



## **HRPA Validation of Experience Webinar – July 21, 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. Please confirm that if the NKE was written before (I think it was 2010) that a Degree is not a requirement.**

If an individual wrote and passed the NKE in 2010 or prior to 2010, then they are exempt from the degree requirement.

**2. How can you ensure your past experience will be credited and accounted for if you are with a new employer? (ie. you worked 2 years with a past employer and 1 year with a new employer)**

HRPA will look at experience as far back as 10 years. You can include more than one position as a part of the application, with the appropriate supporting documents.

**3. Do you only need one reference? or one reference per position?**

The application asks for only one reference.

**4. I have this "The experience must have occurred within the last ten years to count towards the experience requirement" but have been unemployed for just over 2 years am I therefore not qualified to apply for designation?**

My apologies for the confusion. In order of 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.

**5. excellent job so far with tis presentation!**

Thank you!

**6. How does the involvement in recruitment and selection factor in, does it at all?**

Recruitment and selection is a core subject and function within Human Resources Management and is considered towards experience being in "HR".

**7. Do you have to have direct reports to be considered to be in a Professional level?**

No.

**8. How does the HRPA want experience to be represented on the application form? Essay format? Table?**

For each and every position that makes up the 36 months of experience, a submission should include the answers to the four questions, a chronological resume, job descriptions, organization charts and job classification codes if applicable. The length and amount of information included in the answers is determined by the applicant.

**9. How many different areas of HR should you highlight within your experience, and should you have 3 years of applicable experience in all areas you highlight?**

All experience at the professional level should be included in an application. There is no minimum or maximum number of different areas of HR needed in the application.

**10. Is there a minimum number of areas to include in experience portion?**

See #9.

**11. Would it be possible to get a copy of the slides for this webinar?**

A recorded copy of the webinar and the question and answer document will be posted on the HRPA website approximately one week after the date of the webinar. Please go to [www.hrpa.ca](http://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".

**12. Can the "Reference" person be someone who works at a different company than the applicant?**

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

**13. If you are not granted the 36 months, does the committee always provide feedback on your application?**

Once a final decision has been made, the Certification Sub-Committees decision and feedback will be provided to the applicant via email.

**14. Why is it that people in the profession who decide to write the NKE can use experience they have gained in the last 10 years, but those of us who wrote the exam first must get our 3 years experience within only 5 years?**

Professional level HR experience is valid for ten years (with the caveat that at least some of the three years' required experience must have been acquired in the previous two years). NKE results are valid for five years. This means that if an individual chooses not to acquire any professional level HR experience before they complete the NKE, they will have five years to gain that experience before their NKE results expire.

**15. I wrote and passed the NKE more than 5 years ago and have been in professional level HR positions for 15 years. With the changes in validation of experience am I still eligible without having to write any more exams?**

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.

**16. In the sequencing slide, you mentioned the degree requirement. I am to the understanding that if you passed the NKE before Jan 1, 2011, a degree is not required for the CHRP designation.**

Yes, that is correct. The degree requirement does not apply to those individuals who successfully completed the NKE prior to January 1, 2011 provided they remain active members in good standing.

**17. Once the pilot has been evaluated, are there plans to implement the new payment plan?**

We are unable to respond to this question until the pilot is complete and has been evaluated.

**18. Could you please explain how experience is prorated if more than 51%?**

Let's look at the following example: For an applicant who spends 75% of their time dedicated to human resources activities, they will have their time multiplied by .75. It would take four years of experience in such a position to be equivalent to three years of fulltime experience in human resources.

**19. What % of applicants are denied? Does the panel have a number of people that they accept/deny?**

Approximately 80% of applicants are approved upon first review. There is no passing quota or mandate that the Certification Sub-Committee must satisfy.

**20. Is there an opportunity for us to send our information to an independent member to review our materials prior to submission?**

The pilot program of the modified pricing structure reduces the "risk" an individual may have in applying and not being granted the full 3 years or 36 months. There is no program to have an independent member review the materials prior to submission.

**21. How long do we have to submit the experience after 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, which is the date the discontinuation of the NPPA was announced, whichever is later.

**22. I am wondering if titles make a big difference when making a decision on appropriate level requirement. If I was an assistant but performed work of a generalist would it be considered "at an appropriate level"?**

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.

