

Questions and Answers for the July 2010 webinar entitled 'Writing the NKE in October 2010'

July 14, 2010

Below are the questions and answers to questions submitted in the context of a webinar on the October 2010 NKE held on July 13, 2010. The questions remain in the format in which they were submitted.

1. *Where do we find the registration form to write the NKE?*
2. *Whereabouts on the HRPAs website is the online registration for the OCTOBER 2010 sitting? Link provided?*

There are two main ways of registering for the NKE: (1) online registration, and (2) mail, fax, and in person.

Online registration

The Exam Requirement page is

<http://www.hrupa.ca/OfficeOfTheRegistrar/Pages/ExamRequirement.aspx> .

The link to the online registration application is in the "I want to" box on the right. Note that for online registration, you must log in as a member.

Mail, fax, and in person

The Exam Requirement page is

<http://www.hrupa.ca/OfficeOfTheRegistrar/Pages/ExamRequirement.aspx> .

The link to mail, fax, and in person registration form is in the "I want to" box on the right. The form must be downloaded and filled in by hand. If you choose to mail your application, be advised that it must arrive at HRPAs before or on the deadline date.

3. *What is the July 28 webinar? I did not see it listed on the upcoming webinars list. Is it different than the Aug 10 certification webinar?*

The July 28 webinar is entitled "How to succeed on the NKE." This webinar is the last of three free webinars offered in the context of the October 2010 sitting of the NKE. This webinar will look at strategies to maximize one's chances of success on the NKE in October. Topics to be discussed include what is important to know about the NKE, studying strategies, and test-taking strategies. Also reviewed are the various resources available to test-takers. The August 8 webinar is another webinar altogether. It will give an overview of HRPAs certification process.

4. *Will there be an email sent out for this webinar on July 28th I believe that is what date you gave.*
Yes.
5. *What does "alternate route" mean?*

6. *What is the alternate route?*

There are two routes to qualifying for the NKE: the course-by-course route and the alternate route. The alternate route is one of the ways of qualifying to write the NKE that gives credit for various kinds of experience and achievements. The details can be found in the HRPAs Certification Handbook in the Coursework Requirement section.

7. *Is the questionnaire for Alternate Route avail in soft copy to be able to type the responses rather than handwrite?*

Unfortunately not, we're working on it.

8. *Can the Alternate Route application be made online - if so where do I find the form?*

Not yet. The Alternate Route Application Form is available for download from the HRPAs web site, but it is not an online application.

Alternate Route Application Form

The Alternate Route page is <http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/AlternateRoute.aspx>.

To streamline the process, we've created two forms one for when the alternate route application is a simple matter of documentation and another when the matter requires adjudication by the Certification Committee. The links to both applications are in the "I want to" box on the right.

9. *Alternate route - Item #3 - practice in Employment Law? Does this only apply to legal experience at HR level as well?*

This line is intended for lawyers with a practice in employment law.

10. *Should I register for the exam even before I get the update whether or not I qualify for the alternate route as an international trained professional?*

11. *If education is through Alternate Route do you complete that form prior to registering and await approval or register at the same time?*

Yes, if you plan to qualify to write the NKE by means of the alternate route, you need to get your alternate route application in by July 31. Register for the exam as if your alternate route application would be accepted. On your alternate route application indicate that you plan to write the exam in October. On your exam registration, indicate that you have a pending alternate route application. If your alternate route application is denied, you will be refunded your exam registration fee less the administration fee.

12. *I believe there was a slide that mentioned that there is 'no plan presently' for 'non-degree' applicants writing in October 2010 to be exempt from future NKE sittings. Is this firm or are there discussions underway reviewing this 'rule' or 'ruling'?*

There are no plans or discussions underway to add another sitting for the NKE between the October 2 and December 31, 2010. There are no plans or discussions underway to extend the

degree exemption deadline beyond December 31, 2010. This was mentioned because the question comes up from time to time.

13. *October is the last NKE before Jan/11 - is this final or will another be planned based on passing rate from the Oct NKE?*

The logistics of adding another administration of the NKE before the December 31, 2010 deadline are such that it just can't be done. The pass rate on the October 2010 NKE doesn't enter into the equation here.

14. *What if you have some courses from a college and some from a university is this ok?*

This is fine as long as the courses are approved. HRPAs list of approved courses is searchable on line. In fact, coursework requirements can also be met by writing challenge exams offered by the Association. If some of your courses are not approved, which is usually the case for out-of-province courses, you can apply to have the courses reviewed for credit by the Educational Standards Committee. There are grade standards and timelines associated with courses as well. The information and forms are in the HRPAs Certification Handbook.

