

2017



Human Resources
Professionals
Association

Guide to the **CHRP** **Designation**

HRPA | OFFICE OF THE REGISTRAR



GUIDE TO THE CHRP

The Human Resources Professionals Association (HRPA) is the regulatory authority for human resource (HR) professionals in Ontario. The overarching objective of HRPAs certification processes is to ensure that HR professionals who are certified by HRPAs possess sufficient knowledge and skills to perform important occupational activities at a level of competence that is required to protect the public interest. There are a number of interests to balance in setting the certification standard. It's important to exclude individuals who are deemed not qualified to do the work, but the standards must not be so strict as to unduly restrain the right of qualified individuals to offer their services to employers or clients.

HRPA's Office of the Registrar is the contact point for all matters relating to certification. Should you have any questions, please contact the [Office of the Registrar](#).

Please note that HR is not a licensed profession in Canada. As such, being a registrant of HRPAs and/or holding a designation are not prerequisites for working in HR.

AN OVERVIEW OF HRPAs CERTIFICATION PROCESSES

HRPA offers three core designations to meet the needs of HR professionals at each level of their career:

Entry Level	Professional Level	Executive Level
Certified Human Resources Professional (CHRP)	Certified Human Resources Leader (CHRL) (Formerly the CHRP Designation)	Certified Human Resources Executive (CHRE) (Formerly the SHRP Designation)

The Certified Human Resources Professional (CHRP) is the entry level designation. Human Resources professionals at entry level act in roles that are mostly administrative in nature, such as a contributing role in a larger HR function, or a sole HR practitioner in a small HR function. Individuals at this level would have responsibilities such as supporting HR initiatives, executing tasks passed down from management, and operating at the tactical and transactional levels. They often have titles such as Human Resources Assistant, Staffing Coordinator, Human Resources Clerk, or Human Resources Coordinator.

Completion of the CHRP requirements confers the right to use the title Certified Human Resources Professional and the right to use the initials CHRP after your name.

The Certified Human Resources Leader (CHRL) is the professional level designation. Completion of the CHRL requirements confers the right to use the title Certified Human Resources Leader and the right to use the initials CHRL after your name. For more information about this designation, please visit the [CHRL section of our website](#).

The Certified Human Resources Executive (CHRE) is the executive level designation. Completion of the CHRE requirements confers the right to use the title Certified Human Resources Executive and the right to use the initials CHRE after your name. For more information about this designation, please visit the [CHRE section of our website](#).

Use of designation

'Certified Human Resources Professional', 'Certified Human Resources Leader' and 'Certified Human Resources Executive' are protected titles under the *Registered Human Resources Professionals Act, 2013*. It is an offence to use the CHRP, CHRL or CHRE if you are not a designated member of HRP.

CHRP DESIGNATION REQUIREMENTS

The foundation of HRP's certification framework are the [Registered Human Resources Professionals Act, 2013](#) and the [HRPA By-laws](#).

There are five requirements to obtain the CHRP designation:

- Active HRP [registration](#) in good standing
- Successful completion of the [coursework requirement](#)
- Successful completion of either [Comprehensive Knowledge Exam 1](#) or [Comprehensive Knowledge Exam 2](#)
- Successful completion of either the [CHRP Employment Law exam](#) (Jurisprudence 1) or the [CHRL Employment Law exam](#) (Jurisprudence 2)
- Successful completion of the [Job Ready Program](#)

The first two requirements are interchangeable in sequence – meaning you can complete your courses first and then become an active registrant of HRP or vice versa. All other requirements have to be completed in sequence once the registration and the coursework requirements have been met.

Once you have been granted the CHRP designation, the requirements for maintaining the designation are as follows:

- Maintain your active registration in good standing with HRP annually
- Meet the ongoing [continuing professional development \(CPD\) requirement](#)

For an overview of any fees related to a certification requirement, please take a look at the [Office of the Registrar Price List](#).

REGISTRATION REQUIREMENT

In order to obtain and maintain a designation you need to be an active registrant of HRP. This requirement follows directly from the *Registered Human Resources Professionals Act, 2013*. Professions require that the regulatory body have ongoing jurisdiction over its registrants. HRP registrants are bound by HRP's [Rules of Professional Conduct](#) and are subject to discipline by the Association.

