



HOW TO COMPLETE THE VALIDATION OF EXPERIENCE APPLICATION

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September 2011

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, however you can submit your questions at any time

Agenda



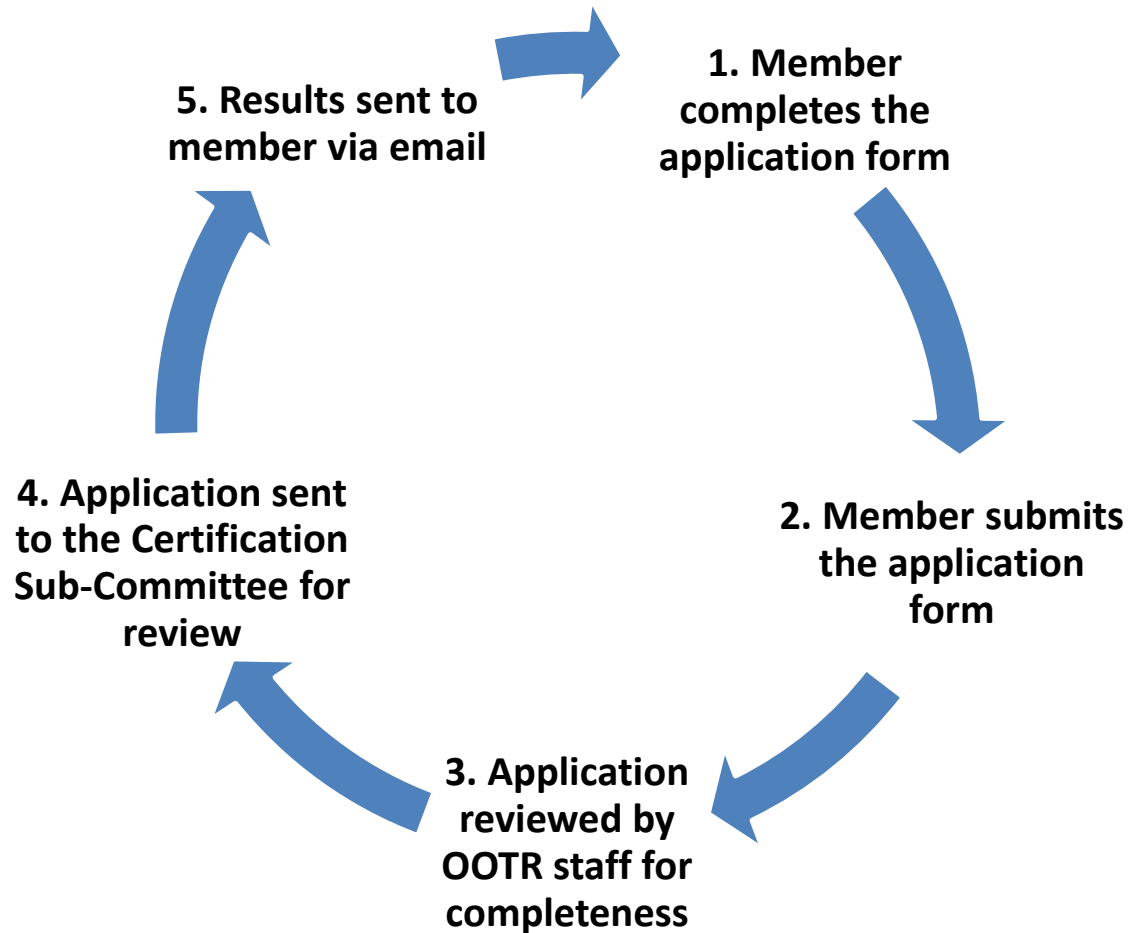
- Brief review of the experience requirement
- The application process
- Overview of the application form
- In-depth look at each section of the application form
- Registration information
- What is professional level HR, and what does 'in HR' mean
- Supporting documentation
- Questionnaire
- Reference, cost, declaration
- Submission deadlines/methods
- What doesn't count
- Where to find the Validation of Experience application

HRPA's Experience Requirement



“To be certified by HRPA, and earn the right to use the Certified Human Resources Professionals designation, individuals must have accumulated at least three years of demonstrated experience in HR at a professional level.”