15. *Should we not be too concerned with pre-exam preparation until after the applicable webinar being offered on July 28th?*

I certainly hope that all those who attend the webinar will pick up something of value, but there really is no reason not to start preparing for the exam now. I would think that many who intend to write the NKE in October have already started preparing for the exam.

16. *Is the NKE more course-based OR experience-based?*

The NKE is designed to tap academic knowledge. Academic knowledge refers to basic facts, policies, practices, methods, legislation, etc. It is information that can be written into procedures and transferred fairly accurately during the learning process.

17. *If I don't have my membership number memorized can I bring in my card on the day of the exam?*

Yes you can.

18. *When filling out the application Option B mentioned the Evening Academic Program - is this course a requirement?*

No, HRPAs Evening Academic Program is one of the alternative ways of meeting the coursework requirement. The reason we ask is that individuals having taken one or more Evening Academic Program courses do not need to supply transcripts for these courses.

19. *Is one of the designation requirements to work under someone with a CHRP? Can you explain what is expected? Does this mean that the direct manager whom you work with must have the designation? What if you work with a number of people?*

You are referring to one aspect of the validation of experience. There is no requirement to work under someone with a CHRP. The validation of experience requires you to provide the name of

someone who could verify the completeness and accuracy of the information provided on the Validation of Experience application form. It is preferred, but not required, that this reference be a CHRP.

20. *When sending in a transcript for eligibility, do we have to include our membership number? How do you link transcript with candidate*

You don't have to include your membership number, but it does make things easier. We usually link a transcript with a candidate file using first and last name. If your surname is different, please advise HRP A of this on your transcript where possible.

21. *There is any statistics on successful results of preparations kits, study guides, workshops?*

No. The problem is that there are many factors which impact performance on the NKE. It is difficult to run the controlled studies that would isolate the impact of a given product, seminar, or program.

22. *How long is the exam?*

The exam is three hours long.

23. *Is it necessary to participate in pre-exam preparation programs such as HRwrx and if so, how can one register in such a program?*

Is it required?, no; is it helpful? most likely. Signing up for HRwrx, HRP A's online NKE prep program is easy, just visit the HRP A web site and follow the links.

24. *Receiving the exam results and if pass, would this be notification that we can use the CHRP letters? Or is there a separate letter to arrive indicating this?*

We keep the exam results notification letter and the designation status notification letters separate. The reason for keeping exam result notification and designation status letters separate is that for many the exam is not the last requirement to be met.

25. *Will college diplomas be considered as degrees?*

No, diplomas are not degrees, but applied degrees offered by Colleges are.

26. *When sending in a transcript for eligibility for exam, does this documentation have to come from the college or can you send it in yourself.*

We are flexible on this point. It is preferred when the transcripts come directly from the academic institution, but we will accept documents from exam-writers if they are original documents. Photocopies and faxed copies will not be accepted.

27. *What about those with a university degree from another country? I have a Bachelor's degree in industrial relations from Venezuela, is October my last opportunity to write the NKE?*

What you should do is to get your credentials evaluated for their equivalency to Canadian credentials. The HRP A Certification Handbook gives the contact information for the three

credential evaluation providers HRP A recognizes. If your degree is deemed equivalent to a Canadian degree, then it is exactly the same as if you had a Canadian degree. If your degree is deemed not to be equivalent to a Canadian degree, then you would need to pass the NKE in October 2010 in order to qualify for the exemption to the degree requirement. By the way, even after the degree requirement comes into effect in January 2011, you will not need a degree to write the exam. The degree will be a requirement for the designation not to write the exam, so proof of a degree will be required before the designation will be awarded.

28. *Did you say that those who qualify to write the exam may be notified in advance of 3 weeks before the exam?*

Yes, the authorization to write letter is the confirmation that the documentation is in order and that you are good to go. The authorization to write letter will also include your exam location and remind you not to forget your photo ID on exam day. Individuals who take advantage of the late transcript policy will not received their confirmation until approximately one week prior to the exam.

29. *Is proof of high school diploma required?*

No. Presently, there are no required academic credentials. It is possible to met the coursework requirement without completing any program. At present, it is possible to obtain the CHRP designation without having completed high school. Of course, this will change next year with the introduction of the degree requirement.