**23. The Validation of Experience Form on Page 15 has an application fee of \$500.00 dollars printed on it; should we assume that this will be automatically adjusted, should cross it off and put \$100.00 on it, or a new form can be provided?**

The Validation of Experience application form now reflects the new pricing structure and can be found on our website.

**24. The issue is not that there is a experience requirement but rather that a candidate who has completed the educational & NKE as a full time student graduate has only 5 years to complete the work experience. This presents a challenge when the ability to secure employment at a non-entry level is difficult being a new grad just out of school.**

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.

**25. Does a co-op experience count as professional experience?**

Co-op and volunteer positions do count, however the experience must be at a professional level. Please review the definition of HR experience on the validation of experience application or on the HRP website.

**26. I heard that you may be extending the 5 years we have to gain the experience...is this true?**

HRPA will be reviewing the time limit to accumulate three years of experience in HR at a professional level. We will certainly keep you informed of any new development in this area.

**27. Do we limit our answers on the application to the space available on the form?**

You are not limited to the space that has been allocated on the application form and may include your answers on a separate document.

**28. The experience requirement seems to be at a managerial or supervisory level. What about an HR Coordinator or assistant whos work is more than 51% HR related?**

Professional does not mean supervisory or managerial. In addition, 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.

**29. Does taking another certificate course, such as the Payroll Compliance Certificate, can this be a factor for validation for experience?**

Taking a course is not considered towards HR experience. Please review the definition of HR experience on the validation of experience application or on the HRPA website.

**30. Would working at an HR Assistant level count as the "Professional Level"?**

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, not upon job title alone.

That being said, junior or clerical positions in HR performing administrative functions are not considered to be at the appropriate level; time spent in these positions will not be credited against the experience requirement.

**31. Can it take longer than 3 years to get the experience?**

My apologies – not sure what is meant by this question. Please email [registrar@hrpa.ca](mailto:registrar@hrpa.ca) with your detailed question and a staff member from the Office of the Registrar will be happy to assist you.

**32. After writing the NKE. There are 5 years to gain the 3 years of accumulated experience if not already gained. With this be re-evaluated due to the economical state? (especially for those who do not have degrees which makes it harder to find a position at a professional level)?**

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.

**33. Does the panel focus on job titles and job descriptions? Some positions do not always have JD's.**

The Sub-Committee makes their judgment based upon the supporting documentation that accompanies the application, not upon job title alone. Although job descriptions from the employer are preferred, when this cannot be satisfied, an applicant must develop their own descriptions and organization charts for consideration, along with the detailed application.

**34. Can you clarify the answer you gave to the person who has been unemployed for the past two years. A previous slide indicated that 'there must be HR experience within the last two years'....so that that mean we have to work for two more years before we can apply, so that the previous 10 years experience now includes HR experience in the past 2 years?**

My apologies for the confusion. In order of 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.

**35. What about if a job did not ever have a formal job 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.

**36. Is the HRPA going to change the requirement that the 3 years experience needs to be completed within 5 years of writing the NKE?**

HRPA will be reviewing the time limit to accumulate three years of experience in HR at a professional level. We will certainly keep members informed of any new development in this area.

**37. If your title is HR Assistant and you are working on developing policies, practices and procedures can this be put towards the years of experience? Does the Sub-Committee look at the job title or at the duties performed while in the job?**

The Certification Sub-Committee makes their judgment based upon the supporting documentation that accompanies the application, not upon job title alone.

**38. Does a maternity or parental leave from work count towards your 5 years to complete your 3 years of experience from the time you pass your NKE?**

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.

**39. Is payroll considered HR?**

No, payroll is not considered towards HR experience.

**40. I spent over one year recruiting door-to-door, commission based independent sales people. It was a small office and I also advised on HR related topics, would this qualify in your opinion?**

The Certification Sub-Committee determines whether an individual’s experience is at a professional level. It would be improper for Office of the Registrar staff to express opinions about what the decision of the committee might be, or the chances that the committee might make one or the other decision. Please review the definition of what “professional level” is and what “in HR” means.

**41. Org Chart: do you require the names of all employees in the organization or just the titles of the roles? I report to the President.**

Names are not required, simply the titles of the position an applicant report to, and if they have any direct reports.