The Application Process



The Application Form



Four Sections:

1. Registration information
2. Submission requirements including supporting documentation
3. Questionnaire
4. Reference, payment information and declaration

Registration Information



- Name should be the same as in member profile
- Must be an active member with HRPA
- Daytime contact information (email and phone #)

Professional Level Experience



Prior to completing this application, please review a copy of the Validation of Experience handbook, which contains information pertaining to the four factors of professional level experience and what constitutes the practice of human resources management

What does 'Professional Level Experience' 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-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?



Any of the following:

- 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

Supporting Documentation



- Chronological resume
- Position description
- Organization chart
- Job classification codes
- Submission should be stapled once and not placed in a binder, duo-tang or folder.

Supporting Documentation: Chronological Resume



- Must include employment history with start and finish dates for each listed position
- Include the month and year for each position held
- Functional resumes are not accepted
- Sample resume

Supporting Documentation: Position Description



- Detailing current and relevant positions/roles
- Employer documents are preferred
- Must span a three-year (36-month) time frame
- Sample position description

Supporting Documentation: Organization Chart

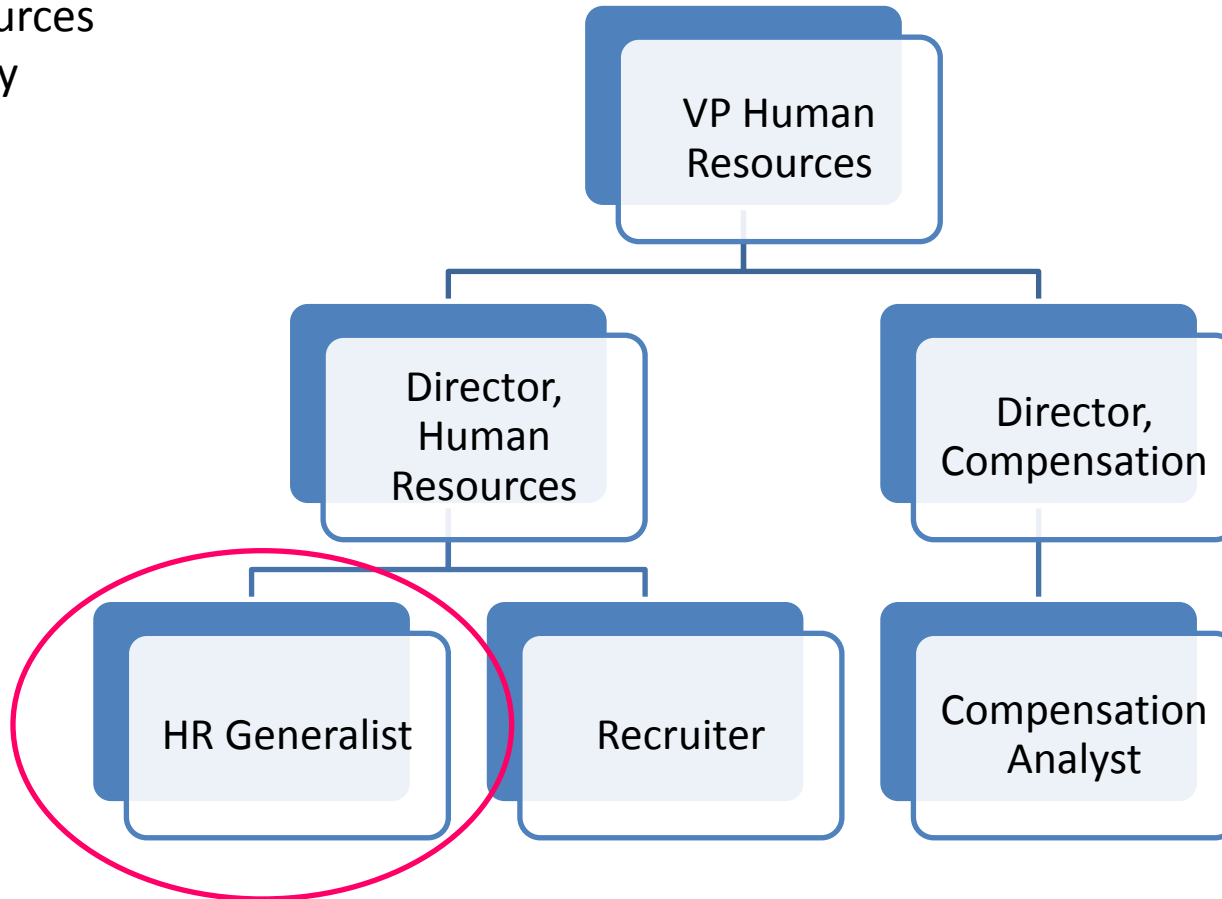


- Who do you report to
- Who does your manager report to
- Direct reports
- Include size of the organization
- Circle or indicate your position