30. *If you have an emergency on exam day can you take the exam on October 4 or later and still be exempt from degree requirement?*

Medical and personal emergencies cases are evaluated on a case-by-case basis. Some kind of appropriate arrangements would be made if the circumstances were acceptable.

31. *I gather that I do not need my transcript in hand to register? (it has been requested and is currently pending)*

That is correct. Unless you are making use of the late transcript policy, you should get your transcripts to HRP A by the exam registration deadline. If your transcripts are going to be late, please let us know by indicating this at the time of registration.

32. *I am just finishing my last course, but the marks won't be out till the end of Aug. So it could take a few weeks to get the full transcripts. What if it's not ready by Sept 17th?*

The late transcript policy allows for alternate documentation. You do not need to have an official transcript in by September 17, what is required by that date is some document from an appropriate authority (registrar, course instructor, program coordinator, etc.) that attests to your final grade on the course. If this is not received, you will not be eligible to write. You will also need to get the official transcript to HRP A when it is available. No exam results will be released without the official transcript also provided to HRP A.

33. *Can we see the statistics of the previous exams?*
Yes, the number of exam-writers, the mean score, the standard deviation for the scores, and the pass rates for each sitting is posted on the HRPAs web site.
34. *How long will the exam last?*
The NKE is a three-hour exam.
35. *What is the average pass rate?*
The average pass rate across all sittings of the NKE is 63%. However, the pass rate has varied across sittings anywhere from 40% in May 2010 to 81% in October 2005.
36. *The exam statistics for May showed a pass rate of 40%. Has the HRPAs looked at why the success rate for the May exam was so low? and if so have steps been taken to ensure a higher pass rate?*
The NKE is a criterion-referenced test. This means that the cut-score is set to reflect the same standard of proficiency from one exam sitting to the next. This is what the Angoff panels are all about. Given that the standard has not changed, the lower pass rate reflects a change in the average proficiency of candidates. The most likely explanation is that candidates were simply not as well prepared to write the exam this time around. The late transcript policy meant that many individuals who wrote in May 2010 would not have been able to write in May in any previous year. The only legitimate way to bring up the pass rate is to help candidates prepare better for the exam. Bell curving the results or adjusting the cut-score to increase the pass-rate is not acceptable for certification tests.
37. *Are there any pre-test classes available???*
There is a lot that is available. I will go through what is available in the July 28 webinar.
38. *What if I use a hyphenated last name through my membership, but my ID has only one of those last names on it?*
That shouldn't present any problems, but send us (registrar@hrpa.ca) an email telling us that this is so and we will make a notation of this for the exam proctor.
39. *These authorization to write letters are only sent out by email right?*
Right.
40. *Will you be covering any prep questions?*
No, that is what the July 28 webinar is all about. It will be a free webinar and is entitled 'How to succeed on the NKE.'
41. *Is there somewhere specific we should be sending our transcripts for NKE? My transcripts for 2 courses may be a little late as I just wrote the final exams.*
Yes. Transcripts should be sent to:

HRPA
Office of the Registrar - Transcripts
1902-2 Bloor Street West
Toronto, ON M4W 3E2

42. *I sent transcripts when I first registered for the HRPAAO, do I need to re-send my transcripts again when I register for the NKE?*
No, you do not.
43. *When the degree requirement comes into play in January, does the degree have to be specifically in Human Resources?*
No, it does not.
44. *Can I send my course report cards instead of paying for a transcript?*
Yes you can but they must be originals. No copies will be accepted.
45. *What if you are waiting for a grade on a Challenge Exam as the final requirement for coursework?*
If you have written an HRPAA challenge exam, the grades are automatically added to your profile if you are a member. If you are becoming a member at the same time you are applying for the NKE, indicate on your NKE application form that you are waiting for the grade and it will be cross referenced.
46. *If I register online do I have to mail transcripts separately to HRPAA?*
Yes, transcripts are required.
47. *I registered online but mailed in my transcripts... will this be an issue?*
No, that is how it is done. However, transcripts must arrive as soon as possible to evaluate your eligibility to write.
48. *'Personalized' exam-does this mean that a student graduate exam would be different than a practitioner's exam? and does this mean that the practitioner exam would be different according to the number of years in the field?*
No, personalized means that your name and ID number are pre-printed on the exam envelope; so, when you go to the exam room, there is a test waiting for you. Inside the envelope, however, it is the same test as everyone else.
49. *When I was registering for the NKE OCT 2010 they had an Oakville option. Is this still available?*
Yes, it is.