**42. If we submit experience now and its deemed that we do not fit the experience by 1 year. After 1 more year, we determine we got the experience. How much would a reassessment be? and if that gets denied.; can we submit again say in 2 years and how much respectively would that be?**

Applicants granted partial time will be notified as such and directed to re-submit once the additional time has been achieved. The cost for all re-submissions is \$100.00. Applicants are encouraged to submit their experience only when they have achieved the full three years.

**43. If a secondment has happened and a true jd does not exist, can we include further info on the application?**

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

**44. How much detail is required for the application?**

An individual must answer all the questions and provide as much detail as they think is required to accurately reflect the responsibilities of each position submitted for consideration towards the experience requirement.

**45. I hold a few different positions in our organization due to downsizing. One of them is that of National Human Resources Manager and I am 100% responsible for HR issues as it is a 1 person department. However, I hold another non related position that I am also 100% responsible for that is related to Customer Service issues. How do I calculate the amount of time spent on HR.**

An applicant must look at their time spent in HR activities and determine what percentage of their time is spent doing HR work, or providing HR services.

**46. Apologies, my computer froze and I had to log back in - is this presentation available afterwards? Thank you.**

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**47. I changed positions within the same company. Will I need to provide job descriptions of each job?**

Yes, along with organization charts for each position as well.

**48. Would an administrative role focusing on benefits and pension administration be considered "professional level"? Most decisions made are based on pre-established policies.**

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, not upon job title alone.

That being said, junior or clerical positions in HR performing administrative functions are not considered to be at the appropriate level; time spent in these positions will not be credited against the experience requirement.

**49. Has HRP or CRRP considered developing another level of certification for the lower level of HR work? There are many people working directly in HR who are trained but are not at the level of autonomy required to fulfill the experience requirement.**

Some discussions have taken place, however there are no plans to move forward with a new designation at this time.

**50. Would payroll, and everything related to it (submitting remittances to WSIB, processing Record of Employment, etc.) count as professional HR experience? I handle all the payroll at my organization :)**

Payroll activities are not considered towards HR experience.

**51. Can a performance evaluation outlining performance expectations and results be used instead of a work experience (if a job description did not exist at the time)?**

Performance evaluations generally reflect individual targets for a specific time period. A job description gives the best overall picture of the duties and responsibilities an individual is accountable for. 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.

**52. Does a paid student placement count towards experience if you are doing 100% HR work and you are working independently?**

Co-op and volunteer positions do count, however the experience must be at a professional level. Please review the definition of HR experience on the validation of experience application or on the HRP website.

**53. What if your company has a No Reference policy, and the person you want as a reference (who is a CRRP) works at the same company, and can't provide a reference?**

Applications must include the name of a referee, preferably a CRRP, who is in a position to verify the information provided by the applicant.

**54. You answered a similar question earlier, however the answer seemed to conflict with the slide. If you have experience at a professional level within the past 10 years, however have no HR experience in the past 2 years. Will this be considered?**

My apologies for the confusion. In order of 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.

**55. Should we be submitting the initial fee of \$100 dollars if we will not be fulfilling the experience requirement for another 2 years?**

Applications should only be submitted once the three years of professional level experience have been achieved.

**56. Would a position in compensation within the HR department qualify?**

Compensation is a core subject and function within Human Resources Management and is considered towards experience being in "HR".

**57. If a payroll person is also involved with pension, benefits and compensation, could their experience be considered as in HR?**

If the HR component of the position is 51% or more of the time, then yes it would be considered towards the experience requirement.

**58. Just to let you know the forms on this page:**

<http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/ExperienceRequirement.aspx>, have not been updated.

**59. Nevermind...you answered this question already :) Thanks!**

**60. Is the 10 year timeframe for all requirements or only the experience requirement?**

In order for the experience to be considered, it must have occurred within the last 10 years. The nine HR approved courses required for the coursework requirement also must be taken within 10 years in order to be considered valid.

**61. Just lost the audio???**

**62. Your microphone cut out over 1 minute ago**

**63. Got it back**

**64. Where can we find information about the 4 Dimensions of 'Professional Level'?**

The four dimensions which determine if experience is at the professional level can be found on [www.hrpa.ca](http://www.hrpa.ca) in the Office of the Registrar's experience requirement section, or on the validation of experience application form and handbook.

**65. Thank You**

Our pleasure.

**66. Well done, thank-you**

Thank you, our pleasure.