degrees that are granted by colleges, and foreign degrees that have been deemed equivalent to a Canadian degree by an independent credential evaluation service.

**20.** For the university degree, can it be in anything does it have to be ordinary or honours?

It can be an 'ordinary' degree to use your term. The Ontario Qualifications Framework developed by the Ontario Ministry of Training, Colleges, and Universities (MTCU) recognizes four degrees: Baccalaureate/Bachelor's Degree, Baccalaureate/Bachelor's Degree: Honours, Masters Degree, and Doctoral Degree. Applied degrees which are offered by colleges are degrees.

21. Why were students who were already registered in a college HR program, not given an exemption from the degree requirement to write the NKE?

The degree requirement is to get the designation, not to write the NKE. After January 1, 2011, individuals without degrees will still be able to write the NKE; they just won't be able to get the designation until they get a degree. The reason why the transition period was as long as it was (seven years) was to allow anyone who might have begun their studies at a college to complete their coursework and write the NKE before the deadline.

22. Is there an exception to the 2011 university requirement? It wasn't a concern when you started this process but it will be an issue for 2011 and now you no longer qualify.

It is actually not a university requirement. A number of colleges now offer applied degrees which are degrees and count as degrees. The reason why the transition period was as long as it was (seven years) was to allow anyone who might have begun their studies at a college to complete their coursework and write the NKE before the deadline. There already is an exemption to the degree requirement; all individuals who pass the NKE will be exempted from the degree requirement.

23. When you say degree, is this only offered by Universities or will Colleges be able to offer a degree for HR?

Applied degrees which are offered by some colleges are degrees and count as such.

24. So if you have taken the 9 courses at college, this is consider a degree?

No, the coursework requirement and the degree requirement are separate requirements. If you pass the nine required courses (with an average of 70% or better and no single course below 65%), you will have completed the coursework requirement. The degree requirement is met by having a degree.

25. With regards to the degree requirement, does the candidate need to have a degree in HR or any Univeristy degree will suffice?

Any degree including applied degrees that are offered by Colleges.

26. Upon passing the NKE, if you do not receive the designation without the degree, what do you receive?

The NKE (knowledge exam) is one of five requirements for initial certification by HRP; you will need all five to get the designation. The five requirements are:

- a. Membership in good standing
- b. Coursework requirement
- c. Exam requirement
- d. Experience requirement
- e. Degree requirement

Currently, only the first four requirements are in place. After January 1, 2011, you will need a degree to get the designation unless you were granted an exemption to the degree requirement

by passing the NKE before December 31, 2010. Once you have passed the NKE you may call yourself a 'CHRP candidate.'

- 27.** What happens if you fail this year and it's the last year for non-degree writers?

Starting January 1, 2011, you will need a degree to get the CHRP designation. If you do not pass the NKE before December 31, 2010 (which effectively means passing the NKE at either the May 2010 or the October 2010 sitting of the exam), you will need a degree to get the designation.

- 28.** If we give the exam in Oct and fail taht , what happens then?

You will need a degree to qualify for the CHRP designation.

- 29.** If someone should fail the exam, can the exam be taken again? At what cost? timeframe?

For the NKE, yes the exam can be taken again. There is no limit on the number of times someone may attempt the NKE provided that the individual prerequisite courses are no more than ten years old. The cost of re-writing the NKE is the same as writing the exam for the first time. Those individuals who do not have degrees, and who fail the NKE in October will be able to write the NKE again at some later date, but they will not qualify for the exemption to the degree requirement.

- 30.** What happens if you are not successful at passing the NPPA in May? Will I need to have a degree then?

No. If you are writing the NPPA in May, it means that you have already passed the NKE. If you have already passed the NKE, you have qualified for the degree requirement exemption. What it does mean is that you will need to complete your certification process by documenting three years of experience in HR at a professional level.

- 31.** I thought it was the other way around. I thought NKE last time to write was in May?

No. The last sitting of the NPPA in Ontario will be May 1, 2010. The NKE is continued.

- 32.** If you need to defer from the october exam and you don't have a degree, will you be allowed to write in may 2011?

Yes, but you will have missed the deadline for the exemption to the degree requirement. The degree requirement is not a requirement to write the exam, it is a requirement for the designation.

- 33.** To be exempt from the degree requirement do you have to complete BOTH the NKE and validation of experience by Dec 2010?

No, to be exempt from the degree requirement, you must pass the NKE before December 31, 2010.

- 34.** Is exemption from degree dependent on passing NKE only by end of year, or also NPPA? e.g. pass NKE but not NPPA and don't have full 3 yrs experience in HR yet.

Passing the NKE by December 31, 2010, will get you the exemption to the degree requirement.

## Questions about foreign degrees

- 35.** I have a degree in Psychology but I earned it outside Canada; is that a problem in getting the CHRP designation after the degree requirement is in place?

If your degree is deemed equivalent to a Canadian degree by an independent credential evaluator such as WES or the University of Toronto Comparative Education Service, if your degree is deemed equivalent to a Canadian degree it will count against the degree requirement.

[www.wes.ca](http://www.wes.ca)

[www.learn.utoronto.ca/ces.htm](http://www.learn.utoronto.ca/ces.htm)

- 36.** Since 2011, to get the Designation, the degree must be from Canada?

