



HRPA Validation of Experience Webinar – June 08, 2010

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

Please be advised that HRPAs 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 requirements.

1. Will we get presentation

A copy of the presentation, webinar and a question and answer document will be posted on the HRPAs website approximately one week after the webinar host date. Go to www.hrpa.ca, select "Office of the Registrar" from the left hand navigation menu, then select "Webinars" from the left hand side navigation menu.

2. Are the results for the NKA written May 1st available?

CCHRA grades the National Knowledge Exam (NKE). It takes approximately eight weeks for grades to be made available. Once HRPAs is made aware of the exact date the grades will be available, this information will be posted in the news area of the Office of the Registrar section of the HRPAs website.

3. Is there a webinar available on how to maintain your CHRP once received (ie. points requirements)?

Yes there is. A recertification webinar was hosted by HRPAs on April 13, 2010. An archive of this webinar, along with a copy of the presentation and a question and answer document are available on the HRPAs website. Go to www.hrpa.ca, select "Office of the Registrar" from the left hand navigation menu, and then select webinars

4. How soon after the presentation will it be available?

Within one week of the webinar host date.

5. Can we access a copy of the presentation

6. Is this slide deck available after the call?

- 7. Will this presentation be available afterwards to print out?**
- 8. would the powerpoint presented here be posted too?**
- 9. will this webinar be recorded?**

A copy of the presentation, webinar and a question and answer document will be posted on the HRPAs website approximately one week after the webinar host date. Go to www.hrpa.ca, select "Office of the Registrar" from the left hand navigation menu, then select "Webinars" from the left hand side navigation menu.

- 10. For July 31 submission will HST be applied?**

Yes.

- 11. If we are describing HR experience as a person in a general management role, is it helpful/required to include percentage of time spent on HR job responsibilities (ie in a situation without an HR staff or manager in the organization)**

Yes.

- 12. Can you provide a percentage of the number of applications that are approved on the first try?**

Approximately 80% of applications are approved upon first review.

- 13. Can you please provide more details of Chronological Resume?**

A chronological resume is one that outlines education achieved, each position you held and the responsibilities of that position and with the time frame associated with each, and the order in which they were held/achieved. It includes month and year relative to each position.

- 14. For those who work temporary contract jobs, do we record and add up the number of days of all jobs we have worked? And how many days is enough?**

Yes you can do that. You would need to accumulate enough to account for 36 months of full time work at the required professional level.

- 15. Can you provide an example of line capacity (which you had mentioned does NOT qualify as HR experience)**

Given that positions are unique, it would be best not to generalize with an example.

- 16. what i mean is that the experience submitted is in HR but not enough at the professional level**

If the experience submitted is in human resources, but the Certification sub-committee determines the experience is not at the "professional" level, then the application will be declined.

17. if a validation of experience is submitted, and the decision is that the candidate needs more experience at the professional level, will this be indicated when the candidates receives notification that they did not pass?

If the Certification sub-committee determines that some experience is accepted, then this is provided to the applicant, and they are encouraged to reapply when the remaining experience is obtained.

18. An individual mentioned a 5 year deadline from the NKE- can you clarify this?

This is referring to the timeline between completing the National Knowledge Examination and the Validation of Experience. Individuals seeking certification must successfully apply and be granted the Validation of Experience within five years of passing the National Knowledge Examination.

19. will oversea HR experience count?

Yes, provided it is deemed to be at the “professional” level.

20. If I were to teach a course in HR at the college level, would this be considered HR experience at a professional level?

Please review the definition of HR experience on the validation of experience application.

21. I passed NKE 2006, however I don't have a degree. Will I still qualify as long as I gain the 3 years of HR professional experience?

The degree requirement does not apply to individuals who successfully completed the NKE, provided they remain active members in good standing. In accordance with the current rules, you must apply and be granted the 36 months of required “professional” level experience through the Validation of Experience process within five years of passing the NKE.

22. Does the reference that you provide need to complete any paperwork as part of the application?

No. The applicant provides the reference’s name, contact information, if they hold the CHRP designation, and the nature of their relationship to the applicant.

