

The Validation of Experience

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Housekeeping

- Slides, archived webinar, and Q&A to be posted on HRPA website on the Office of the Registrar page within a week
- Time has been set aside for questions at the end of the webcast but you can submit your questions at any time

Today's Webinar

- HRPAs Experience Requirement
- The experience requirement in the context of other requirements
- A brief history of the experience requirement at HRPAs
- HRPAs experience requirement and the national standard
- What it means for experience to be 'in HR'
- What it means for experience to be 'at a professional level'
- The Certification Sub-committee
- The validation of experience review process
- Validation of experience application form
- Deadlines and costs
- Re-assessments and appeals
- Timing/sequence
- The validation of experience and the alternate route

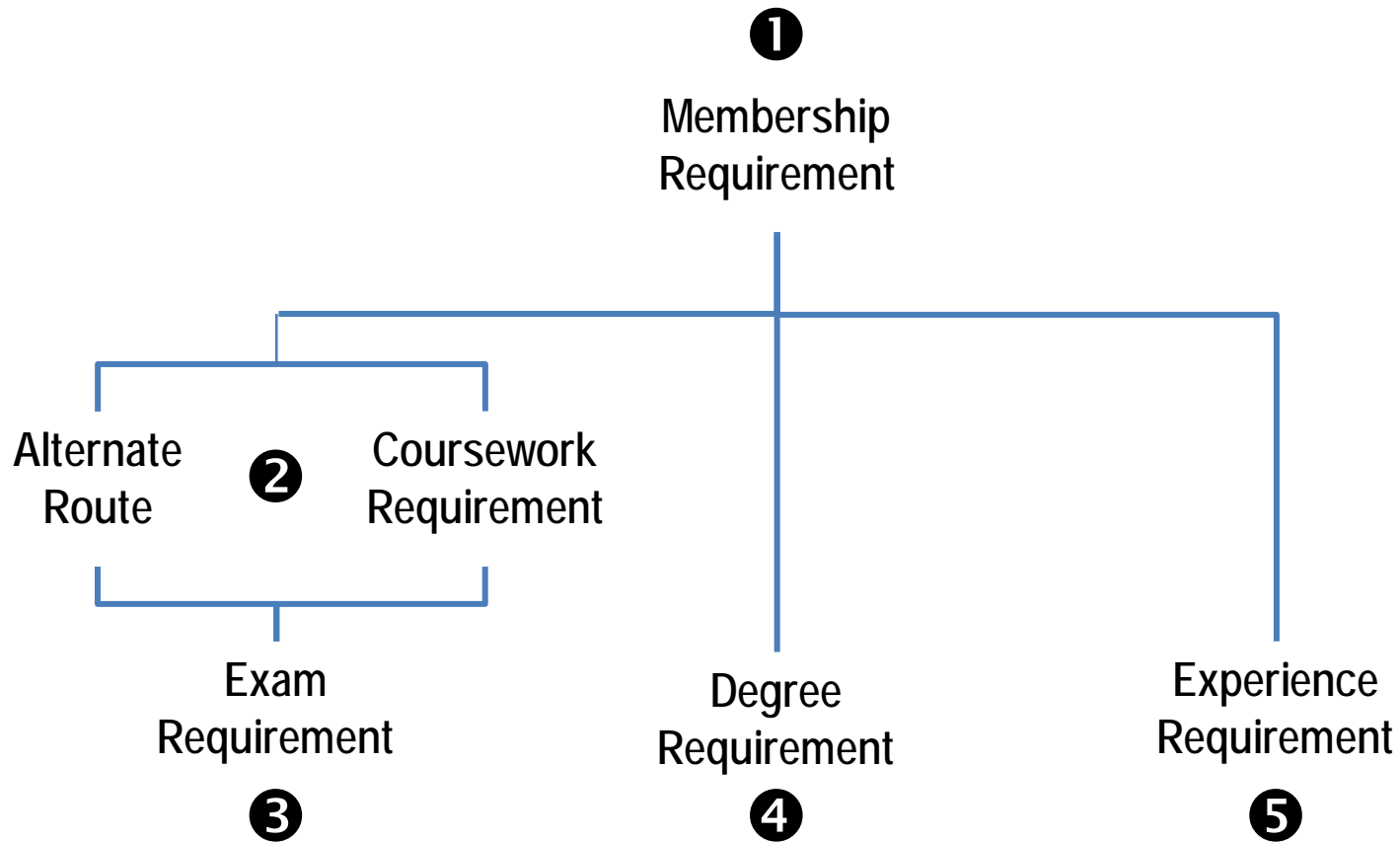
HRPA's Experience Requirement

“To be certified by HRPA, and earn the right to use the Certified Human Resources Professionals designation, individuals must have accumulated at least three years of demonstrated experience in HR at a professional level.”

