



HRPA - Alternate Route Application Form – Education & HR Designations Stream

The HRPA Alternate Route (Education & HR Designations Stream) is designed to allow HRPA members to submit their education and HR designations as consideration for eligibility to write the National Knowledge Exam. Individuals who have experience, education and HR designations should apply under the Education and Experience Stream. Submissions are review by the HRPA staff. Upon successful review, members are then granted permission to write the National Knowledge Exam under the Alternate Route provisions.

PLEASE NOTE: In order for this application to be considered complete, items must be accompanied by their respective supporting documentation as outlined in SECTION C of this form. Please note that only complete applications will be reviewed.

SECTION A: APPLICANT INFORMATION:

Preferred Title: (i.e. Mr., Ms., Mrs., Miss)		
Last Name:		
First Name:		
HRPA Member Number:		
Title:		
Organization Name:		
Street Address:		
City:	Province:	Postal Code:

Phone: (Home)

Phone: (Business)

*All correspondence is sent to your preferred contact address as per the HRPAs membership database. It is the responsibility of each HRPAs member to ensure that their individual member profile is up to date with the most current contact information at all times, including email address. It is also the responsibility of each member to ensure that their email server accepts incoming emails from HRPAs. To update your profile login at www.hrpa.ca

SECTION B: ALTERNATE ROUTE POINTS SUMMARY:

Use the following reference chart to complete the chart below:

Alternate Route	Points
Advanced degree in HR or IR	50
Approved executive program in HR	50
Senior Professional in Human Resources (SPHR)	50
Chartered Member of CIPD	50
Some other designation in HR	10 or 20
Courses in HR from the approved list	5/course

Please indicate the total number of points you wish to submit for each Alternate Route item in the chart below:

	<u>Item</u>	<u>Points Submitted</u>	<u>Points Approved</u> (Office Use Only)
1.	Advanced Degree in HR or IR (Be advised that Internationally Educated Professionals must have their degree evaluated by a recognized degree credentialing authority prior to application to HRPAs)		
2.	Approved Executive Program in HR		

3.	Senior Professional in Human Resources (SPHR) Designation holder		
4.	Chartered Member of CIPD		
5.	Other HR Related Designation holder (see Appendix for point calculation summary)		
6.	Completion of any of the 9 core subjects listed under Academic Route Note that these individual courses must have been taken within the last ten years, achieved required grade level and be pre-approved by HRP A for content etc.		

SECTION C: SUPPORTING DOCUMENTATION:

The following is a list of required supporting documentation that must be submitted for each of the Alternate Route Items listed in the chart above. Please note that in order for this application to be considered complete and ready for review by the HRP A Certification Committee, supporting documentation must be submitted with this application.

	<u>Alternate Route Item</u>	<u>Required Supporting Documentation</u>
1.	Advanced Degree in HR or IR	An official hard copy original transcript from the educational institution must be submitted. Internationally Educated Professionals must submit a degree assessment from a recognized credentialing body)
2.	Approved Executive Program in HR	Approved Executive Programs include those offered by the Rotman School of Management (University of Toronto), Sprott School of Business (Carleton University) and Telfer School of Management (University of Ottawa). An official hard copy original transcript from the institution must be submitted with this application.
3.	Senior Professional in Human Resources (SPHR) Designation holder	Proof of certification must come in the form of a copy of the official certificate or exam score report.
4.	Chartered Member of CIPD	Proof of Chartered Membership status must come in the form of a copy of your upgrade assessment results.
5.	Other HR Related Designation holder	A copy of your of your official designation certificate must accompany this application.
6.	Completion of any of the 9 core subjects listed under the Academic Route	An official hard copy original transcript from the educational institution must be submitted. These courses must be submitted within ten years

SECTION D: ALTERNATE ROUTE FEE:

Application Fee:

\$50 + applicable taxes (this fee is non-refundable)

Method of Payment:

Payment may be made by the following, please check the appropriate box below:

- Cheque
- VISA
- MasterCard
- AMEX

Application Deadlines:

This application can be submitted at anytime to HRP, however, it must be received in advance or on the NKE registration deadline in order to be considered as part of the eligibility to write the NKE. If you have questions, please contact HRP at registrar@hrpa.ca or 416-923-2324/1-800-387-1311

Credit Card Information (if applicable):

Name Appearing on Credit Card (please print):	
Card Number:	
Expiry Date:	
Signature of Card Owner:	Date (DD/MM/YY):

SECTION G: DECLARATION

I hereby apply to have my Alternate Route Application reviewed for the purposes of meeting HRPAs academic requirement in the context of HRPAs certification process. I attest that all information on this form or in any supporting document is accurate, complete and fairly represents my education. I understand that it is a breach of HRPAs Rules of Professional Conduct to provide false or misleading information.

Signature _____ Date (DD/MM/YY) _____

Send completed form and all supporting documentation to:

HRPA
Office of the Registrar
150 Bloor Street West, Suite 200
Toronto, ON
M5S 2X9

APPENDIX: ALTERNATE HR DESIGNATION POINTS CALCULATION SUMMARY

The following designations are worth 20 points:

- Canadian Payroll Manager (CPM)
- Canadian Registered Safety Professional (CRSP)
- Certified Benefits Professional (CBP)
- Certified Compensation Professional (CCP)
- Certified Employee Benefits Specialist (CEBS)
- Certified Health & Safety Consultant (CHSC)
- Certified Training & Development Professional (CTDP)
- Global Professional in Human Resources (GPHR)
- Professional in Human Resources (PHR)

The following designations are worth 10 points:

- Certified Training Practitioner (CTP)
- Compensation Management Specialist (CMS)
- Global Remuneration Professional (GRP)
- Group Benefits Associates (GBA)
- Payroll Compliance Practitioner (PCP)
- Registered Assessment Specialist (RAS)
- Registered Professional Recruiter (RPR)
- Retirement Plans Associate (RPA)
- Work-Life Certified Professional (WLCP)