23. If you do not have an employers job description, what do you do?

Employer documents are preferred. You may try explaining to your employer why you require the documentation. When these documents are not available, applicants must develop their own descriptions and organizational charts for consideration, along with the detailed application.

24. Does HR managment coops count as experience?

Please review the definition of HR experience on the validation of experience application.

- 25. I do not have the university requirement but have completed the NKE exam successfully, Is there a timeline to submit the experience without having completed the university requirement (I believe that I would be grandfathered from needing the university degree)?**

Individuals who have successfully completed the National Knowledge Exam (NKE) and who remain active members will be exempt from the degree requirement. However, individuals must also apply and have their experience approved via the Validation of Experience process within five years of passing the NKE. If this is not completed, individuals may be required to meet additional requirements at that time.

- 26. You mentioned that the role must be at least 51% in HR. What if the role is 90% HR. Does that have any influence on the HR experience requirement?**

Yes. The percentage is factored in to calculate a total of 36 months of experience in total at the “professional” level.

- 27. I noticed on the HRPA website that there are “points” awarded for certain webinars and workshops. Should I working toward points while I am still pursuing my CHRP? Of is this something that I start once I have completed the designation**

These points refer to recertification. Recertification every three years is required to retain the CHRP designation one achieved. There are many ways to attain recertification points, and there is a national log which outlines all of these activities. Individuals are not required to achieve recertification points prior to attaining the CHRP, and points accumulated in advance of achieving the designation will not be accepted towards recertification.

- 28. Would my experience that involved HR functions but not specifically an HR title count? I was not working in the HR department.**

Only the Certification Sub-Committee can make that judgement. However, please review the definition of “professional” level experience and think about whether your HR experience meets that definition. The sub-committee makes their judgement based upon the supporting documentation that accompanies the application, not upon job title alone.

- 29. if a candidate was unsuccessful in writing the NPPA, will they still have to pay the full fee for the Validation of Experience?**

Yes. The fees are for two completely different processes. However, if an individual is unsuccessful on the validation of experience, they may re-apply at a later date for a lower cost.

- 30. I have previously written the NKE and was unsuccessful, i have since decided to get my degree and have just started. When does the Degree requirement come in effect? And will this effect me- will i now have to wait longer until i have completed the degree before i can obtain my CHRP?**

In order to be exempt from the degree requirement which takes effect January 01, 2011, individuals must successfully pass the NKE prior to January 01, 2011. The last offering of the NKE is October 02, 2010, with a registration deadline of August 03, 2010. You may choose to attempt the NKE again at that time. If you do are remain unsuccessful, or if you choose not to write, you will require a degree as part of the requirements to achieve the designation.

- 31. Would the duties of a HR Coordinator be considered "professional experience"?**

Only the Certification Sub-committee can make that assessment. However, note that the Certification sub-committee does not rely on title alone. They consider the work being performed and responsibility within the HR function for a particular position. This is why you are required to include position descriptions and organizational charts as part of your application.

- 32. Just to clarify, in the event that the sub-committee denies my application and I pay the \$100 fee to make a change, how many times am I able to change my application?**

HRPA has yet to place a limit on this at the time of this document.

- 33. i could not get back in the field for the past 3 years**

Obtaining employment can be challenging at times, we wish you all the best. In terms of applying to have your experience evaluated via the Validation of Experience process, please apply when you believe you have met the definition of "professional" experience, and once you have achieved 36 months of experience at this level, and have worked in HR for the past two years.

- 34. For the work experience, what do you consider to be "line capacity"?**

Work experience in a line capacity will not be credited towards the experience requirement; for example, a position at a managerial level with human resources responsibilities but not a human resources management position i.e., Manager of Engineering would not be considered as HR experience (this information is taken from the Validation of Experience application form)

- 35. If I wrote the CPE in 1996, do I still need to write the NKE? Or can I just apply for the validation of experience?**

Provided you passed both tiers of the CPE, you can apply for the validation of experience. You are encouraged to do so as soon as possible, as this option will be eliminated in the future.