The degree can be from anywhere. However, if it is not a Canadian degree, you will need to have your degree evaluated for equivalency to a Canadian degree by a credential evaluation service such as World Education Services (WES) or the University of Toronto Comparative Education Service. A copy of this information will need to be provided to HRPA at some point in advance of your final step in applying for the CHRP designation.

- 37.** I have degree from India in Medical Science. I have completed my course requirement. If I will not pass NKE in Oct 2010. Am I be exempt from degree requirement.

If your degree is deemed equivalent to a Canadian degree, you will have met the degree requirement. If your degree is deemed not equivalent to a Canadian degree, you will need a degree to qualify for the designation if you do not pass the NKE before the deadline.

- 38.** How does the HRPA recognize international degrees? I have completed the coursework at the college level, and I have a Bachelor Degree which I completed in Australia through a degree completion program where I completed my degree in one year because I had a 3 year college diploma, will my degree be recognized?

HRPA does not evaluate degrees; we leave that up to credential evaluation services such as WES or the U of T Comparative Education Service. You need to get your degree assessed for equivalency to a Canadian degree. See the above degree questions for more information about how to get your degree assessed.

## Questions about transcripts

- 39.** Individuals who are re-writing, do they have to resubmit their transcripts?
- 40.** If I may writing the NKE for the second time, do I need to resend my transcripts?
- 41.** If I have previously submitted a transcript for the membership application successfully, will I need to resubmit a second transcript with my exam registration?
- 42.** If I sent my transcripts of courses to become a member do I need to re-send them to register for the exam?

43. If you have already written the NKE and provided transcripts, do they need to be provided again for a re-write?

No, they are already on file.

44. Do I have to send transcripts if I am taking the NPPA and have already passed the NKE?

45. Do we need to provide transcripts for NPPA?

No, you do not need transcripts to write the NPPA.

46. If I register online, I can email the transcripts or do I need to send the hard copy?

47. Do transcripts have to be sent from Colleges or Universities? or can we mail from home.

48. if you register online, do you need to mail out the transcripts or can you scan and email them?

49. If original transcripts are required, will they be returned?

50. When registration is completed online, what is the process for submitting original transcripts?

51. Can transcripts be scanned and emailed with online registration?

52. Will emailed transcripts be accepted if sent by our program coordinator?

53. after mailing in my transcript how long do i wait to see it on the HRP website

54. I am registered for the exam, but can you pls confirm that if I have taken all 9 courses thru the HRP via evening classes, that the transcripts will flow automatically, and that the 9th course (in session now) ending April 2010 will also make the deadline and no action is required by me prior to the exam

55. Do we need to submit all our credentials at one time or we can submit what we currently have and send the rest prior to exam registration

56. What are some of the other forms of documentation that can be provided if transcripts are not available?

57. How do we confirm that the registrar has received the Official Transcript from the sending institution either ahead of registration or post registrations date?

58. I have registered for the exam it the transcript all I need to submit to write the exam.

To register for the NKE, before the deadline, you must:

- a. Be a member of HRP,
- b. Agree to the terms and conditions for writing the exam
- c. Supply required documentation or indicate that you are registering under the late transcript policy
- d. Include payment for the exam

Sooner or later, you will need to forward an original transcript to HRP. This would normally be done at the time of registration. With the late transcript policy the requirements have been modified. With the late transcript policy, under the terms and conditions outlined in the policy,

members may be allowed to write the exam without having original transcripts on file. Original transcripts will be required, however, before any results are released.

59. I've been charged for the enrollment of the NKE.. that doesn't necessarily mean that I am eligible to write the exam, until I get the Authrization to Write form. correct?

Correct. After registration, all documentation is verified to ensure eligibility to write the exam. Should it be determined, upon verification of supporting documentation, that you are not eligible to write the exam, the exam fee will be refunded less an administrative fee of \$50.

60. I have registered the nke in may 2010 and submitted my transcript. How do I know you got everything?

61. How would you know if your transcript has been recieved once you have completed your registration online?

Upon receipt of original transcripts or original grade letters, HRP A will email the member to confirm receipt of the submitted information.

Candidates who send original transcripts or original grade letters separately from one or multiple educational institutions will receive an email of receipt for each submission, assuming they are received separately by HRP A.

62. If we registered online and have sent in our course transcripts -- how long to hear if they have been accepted and how will we be notified?

63. When you send your official transcript to HRP A, is there any way to know in advance whether there is an issue with the grades, course eligibility, etc.?

64. My questions is - Can I follow up with the Office of the Registrar regarding my application for NKE to ensure that my application is complete and I haven't missed anything?

Once the transcripts are received, we set out to verify the information. There are two ways you can check to make sure that your application is complete: (1) the approved courses will be posted on your educational profile, and (2) you will receive an authorization to write letter in early April.

65. I registered on line for the NKE exam and then sent my transcript. Is there anything more required. I saw somewhere a fomr where you were to write down on a fomr all of your marks and sign it. Is this required in addition to your transcript.

66. To clarify if I have registered for the NKE and have received my receipt to confirm my registration...this does not necessarily mean I am accepted to write it?

That is correct. HRP A still need to verify the information.

## Questions about the late transcript policy

- 67.** Late transcript policy - courses end after the April 16 deadline, as long as I have a document signed by a person of authority, I will be able to write the exam even if the final mark will not be available after the exam date.

