

HRPA Recertification Webinar – June 10, 2011

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

1. If I volunteered at the chapter booth at the HRPA conference can I count those hours to recertification??

Record your conference volunteering activities under B11 of the log.

2. If you are reviewing "on demand" web casts that are relevant to your development (new information/techniques, etc), can you use these as part of A3?

It is the content not the method of delivery that makes an activity appropriate for recertification.

3. I am on the board of 3 non-profit organizations, is the 10 points for overall participation or is it per organization?

B10 is the appropriate category for this type of activity. Record each separately.

4. For cycle over cycle recert periods, let's say I only obtain points in one category every time I submit...would this be problematic or should I be demonstrating a diversification of how I gain further experience?

It is not required to diversify although you are encouraged to do so for your own professional development.

5. Do all courses that you take need to be HRPA Certified in order to qualify?

Courses do not need to be HRPA Certified in order to qualify. You must be able to articulate how the content of the courses furthers your ability as an HR practitioner in order for it to be applicable.

6. I wrote the NKE in October 2010 and already had been approved for the experience piece, and was certified. When does certification start October 2010 or December 2010 when I notified of my CHRP status?

Your recertification period commences upon notification of certification.

7. Would this seminar count as points?

No.

8. I volunteered at the HRPA Annual Conference do should I record the hours under A3?

Record your conference volunteering activities under B11 of the log. Record the sessions attended under A3.

9. Does volunteering for youth employment programs qualify?

Section B – Leadership takes into consideration volunteering efforts. Compare your deliverables as a youth employment volunteer to the criteria under section B.

10. At ENG meetings we receive a slip of paper that states 1.5 points/per hour. Sometimes the speaker goes longer than 1 hour, like 1.5 hours. Can we put this length of time in our log even though the slip of paper states 1.5 points per hour??

Record the length of time of the speaker. If audited you would require documentation as to the actual length of time of the speaker.

11. I will be drafting and facilitate a new hire buddy program and a new hire orientation program. Would I get the recertification points?

New work projects and initiatives should be recorded under section D.

12. Attending the 2011 AGM qualified for 1.5 certification points - what section of the log do I place this?

Conferences, seminars and workshops should be recorded under section A3 of the log.

13. I am a Recruiter and recently I have started helping people write their resumes when they are searching for employment-could I count this as part of my re-certification?

Section B takes into consideration volunteering done through organizations. Independent volunteer effects do not qualify.

14. Would voluntary participation on workplace committees which completed activities that furthered my professional development count towards recertification?

Section B takes into consideration volunteering done through organizations outside your workplace.

15. I have been to a Networking sessions where the speaker speaks the full duration of the meeting - can the full two hours be claimed in this case?. We let the speaker continue instead of networking as he was very informative!?

Record the full time of the professional development component of the session. You will require supporting documentation to back this up, in case of audit.

17. Is the 10 points as a Board member in non-profit org. is it per organization?

B10 is the appropriate category for this type of activity. Record each separately.

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18. What category in the log would take into consideration a doing a HR presentation to university students?

Section C5 of the log.

19. Previously chapter meetings counted for 2 points. Is this no longer the case?

In 2003 this was changed to be consistent with non chapter events. Chapter sessions accrue 1.5 points per hour of PD under A3.

20. Does reading a business or HR related book, as part of self learning, count towards recert points?

Reading alone does not, however reading for the purpose of sharing at a round-table or brown bag session does under A4.

21. Would courses taken through the Canadian Payroll Association apply for recertification i.e. vacation pay, employment standards, etc?

Recertification is synonymous with professional development. It is the content, not who offers the program that is vital. For an activity to be appropriate there must be a direct and describable link between the content and how it furthers your ability as an HR practitioner.

22. Is it better to obtain over 100 points to ensure approval - just in case a case a course is questioned??

Your requirement is courses that accrue 100 recertification points. If there are questions regarding the applicability of a course, HRPAA will connect with the member for an explanation as to how the content of the course in question furthers that member's ability as an HR practitioner.

23. With regards to the carryover of certification points. For example, my due date is May, 2012. If I have already reached my 100 points but are earning points prior to May 2012, can these points be recorded for the next recertification log even though they are being earned now? hope this makes sense?

Recertification represents a commitment to continuous learning in a profession impacted by economic, social, business and legislative changes. Carrying over activities from one period into another would run directly contrary to the goal of this requirement.

24. I am the Chair of a bi-annual Conference - HR focused - where is this activity logged for recertificated points?

This should be recorded under B5 of the log.

25. I completed an on line college course that had no "instruction". How many points would this be counted as?

Courses should be recorded under A1. Courses that are self-paced or delivered via correspondence will have a recommended number of hours that an average participant is expected to spend on the course. This recommended number of hours should be used as the instructional hours when logging renewal points.

26. How can I become a mentee?

Many chapters have mentoring programs. Refer to your chapter website for details on your chapter's mentoring program.

27. Do you send/submit each logged item as you complete or wait until all of your required points are accumulated?

Submit your log once you have completed activities that accrue 100 recertification points. Don't submit each activity upon completion. Be sure to log each activity upon completion.

