

HRPA Recertification Webinar – April 27, 2011

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

1. For section D on projects, how would I apply work I've done as an Advisor for clients??

Section D acknowledges learning acquired through the job as a result of participating in new work project and initiatives. Credit for holding an HR position and the day to day work of a position is not the intent of this category.

2. If you are working with another organization, United Way, what documentation would be needed?

If audited supporting documentation would need to be submitted. In the case of volunteering this may be a letter from the organization confirming your participation, the length and nature of that participation.

3. Please explain the recertification 3 year time frame again.

A member's recertification period commences upon the granting of the CHRP designation and extends for three years. Recertification is required every 3 years.

4. How would a project such as Bill 168 be classified (sm, med, lg)?

New work projects and initiatives are recorded under D1 of the log. The log defines small, medium or large projects as the number of hours of the project. Refer to the log, available through the Office of the Registrar section of the log for specifics.

5. I was involved in successfully defending the non-union status of the organization. Would the work and learning involved qualify?

If this is a new work-project then you may consider logging it under D1 of the recertification log.

6. Would developing training plans for certain positions qualify if they have never been developed for the organization?

Section C of the log, Instruction acknowledges the learning acquired through the development and facilitation of presentations. Credit is not awarded for routine presentations to the organization (e.g. Health care plan updates, new hire orientation, communication of policies).

7. If we have more than 100 recert points should we include them all in the recert log or do we simply stop logging then when we reach the required 100?

The minimum requirement is the submission of activities that accrue 100 recertification points.

8. I completed a major project in 2010; however, didn't include in my log as I wasn't sure if it would qualify, can I now add that based on our discussions today?

Section D of the log – Significant Work Projects/Initiatives takes into consideration the learning acquired through this type of activity.

9. If an HR co-op student reports to you for 4 months (full -time)... how many points do you receive?

Section B- Leadership, specifically B3 acknowledges this leadership role. Refer to the Recertification log available in the Recertification handbook <http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/Default.aspx> for details on renewal points.

10. Is the handbook available online?

The handbook is available through the Office of the Registrar section of the website <http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/Default.aspx>

11. Does attending the Annual General Meeting count as points?

This year, renewal points are being awarded for the Annual General Meeting.

12. Will we be notified if HRPAs feels our log is not completed appropriately i.e. if HRPAs feels our description does not meet the section we have put it in?

If upon review of the submitted log there are questions regarding the appropriateness of an activity the Office of the Registrar on behalf of the Recertification Committee will correspond with the member and ask the member to detail how the activity furthers their ability as an HR practitioner.

13. Log - Section D - refers to RPC, what is this?

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](http://chrpcanada.com/uploadedFiles/Content-_Primary_Page_Content/I%20am%20a%20CHRP/Required%20Professional%20Capabilities/Required%20Professional%20Capabilities/Body%20of%20Knowledge.pdf) .

Recertification is synonymous with professional development. 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 (even for projects) is important when submitting your log. That connection is in essence linking your activity to the RPCs. You are not expected to quote the specific RPC that it is applicable to.

14. If there are items that might be questionable, should we record activities that are over 100 points, or would you have the ability to add if the original activities were found not acceptable?

The minimum requirement is the submission of activities that accrue 100 recertification points. You are encouraged to consider the connection of how the activities further your ability as an HR practitioner, prior to submission.

15. Can you confirm if developing training material for employees and managers would qualify in one of these categories?

Facilitating and Development of a workshop, seminar accrues renewal points under C4 and C3 of the log. Credit is not awarded for routine presentations to the organization (e.g. Health care plan updates, new hire orientation, communication of policies).

17. Does researching foreign employment law and developing an employee handbook for non-Canadian jurisdictions qualify?

Activities do not need to be Ontario or Canadian specific.

18. Why is leadership of others within an organization not eligible under the Leadership category? Especially if I was promoted to a leadership role during my recertification period?

Leadership of direct reports is the job of the HR practitioner and for this reason not eligible.

19. Would (re)negotiating a collective agreement qualify as a project? It is part of your job, it is not new, but it requires a lot of time and planning and you still have to do the rest of your job because it does not stop because you are at negotiations.

Section D of the log takes into consideration new work projects/initiatives.

20. I have been part of a task force outside work to address specific recruitment needs in the community. Would this be eligible?

Volunteer leadership activities would accrue renewal points under section C of the log.

21. If a course or project occurred in April or May, 2008 but was not claimed for credit last time, is it eligible this time?

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.

22. I work for a large HR organization in the public sector. I received an award of excellence for my HR work as part of a team, for excellence in client service delivery. How can this count toward recertification?

The award itself is the acknowledgement of learning put into action rather than the learning itself. New work/projects that were participated in which contributed to the award could be considered under section D.

23. Can supervising/mentoring a co-op student in HR at your workplace be used for points? If so, how many?

Refer to section B – Leadership.

24. Would attending the HR IEP Conference count toward PD?

The professional development component of a conference could be recorded under section A of the log.

25. I have over 180 points in "continuing education". When I add new points... I get a message saying that I have exceeding the limit for that section and will not count. Your presentation said that this section was unlimited... Can you please explain?

There are maximums allowed in each section of the recertification log. Refer to the summary page of the log for the maximum allowable points per section. The maximum for section A is 100. If using the online log, once you have reached the maximum for a category, a message confirming this will appear.

26. Please re-explain the volunteering section...does it have to be HR related activities or any volunteering activities.

Refer to section B- Leadership. Leadership in HR capacity and non-HR capacities are included. There are deliverables that need to be met for each type. These deliverables are outlined in the log.

27. If this is the first certification period how far back do we record our activities?

The recertification period commenced when the designation is received.

28. Volunteer Opportunities: how do we calculate how many points we have earned?

The log specifies the number of renewal points per activity. The log is available through the Office of the Registrar section of www.hrpa.ca.

29. For self directed learning, does a Financial Management Course count if going towards a Management Degree Specializing in HR?

All HR professionals require a level of general business acumen. Therefore if the content of the course furthers your ability as an HR practitioner, it is appropriate for your continuing education (recertification). A self-paced course and self-directed learning. 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.

30. Why was the exam taken away as a means to recertify?

The NPPA ceased to be offered by HRPA in May 2010.

31. What if all your points seem to be in one area?

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

32. Where can we get a list of codes to use and the appropriate points?

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. Do Chapter events qualify for recertification points?

It is the content, not who offers the program, which determines applicability for recertification. This means that chapter events may be appropriate.