Sample: Organization Chart



Human Resources
ABC Company



Size of
Organization: 2,000

Supporting Documentation: Job Classification Codes



- To be included only if applicable
 - National Occupational Classification (NOC)
 - Standard Occupational Classification (SOC)

Questionnaire



- Position title
- Time spent in position (month and year)
- What proportion of your time is spent doing HR work (must be at least 51%)

Questionnaire



Question 1:

Describe the level of autonomy in your position. What kind of decisions or actions are you empowered to make?

- Do you manage, create or develop HR processes?
- How much planning is involved in your role?

Questionnaire



Question 2:

Describe the kinds of data analysis, and interpretation you are typically required to do in your position.

- Describe what is being analyzed.
- How is the information retrieved?
- Do you provide an interpretation of the data?
- Do you make any decisions as a result of the data interpretation?



Question 3:

Describe the level of your interactions both within and outside of your organization. Who do you typically interact with?

- Who in the organization do you interact with on a daily basis?
- Describe the influence your role has over other decision-makers
- How does this interaction fulfill HR or organizational objectives?

Questionnaire



Question 4:

Describe your accountabilities. What does your organization hold you accountable for?

- What are your inputs and outputs?
- Do you develop policies, procedures or practices?
- Do you ensure work outcomes are accurate, correct and support the organization or HR objectives?
- Do you have the authority to make inputs more efficient and effective?

Questionnaire



- These questions should be answered for ALL positions which make up the 3-year (36-month) time period.
- Experience can be within 10 years
- Must be working in HR within the past 2 years

Questionnaire: Answer Format



Tips to remember...

- Keep answers direct and to the point
- Point-form is preferred
- If more space is required, a separate sheet can be used
- Spell out any business or organizational acronyms
- A second pair of eyes is always helpful

Reference



- A person who would be in a position to verify the accuracy and completeness of the information provided on this form and supporting documents.
- This person will not necessarily be contacted.
- This person should hold the CHRP designation. (If there is no CHRP designation-holder who would be in a position to verify the accuracy and completeness of the information provided some other reference may be provided)

Cost



- The cost for the validation of experience is \$500 +HST
- Currently running a pilot project with respect to the application fee (July 12, 2011 – Nov 30, 2011)
- Initial application fee = \$100 +HST
- 36 months granted = \$400 +HST (can be paid in 4 installments of \$100 +HST)

Cost: Re-submission



- When the application is not successful, it is kept on file. It is possible to update the application for an fee of \$100.

Cost: Method of Payment



- Cheque
- Credit card
 - Visa
 - MasterCard
 - American Express

Declaration



- Attestation that all information included in the form or in any supporting document is accurate and complete and fairly represents experience
- It is a breach of HRPA's Rules of Professional Conduct to provide false or misleading information

Submission Deadlines



- January 31
- March 31
- May 31
- July 31
- September 30
- November 30
- Certification Sub-Committee is committed to a six to eight-week turnaround
- Results sent via email

What Doesn't Count



- Work experience in a line capacity will not be credited towards the experience requirement
- General management work may be considered if the human resources work comprises at least fifty-one percent (51%) and there is no HR department or manager in the workplace where the general management work takes place.
- Work experience gained while serving as a labour union representative or a union employee (such as a Grievance Officer) is not considered to meet the criteria towards the experience requirement unless these activities fall within a position clearly identified as an HR position

Sequencing



- One must be a member of HRPAs to apply for the validation of experience; other than that, there are no constraints as to when one can apply for the validation of experience
- It could be before the exam, or even before the coursework, or it could be the last requirement to be met

Where to Find the Validation of Experience Application Form?



www.hrpa.ca

- ↳ Office of the Registrar
 - ↳ Certification
 - ↳ Forms & Applications

Submission Methods



Mail:	Email:	Fax:
HRPA 150 Bloor St. W. Suite 200 Toronto, ON M5S 2X9	<u>registrar@hrpa.ca</u>	416-923-7264 or 416-923-8956