- 36. We have 5000 employees in Ontario. Can the org chart show the number of position at each level rather than each individual position?**

Yes, but ensure that it shows positions specifically relevant to your role i.e. who reports to you, who you report to, and who your supervisor reports to etc.

37. My job title is Human Resources Administrative Assistant, would that be considered a professional experience?

Only the Certification Sub-Committee can make that judgement. However, please review the definition of “professional” level experience and think about whether your HR experience meets that definition. The Certification sub-committee does not rely on title alone. They consider the work being performed and responsibility within the HR function for a particular position. This is why you are required to include position descriptions and organizational charts as part of your application.

However, junior levels in a human resources department 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.

38. Are the applicants made aware of the steps of the decision, i.e. if rejected and presented to the 2nd panel, are the applicants made aware?

This is an internal process. However, once a final decision has been made, the Certification sub-committee’s decision is provided to the applicant.

39. Is there a cost involved applying for the alternate route for the exam requirement using the same form as the form for applying for the validation of experience?

If an individual applies for the alternate route to gain the requirement to write the NKE, and experience is part of the assessment, that experience is applied toward the experience requirement as well. The Alternate Route application is not the same application as the validation of experience application.

40. What benefit would it be to apply before you have met the other criteria? This would end up costing you an extra \$100.00 as you would not qualify at that time until you completed all the courses and NKE exam?

You are only encouraged to apply when you have met the criteria. Individuals who have written the NKE must successfully meet the experience requirement via the validation of experience process within five years of passing the NKE.

41. Because I wrote the NKE prior to the Degree requirement, how long do I have until I have to finish my validation of experience before the degree requirement must be met?

Individuals must successfully meet the experience requirement via the validation of experience process within five years of passing the NKE.

- 42. How detailed is the Organization Chart to be? In my case, I was downsized from my last position and cannot obtain an org chart + org has significantly changed as the company is looking to be sold.**

In this case, provide an organizational chart relevant to when you held the position. Provide as much detail which shows your role relative to who reports to you and/or who you report to etc.

- 43. does HR Administrator count, dealing with payroll/benefits as well as polices and so forth?**

Only the Certification Sub-Committee can make that judgement. However, please review the definition of “professional” level experience and think about whether your HR experience meets that definition. The Certification sub-committee does not rely on title alone. They consider the work being performed and responsibility within the HR function for a particular position. This is why you are required to include position descriptions and organizational charts as part of your application.

However, junior levels in a human resources department 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.

- 44. What happens if you do not have organizational charts for past employers?**

Employer documents are preferred. You may try explaining to the previous employer why you require the documentation. When these documents are not available, applicants must develop their own descriptions and organizational charts for consideration, along with the detailed application.

- 45. If you are an HR assistant where does that fall for experience?**

Only the Certification Sub-Committee can make that judgment. However, please review the definition of “professional” level experience and think about whether your HR experience meets that definition. The Certification sub-committee does not rely on title alone. They consider the work being performed and responsibility within the HR function for a particular position. This is why you are required to include position descriptions and organizational charts as part of your application.

However, junior levels in a human resources department 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.

- 46. I don't have a university degree. Starting in January 2011 one must have a university degree to obtain the designation of CHRP. I have written the NKE (May 1, 2010). Provided I obtain a passing grade of 70%, it is my understanding that I have just 5 years to complete the experience component. I have 0 professional experience in HR right now. It is my understanding no that I must find a position whose activities include more than 50% (as in your example - 50% of one's activities takes 6 years to obtain the required experience). Is this so?**

In order to be exempt from the degree requirement which takes effect January 01, 2011, individuals must successfully pass the NKE prior to January 01, 2011. The last offering of the NKE is October 02, 2010, with a registration deadline of August 03, 2010. You may choose to attempt the NKE again at that time. If you do are remain unsuccessful, or if you choose not to write, you will require a degree as part of the requirements to achieve the designation.

Upon successfully passing the NKE, an individual must successfully meet the experience requirement and be granted 36 months of experience via the validation of experience process within five years of successfully passing the NKE.