HRPA is not concerned about when the end of term is. The requirement is that some form of official documentation of the final grade arrives at HRPA by end of business (i.e., 5:00 pm) Friday, April 16, 2010 for the May 1 exam. Final grades are grades that include 100% of the work that needs to be completed for a course. The transcript may not be available until after the exam, but no exam result will be released without an official transcript on file.

- 68.** Is coformation from a profesor that you wil pass a course with greater than 70% acceptable(rather than final grade mark) in regards to late transcript policy?

No, the policy is quite clear on this point. A final grade is one that is based on 100% of the work that needs to be completed for a course.

- 69.** I am currently enrolled in college for my last course, what might happen to the late transcript policy if the colleges go on strike next week?

Let's see what happens.

- 70.** The late transcript deadline is end of business or 11:59 of the 15th?

End of business (5:00 pm), Friday, April 16, 2010.

- 71.** Is April 16th the latest possible date for late transcript submission as my last exam is on April 13th?

Yes, but it need not be a transcript—a letter or email from your instructor, or program coordinator indicating your final grade is sufficient, provided you follow up with the original transcript or original grade letter by the deadlines as outlined in the late transcript policy.

- 72.** What is the late transcript policy and deadlines for the October NKE? Only the May NKE deadlines were outlined in the presentation.

For the October 2, 2010, exam, the late transcript policy deadline will be September 17, 2010. The registration deadline for the October 2, 2010, exam is August 2, 2010.

- 73.** The Late Transcript Policy and deadlines for the May exam was detailed. But what about October NKE?

For the October 2, 2010, exam, the late transcript policy deadline will be September 17, 2010. The registration deadline for the October 2, 2010, exam is August 2, 2010.

- 74.** I am currently taking 4 on- line courses through ontario learn. These courses wrap up in April. How do I get these marks in time to write the NKE in May.. 2nd question if I try to complete all exams by end of march will this help get marks sooner?

Contact the Registrar of your credentialing college or the course instructor so see what can be arranged. What you want is the Registrar of the credentialing college or your instructor to communicate your final grade to HRPAs before the late transcript deadline. Send them a copy of HRPAs Late Transcript Policy—ask them how to meet the deadline.

- 75.** If your transcript is not ready by the time to write my NKE exam, can I still write the exam?

Yes. If you have registered for the NKE under the Late Transcript Policy you will be able to write the exam based on alternative documentation. However, HRPAs needs to have a transcript before it will release the exam results. Going by what has been the case in the past, exam results will be released the last week in June or the first week in July. This should give you plenty of time to get those transcripts in.

- 76.** I have mailed my transcript to HRPAs already. Will HRPAs let me know that they have received it?

There are two steps here. Upon receipt of your transcript HRPAs will confirm that it has received your transcript by email. This doesn't mean that the information on the transcript has been verified, this verification will occur in the weeks following receipt of the transcript. There are two ways that you will be advised of the status of your transcript verification: (1) the courses results that have been verified will be entered in your online educational profile, and (2) an authorization to write letter will be issued in early April. Both of these can serve as confirmation that you have met the eligibility requirements to write the NKE.

- 77.** I am taking my last class now and it will not be complete - likely my grade will not be available by the deadline - what can I do?

Despite the Late Transcript Policy, some students will not be able to make the deadline for the May exam. These students will have to write the NKE in October.

- 78.** What if I graduate in April can I still take the May NKE exam?

It is not when you graduate that counts, it is when you can provide some kind of official documentation of your final grade in the required courses that counts. If you can do this by the April 16 deadline, you will be able to write the May 2010 exam; if you cannot meet the deadline, you will need to wait until October to write the NKE.

## Questions about the NKE

- 79.** I recently became a member with HRPAs and I would like to register for the NKE. Do I register through the HRPAs site or CHRA site?

Through the HRPAs site.

- 80.** Is NKE in writing or is it on a computer?

The NKE and the NPPA are paper-and-pencil tests.

- 81.** If the NKE is passed, how long are these results valid before validation of experience can take place?

You have five years from when you pass the NKE to apply for the validation of experience. The five-year timeframe is being reviewed at this time.

- 82.** is it possible to take the NKE exam even if im not still finished my HRM course req?

No, one must have completed the coursework requirement in order to be able to take the NKE.

- 83.** Is the NKE definition of terms type questions or are there scenario questions with options as well?

The NKE is a knowledge test. I do not believe that there are scenario questions on the NKE.

- 84.** Are there any questions on the NKE that are not included in the HR Worxs training?

It seems that you are expecting actual exam questions to be found in the HRwrx NKE Prep program. The questions that are found in the HRwrx NKE Prep program were written to the same specifications as the actual test items. No one, other than the CCHRA Independent Board of Examiners (IBE) will have seen the actual test items.

- 85.** So if you've paid for the NKE exam once, you don't need to pay again, if you had to write it again. Is that correct?

If you fail the NKE and have to write it again, you will need to pay again. You may be thinking of the HRwrx NKE prep product which does have a money-back guarantee.

- 86.** What if you have attempted to write the NKE a few times and have failed?

There are no alternatives to passing the NKE.

- 87.** Does HRP A offer any assistance with writing multiple choice questions? This is my worst method of testing - does HRP A offer anything to assist for preparation of NKE exam??

Yes, HRP A's HRwrx NKE Prep Program includes a full module on test-taking skills and also has a live webcast on writing multiple-choice exams. If you are looking for a low-cost approach, Google the term 'multiple choice test taking strategies.'