HRP's registration year runs from June 1 to May 31 each year. Fees are pro-rated, ensuring that new registrants who join throughout the registration year do not pay for months that have already passed. Please visit the [Member Centre section of our website](#) for more information about types of registration, fees, and to become an active registrant of HRP.

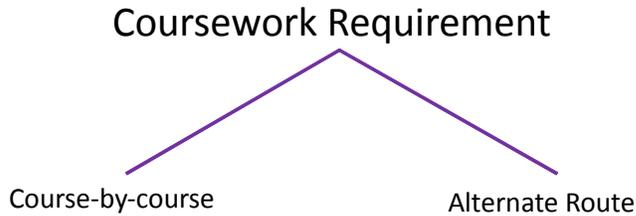
In order to be admitted as an active registrant, you must:

1. Meet the criteria for a category of registration;
2. Complete an application form including questions related to good character;
3. Attest that you have read and agree to abide by the Act, HRP's By-laws and the Rules of Professional Conduct; and
4. Pay registration dues.

COURSEWORK REQUIREMENT

The purpose of the coursework requirement is to ensure that potential CHRPs have the required discipline-specific knowledge foundation that CHRPs must possess. Formal training requirements are also a fundamental aspect of what it means to be a profession.

While formal training is the best way to acquire foundational knowledge and skills in HR, HRP actually offers two ways to meet the coursework requirement for the CHRP: the course-by-course approach or the Alternate Route.



The course-by-course approach to fulfilling the coursework requirement

The course-by-course approach to meeting the coursework requirement consists of successful completion of courses in nine subject areas which form the core curriculum in HR:

- Human Resources Management
- Organizational Behaviour
- Finance and Accounting
- Human Resources Planning
- Occupational Health and Safety
- Training and Development
- Labour Relations
- Recruitment and Selection
- Compensation

There are various ways of getting credit for these nine courses:

- Successful completion of approved courses offered by colleges and universities across Ontario;
- Successful completion of courses offered through HRPAs Online Academic Program;
- Achievement of equivalent score on HRPAs challenge exams; or
- Any combination of the above.

Courses must be completed within 10 years before writing the knowledge exam in order to be considered for eligibility.

HRPA maintains a [School Search Tool](#) which lists all courses that have been approved by HRPAs at each school. Individuals may find that the course codes listed in HRPAs list of approved courses do not match their course codes. The list of approved courses includes the most recent information provided to HRPAs. The course code may also refer to a course that was approved in the past but is no longer offered by the school. If your course codes do not match the course codes listed on the website, please contact the Office of the Registrar.

Required grades

HRPA requires that an average of 70% or better is achieved across all nine courses with no single course grade below 65%.

Some courses are approved as course combinations due to how a school has structured its courses. This means that more than one course would need to be completed to meet the course requirement for that subject area, which is indicated with a '+' sign in our School Search Tool. Where courses are approved as a course combination, HRPAs takes the average of the grades. The average for the course combination needs to be a minimum of 65% to count towards meeting the coursework requirement.

Some schools use letter grades rather than numerical grades. Where letter grades are used, HRPAs refers to the numerical range assigned by the school to each letter grade. HRPAs will accept the highest numerical value within the assigned range.

Advanced standing/transfer credit granted for previous courses

HRPA accepts advanced standings or transfer credit for courses when they are granted by a school whose HR courses are approved by HRPAs. To be accepted, you must forward both an original transcript from the school that granted the exemption and the school where the original course that the exemption was based on was taken.

The original course on which the exemption was based must have been taken within the last 10 years and the grade achieved must be at least 65%.

Credit for non-approved courses

The fact that a course does not appear on HRPAs list of approved courses does not necessarily mean that the course cannot be counted towards the coursework requirement. If you have taken equivalent courses in another jurisdiction, you can apply to have your courses approved by submitting a [Course Approval Application form](#) along with the required supporting documentation to HRPAs for review by the Academic Standards Committee.

Approval is based on two criteria:

1. That the course has a robust assessment or grading component; and
2. That the content of the course covers 80% or more of the required topics in the standard course template.

You must be a registrant of HRPAs if you wish to have your course(s) reviewed. Requests for review of courses should be sent to the Office of the Registrar. Individuals who, for legitimate reasons, do not have access to the documentation required in the application should contact HRPAs [Office of the Registrar](#).