47. So after you successfully pass the NKE, is there a deadline to apply for the Valadation of Experience?

Upon successfully passing the NKE, an individual must successfully meet the experience requirement and be granted 36 months of experience via the validation of experience process within five years of successfully passing the NKE. If an individual has not passed the NKE prior to January 01, 2011, they will also require a degree in order to achieve the CHRP designation.

48. If the application is not successful for other reasons will they advise you as to what needs to be changed/update?

If the Certification sub-committee requires additional information before they can make a decision, applicants will be notified. If unsuccessful applicants and granted partial time, this will be specified in the decision.

49. Does the committee always tell you how much experience you have accumulated?

If the Certification sub-committee makes a decision of partial time accumulated, this is communicated.

50. How long do you keep the application on file? Is there an expiry date?

HRPA keeps applications on file for members provided they remain active. At this point there is no expiration for retaining the records, however members are always encouraged to retain a personal copy of their application submission.

51. How does the validation of experience implicates the degree requirement in Jan 2011? Does a candidate need to go through the process before the degree requirement comes into effect?

Upon successfully passing the NKE, an individual must successfully meet the experience requirement and be granted 36 months of experience via the validation of experience process within five years of successfully passing the NKE. If an individual has not passed the NKE prior to January 01, 2011, they will also require a degree in order to achieve the CHRP designation.

52. how long are the applications kept on file from original submission and how many times can someone update the application?

HRPA keeps applications on file for members provided they remain active. At this point there is no expiration for retaining the records. However, members are always encouraged to retain a personal copy of their application submission

At this time there is no limit to the number of times an individual can apply.

53. Can a person who has worked in a HR Rep. role for 4 years be eligible having passed the NKE be eligible for the CHRP designation

Only the Certification Sub-Committee can make that judgment. However, please review the definition of “professional” level experience and think about whether your HR experience meets that definition. The Certification sub-committee does not rely on title alone. They consider the work being performed and responsibility within the HR function for a particular position. This is why you are required to include position descriptions and organizational charts as part of your application. Be advised that individuals must successfully meet the experience requirement via the validation of experience process within five years of passing the NKE.

54. Does the reference have to have 'current' CHRP designation or could they have been a past CHRP designate?

A current CHRP is preferred however a non CHRP is acceptable.

55. What if the company no longer exists? For example the hi-tech downturn created businesses disappearing. How and what would be a supporting document for a job description.

Employer documents are preferred. You may try explaining to the previous employer why you require the documentation if the employer still exists. When these documents are not available, applicants must develop their own descriptions and organizational charts for consideration, along with the detailed application.

56. what if we can't get a hold of an org chart because the company won't release it (ex-employer)

See #56.

57. What happens if I don't have a copy of the org chart of a former employer and when I called to ask them for it they have restructured and the structure has changed

See #56.

58. what's the diff between a functional resume and a chronological resume?

A chronological resume is one that outlines each position you held and education achieved with the time frame associated with each, and the order in which they were held/achieved. It includes month and year relative to each position.

59. how detailed specifc does the application form need to be?

You need to answer all questions, and provide as much detail as you think accurately reflects all positions under consideration.

60. Is the requirement to obtain your full CHRP within 5 yrs of passing the NKE still exist?

Yes.

61. it seems I meet most of the requirements working in HR at PROFESSIONAL LEVEL but I don't have anyone reporting to me in other words I don't have direct supervision experience

Only the Certification Sub-Committee can make that judgment. However, please review the definition of “professional” level experience and think about whether your HR experience meets that definition. The Certification sub-committee does not rely on title alone. They consider the work being performed and responsibility within the HR function for a particular position. This is why you are required to include position descriptions and organizational charts as part of your application. Be advised that individuals must successfully meet the experience requirement via the validation of experience process within five years of passing the NKE.

62. I have completed my NKE exam 2 years ago and I have met the degree requirement. Is there a time-limit as to when I need to submit my experience-assessment application?

Individuals must successfully meet the experience requirement via the validation of experience process within five years of passing the NKE

63. How does one get the HR Professional training if they only have the Certificate in HR management. Although we might have some experience in the field, it doesn't seem fair that we would have to be in a management role.

