



HRPA Validation of Experience Webinar – September 9, 2011

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

Please be advised that HRPA 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. HRPA's Certification Sub-Committee experts have the authority to make decisions in regards to experience meeting the requirements.

Questions & Answers:

1. I can't see anything on the screen, fyi

2. Must I also phone in or will the audio come thru the computer?

3. thank you

4. thanks

5.: thank you!

6. thanks

7. Are there any circumstances that would allow you to have an extension on your 5 year window (eg. maternity leave)?

Yes, there are a number of very specific situations, including maternity or parental leave, that are considered by HRPA to be valid reasons to "stop the clock" on the five-year timeframe after writing the NKE during which you may be gaining your professional experience. If you have any questions about how this might apply to you, please contact the Office of the Registrar at registrar@hrpa.ca.

8. If passed CPE in 2004 then must submit Validation before 2014?

Currently, there is no sunset applied to individuals who have passed the Comprehensive Provincial Exam (CPE); however this could be subject to change in the future.

9. If you are "grandfathered" with a diploma and wrote the NKE prior to Jan 1 2011, do you still fall under the 5 years or would you fall under the May 2014 timeline

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. This applies to individuals who wrote the NKE prior to January 1, 2011 when the degree requirement came into effect.

10. I wrote the NKE in Oct 2010 and do not have a university degree - am I still able to receive the CHRP designation?

The degree requirement came into effect on January 1, 2011. Any member who wrote or plans to write the NKE after that date will require a degree to achieve the CHRP designation. For any member who wrote the NKE prior to January 1, 2011, a degree is not required to achieve the CHRP designation.

11. Will I require a degree to renew my CHRP?

If an individual has already achieved the CHRP designation, it is not necessary to have a degree in order to maintain the designation. In accordance with the regulations set by our Board of Directors under the authority of *Human Resources Professionals Association of Ontario Act, 1990*, certified members are required to maintain membership and to recertify every three years in order to retain the use of the CHRP designation. Please visit www.hrpa.ca for more information.

12. But if you passed nke in 2010 you have till 2015 right?

Yes, if you passed the NKE in 2010 you have five years from when you passed the NKE or five years from May 2009, whichever is later.

13. Coursework: does a post graduate HRM certificate from a college accepted as fulfilling the degree/coursework requirements? The acceptance into the program required a Bachelor's degree.

A degree is generally awarded by a University. Some colleges award an applied degree which is also accepted, however post graduate programs at the college level which award diplomas or certificates are not accepted under the degree requirement.

14. How long is CPE valid for? 10 years?

Currently, there is no sunset applied to individuals we have passed the Comprehensive Provincial Exam (CPE); however this could be subject to change in the future.

15. If your position within HR includes duties in Pensions & Benefits and Payroll, would only the P&B portion be the only part that is considered HR?

Yes, pension and benefits is a sub-category of compensation which falls under one of the nine approved HR courses and functional areas. Please note that payroll is not considered a function of HR.

16. If we submitted a transcript before we wrote our NKE, do you require another one to be sent with the validation of experience?

Transcripts are not required as part of the validation of experience application form.

17. Do u still need the degree requirement if you already passed the NKE to apply for the experience portion?

The degree requirement came into effect on January 1, 2011. Any member who wrote or plans to write the NKE after that date will require a degree to achieve the CHRP designation. For any member who

wrote the NKE prior to January 1, 2011, a degree is not required to achieve the CHRP designation.

18. Just to clarify, I wrote my NKE in 2006, so I have to submit my experience this year or now have until 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, which is the date the discontinuation of the NPPA was announced, whichever is later.

19. Initiative to hire or recruit is decided by management, assisting in the actual recruitment is done by HR, does this count as experience?

Only the Certification Sub-Committee can make that judgment. However, please review the definition of "professional level" experience to determine whether your HR experience meets the definition. The Sub-Committee makes their judgment based upon the supporting documentation that accompanies the application.

20. Are my clients able to provide references of my work?

Reference of the work performed can be included; however it is not a requirement of the validation of experience application submission.

21. If your reference to verify your experience doesn't have a CHRP designation are you required to submit 2 references from the beginning

As per the application form, only one reference is required.

22. How many points do you need in our chronological resume? in your example you only put 3, but can we list more for responsibilities?

A chronological resume should list all of the responsibilities you are accountable for.

23. What if you someone who passed the NKE prior to having to have a University Degree, do you still have 5 years?

The degree requirement came into effect on January 1, 2011. Any member who wrote or plans to write the NKE after that date will require a degree to achieve the CHRP designation. For any member who wrote the NKE prior to January 1, 2011, a degree is not required to achieve the CHRP designation.

24. I've completed the Comprehensive Provincial Exam in 2004 is that different from the Knowledge exam? and is it still valid

The Comprehensive Provincial Exam (CPE) is still valid although is not the current examination used to fulfill the exam requirement of the CHRP designation. The CPE was replaced by the National Knowledge Exam (NKE).

25. For the degree requirement, what supporting documentation needs to be submitted?

The Office of the Registrar requires an original transcript from a Canadian institution showing that the degree was awarded, granted or conferred. For non-Canadian degrees that have been evaluated by a credential evaluation agency, the original evaluation report is required.

26. Is it possible that the limited time payment schedule will be extended?

The change to the pricing structure for the validation of experience application is a pilot program and will be reviewed once the program has ended. We will certainly keep you informed of any development in this area.