Certification

The overarching objective of HRPA's certification process is to ensure that those HR professionals who are certified by HRPA possess the knowledge and skills in sufficient degree to competently perform important occupational activities

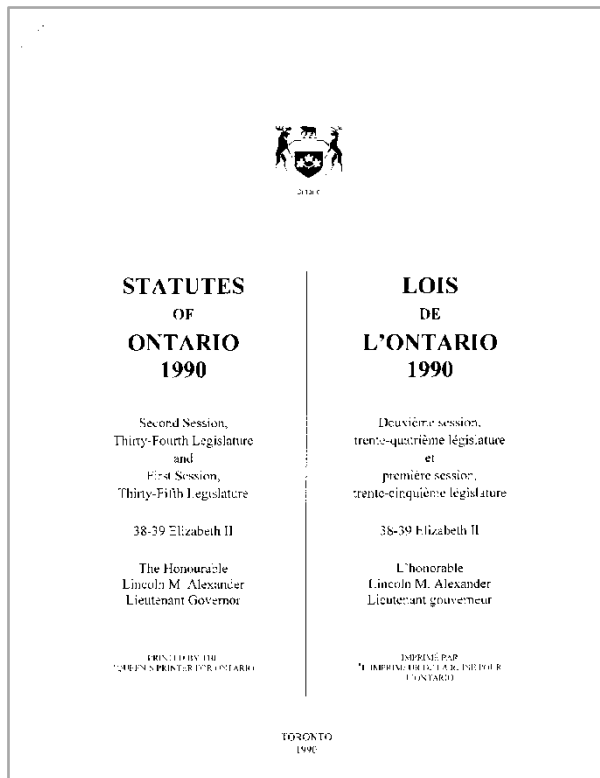
HRPA's Certification Framework



Rationale for the Experience Requirement

The experience requirement was established as an eligibility requirement to ensure that candidates have, at minimum, demonstrated the capability of operating at professional level in an area of Human Resources for sufficient length of time.

Statutory Authorities in Regards to the Experience Requirement



- Section 2(a) of the *Act* gives HRPAs the statutory authority to "*establish uniform province-wide standards of knowledge, experience and ethics for all persons engaged in the field of human resources management.*"
- Section 4(1) (b) of the *Act* gives HRPAs the statutory authority to "*prescribe the experience criteria to be met by candidates for registration.*"

Brief History of Experience Requirement at HRPA

- HRPA has had an experience requirement since 1989
- In 2003-2004, the national exams were introduced—the Comprehensive Provincial Exam (CPE) was replaced by the National Knowledge Exam (NKE) and experience requirement was replaced by the National Professional Practice Assessment (NPPA)
- Those who passed the CPE were allowed to complete their certification process by documenting three years of HR experience at a professional level

Brief History of Experience Requirement at HRPA

- The experience requirement never went away
- Between 2004 and 2010, the NPPA was used as an alternative to experience
- In May 2009, the HRPA Board of Directors made the decision to go back to the original formulation for the experience requirement and discontinue the use of the NPPA