HRPA will only grant approval status to courses offered by accredited educational institutions. The criteria that must be met for a course to be approved are available on the [Course Approval section](#) of our website.

HRPA's Online Academic Program

HRPA's Online Academic Program provides the courses required to meet the coursework requirement in a convenient, online format. Please note that HRPA is not an educational institution and we will not be able to grant you a diploma or certificate in HR upon completion of the courses via the Online Academic Program. For more information please visit the [Online Academic Program section of our website](#).

Challenge exams

For the purposes of meeting HRPA's coursework requirement, an alternative to specific course requirements are the challenge exams. Challenge exams are similar to a final exam in the subject. They enable you to achieve credit in a required subject area without completing or re-taking a full academic course, thereby crediting you for previous academic or experiential knowledge in a subject.

The challenge exam sittings are typically held three times per year in February, May and September. Challenge exams for all nine courses are offered at each sitting, however a maximum of three subjects can be written per sitting.

Challenge exams are typically recommended when:

- A course grade does not meet HRPA's minimum grade requirement
- A course was taken more than 10 years ago
- An individual has extensive job-related or academic experience in a subject area

Please review the [Challenge Exam](#) section of our website for more information about the exams, administration, deferral and withdrawal policies.

The Alternate Route to fulfilling the coursework requirement

The alternate routes for meeting the coursework requirement are intended for experienced HR professionals or those with advanced education in HR. To provide the greatest flexibility, a points-based system was developed. This system gives points for experience, formal training, coursework and other relevant designations. Fifty points are needed to pass the Alternate Route and meet the coursework requirement to be eligible to write either the Comprehensive Knowledge Exam 1 or the Comprehensive Knowledge Exam 2.

There are two streams for Alternate Route applications:

1. Education and HR Designations
 - No adjudication required, processed by the Office of the Registrar
 - Can be submitted at any time
2. Education, HR Designations and/or Experience
 - Must be reviewed by a panel of the Experience Assessment Committee (adjudication required for the experience component)
 - Deadline for submission is the last business day of each month

Detailed information about the Alternate Route streams and how to apply is available in the [Alternate Route section of our website](#).

EXAM REQUIREMENT

The exam requirement was established to ensure that those individuals certified by HRP A have the requisite discipline-specific knowledge to perform in human resources roles at the required level. The exam requirement ensures that all individuals certified by HRP A have the discipline-specific knowledge to perform as a human resources professional at the required level. There are no exceptions or alternatives to the exam requirement. All individuals seeking to earn the CHRP designation from HRP A must pass the Comprehensive Knowledge Exam 1 (CKE 1). Those individuals seeking the CHRL designation from HRP A must pass the Comprehensive Knowledge Exam 2 (CKE 2).

Should you fail the knowledge exam, there are no limits on the number of times the exam may be re-written as long as you continue to meet the eligibility requirements.

Please note: The knowledge exam required for the CHRP designation is the Comprehensive Knowledge Exam 1 (CKE 1). Because it is a higher level exam though, the knowledge exam required for the CHRL, the Comprehensive Knowledge Exam 2 (CKE 2), can also be used to meet the exam requirement for the CHRP.

The Comprehensive Knowledge Exam (CKE 1) and (CKE 2)

The CKE 1 is based on the [HRPA Competency Framework](#) which features nine functional dimensions as it relates to academic knowledge. Academic knowledge refers to basic facts, policies, practices, methods, legislation, etc. It is information that can be written into procedures and transferred fairly accurately during the learning process. Examples of academic knowledge include: the rights and responsibilities of management and labour during union organizing and negotiation processes; the various methods of training and developing staff; and human rights, employment equity and pay equity legislation.

The CKE 1 and CKE 2 exam consist solely of multiple choice questions. Detailed information about the format, structure and content of the CKE 1 and CKE 2 is available on the [CKE 1/CKE 2 Exam Central section of HRP A's website](#).

Applying for the exam

Starting in 2017, HRP A administers its exams, including the CKE 1, via computer-based testing (CBT) at test centre locations throughout the world. Test-takers will be able to schedule their exam time within a two-week window offered three times a year. Upcoming registration dates are available on the [CKE 1/CKE 2 Exam Central section of HRP A's website](#).