28. I completed my recertification requirements and sent my log in January 21, 2011 for the three year period ending May 31, 2011. I understand that I should be charged an additional amount on my annual renewal. I paid my 2011 renewal and was not charged any additional amount. I have called HRPA several times to find out if I am actually recertified but have not received an answer. I am assuming that I am recertified as my log now shows that I am expected to obtain recertification from June 1, 2011 to May 31, 2014. Is my assumption correct and if so will the recertification charge appear on my next renewal?

The recertification application fee is included into your membership dues and prorated over your recertification period. It will not show as a separate line item on your membership renewal. Once your log has been reviewed you will receive an email with the review results.

29. In early May 2011 I submitted my recertification log online but I haven't received any type of confirmation advising the log was received. Is that normal or should I follow up with someone?

When you submit online successfully a message appears directly on the screen confirming this submission. If you have overlooked this message you may confirm receipt with the Office of the Registrar at registrar@hrpa.ca

30. How do I confirm my online log has been "submitted"?

See answer 29.

31. Can all the renewal points be achieved through one category (e.g. Continuing Ed)...or do points need to be reflected amongst more than one category?

Refer to the log for the maximum allowable points per developmental category.

32. With respect to the categories for recert, do you have to have a component in each area? Is there a limit to the number of activities recorded in a specific category? for example, if all your points are in one of the categories?

Refer to the log for the maximums associated with each developmental category. All activities may be accrued through section A only.

HRPA has a program of pre-approving courses, which have been submitted by providers, towards recertification. If you have participated in a course that is pre-approved, the provider will distribute the associated ID post event. Activities do not need to be preapproved to be included in a recertification submission.

33. introducing new legislation into the workplace and designing a program and policy to support this for e.g. Bill 168 - would that be acceptable?

Section D of the log should be used to record new work projects/initiatives.

34. If I develop a new HR program for an organization and move to another organization where I develop/implement a similar program, do they both count as new work initiatives?

As recertification is synonymous with professional development the newness which is where the learning is, is in reference to you.

35. how would one know if the course taken at post secondary institution would qualify for recertification?

If the course furthers your ability as an HR practitioner and you are able to articulate this benefit then it is appropriate for your professional development/recertification.

36. does HRPA provide an annual calendar of seminars, workshops, events free or otherwise that people can take?

All HRPA professional development sessions are advertised through the PD section of the website www.hrpa.ca.

37. If selected to be audited, what is the timeframe to submit the supporting documentation? I.e. weeks or months?

The submission time for supporting documentation is typically 5 to 6 weeks (1.5 months). If you are experiencing problems meeting that submission timeline, you are encouraged to contact HRPA.

38. If I submit my log before my deadline can I start collecting points for my next recertification deadline?

Your next recertification period commences the day after the last ends. The submission timeline does not fluctuate with submission.

39. if I send in my re-certification log a year before my deadline, (my deadline is 2012) and it is approved, is my next recertification still 3 yrs from 2012?

Please see the answer to question 38.

40. My supporting documentation is on my former employer's computer system. They will not provide the downloads to me. What do I need to submit to HRPAs as proof?

The supporting documentation will vary by the type of activity.

41. What would the volunteer period be in order to redeem the volunteer points with the Chapter?

Each of the leadership activities has parameters that must be met. Refer to section B (Leadership) for those details.

42. I work full time however also do consulting on the side in which I coach and mentor individuals as well as provide HR support to small businesses would any consulting provided outside of regular day to day role be considered in any capacity for recertification points?

In this case the consulting is not a volunteer position.

43. On the log they identify under leadership - supervising an HR student. Can you explain how that works?

Many HR programs have a Co-op component that requires an HR professional to supervise. This section B3 takes into consideration that leadership role.

44. My organization is expanding to the US-I am learning new information on contracting and paying the individuals hired for the tasks. Would that count as professional development and how would I record the hours?

If the activity furthers your ability as an HR practitioner then it would be appropriate for your recertification.

45. What does the "RPC" acronym referenced in Section D of the log mean?

The RPCs are a body of knowledge that achievement and maintenance of the designation is built around. The RPCs are available at

http://chrpcanada.com/uploadedFiles/Content_-_Primary_Page_Content/I_am_a_CHRP/Required_Professional_Capabilities/Required_Professional_Capabilities/Body%20of%20Knowledge.pdf.

46. Is there a limit per course on recertification points?

There is a limit on the categories but not on the individuals courses in section A.

47. At my workplace, we are currently implementing a new HRIS system. Since I am participating and learning the new HRIS, does this count as a project in Section D? If so, how would I document this?

Section D is where new work projects and initiatives should be logged. Refer to the log for how the activity is documented.

48. If we perform a HR presentation, would type of supporting documentation would be suitable?

A copy of the presentation outlining the presenter and date of presentation would be appropriate.

49. I am developing a Leadership training program that it will facilitate across our global organization? It is comprised of 3 different units, can you confirm I would get 30 points for creating and 20 points per unit for presenting/facilitating - the first time of facilitation only?