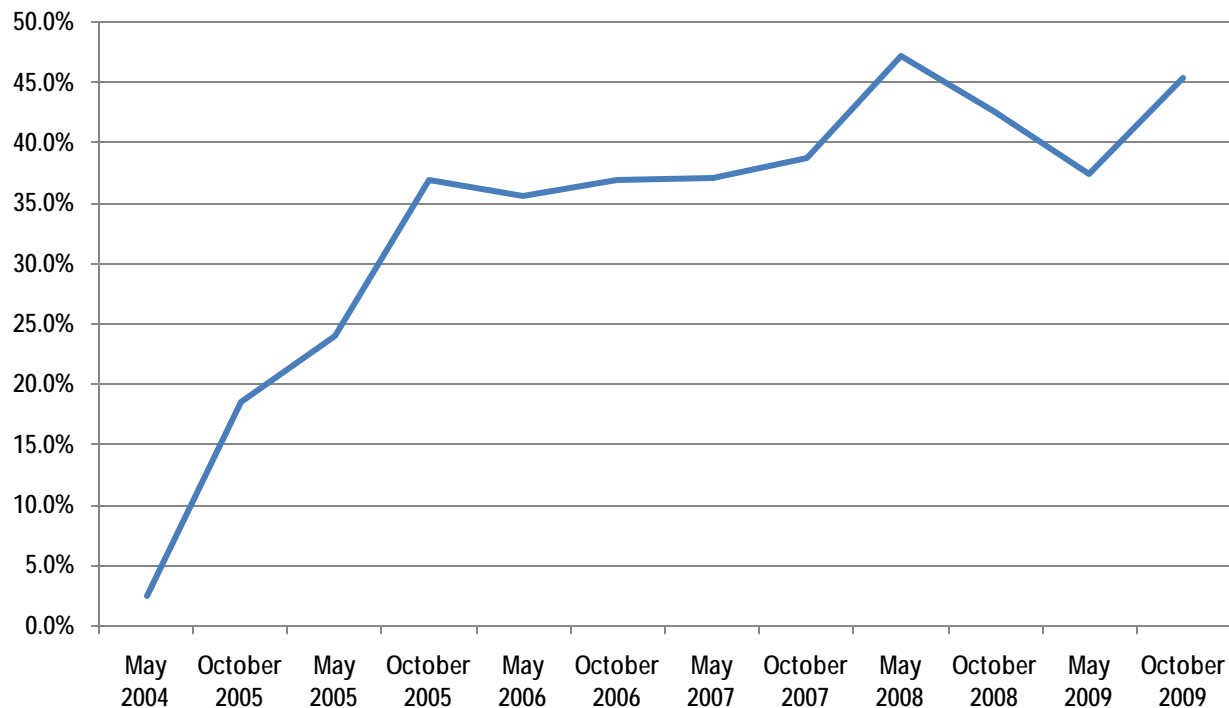
Why HRPA is no longer using the NPPA

- There is no substitute for experience
- Dropping the experience requirement threatened to erode the value of the designation
- We already had a process in place

Often-Heard Opinion

“It just doesn’t make sense that someone just out of school can write two multiple-choice exams and get the designation without any experience in HR.”

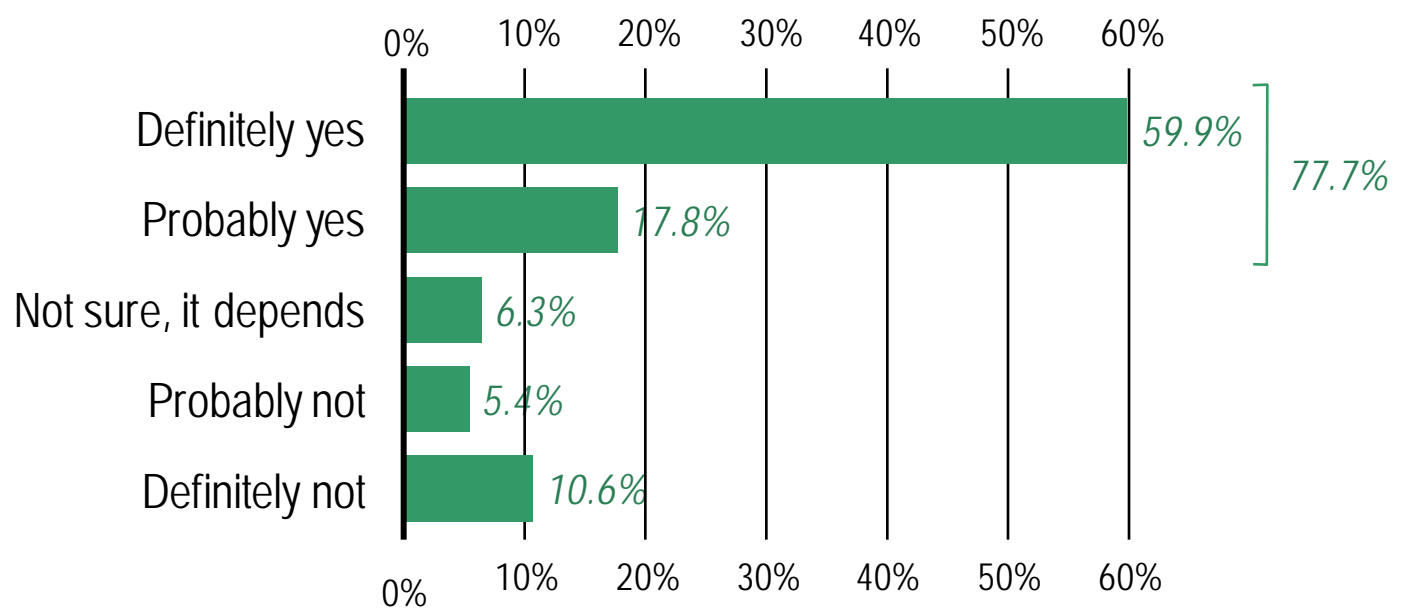
Proportion of NPPA Exam-writers with Less than Three Years of Experience in HR