To register for an upcoming sitting of the exam you have to complete the following steps:

1. Establish your eligibility with HRP (be an active registrant in good standing of HRP and meet the coursework requirement).
2. Register for the exam with HRP.
3. Schedule your seat and testing window directly on the exam vendor's site at:
www.prometric.com/hrp.

For more information about registering for the exam and the applicable registration fees please visit the [CKE 1/CKE 2 Exam Central section of HRP's website](#).

Accommodations for disabilities

It is HRP's policy to provide reasonable testing accommodations for individuals with documented disabilities. Reasonable accommodation refers to any adjustment to the examination materials or testing environment that permits a qualified applicant with a disability to perform, without undue hardship to the institution providing accommodation. Documented disabilities are those for which there is a diagnosis by a qualified professional.

The purpose of accommodations is to provide equity, not advantage. Any requested modification that would substantially alter essential elements of the examination will not be granted. As a general principle, it is desirable to retain as much of the original examination materials and testing environment and make the accommodations specific to the disability or disabilities in question.

Please review HRP's [Accommodation Policy](#) for more information.

Confirmation of Eligibility

Once you register for the exam with HRP, you should receive a Confirmation of Eligibility email within 48 hours. The email will provide you with information regarding what to bring to the exam, the security measures in place, etc. The email will also include a link to Prometric's site to allow you to select your testing location and seat.

Withdrawing from or rescheduling the exam

For information regarding HRP's policy on withdrawing from or rescheduling the exam please refer to [HRP's Exam Withdrawal Form](#).

Exam results

The exam results for the CKE 1 and CKE 2 exams are released via email approximately six weeks after the two-week exam window has closed.

Validity period of exam result

Once you have completed CKE 1 or CKE 2, your exam result is valid until December 31st ten years after you passed the exam. This means that you have to complete the CHRP or CHRL Employment Law Exam and the Job Ready Program within that ten year timeframe.

For more information about the exam please visit our [CKE 1/CKE 2 Exam Central section of HRPAs website](#).

CHRP EMPLOYMENT LAW EXAM (JURISPRUDENCE)

The CHRP Employment Law exam assesses your understanding of the applicable employment law legislation in Ontario. Specifically, the CHRP Employment Law exam will test the ability to correctly apply the knowledge of employment and workplace law to various situations.

Please note: The employment law exam required for the CHRP designation is the CHRP Employment Law exam. Because it is a higher level exam though, the employment law exam required for the CHRL, the CHRL Employment Law exam, can also be used to meet the employment law exam requirement for the CHRP. For information about the CHRL Employment Law exam, please visit the [CHRP/CHRL Employment Law Exam Central section of our website](#).

The CHRP Employment Law exam and CHRL Employment Law exam consist solely of scenario-based multiple choice questions. Detailed information about the format, structure and content of the CHRP Employment Law Exam and the CHRL Employment Law exam is available on the [CHRP/CHRL Employment Law Exam Central section of HRPAs website](#).

Applying for the exam

Starting in 2017, HRPAs administers its exams, including the CHRP Employment Law exam, via computer-based testing (CBT) at test centre locations throughout the world. Test-takers will be able to schedule their exam time within a two-week window offered three times a year. Upcoming registration dates are available on the [CHRP/CHRL Employment Law Exam Central section of HRPAs website](#).

To register for an upcoming sitting of the exam you have to complete the following steps:

1. Establish your eligibility with HRPAs (must have passed the Comprehensive Knowledge Exam 1 (CKE 1) or the Comprehensive Knowledge Exam 2 (CKE 2)).
2. Register for the exam with HRPAs.
3. Schedule your seat and testing window directly on the exam vendors site at: www.prometric.com/hrpa.

For more information about registering for the exam and the applicable registration fees please visit the [CHRP/CHRL Employment Law Exam Central section of HRPAs website](#).

Accommodations for disabilities

It is HRPAs policy to provide reasonable testing accommodations for individuals with documented disabilities. Reasonable accommodation refers to any adjustment to the examination materials or testing

environment that permits a qualified applicant with a disability to perform, without undue hardship to the institution providing accommodation. Documented disabilities are those for which there is a diagnosis by a qualified professional.

