

# Recertification

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# Housekeeping

- Slides, archived webinar, and Q&A to be posted on HRPAs website on the Office of the Registrar page by June 17
- Time has been set aside for questions at the end of the webcast but you can submit your questions at any time
- All questions and their answers will be posted on the HRPAs website

# What you need to know to Recertify

- Reasons to Recertify
- How to Recertify
- Documenting Recertification Activities
- Submitting

# Reasons to Recertify

- Confirms professional credibility/competency within the rapidly evolving HR field. – constantly evolving profession
- Enhances the accountability/validity of the profession as a whole - “raises the bar.” Provides assurance to the public
- Demonstrates continuous development as a professional.
- Recertification and continual membership are requirements to maintain the C.H.R.P. designation

# How to Recertification

- Required every three years
- Commences when receive the CHRP designation
- All recertification periods end May 31. (Online log outlines recertification period)
- Participation in Professional Development Activities

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

# Recertification Options

- A. Continuing Education (no maximum)
- B. Leadership (70 points max)
- C. Instruction (70 points max)
- D. New Work projects/initiatives (75 points max)
- E. Research and Publications (50 points max)

- One Hundred (100) recertification points are required every three years. Points may be earned in the following categories
- Do not need to accrue recertification points in every category
- Do not need to gain a certain number of points per year.

# Planning your Recertification

- Assess the areas you want to grow professionally
- When reviewing your opportunities answer “how does the activity further my ability as an HR practitioner”

# How to Earn Recertification Credit

## A. Continuing Education

- HRPAs or other HR conferences –1.5 points per hour to a maximum of 10 per day
- Seminar/workshops - 1.5 points per hour to a maximum of 10 per day
- College/University courses –1.5 points per instructional hour
- Webcasts/e-learning - 1.5 points per instructional hour
- Chapter events with a PD component - 1.5 points per instructional hour

# How to Earn Recertification Credit

## B. Leadership

Category recognizes giving back to the professional  
Leadership role must be external to the workplace

- Mentoring outside normal job duties. - should be formal and measurable. Track the meetings and discussions. - 1.5 points per hour
- Active Committee /taskforce member in an HR Association – **opportunity to get involved with your chapter!** –10 points per year
- Active Volunteer or Board member in non-profit organization (not restricted to HR) e.g. Board of Local United Way – must demonstrate responsibility for completing projects work or leading subcommittees –10 points per 3-year recertification period

# How to Earn Recertification Credit

## C. Instruction

- Development of HR-related presentation for work place – 30 points per presentation
- Presentation of HR-related presentation for work place – 20 points per presentation
- Instructor of an HR course at post-secondary institution - 30 points
- Panel member or guest speaker at a conference – 1.5 points per hour.

Credit is awarded for the first time the presentation is made.

Credit is not awarded for routine presentations to organizations (e.g., Health care plan updates, new hire orientation, communication of policies.)

# How to Earn Recertification Credit

## D. New Work Projects/Initiatives

### \*Overlooked Area

Not recertifying through doing your job but for first time activities done as part of your position that add to your HR knowledge

Document starting and ending dates of projects and your responsibilities

Credit is awarded three ways

Small projects (40-100 hours) = 15 points per project

Medium project (101-199 hours) = 20 points per project

Large project (200+ hours) = 25 points per projects

- Research and design of a new benefit plan
- Research, design and implementation of a diversity program
- Research, design and implementation of a new performance management program
- Research and implementation of a new HRIS system

# How to Earn Recertification Credit

## E. Examples of Research

- Conduct primary research on an HR –related topic and writing and publishing in a scholarly journal.- 10 points
- Publishing a new textbook – 30 points
- Co-authoring a text – 20 points
- Writing and acceptance of a Master’s thesis or PhD dissertation – 30 points and 50 points

# Cost of Recertification

Can be low cost

- new work projects/initiatives
- volunteering

Free continuing education activities

- HR.com [www.HR.com](http://www.HR.com)
  - Payscale [www.payscale.com](http://www.payscale.com)
  - Human Capital Institute – [www.hci.org](http://www.hci.org)
  - Chapter PD activities/HRPA webinars
  - Law firms
- \$50 application fee built into your membership dues

# Recording your activities

- Record your recertification activities immediately after completion in your on-line recertification log so that you don't forget them

Online log found available:

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

# Submitting your Recertification Requirement

- You have up until the end of your recertification period to submit your recertification information.
- Online submission possible if using the online log.
- If not using online log send to:  
HRPA  
200-150 Bloor St. W.  
Toronto ON M5S 2X9 or fax 416-923-8956
- No supporting documentation need accompany log

# Review of Submission

- Allow 6 - 8 weeks for review.
- 3% of logs randomly chosen to be audited.
- If chosen then supporting documentation for activities would be requested.
- Types of supporting documentation – will vary by activity and should tie you to participation in activity
  - Financial Receipts
  - Handouts
  - Agendas
  - Attendee List
  - Grade report/transcript
  - Project Plan
  - Letter or announcement of participation/secondment
  - Mentoring contract
- Results of Recertification submission emailed

# Extensions to Recertification Period

Occasionally extenuating circumstances may prevent certified members from completing the recertification requirement.

Don't just not recertify!

Do request an extension to your recertification period.

Extensions should be sent in writing to [registrar@hrpa.ca](mailto:registrar@hrpa.ca)

# Questions

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