



Access to Records

HRPA maintains records for all registrants of HRPA. Those records contain general information, such as name and contact information, as well as information regarding all applications and documents that a registrant has submitted as part of the designation process and any designation requirements that have been met. There are different ways in which registrants can gain access to those records.

1. Public Register

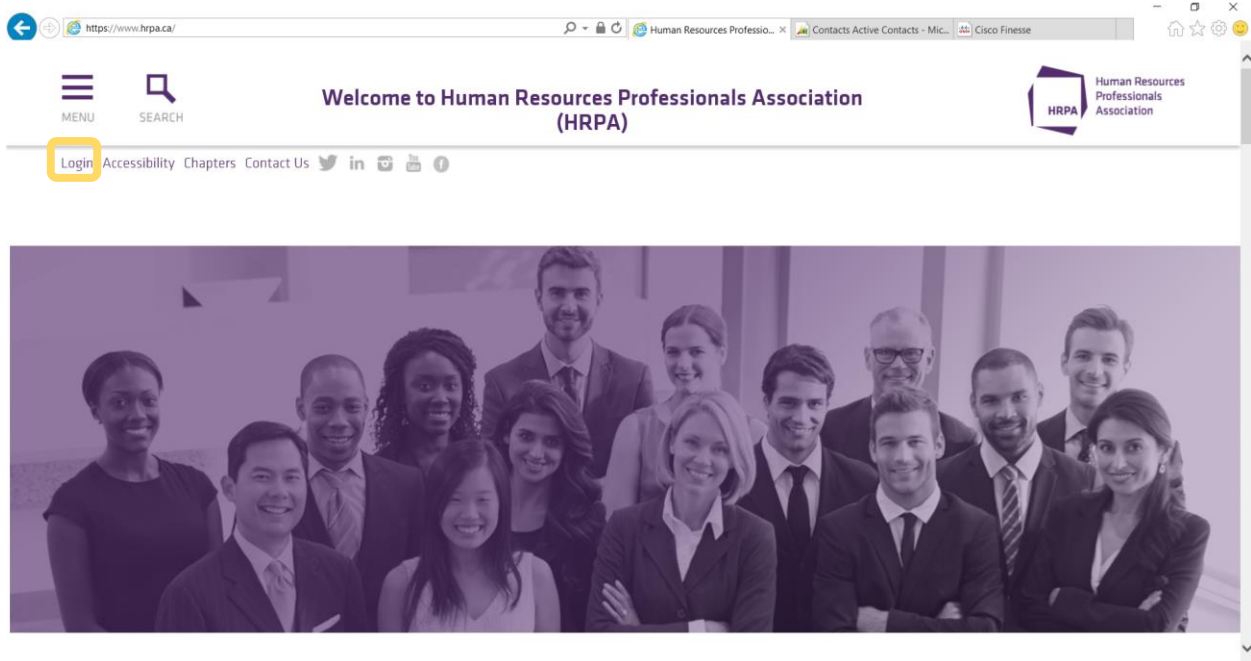
In accordance with the Registered Human Resources Professionals Act, 2013, HRPA is required to maintain a public register of all members and students. The public register contains a variety of information, including but not limited to:

- registrant's name
- registration category
- designation(s), if any
- whether the registrant has professional liability insurance and is authorized for independent practice
- business contact information
- disciplinary information, if any

