



CREDIT FOR NON-APPROVED COURSES APPLICATION

This form is for HRPAs members who wish to have their non-approved academic courses reviewed by the Educational Standards Committee and approved for credit towards the Academic Requirements to write the National Knowledge Exam (NKE) in accordance with the CHRP Certification Process. Only members of HRPAs are eligible to apply for this process.

Notice of course review results will be communicated to you in writing approximately 1-2 weeks following the Committee meeting date.

Please carefully read and follow all instructions outlined in this application form. Incomplete applications will be returned to you without review. Please make sure you submit course work that is applicable to the 9 subject requirements only. Application packages that include an abundance of inapplicable course material will be returned to you without review.

SECTION A: HRPA MEMBER INFORMATION

Please print your information clearly.

Member ID:

Mr. Mrs. Miss Ms. Other: _____

Last Name		First Name	Initial
Address			
City	Province		Postal Code
Telephone (Home)	Telephone (Bus)	Fax	
E-mail			

All correspondence involving your submission will be sent to the contact information you've indicated in your HRPAs member profile. It is our members' responsibility to ensure their contact information is kept current.

SECTION B: CREDIT APPROVAL POLICIES AND PROCEDURES

In order for a course to be approved, each course submission must include the following criteria:

- At least an 80% match to the subject curriculum outlined in the Credit Approval Guide
- A method of evaluation where no more than 20 % of the final grade may be based on subjective criteria such as class participation
- A final examination worth at least 20% of the overall grade must be included in the evaluation strategy
- Use an HRP A approved textbook or another textbook found to be an acceptable alternative. Supporting documentation for the text (ie. A photocopied table of contents) must be submitted.
- Each course must have been completed within the past 10 year period
- The minimum duration of the course must be the equivalent to at least 30 in-class hours
- Achieved a minimum final grade of at least 65 % in an individual course submission.(HRP A does not round up student grades).
- Course must have been completed at an accredited institution.

The following information must accompany this Credit for Non-Approved Courses Application form:

- Detailed Course Outline/Syllabus**
 - o Must be from the year the course was taken. A more current outline/syllabus will be acceptable only if accompanied by a formal letter from the educational institution indicating that the newer course outline is equivalent to the original.
- Original Hard Copy Transcript** that outlines:
 - o mark obtained
 - o year taken
 - o name of institution
 - o course code and name
 - o method of evaluation and division of marks
- Name of textbook(s) or supplemental readings used throughout the course** including:
 - o Title
 - o Author
 - o Date of publication
- Copy of table of contents of textbook(s).**
 - o Please do not forward textbooks as HRP A is unable to return them.
- The completed chart in SECTION C must accompany this application.**

HRPA Privacy Policy

HRPA is committed to protecting the privacy of your personal information. Information collected from this form will be used for registration purposes only. For further information please visit our website at www.hrpa.ca and click on the "privacy" link or contact privacy@hrpa.ca

SECTION C: SUBMISSION SUMMARY

In the chart below, please indicate the names of the courses you wish to submit for credit approval next to the associated subject requirement.

Required Subject	Name of Educational Institution	Course Code	Date Course Completed (MMDDYYYY)	Grade Achieved
Compensation				
Finance & Accounting				
HR Management				
HR Planning				
Labour Relations				
Organizational Behaviour				
Occupational Health & Safety				
Recruitment &				

Selection				
Training & Development				

SECTION D: FEE PAYMENT

A non-refundable administration fee of **\$50 +HST per course** must accompany this application. Your application fees will be processed within 1 week of their arrival at HRP. Incomplete applications or those with incorrect payment information will be returned to you without review.

Reassessment

If you wish to have a reassessment of your course submission, you would need to send a letter of request to the office of the registrar, registrar@hrpa.ca. This letter or email, must include arrangements for payment. The fee for reassessment is \$30.00 + hst per course.

Method of Payment: Cheque Visa MasterCard AMEX

TOTAL: _____ GST #R104154273

Credit Card No.

Expiry Date (MM/YY)

Name as it appears on the card (please print clearly)

Signature

SECTION E: DECLARATION

Declaration

I hereby apply for credit of the above listed non-approved courses and submit the attached information for consideration. All of the submitted information is accurate. I understand that it is a breach of the HRP's Code of Professional Conduct to provide false information.

Signature

Date (DD/MM/YY)