There are a few books on taking multiple-choice tests. For instance,

Stephen Merritt, *Mastering Multiple Choice*. The Brain Ranch, 2006.

Judi Kesselman-Turkel and Franklynn Peterson. *Test-taking strategies*. University of Wisconsin Press. 1981.

- 88.** If you are unsuccessful with the NKE, will you be reimbursed the cost of the exam?

No.

- 89.** if i want to write my NKE in BC will it still be recognized in Ontario since BC doesn't require the educational requirements that ontario does.

Yes, but you must be careful here. If you are moving to BC, this is all fine; if you are just trying to avoid HRP A's educational requirements, your NKE results may not be accepted.

- 90.** I thought the NKE is not available anymore after May 1st 2010.

No, that refers to the NPPA. The NPPA will not be used after the May 2010 sitting.

**91.** But what is the cost of taking the NKE again?

\$250. + GST.

**92.** Will HRPAA be offering any in-person workshops for NKE prep.

No. HRPAA does not offer in-person prep, but some chapters do. Contact your local chapter and inquire about what they may be offering in this respect.

**93.** Can you confirm if the exam is paper-based?

Yes, the exams will be paper-based.

**94.** Can an international student write NKE in Oct. 2010?

If you meet the requirements. About 10% of exam-writers are Internationally Educated Professionals (IEPs).

**95.** I wrote my NKE in October 2009, and I was just wondering if I will be receiving a hard copy confirmation that I passed. I have the information from the website, I was just curious if HRPAA will mail me something.

Yes, the detailed results were sent a week or so after they were posted online. If you did not receive this email, here are the most probable causes:

1. You may find that this email has found its way to your spam bin.
2. The email is sent to the email address you have on file with HRPAA, make sure that this address in your profile is up to date

**96.** If I finished all the requirements in 2004 and wrote the CPE do I still write the NKE?

The NKE replaced the CPE. If you passed the CPE, it is as if you passed the NKE.

## Questions about the passing score on the NKE

**97.** The pass score will never be below 70%? Is that a correct assumption? Sorry, what I meant to type was that the pass score will never be higher than 70%...is that correct?

**98.** What is the cutoff between pass and fail?

**99.** Is the pass for the NKE higher than 50%?

**100.** What is the passing grade for NKE?

**101.** What is the pass mark I may have missed that

**102.** What must you have to pass the NKE?

**103.** What is a passing score on the NKE?

**104.** What percentage do you need to get in order to pass?

- 105.** What is the passing mark for the NKE?
- 106.** What is the passing grade for the nke?
- 107.** I was under the impression that the pass marks for the NKE and NPPA were 70% for the past couple of years. Why does this fluctuate when those writing the exams are told they need 70% to pass?

The passing mark (cut score) is set by CCHRA's Independent Board of Examiners. In the past, CCHRA has used a fixed cut-score of 70% for both the NKE and the NPPA. CCHRA now uses what is known as an 'Angoff panel' to set the cut-scores. The use of Angoff panels to set the cut-scores can lead to fluctuations in the cut-scores to reflect fluctuations in the overall difficulty of the test. (For those interested in what Angoff panels are, just Google 'Angoff panel'). However, we have not been advised by CCHRA of any changes to the cut-scores for the May exams.

- 108.** In Oct/09, the NKE pass was much lower than in previous sessions. Did the complexity of the Oct/09 NKE changed from prior sessions?
- 109.** Why was the NKE Oct 2009 pass rate so low?

CCHRA, who develop the exams on behalf of the provincial HR association, tell us that the October 2009 NKE was no different in terms of its construction from previous exams.

## Questions about the NPPA

- 110.** What is the NPPA?

Check out the following link: <http://www.cchra.ca/Web/CCHRA/content.aspx?f=30068>

- 111.** In order to pass NPPA, do I need to pass NKE?

In order to write the NPPA, you needed to pass the NKE.

- 112.** is the NPPA format like last years where you have to choose the right and the wrong answer?

No. For a description of the current format please visit the following CCHRA web sites:

<http://www.cchra.ca/Web/CCHRA/content.aspx?f=30067>

<http://www.cchra.ca/Web/CCHRA/content.aspx?f=30068>

- 113.** What about the 5 pilot questions built in the exam? Are they still there?

Yes, they are still there. For the NPPA, you will be required to answer 65 questions. CCHRA notes that the pilot questions are distributed at random throughout the test.

- 114.** NPPA is scenario-based, I do not work in this field what are my chances for passing this exam. I currently do not have any practical experience?

I do not know the answer to that question. The CHRP designation was never intended for those who (1) do not work in HR, and (2) have no practical experience in HR. That is why HRPA reintroduced the validation of experience.

**115.** Why does the NPPA 60 question exam have 3.5 hours to write, if it's just 60 m/c?

The NPPA scenarios take longer to read than a typical knowledge question.

**116.** is there a certain time frame that i have to complete my NPPA? . and by doing so writing my NKE would exempt me from having the 3 years worth of experience. Correct?

The last time the NPPA will be offered in Ontario is May 2010. You have five years from when the validation of experience was reintroduced or from when you passed the NKE to apply for the validation of experience whichever comes later. The five-year timeframe is being reviewed at this time. Passing the NKE does not exempt you from having three years worth of experience.