27. Who can I speak with about my specific situation to know if I should apply and pay the \$100? Just in case my experience won't be considered enough.

You may contact the Office of the Registrar at registrar@hrpa.ca and a staff member would be happy to assist you with your inquires.

28. Is a copy of this presentation going to be available for future reference?

Yes, a recorded copy of the webinar and the question and answer document will be posted on the HRPAs website approximately one week after the date of the webinar. Please go to www.hrpa.ca, select "Office of the Registrar" from the left hand navigation menu, then in the "I Want To" box, select "View Office of the Registrar's Webinars".

29. How do we know what proportion of our time is spent doing HR work? Shall we just give an approximate percentage?

Please review the 9 dimensions of the practice of human resources management.

30. Will this presentation be available afterwards?

Yes, a recorded copy of the webinar and the question and answer document will be posted on the HRPAs website approximately one week after the date of the webinar. Please go to www.hrpa.ca, select "Office of the Registrar" from the left hand navigation menu, then in the "I Want To" box, select "View Office of the Registrar's Webinars".

31. We only have a CEO who is not a CHRP should this be ok for a reference?

The reference should be an individual who can validate or verify the information included in the application.

32. If in a part-time position (ex. 25 hours per week), how does the applicant refer to this on the application?

Part time status should be included when answering the question: "In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services".

33. I have been in Recruiting all my career, (20 years) so is this valid?

Recruitment and selection is a core subject and function within human resources management and is considered towards experience being in "HR".

34. If HRPAA had granted an individual a certificate in HR management would this certificate be included under education requirement?

There are nine required courses which make up the coursework requirement of the CHRP designation. If the human resources management certificate includes all nine courses, then it will be considered towards the coursework requirement. For more information on the nine courses, please visit the Office of the Registrar's section of our website at www.hrpa.ca.

35. Is health and safety considered HR experience?

Occupational Health and Safety is a core subject and function within human resources management and is considered towards experience being in "HR".

36. Can you manager attach a letter to your application to help clarify your experience?

Yes, this is can be helpful in cases where position descriptions are not current or up-to-date in reflecting all responsibilities. However, please note a letter from a manager is not a requirement of the validation of experience application.

37. Is health and Safety a functional "HR Position"?

Occupational Health and Safety is a core subject and function within human resources management and is considered towards experience being in "HR".

38. How Can I do in my case, if I'm self-employed?

Please review the nine dimensions of what constitutes practice in human resources management.

39. Does the dates for experience need month /year or day / month and year?

Only month and year are required.

40. Did you say that it didn't matter how short the job was, that it can still apply to the 3 years of experience?

It does not matter how long an individual has worked in a particular position. The Certification Sub-Committee reviews whether the position is in HR and the experience is at the professional level.

41. Is there a deadline of when you would need to apply for the experience required if you wrote the NKE three years ago or more?

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, which is the date the discontinuation of the

NPPA was announced, whichever is later.

42. After completing the coursework requirement and passing the NKE, how long do I have to gain the necessary HR experience to apply for the Validation of Experience. Will the coursework and /or NKE expire?

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, which is the date the discontinuation of the NPPA was announced, whichever is later. Coursework is valid for a 10-year period.

43. Where can I find the validation handbook?

The validation of experience handbook can be found on our website at www.hrpa.ca and through the following path: Office of the Registrar > Office of the Registrar Handbooks & Guides > Validation of Experience Handbook.

44. Is there a place in the member profile page where i can see which validations I have completed (ex. degree, experience, courses, etc)

Yes, within the Profile section of the Member Dashboard, you can view your education history by clicking on "Education Record".

45. Is health and safety considered to be an "HR" position?

Occupational Health and Safety is a core subject and function within human resources management and is considered towards experience being in "HR".

46. If an applicant was denied in 2010, then an update to the initial application will cost only \$100 further dollars to be considered and ideally approved?

If an applicant was denied and granted partial time, they can re-submit their application once the remaining time has been achieved. The cost for re-submission is \$100.00 (+ HST).

47. I remember there used to be something about working 6 years total to be eligible if your work did not meet the 51% criteria. Does this still hold true?

In any given position, you must spend a minimum of 51% of your time doing HR work in order for the position to count towards your three-years of experience.

48. Reference: should this person be the current manager? What happens in a case where the 3 years of experience were accumulated via 3 different jobs, for example?

The reference should be an individual who can validate or verify the information included in the application. You may submit more than one reference; however the requirement of the application is one reference.

49. Do we have to have a reference for each position held or is one person from our most recent position preferred?

See question # 48.

50. Is a Payroll & Benefit Administrator considered Human Resource Professional Experience?

Pension and benefits is a sub-category of compensation which falls under one of the nine approved HR courses and functional areas. Payroll is not considered a function of HR.

51. Does the org. chart have to be for all positions inside the organization or just the HR department or department you are in?

The organization chart should list your reporting manager, your position and any direct reports. All other areas or departments are not required.

52. Hi, I've been self-employed for almost three years, I do not report to anyone

Directly reporting to another position is not a requirement of the validation of experience.

53. What if your company does not have the standard organizational charts but in a different format?

The organization chart should list your reporting manager, your position and any direct reports.

54. Does the organizational chart need to be an official document from the employer? If the structure has changed, and the previous chart is not available, can this be created by the applicant?

Employer documents are preferred; however if this cannot be satisfied, an applicant must develop their own descriptions and organization charts for consideration, along with the detailed application.