



HRPA Validation of Experience Webinar – September 21, 2011

The questions were taken verbatim from the record of questions submitted during the webinar. No questions were altered.

Please be advised that HRPAs staff cannot comment on questions regarding whether individual experience will be accepted, other than to use the guidelines provided on the Validation of Experience application form. HRPAs Certification Sub-Committee experts have the authority to make decisions in regards to experience meeting the requirements.

Questions & Answers:

1. Do the supporting documentations have to be provided by the employer?

Employer documents are preferred, however when these documents are not available, applicants must develop their own descriptions and organizational charts for consideration along with the detailed application.

2. Do you need to answer directly on the form or can you type on an extra pages and submit?

You can complete your answers either directly on the application form or include your answers on a separate document, either option is acceptable.

3. Do we have to wait until exactly 3 yrs to apply or can we submit a couple months early to get the process started

You should only apply for the validation of experience once three years of professional level experience has been achieved.

4. How is HR work evaluated by the board when you are the owner of the farm business (1 employee) and conduct all HR activities

It does not matter whether one is working in a specialist position or a generalist position and it does not matter whether one is working as an independent practitioner or as an employee of a company. Professional does not require that an individual has an overall responsibility for the HR function.

Please review the definition of “professional level” experience to determine whether your HR experience meets the definition. The Certification Sub-Committee makes their judgment based upon the supporting documentation that accompanies the application, not upon job title alone.

5. What happens if you're a recent graduate that completed the NKE right after graduation, and only have administrative type experience? How long do you have to be able to submit an application for the Validation of Experience?

Presently, the policy is that members must complete their experience requirement within five years of having passed the NKE or within five years of May 14, 2009, (the date the discontinuation of the NPPA was announced), whichever is later.

6. My hr experience stopped when i migrated to Canada 4 years ago and i am unable to get an hr job despite best efforts. Will my previous hr experience still be considered?

In order for the experience to be considered, it must have occurred within the last ten years and an individual must have worked in HR within the last two years.

7. Could you please give an example of data analysis and interpretation that is acceptable?

The Office of the Registrar is not in a position to provide examples of what may or may not qualify as professional level experience, however when constructing an answer to this question, keep in mind the following points:

Describe what type of information 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?

8. What is there isn't one person that can verify all of your experience? If you worked at many places there isn't necessarily one person that can verify it all

As per the application form, only one reference is required, however you are not limited to only providing one reference.

9. If you are using two separate jobs to count as experience, how can the one reference validate the other work experience?

Please see question 8.

10. If you are the most person in your organization is it preferable to use a reference of an employee beneath you or should you use a client or external reference?

The reference should be someone who can verify and validate the information included in your submission. In some cases, this person may not be a direct manager.

11. Did this presentation include an audio?

Yes. Our apologies if you were unable to listen to the audio portion of this presentation. A recording of the presentation can be found through the Office of the Registrar's on-demand webinars section of www.hrpa.ca.

12. I missed part of the presentation and I apologize if missed this, what if you don't possess a job description for one of your former roles?

Employer documents are preferred, however when these documents are not available, applicants must develop their own descriptions and organizational charts for consideration along with the detailed application.

13. My situation - worked in HR for 4 years, but it was at 60%. Took two years off to get education and find new role. Now working again. Can I submit after I've worked about 6 months (that will get my total experience up to 3 full years), or do I now need to work for 2 years before I can apply?

Experience will be reviewed and assessed by the Certification Committee only if the individual has met the 3-year requirement and has been working in HR within the past two years.

14. Will a part time HR job (less than 40 hr/week) be considered as valid experience?

Yes, part time work in HR will be considered towards the validation of experience.

15. What if the work description has not been updated for a number of years? Should it still be forwarded or should a separate list of duties be created.

It is important to include the most current and up-to-date information as part of the validation of experience submission to ensure the Certification Committee is reviewing accurate information required to make a decision. It would be a good suggestion to speak with a supervisor who would be in the position to review and update the responsibilities listed in the position description.

16. Can a position description questionnaire and physical demands analysis be used in place of a position description? Or should I be creating a position description?

Employer documents are preferred, however when these documents are not available, applicants must develop their own descriptions and organizational charts for consideration along with the detailed application. A position description questionnaire and physical demands analysis can be included in addition to a position description which has been created by the applicant.

17. Is there a deadline for submitting the documentation or can it be submitted anytime in the year?

Applications can be submitted anytime during the year and will be sent to the Certification Committee by the nearest submission deadline. Please review the presentation for a listing of submission deadlines throughout the year.

18. Do you need to complete your 3 year experience component no later than 5 years after successfully passing the NKE?

Presently, the policy is that members must complete their experience requirement within five years of having passed the NKE or within five years of May 14, 2009, (the date the discontinuation of the NPPA was announced), whichever is later.

19. Will we be sent a link to where this presentation will be posted?

Below please find a link to the Office of the Registrar's on-demand webinars:

<http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/registrarwebinars.aspx>

20. If you apply but do not pass the Validation Exam. Then re-apply and it is more the 5 yrs after you pass do you still qualify, or do you have to re-write the NKE?

These situations are reviewed on a case-by-case bases and it would suggested to contact the Office of the Registrar to review your case should you not be able to meet the 5-year time period.

21. I have a org chart for our HR, does this suffice or does HRPA require a org chart that encompasses the entire organization? My position would be listed on the HR org chart but not on the org chart for the entire organization as it only has director level and above.

An organization chart of the HR department will suffice as you must show where your position lies within the organization.

22. What happens if you wrote the NKE in October 2010, are you still bound to complete the validation of experience by May 2014?

Presently, the policy is that members must complete their experience requirement within five years of having passed the NKE or within five years of May 14, 2009, (the date the discontinuation of the NPPA was announced), whichever is later. Therefore if you have written and passed the NKE in 2010, you would be required to apply for the validation of experience by 2015.

23. By when will these slides be posted on the web site?

The slides and a recording of the presentation will be posted online through the Office of the Registrar's on-demand webinars one-week from the presentation air date (Sept 21, 2011).

24. I just wanted to clarify what was just said, If we passed the NKE in 2010 and do not have a degree we still have until 2015 to certify or only until 2014 when the NPPA was discontinued?

The degree requirement is applicable to individuals who will write the National Knowledge Exam (NKE) after January 1, 2011. For individuals who wrote the NKE prior to January 1, 2011, a degree is not required to achieve the Certified Human Resources Professionals (CHRP) designation. If you have written and passed the NKE in 2010, you would be required to apply for the validation of experience by 2015.