**117.** If the NPPA is not going to be in place after May 2010, and someone fails the NPPA, how will they be able to obtain their CHRP?

After May 2010, the only way of meeting the experience requirement will be to document three years of experience in HR at a professional level. This is called the validation of experience and the criteria and procedures for the validation of experience are described in the *HRPA Certification Handbook*.

**118.** Why the changes to the scoring of the NPPA?

Please refer to the following links to the CCHRA website for an explanation to the changes to the scoring of the NPPA.

<http://www.cchra.ca/Web/CCHRA/content.aspx?f=30067>

<http://www.cchra.ca/Web/CCHRA/content.aspx?f=30068>

**119.** Have the exam questions on the NPPA been changed since the October exam?

The format of the NPPA for the May 2010 sitting will be the same as it was for the October 2009 sitting. As I understand it, there is a mix of old and new questions on the test.

**120.** If you live in ON now and pass the NKE prior to Dec 31, 2010 and then move to another province, are you eligible to write the NPPA?

That is a question you should put to the Registrar of the association in the province you are intending to move to.

#### **Questions on preparing for the NPPA**

**121.** Is there any products available to purchase to assist with writing the NPPA that can guarantee a pass?

There are no products out there that can guarantee a pass on any test.

**122.** I'm writing the NPPA in May and was wondering what material I should study considering many of the questions are situational. Any recommendations?

**123.** Are there any recommended study resources for the NPPA?

HRPA does not recommend or endorse any specific product to prepare for the NPPA.

It is not clear what kind of preparation is helpful for the NPPA. It has been argued that the NPPA is not a test you can study for. It makes sense to become familiar with the format, beyond that there is no evidence that the NPPA is 'coachable.'

**124.** How can we best prepare to write the NPPA exam. Are there any study guides for this exam?

**125.** advise on how to best prepare for the NPPA

**126.** Is there any prep one can do for the NAPPa exam?

**127.** What about preparation for NPPA?

**128.** what study sources are available for NPPA beside local Chapter Mentor and Experience?

**129.** I would be interested in the NPPA prep course/sessions.

Here is what is available for the NPPA:

1. CCHRA offers a product by Captus Press
2. The Canadian HR Press offers a study guide
3. Various colleges conduct workshops

**130.** What is the best way to prepare for NPPA if you don't have practical HR experience?

CCHRA has always recommended three years experience before attempting the NPPA; on the other hand this is not a requirement. It would make sense that the various ways mentioned above would be the best way to prepare.

**131.** Can I also register NPPA on May 1, 2010?

I am assuming that you have or will register for the NKE. The answer is no, you cannot write both the NKE and the NPPA in the same sitting.

**132.** Just to confirm, in order to write the NPPA all you need is to have successfully written the NKE.

You must also be a member in good standing of HRPAA and have been continuously registered with HRPAA since passing the NKE.

**133.** What provinces still offer the NPPA after 2010?

- Newfoundland & Labrador
- Nova Scotia & PEI
- New Brunswick
- Manitoba
- Saskatchewan
- Alberta
- British Columbia

Quebec never used the NPPA

## Questions about the passing score on the NPPA

- 134. What is the cut score for NPPA?
- 135. What is pass score for NPPA? is it 70%

The passing mark (cut score) is set by CCHRA's Independent Board of Examiners. In the past, CCHRA has used a fixed cut-score of 70% for both the NKE and the NPPA. CCHRA now uses what is known as an 'Angoff panel' to set the cut-scores. The use of Angoff panels to set the cut-scores can lead to fluctuations in the cut-scores to reflect fluctuations in the overall difficulty of the test. (For those interested in what Angoff panels are, just Google 'Angoff panel'). However, we have not been advised by CCHRA of any changes to the cut-scores for the May exams.

## Questions about the adjustments that are made to the scores

- 136. Why would there be an adjustment in the score?
- 137. How is the adjustment figured out? Who comes up with the number?
- 138. Why would they do adjustments to your raw score?
- 139. Please provide more clarity on the scoring adjustments?
- 140. What's the purpose of adjusting the score?
- 141. I didn't quite understand the "Adjustment" part that he spoke about. I understand the score as per each correct answer but not the adjustment that is made. Please can you clarify with an example?
- 142. How exam adjustments are determined and why is there a variation of +2 to +15?

After each exam, the CCHRA Independent Board of Examiners (IBE) reviews the 'psychometrics' for the exam. Each question is looked at in terms of its difficulty and in terms of its ability to discriminate between high and low performers. On the basis of those analyses, the CCHRA IBE may identify non-performing questions. To correct for the impact of those non-performing items, the CCHRA IBE makes an adjustment to the scores. This adjustment is in the form of a number that is added to the raw scores (number-right scores) for each exam-writer.

Here is an example. The adjustment for the October 2009 NKE was 14 points. Say that you got 95 questions right on the test. Your raw score or number-right score is 95. With the adjustment your score becomes  $95 + 14 = 109$ ; this is divided by 150  $109/150 = .7266666$ ; this is rounded to the closest second decimal  $.7266666 \approx .73$ ; which is then converted to a percentage  $.73 = 73\%$ .

As to why there is such variability in the adjustments, no definitive answer has been given.

## Questions about the validation of experience

- 143. The experience requirement is it replacing the NKE or Nppa?

The validation of experience is replacing the NPPA.