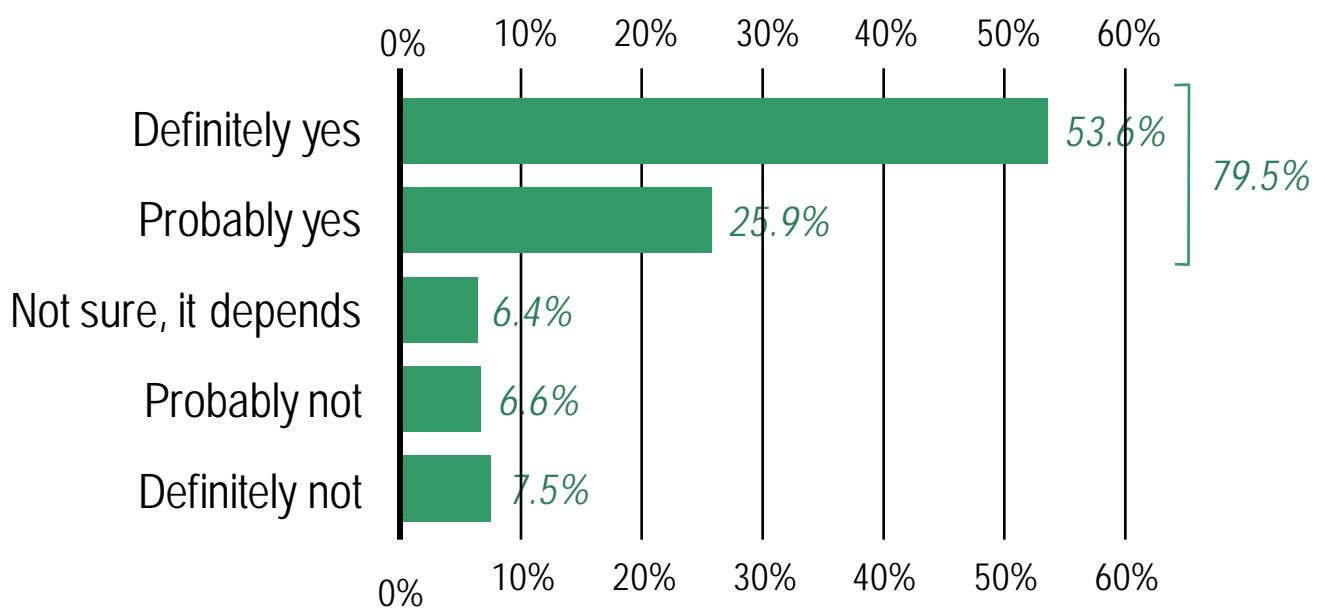
The Pulse Survey

- Actually, the timing of the Pulse Survey was purely coincidental—the content and timing of the survey was set in July 2008
- The Board was aware of the survey results, but it was not a determining factor
- The survey results just served to reinforce what most understood to be the case anyway