C3 – Development of a new course, workshop or seminar and C4 facilitation of a new course, workshop or seminar. If you both develop and then facilitate, be sure include both in your submission.

50. If you conduct training in the workplace, would that count?

If training is your day to day jog then conducting training would not be included. If it is not and you are facilitating a new course, workshop or seminar then it would. The training must not be simply an update on programs.

51. If you are a director on an NON- HR board can you receive recertification points?

Refer to B10

52. How can I mentor a student with the HRP?

Many of the chapters have mentoring programs. Refer to the chapter websites, accessible through www.hrpa.ca for the chapter websites and their mentoring programs.

53. If logging a work project (i.e. implementation of a new HRIS), what type of back-up documentation should be ready for audit ing purposes?

A project plan showing your involvement and the length of time spent is ideal supporting documentation.

54. When I go to a HRP dinner or breakfast event, the speaker starts after the meal. Are the total hours spent at the session counted for points, or only the amount of time the presenter is presenting?

The professional development time only should be counted.

55. Can Webinars through US companies that have relevant HR information be applicable and used?

It is the content, not who offers the program that is vital. For an activity to be appropriate there must be a direct and describable link between the content and how it furthers your ability as an HR practitioner. Articulating this connection is important even when submitting your log.

56. Does courses/training attended through work count towards recertification points?

See the answer to question 55.

57. Are only certain webinars considered eligible? Does it have to be from a specific vendor?

See the answer to question 55.

58. For Recertification, do the courses you are taking have to be from an approved vendor? For example I am interested in taking courses from SHRM as I support a large US associate population. Would this qualify?

See the answer to question 55.

59. Which section do the Chapter meetings fall under?

A3.

60. How many points would I get to take a course towards an MBA?

Refer to A1 for university, college courses. They accrue renewal points at a rate of 1.5 points per hour of instruction.

61. Do promotions in HR roles count towards certification points?

Promotions, No. However the new work projects and initiatives that may have contributed to the promotions should be considered under D1.

62. If I submit a log, which counts for a portion of my 100 recertification points, will I receive a response from HRPAO advising of any gap or discrepancy? Is it "no news is good news"?

When your log has been reviewed, you will receive email notification of results.

63. I attended a conference with my employer's law firm - how do I know if this qualifies for recert points?

If the content furthers your ability as HR practitioner then it is appropriate for your professional development (recertification).

64. I received my CHRP designation over 10 years ago when the association was still provincially based (HRPA) is the requirement to recertify grandfathered going back that far or, are all CHRP's required to recertify regardless of when the designation was obtained?

There are two requirements of all CHRP holders to maintain the CHRP designation. They are continual membership and recertification.

65. What are the free webinars eligible for recertification points? Any webinar?

Some of the organizations that offer free PD sessions are

- HR.com www.HR.com
- Payscale www.payscale.com
- Human Capital Institute – www.hci.org
- Chapter PD activities/HRPA webinars
- Law firms

It is the content of the session, not the cost that makes it appropriate.

66. If you collected 150 points in one recert-period, could you transfer the extra 50 to the next year?

Recertification represents a commitment to continuous learning in a profession impacted by economic, social, business and legislative changes. Carrying over activities from one period into another would run directly contrary to the goal of this requirement.

67. What happens if, once audited, the HRPA determines that I didn't have enough points to recertify?

If the Recertification Committee questions the validity of an activity the following will occur

- HRPA will inquire with the member as to how the content of the activity furthers their ability as an HR Practitioner.
- If the content is still in question; then the member will be provided the opportunity to submit additional activities
- If no other activities are available then each case will be addressed separately and a plan will be agreed upon for completion.

68. I don't have a mentorship program with a university student who I mentored, can I still submit for points if I have him certify that I mentored?

Mentoring does not have to be part of a formal mentoring program but the following must apply.

- Must be outside the normal work relationship
- There must be agreed upon deliverables from the relationship
- There must be documented proof of the time spent and deliverables achieved.

69. My recertification is due May 2013. Can I send in the log in 2012 if I have completed my 100 points?

The log may be submitted early however the next recertification period will commence June 1, 2013 not upon submission.

70. What supporting documentation would HRPAs accept for work projects/initiatives, or HR Related presentations at your workplace?

A project plan is ideal supporting documentation for a work project.

71. How can I get a copy of the recertification handbook?

The recertification handbook is available from the Office of the Registrar section of the website www.hrpa.ca.

72. Must mentors be CHRP's?

Only CHRP holders must recertify therefore anyone using mentoring for recertification will hold a CHRP designation.

73. How am I notified when I have to recertify?

It is the members' responsibility to know when they are due to recertify. The recertification date is available through the online log. Additionally HRPAs sends out email reminders 6, 3 and 1 month prior to when you are due to submit your recertification log.

74. How many points do you receive as a director on a chapter board?

Section B – Leadership outlines all volunteering, including volunteering in a chapter capacity.

75. For mentoring, if it is a formal workplace program, would this count toward recertification?

Mentoring must be outside the normal job duties however could be part of a formal workplace program.