**144.** What is the make-up of the Validation process?

The validation of experience process is all about documenting three years of experience in HR at a professional level. The best source of information about the validation of experience is the *HRPA Certification Handbook*. The *HRPA Certification Handbook* give details about the criteria and the process.

**145.** I am a member, have completed my courses, writing the NKE in May, in order to get the CHRP designation when does my experience need to be submitted.

Whereas the NPPA must be written after passing the NKE, the validation of experience can be done at anytime. It can be before or after writing the NKE.

**146.** How will experience be validated? What if you work in a non-HR field but do HR functions?

It depends. At least 51% of your time must be devoted to HR activities, and there must be no HR department. Just being involved in some HR activities is not enough.

**147.** Is there a time expiry of the validation of experience

**148.** Is there a time limit to complete the Experience requirement after the NKE??

Yes, currently the policy is that the validation of experience must be applied for within five years of passing the NKE. This five year time limit is under review.

**149.** I have my diplome in HR and i am currently completeing my degree in 2011. If I write my NKE by may 1st is there a certain time frame that i have to complete my NPPA?

Yes. Right now this time limit is set at 5 years, but this time limit is currently under review.

**150.** Will the fees be the same for the assessment of experience?

The fees are the same as for the NPPA, which is \$500.

**151.** Where can I find more information about the validation of experience?

The *HRPA Certification Handbook* which can be downloaded from the *HRPA* website has all the information on the validation of experience.

**152.** If I have a diploma and pass the NKE in October...does my 3 years of experience need to be complete prior to the deadline also?

No, passing the NKE before the December 31, 2010, deadline will give you the exemption to the degree requirement.

**153.** I was just wondering for the professional experience - does hr assistant count?

Does your experience meet the criteria as outlined in the *HRPA Certification Handbook*? It depends on what you do rather than the title.

**154.** if you submit for validation of experience now what makes a NPPA exam valid, is that for people without experience

The decision to re-introduce the validation of experience was made in May 2009. To accommodate those members who might have already begun preparing for the NPPA, the HRP Board of Directors decided that the NPPA would be continued for another year, through May 2010. For the last year, the validation of experience and the NPPA co-existed as ways of meeting the experience requirement. After May 2010, only the validation of experience will be available to meet the degree requirement.

**155.** what if i'm not able to validate experience.

If you are not able to write and pass the NPPA at the May 2010 session, and you are not able to accumulate three years of experience in HR at a professional level, you will not be able to qualify for the CHRP designation.

**156.** How do I validate my experience? What do I need to send in?

There is a specific form that needs to be filled out. It is found online and in the *HRPA Certification Handbook*.

**157.** For the validation of experience, when can you start counting your experience? Starting from after you pass the NKE, or will previous experience also be counted?

You can go back ten years from the time of application, if you need to.

**158.** If you fail the NPPA in May 2010 how soon can you apply for validation of work?

Any time.

**159.** What is the criteria for the validation experience? It sounds like you have to be in a VP capacity to count?

You do not need to be in a VP capacity. You don't have to be a manager of a supervisor. The requirement is that experience be in HR at a professional level. All the information on the validation of experience is found in the *HRPA Certification Handbook*.

**160.** Re: Validation of Experience - how far back is considered relevant experience - up to 10 years?

That is correct, you can go back up to ten years if you need to.

**161.** Since the NPPA "disappear", it is any date to send the application for validation of experience?

You can apply for the validation of experience at any time.

**162.** Can you expand on validation of experience?

Please refer to the *HRPA Certification Handbook*, all the information is there.

**163.** With the NPPA ending will past experience count towards the three years needed or does the experience requirement start after the NKE exam.

You can go back ten years from the time you apply for the validation of experience.

- 164.** Please provide more information regarding the eligibility for validation of experience. (ex. Do you need to have Generalist experience, or can you be specialized in one area such as recruiting?)

The breadth of experience is not a criterion. There are two criteria: that experience must be in HR and that that it must be at a professional level. The exact criteria are to be found in the *HRPA Certification Handbook*.

- 165.** How long after the NKE can a professional portfolio can be submitted for review?

Anytime. It doesn't need to be after the NKE either; it can be before the NKE.

- 166.** Can you submit your validation of experience before passing the NKE?

The validation of experience can be applied for before of after the NKE.

- 167.** Can you explain how the years of experience works in order to get your CHRP?

Right now, the validation of experience of experience is one of two ways of meeting the experience requirement. The other way of meeting the experience requirement is to pass the NPPA. After May 2010, there will be only one way of meeting the experience requirement, and that will be the validation of experience. The validation of experience and the NPPA were alternatives to one another; candidates did one or the other but not both.

The experience requirement requires candidates to document three years of experience in HR at a professional level. There is a whole section in the *HRPA Certification Handbook* that details the criteria used by the Certification Committee in evaluating applications for the validation of experience.

Whereas the NPPA was always written after passing the NKE, the validation of experience may be completed at any time—before or after writing the NKE.

If needed, experience going backs as far as 10 years may be eligible for the validation of experience. But you must have worked in HR in the last two years to apply.

If you fail the NPPA in May, you may apply for the validation of experience at any time.

Experience that was gained before passing the NKE counts (if it meets the standards, of course).

Right now, there is a five year period after passing the NKE in which to apply for the validation of experience. This deadline simply mirrored the deadline which was in place for the NPPA. That five year limit is currently under review.