The CHRP designation is based on a number of requirements, including education and experience. The experience must meet the definition of “professional”. The designation can only be granted to individuals who meet the required experience. We understand that it may take time to achieve a role that meets the requirements. This is why individuals have five years between passing the NKE to achieve the experience requirement.

64. What happens if you don't get your 3 years experience within 5 years? Do you have to start over? Do you have to redo your courses if they are past 10 years at that 5 year mark (even though you passed the NKE)?

Yes, you may have to start over and qualify under the designation requirements at that time. HRPA will be reviewing the five year rule and if there are any changes to this rule, members will be notified.

65. In small companies, the HR Generalist handle performs all the HR functions and reports to the Plant Manager. Can this be considered professional experience?

Only the Certification Sub-Committee can make that judgment. However, please review the definition of “professional” level experience and think about whether your HR experience meets that definition. The Certification sub-committee does not rely on title alone. They consider the work being performed and responsibility within the HR function for a particular position. This is why you are required to include position descriptions and organizational charts as part of your application. Be advised that individuals must successfully meet the experience requirement via the validation of experience process within five years of passing the NKE.

66. What does the degree in anything have to do with achieving the designation if all other requirements are there??

The degree requirement was established as an eligibility requirement to ensure that Human Resources management professionals possess the generic competencies necessary to perform in human resources roles at the required level. The degree requirement was not established to ensure that candidates possess discipline-specific knowledge and skills.

The degree requirement is separate from the coursework requirement. For those who take a degree in Human Resources, both coursework and degree requirement may be fulfilled concurrently; for others, the coursework and the degree requirements will be met independently. Although the degree requirement and the coursework requirement are separate requirements, they are designed to work together. The degree requirement can be non-specific because of the existence of a coursework requirement. In the end, to be certified by HRPA, an individual must have both the requisite discipline-specific knowledge of human resources management and the generic skills required to perform at a professional level in human resources. It is just that HRPA’s certification model recognizes that discipline-specific knowledge and generic skills are not necessarily acquired at the same time and place.

Certificates and diplomas do not meet the degree requirement. Applied degrees which are awarded by colleges are degrees. Degrees from non-Canadian educational institutions are acceptable as long as they are deemed equivalent to a Canadian degree. This equivalency must be established by an approved accreditation service. Degrees include advanced degrees.

There is no time limit on the validity of academic credentials in the context of the degree requirement.

67. some of us are already in the field of HR but doing different roles, would those be considered as HR experience at a professional level?

Sorry – not sure what is meant by this question. Please contact registrar@hrpa.ca with your detailed question.

68. Thank you!

Our pleasure!

69. You say that the 5 year limit to complete the experience component is under review. To the best of your knowledge, when will that decision be made.

We hope before the end of the year, but we cannot say for sure at this time.

70. If I hold an entry-level job as an Administrative Assistant in an HR department, should I not even both to apply until I have been promoted to a "higher" position?

Only the Certification Sub-Committee can make that judgment. However, please review the definition of “professional” level experience and think about whether your HR experience meets that definition. The Certification sub-committee does not rely on title alone. They consider the work being performed and responsibility within the HR function for a particular position. This is why you are required to include position descriptions and organizational charts as part of your application. Be advised that individuals must successfully meet the experience requirement via the validation of experience process within five years of passing the NKE.

However, junior levels in a human resources department 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.

71. Is there a substitute that I can use if I can't get a formal job desc from the past co.

Employer documents are preferred. You may try explaining to the previous employer why you require the documentation if the employer still exists. When these documents are not available, applicants must develop their own descriptions and organizational charts for consideration, along with the detailed application.

72. for an individual who took the nppa fresh out of school and is not currently in a Full time HR position can they accumulate recertification points for learning various duties in HR within their current job?? because it is outside of their normal duties ...ie.creating New Hire packages

Please consult the National Recertification Log for eligible activities. A copy of the log can be found on our website. Go to www.hrpa.ca, select “Office of the Registrar” from the left hand navigation menu, then select “Recertification”. A copy of the log is available on this page.