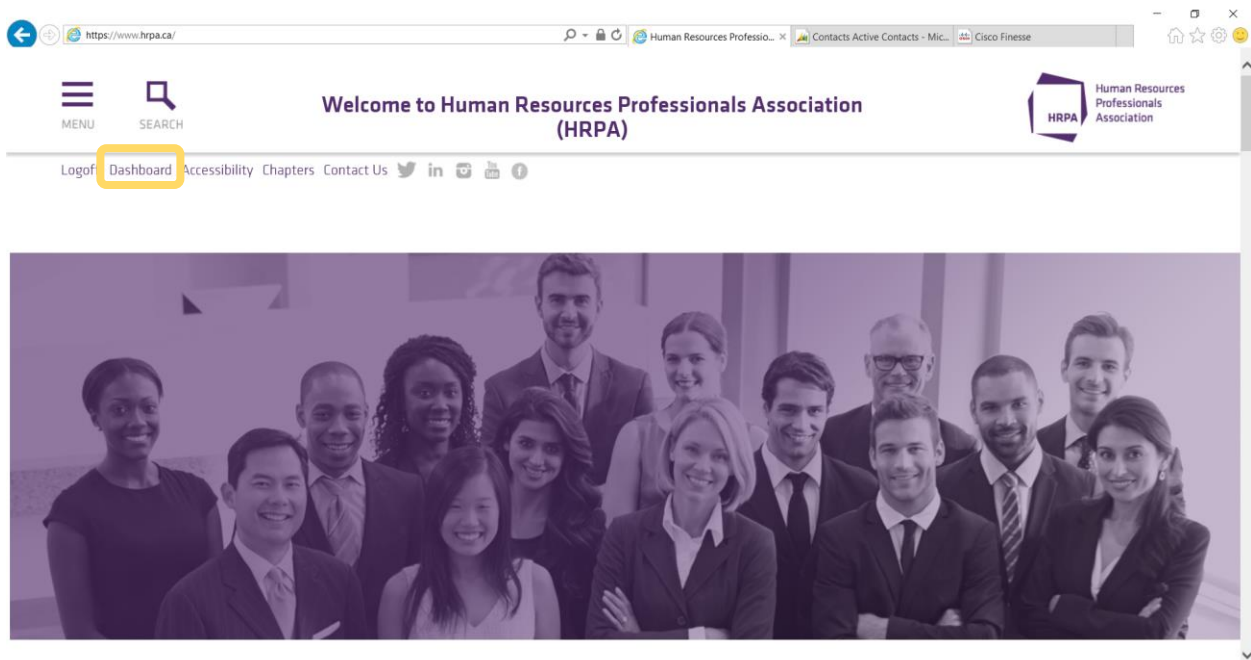
For further information, please take a look at the [public register](#) and review section 13 of the By-laws.

2. Education Record

Each registrant has an Education Record. The Education Records tracks all applications that HRPA received for that registrants, as well as which requirements have been met. To access the Education Record a registrant first needs to log into their registration account.



Once logged in, the registrant should access the Dashboard.



On the Dashboard, a link to the Education Record is listed as part of the Additional Profile Pages.

My Dashboard

Logoff Dashboard Accessibility Chapters Contact Us

Preferred Mailing Address
Human Resources Professionals Association
150 Bloor Street West
Suite 200
Toronto, ON m5s 2x9
CA
Work

Business Contact
Human Resources Professionals Association
150 Bloor Street West
Suite 200
Toronto, ON m5s 2x9
CA
Work

Additional Profile Pages

- Change Password
- Edit My Demographics
- Additional Communication Preferences
- My Transactions
- Continuing Professional Development (CPD)
- Education Record**
- Download Products
- >T2202A (EAP/OAP)

3. Confirmation of Good Standing

Registrants can request a Confirmation of Good Standing letter. The letter will outline when the registrant joined HRPDA, which, if any, designation the registrant holds and whether the registrant has ever been suspended, disqualified, censured or otherwise disciplined as a member of HRPDA and whether the registrant is currently subject to a proceeding for professional misconduct, incompetence or incapacity which has not been resolved at the time the letter is granted. To request a Confirmation of Good Standing letter, please contact the Office of the Registrar at: registrar@hrpa.ca.

4. Alternate Route, Validation of Experience and CHRE Phase II Written Applications

HRPA keeps a record of any application that was received for the Alternate Route, the Validation of Experience of the CHRE Phase II Written Application. To request a copy of the application you submitted, please contact the Office of the Registrar at: registrar@hrpa.ca.

5. Grade Letters for Courses Completed through the Online Academic Program (OAP)

Registrants who complete courses through the Online Academic Program are issued an official grade letter by HRPDA free of charge. Upon request, HRPDA can reissue grade letters for an administrative fee of \$25 plus tax. To request the reissuance of a grade letter, please contact the Office of the Registrar at: registrar@hrpa.ca.