- 168.** I missed part of presentation when you talked about NPPA last attempt. What happens if one fails this NPPA this May?

You will need to complete the validation of experience to meet the experience requirement and achieve the designation.

- 169.** Can you please explain options for someone has already passed NKE but can't write NPPA this May. What one should do to get CHRP designation?

You will need to complete the validation of experience to meet the experience requirement and achieve the designation.

- 170.** If I pass the NKE, what is the next exam to hurdle since NPPA is last offered this May?

There would be no more exams for you to pass; however, you will need to complete the validation of experience to meet the experience requirement and achieve the designation.

- 171.** How do you get exempted from the 3 year experience?

Until May 2010, passing the NPPA will be considered equivalent to documenting three years of experience in HR at a professional level. After this, there will be no way of meeting the experience requirement other than by completing the validation of experience. There are no exemptions to the experience requirement.

- 172.** Once someone has the designation, how often are they to renew, every year? and do they have to write both tests each time?

Recertification is on a three-year cycle. You do not have to write any test for recertification purposes. Up until May 2010, it was possible to recertify by examination by passing the NPPA. After May 2010, this option will not exist.

- 173.** For those that took the Rotman Program would the CCHRA Exam Prep Course or would the HR works be a better prep course?

Of course, we believe that our product—HRwrx—is best, and it does have a money back guarantee.

## Miscellaneous

- 174.** What does the CCHRA stand for?

Canadian Council of Human Resources Associations.

- 175.** If a strike happens with the colleges, does this mean students will not be able to write the NKE in May?

Too early to tell and it would be irresponsible to speculate, but we are keeping a close eye on the situation.

- 176.** Is the requirement for the recertification for designation in the future are you going to have to update courses in the future?

Who can tell what the future may bring; but there are no plans to require certificants to update their courses at this time.

- 177.** I did not use my birth name when signing up with the HRP - so for purposes of gov't identification when writing the exam, I will need to notify HRP and have my name changed to match that of the gov't id?

Please ensure that your records with us match your government identification--we can make a note of you "unofficial" name in our system – otherwise we won't be able to check it in the system on exam day and at the time of sign in on site.

**178.** How many people receive a different grade when requesting a re-score of the test results?

Very rarely does it happen. It has happened maybe once or twice.

**179.** If you sign up for the NKE now, and need to defer it, will the HST be needed to be paid for the Oct 2010??

Probably the difference should be paid, but don't take my word for it just yet.

**180.** I have the 2009 study guide, do I need to get the 2010 version?

You seem to be referring to the Canadian HR Press product. This is not an HRPAs product so there is not much I can say about it.

**181.** For those that have taken the Rotman Program instead of the individual courses- Can you recommend a good prep to use as we won't have the same textbooks those taking the individual courses do.

You can get the list of textbooks from HRPAs. I would simply suggest reading up on one's weak areas.

**182.** Also, if between exam registration confirmation and the exam date I move out of province, can I still write the exam out of province?

No. It is not a matter of inter-provincial agreements and the like, it is simply that leaves it too late to make the arrangements.

**183.** Why is the HRWrX pass rate is only 36%?

That is not quite how it goes. When we looked at the data in 2008, we found that the pass rate for those who had purchased HRPAs's HRWrX NKE Prep product was 36% than the pass rate for those who had not.

**184.** Besides the exam prep resources identified, what other ways to be prepared

The list presented in the webinar was:

- Textbooks
- Class notes
- Online prep courses
- Study guides
- Study groups
- In-person workshops
- Sample questions on CCHRA website
- College preparation courses

This is a pretty exhaustive list. I would also suggest getting a good night sleep.

**185.** Why do results take 7 - 8 weeks?

CCHRA informs us that much of this time is required by the post-exam analyses and reviews.

**186.** What do you mean by the "pass rate"?

The pass rate is simply the proportion of exam-writers who pass the exam.

**187.** What is the difference between a re-assessment or an appeal?

Re-assessments and appeals are different processes. A re-assessment is a second opinion. The facts that were used for the original assessment or determination are reviewed anew by an independent panel or process. In an appeal, the idea is not to get a second opinion on the same set of facts but to consider the possibility that the initial decision was somehow flawed, that pertinent facts were not appropriately considered, or that the appropriate process was not followed. In most cases, when certification candidates say 'appeal,' they mean 'second opinion.'

At HRPA, the word re-assessment, rather than appeal, is used to refer to the process of getting a second opinion regarding an assessment or determination that a candidate has met a requirement. The word assessment here is not used in its narrow technical sense but in its broader sense which includes all determinations as to whether an individual has met a given requirement.

An important difference between a re-assessment and an appeal is that there is no need to have 'grounds' for a re-assessment. Candidates do not need to give any reasons for requesting a re-assessment. With an appeal, candidates are required to indicate on which grounds an appeal is being sought. The fact that one does not agree with an assessment or determination does not constitute valid grounds for an appeal.

As essential aspect of both re-assessments and appeals is that the no new facts are introduced—that is, the re-assessment or appeal is based on the same set of facts as the initial assessment or appeal. For instance, if an applicant failed to put some pertinent information on an application form, a re-assessment would not consider this new information. In such cases, the approach would be to file a new application.