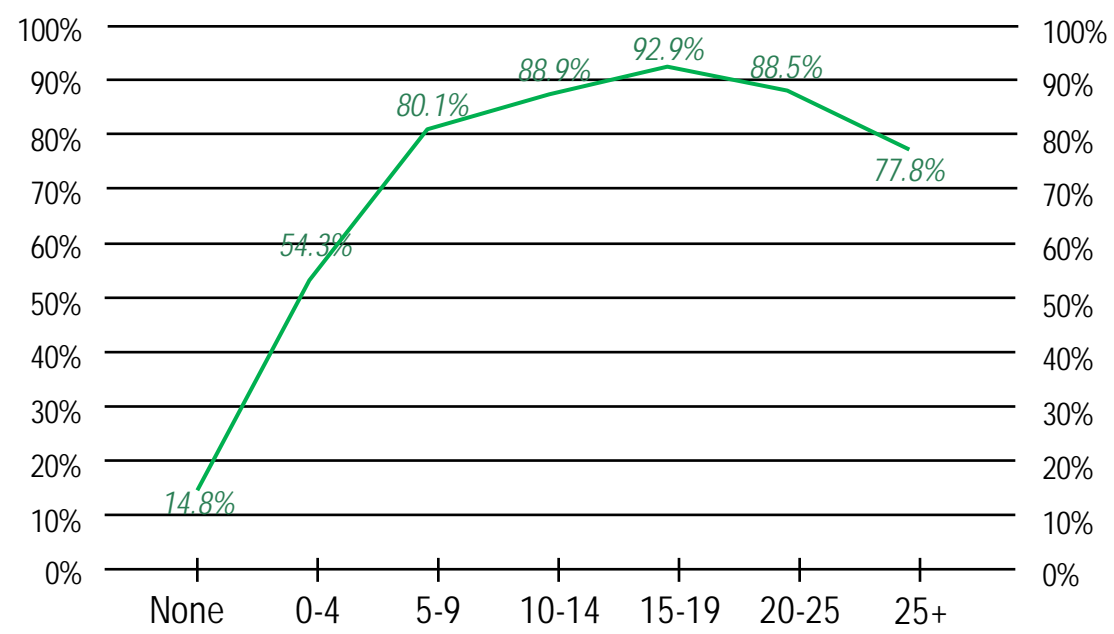
Should the provincial HR associations introduce an experience requirement for the CHRP?



In your opinion, would the introduction of an experience requirement enhance the value of the CHRP designation?



Proportion of HR professionals who agree that an experience requirement should be required for the CHRP by tenure in HR



Experience requirements and Tier 1 Regulated Professions in Ontario

- Experience requirements are the norm in Tier 1 regulated professions in Ontario.
- Experience requirements are of different kinds:
 - Plain experience requirements
 - Supervised experience requirements
 - Internships, articling

HRPA's Experience Requirement and the National Standard

- Each province has the authority to define its own certification process
- A 'national standard' means *comparable level of competence* not *identical process*
- For instance, Quebec has never used the NPPA
- Going forward more CHRPs will be granted using a process that does not include the NPPA than one that does

HRPA's Experience Requirement and the National Standard

- The fact that HRPA has returned to its original formulation of the experience requirement has no impact on the mutual recognition of the CHRP designation

HRPA's Experience Requirement

"To be certified by HRPA, and earn the right to use the Certified Human Resources Professionals designation, individuals must have accumulated at least **three years** of demonstrated experience **in HR** at a **professional level.**"

What Experience Counts?

	Experience is not in HR	Experience is in HR
Experience is at the professional level	Experience is at the professional level but not in HR	Experience is in HR and at the professional level
Experience is not at the professional level	Experience is neither in HR nor at the professional level	Experience is in HR but not at the professional level

What does 'professional level' mean?

- **Independence of actions** — relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience;
- **A depth of work requirements** — relates to the extent to which work experience requires data-gathering, analysis and interpretation;
- **Level of interaction** — relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers; and
- **Responsibility for work outcome** — relates to accuracy and extent to which the individual is held accountable for his/her work and decisions.

What does 'in HR' mean?

