

## HRPA Application for Former CHRP Member/Candidate Reinstatement

*This form is for former CHRP Members of HRPAs to apply for reinstatement. For information about recertification (submitting your professional development activities every three years), visit [www.hrpa.ca/OfficeOfTheRegistrar/CHRP](http://www.hrpa.ca/OfficeOfTheRegistrar/CHRP).*

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### General Instructions:

Please complete this form and return it to HRPAs by mail, fax or email. The reinstatement guidelines on the back of this form offer general information about the reinstatement process. For information more specific to your individual situation, please contact the Office of the Registrar at [registrar@hrpa.ca](mailto:registrar@hrpa.ca).

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### Applicant Information:

Mr. \_\_\_ Ms \_\_\_ Mrs. \_\_\_ Dr. \_\_\_ Former Membership Number: \_\_\_\_\_

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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### Membership and Recertification Information:

Date HRPAs membership was resigned or lapsed: \_\_\_\_\_

Former membership category: CHRP: \_\_\_\_\_ CHRP Candidate: \_\_\_\_\_

Most recent CHRP Recertification Date (date Recertification Log was due): \_\_\_\_\_

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Applicant Signature

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Date

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## HRPA CHRP Member/CHRP Candidate Reinstatement Policy

Updated February 17, 2012

### Former CHRP Members

There are three situations in which a CHRP Member will lose their right to the designation:

- Failure to renew their membership in HRP A
- As a Discipline Committee sanction as the result of a disciplinary process
- Failure to meet the recertification requirement

The process for reinstatement depends on why and how long ago the right to use the designation was lost.

#### Failure to renew membership in HRP A:

- **Membership lapsed for no more than two membership renewal periods:**  
Authority to use the CHRP designation is contingent on membership in HRP A. If you don't renew your membership you lose the right to use the designation.

If you have missed no more than two renewal periods and you have not missed a recertification deadline, you may reinstate your CHRP Membership by:

- Paying your outstanding back dues\*

If you have missed no more than two renewal periods and you have missed a recertification deadline, you may reinstate your CHRP Membership by:

- Catching up on recertification by submitting a Recertification Log for the missed recertification period. You must submit documentation in support of the activities in your Log. Your submission will be reviewed by the Recertification Committee.
- Paying your outstanding back dues\*

In all cases, your original recertification schedule remains in effect.

- **Membership lapsed for more than two membership renewal periods:**  
If you have missed more than two membership renewal periods, you will be expected to meet the current requirements for the CHRP in order to have your designation reinstated. Any requirements you met the first time that are still valid (e.g., you successfully completed the NKE within the last ten years) do not have to be repeated unless their validity expires before you regain your CHRP. Currently, the requirements for the CHRP are:
  - Membership in HRP A
  - Coursework requirement
  - Exam (NKE) requirement
  - Degree requirement
  - Validation of Experience

### **As a result of a discipline proceeding:**

If, as the result of a discipline proceeding, your right to use the CHRP designation was suspended for a defined period, you may request reinstatement under the conditions noted above. If your right to use the CHRP was revoked or suspended for an indefinite period of time, you must apply to the Discipline Committee for a review of their decision.

### **Failure to meet the recertification requirement:**

If you fail to complete your recertification log by the deadline or do not comply with the recertification audit requirement, you are deemed not to have met the recertification requirement and are notified by the Registrar that your right to use the designation has been suspended. At that time, you may resign from HRP or work with the Office of the Registrar to get your recertification activities back on track.

## **Former CHRP Candidates**

In all cases, CHRP Candidates reinstating their membership must meet all of the original timeframes and time limits associated with each of the requirements for certification. For example, Validation of Experience must be submitted within five years of successful completion of the NKE, and your NKE results are valid for ten years.

If it has been more than ten years since you successfully completed the NKE, then you must begin the CHRP process anew, including the coursework requirement and the exam (NKE) requirement.

- **Membership lapsed for no more than two renewal periods:**

If you have missed no more than two membership renewal periods you may reinstate your CHRP Candidate membership by:

- Paying your outstanding back dues\*

In order to obtain the CHRP designation, you will be required to meet all of the requirements you would have had to meet had you remained a member (e.g., if you successfully completed the NKE before January 1, 2011, you will not have to meet the degree requirement.)

- **Failure to renew/lapsed CHRP Candidate membership for more than two renewal periods:**

If you miss more than two membership renewal periods, you may reinstate your CHRP Candidate status if:

- You successfully completed the NKE within the last 10 years **OR** you have successfully completed the CPE. Please note that the CPE is valid until May 31, 2014.

In order to obtain the CHRP designation, you will be required meet all of the requirements and timeframes for the CHRP designation in place at the time of your reinstatement. Currently, this includes:

- Membership in HRP
- A degree
- Validation of Experience

*\* If you would have qualified for reduced membership rates during the gap in membership you may pay your back dues at the reduced rate. Individuals on pregnancy leave, parental leave or who are unemployed are expected to maintain membership through access to reduced membership rates.*