**188.** What rate of error is here from re-assessment in the last exam writing?

I think that your question is about the proportion of re-assessments ('manual rescoring') that lead to a change in the score. We can recall only one or two cases where a re-assessment ('manual rescore') has led to a change in score.

**189.** I have rec'd approval for Alt Route do I need to provide this with my registration to write the NKE?

It would make the processing of your registration faster.

**190.** I'm registered to write the May 1st NKE. If the SPPA is not available after May - what is the process then?

You will have to document three years of experience in HR at a professional level.

**191.** If you are unsuccessful at passing do you have to pay again to re-take the test?

Yes.

**192.** If you have submitted your required information well in advance of the deadline to register is it possible to get your authorization to write letter before April 2010?

No, the letters are produced the first week in April.

**193.** Are phones/bb allowed in exams - despite notice to the contrary, many brought in.

No. Given that most phones now have the ability to take pictures, phones are a serious threat to exam security.

**194.** What exam do I have to take first? So I can get both in on time.

You must pass the NKE to qualify for the NPPA. If you have not written the NKE yet, you won't be able to write the NPPA.

**195.** The individuals that were successful in the Rotman's Advanced Program in Human Resource Management, are they required to write the NKE and the NPPA in order to CHRP certified?

All candidates for the CHRP must write the NKE, and that includes individuals that were successful in the Rotman's Advanced Program in Human Resource Management. On the other hand, individuals that were successful in the Rotman's Advanced Program in Human Resource Management may well prefer the validation of experience rather than writing the NPPA.

**196.** Does this mean that after January 2010, you don't need to write the NKE anymore, and all you need is a degree and the 9-course requirement to be certified?

You will still need to write the NKE. After January 1, 2011, the requirements for the CHRP designation will be:

1. Membership
2. Coursework requirement
3. Exam requirement
4. Experience requirement
5. Degree requirement

**197.** can we bring a dictionary to the exam room?

No.

**198.** HRPA off prep courses for the NPPA exam. I think I heard something about HR Works??

HRwrx is HRPA's NKE prep product. HRPA does not offer an NPPA prep product. There are other products that are available for the NPPA.

**199.** Are study groups free?

Most of them are, and when there is a cost it is very small. They are organized at the chapter level. Contact your chapter to see if they have a study group, if they don't, they may help you in setting one up.

**200.** If HRP has accepted payment, does that imply that the individual is registered to write the exam (e.g., NPPA)?

No, the eligibility to write either the NKE of the NPPA is verified after registration. Confirmation that everything is in order is in the form of an 'authorization to write' letter which is mailed the first week in April.

**201.** Can those who pass the NKE this year still be considered "CHRP candidate" until the work experience criteria is satisfied?

Yes. However, you must maintain membership to continue to have the right to use the title "CHRP candidate." As well, you must complete your certification process within the allowed time frame. If you do not complete your certification process within the allowed timeframe, you will lose the right to use the title "CHRP candidate."

**202.** Does the HST affect the deferral fee?? Just posting to remember my question.

The HST affects all services, it applies to when the product is 'consumed.'

**203.** What is HST? Is it going to be more than \$250.00 for exam writing??

Exam fees are taxable. Right now, only the GST applies to exam fees.

**204.** Once the NPPA is eliminated and there will only be an experience assessment, how much will that cost?

The validation of experience cost the same as writing the NPPA.

**205.** So will this webinar give me tips on how to write the exam?

No, that is not the purpose of this webcast. The purpose of this webcast is to explain the policies and procedures for writing the exams.

**206.** I wrote my CPE level 1 & 2 years ago and was "grandfathered" in - does this now expire?

No, CPE results do not expire.

**207.** What if I plan to move to another province on a permanent basis?

The provinces have a mutual recognition agreement. The Agreement on Internal Trade (AIT) defines mutual recognition as follows: "mutual recognition is a process whereby the appropriate authorities in two or more jurisdictions accept the qualifications of designation-holders in another jurisdiction as conforming to each others' standard without requiring the professional to undergo any additional assessment or training." To be sure, you should address your question to the Registrar of the association in the province you intend to move to.

**208.** Can I drop off my NKE registration form at HRP's office?

Yes you can, during normal business hours, which at HRP are between 8:30 am and 5:30 pm.

**209.** For those individuals attending community college what will happen if they go on strike which may delay completion of classes?

**210.** What if the Ontario College Teachers strike delays students writing the Oct. exam of NKE?

We are aware of the possibility of a strike by college faculty. What may need to be done depends on the length of the strike. It would be irresponsible at this point to speculate on the various possibilities. Let's see what happens first.

**211.** From the Canadian Council of HR Association: CHRP is a NATIONALLY recognized level of achievement and the CCHRA has TWO National Exams: NKE and NPPA. So how can ONTARIO decided not to recognize the NPPA after May?

You are not the only one who finds this all confusing. A complete answer would take too much room here. Please check out the section entitled "HRPA's statutory authorities and the certification process" in the *HRPA Certification Handbook*; as well, you may want to check out the document entitled "What does it mean to be regulated?" which is also found on the Office of the Registrar web page.

**212.** If requirements are changing in Dec/10, why is there not a sitting of an NPPA in Oct 2010?

Because these are two different changes. There was a conscious decision not to make both changes at the same time.

**213.** Any thoughts on adding more sittings outside May/Oct?

The exams are scheduled way in advance and are the subject of inter-provincial agreements. There are no plans to add more sittings for the exams.