Any of the following:

- The development and implementation of human resources policies and procedures;
- Consultation in the area of human resources management;
- Providing advice to clients, managers, and employees in matters pertaining to management of human resources;
- The representation of clients and organizations in proceedings related to human resources management;
- Program development and evaluation in the area of human resources management;
- The supervision of other Human Resources professionals whether registered or non-registered;
- Coaching of employees, managers, and other individuals in matters relating to work and employment;
- The conduct of research in the area of human resources management.
- Teaching in the area of human resources management

Other Requirements

- Experience must be within the last 10 years
- At least 51% on one's activities must be in HR for the experience to count as 'HR experience'
- Experience is pro-rated if less than 100%
- There must be HR experience in the last two years

Certification Sub-Committee

- The Certification Sub-committee is an adjudicative sub-committee of the Professional Regulation and Standards Committee (PRSC)
- This Sub-committee is responsible for determining the appropriateness and adequacy of qualifications of individuals who have applied for certification by HRPAs
- The Certification Sub-Committee makes decisions in the context of the alternate route and validation of experience applications.

Panels

- For the purposes of adjudicating validation of experience applications, the Certification Sub-Committee works in panels comprising two members of the Committee

Applying for the Validation of Experience by the Certification Sub-Committee

- The application form
- Supporting documentation
- Reference
- Declaration
- Application fee

Application Form

- Mainly designed to provide reviewing panel with the information it needs to determine whether the experience was in HR at the appropriate level and for the duration required

Supporting Documentation

- A chronological resume which includes an employment history with start and finish dates for each listed position. Functional resumes do not provide the required information and therefore will not be accepted.
- Job descriptions detailing current and relevant jobs. Employer documents are preferred. Supporting documentation must span the entire three-year period (36 months) or further if employment was less than full time.
- Organizational charts detailing to what position the applicant reported to and the positions reporting to applicant. Must include the size of the organization(s).
- Job classification codes if applicable to the positions.

Reference

- A person who would be in a position to verify the accuracy and completeness of the information provided on this form and supporting documents.
- This person will not necessarily be contacted.
- This person should hold the CHRP designation. (If there is no CHRP designation-holder who would be in a position to verify the accuracy and completeness of the information provided some other reference may be provided)

Declaration

- Attestation that all information included in the form or in any supporting document is accurate and complete and fairly represents experience
- It is a breach of HRPA's Rules of Professional Conduct to provide false or misleading information

Cost

- The cost for the validation of experience by the Certification Sub-Committee is \$500 +HST
- Currently running a pilot project with respect to the application fee (July 12, 2011 – Nov 30, 2011)
- Initial fee → \$100 +HST
- 36 months granted → \$400 +HST (can be paid in 4 installments of \$100 +HST)

Cost

- When the application is not successful, it is kept on file. It is possible to update the application for an fee of \$100.

Deadlines

- January 31
- March 31
- May 31
- July 31
- September 30
- November 30

The Certification Sub-Committee is committed to a six to eight-week turnaround

Where to Find the Validation of Experience Application Form?

www.hrpa.ca

- ↳ Office of the Registrar
 - ↳ Certification
 - ↳ Experience Requirement
 - ↳ I want to apply for the Validation of Experience

What Doesn't Count

- Work experience in a line capacity will not be credited towards the experience requirement
- General management work may be considered if the human resources work comprises at least fifty-one percent (51%) and there is no HR department or manager in the workplace where the general management work takes place.
- Work experience gained while serving as a labour union representative or a union employee (such as a Grievance Officer) is not considered to meet the criteria towards the experience requirement unless these activities fall within a position clearly identified as an HR position

Sequencing

- One must be a member of HRPAs to apply for the validation of experience; other than that, there are no constraints as to when one can apply for the validation of experience
- It could be before the exam, or even before the coursework, or it could be the last requirement to be met

Making the Decisions Robust

- When a panel intends to reject an application, the application is automatically sent to the Chair of the Certification Sub-Committee for review

Re-Assessments and Appeals

- Re-assessment and appeals are not the same
- A re-assessment is a second look by an independent panel (this panel would not have seen the information before and does not know it is a re-assessment)
- An appeal is a petition to set aside the decision based on either of two grounds: (1) denial of natural justice, or (2) defect in the decision
- The cost of a re-assessment is \$150. There is no cost for an appeal but grounds for an appeal must be established

The validation of experience and the alternate route

- The alternate route also gives credit for experience
- The definition and criteria for experience are the same for the validation of experience and the alternate route
- If, as part of an alternate route application, it is deemed that the applicant has three years (or more) of experience in HR at a professional level, this will count toward the experience requirement



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