The purpose of accommodations is to provide equity, not advantage. Any requested modification that would substantially alter essential elements of the examination will not be granted. As a general principle, it is desirable to retain as much of the original examination materials and testing environment and make the accommodations specific to the disability or disabilities in question.

Please review HRPAs' [Accommodation Policy](#) for more information.

Confirmation of Eligibility

Once you register for the exam with HRPAs, you should receive a Confirmation of Eligibility email within 48 hours. The email will provide you with information regarding what to bring to the exam, the security measures in place, etc. The email will also include a link to Prometric's site to allow you to select your testing location and seat.

Withdrawing from or rescheduling the exam

For information regarding HRPAs' policy on withdrawing from or rescheduling the exam please refer to [HRPAs' Exam Withdrawal Form](#).

Exam results

The exam results for the CHRP Employment Law exam and CHRL Employment law exam are released via email approximately six weeks after the two-week exam window has closed.

Validity period of exam result

Once you have completed CHRP Employment Law exam or the CHRL Employment Law exam, your exam result is valid until December 31st ten years after you passed the exam.

For more information about the exam please visit our [CHRP/CHRL Employment Law Exam Central section of HRPAs' website](#)

JOB READY PROGRAM

The last step to obtain the CHRP is the [Job Ready Program](#). The purpose of the Job Ready Program is to assist registrants with the transition into the workplace including training around professionalism and ethics. The Job Ready Program consists of the following four modules:

- **Module 1:** Professionalism—what does it mean for HR professionals?

- **Module 2:** The challenges of being a Human Resource Professional—our duties as regulated professionals
- **Module 3:** Tricky situations and how to handle them professionally—where the ethical integrity of HR professionals is most often tested
- **Module 4:** HRPAs Rules of Professional Conduct and how they apply in everyday situations

Participation in the Job Ready Program is mandatory for those wishing to qualify for the CHRP designation but it is not intended to be a hurdle. There is no fee for the Job Ready Program and it is only required that you complete the program in order to pass.

OFFICIAL NOTIFICATION OF CERTIFICATION STATUS, REGISTER ENTRY AND THE CERTIFICATE

Once you have met the CHRP requirements, official confirmation is sent to you granting you the CHRP designation. The granting letter is an official document and can be used wherever confirmation of status is required.

At the same time as the granting letter is sent, your information is updated in HRPAs [online public register](#). The register is a record of all registrants of HRPAs with their registration status, business contact information, registration history, etc.

Finally, a certificate is issued attesting to the fact that you have met all the requirements for the CHRP. The name on the certificate must be your legal name and will be the same as the name in the HRPAs database. The certificate remains the property of HRPAs and must be returned if you cease to be certified.

For more information about certificates please visit the [Designation Certificates section of HRPAs website](#).

HRPA POLICY ON RECOGNITION OF HR DESIGNATIONS GRANTED IN OTHER JURISDICTIONS

The requirements and standards for any of the designations granted by HRP are the same regardless of the candidate's jurisdiction of origin. HRP will recognise equivalent designations where mutual recognition is mandated by applicable inter-provincial labour mobility agreements. In all other cases, candidates must meet all the requirements and standards for the designation for which they are applying. For more information, please contact the [Office of the Registrar](#).

MAINTAINING THE DESIGNATION – CONTINUING PROFESSIONAL DEVELOPMENT

Once you have been granted the CHRP, you need to remain a registrant in good standing as well as meet the continuing professional development (CPD) requirement to maintain the designation. The purpose of HRP's CPD requirement is to ensure that designated members participate in ongoing professional development activities that:

- Enhance their abilities as an HR practitioner and strategic business partner
- Contribute to the acquisition of new knowledge
- Build familiarity with contemporary HR issues
- Reinforce essential skills related to HR practice
- Contribute to the development of new skills that enhance performance as a HR professional

CHRP members are required to obtain 66.67 hours of professional development activities for every three-year CPD cycle. There is no requirement to obtain a certain number of hours each year but certified members are strongly encouraged to design a personal professional development plan that outlines an annual schedule. Advanced planning is very strongly encouraged and will ensure that meeting the CPD requirement is manageable and a professionally enriching experience.

CPD hours can be earned through continuing education, leadership activities, instructional activities, completion of significant work projects and/or initiatives, and research or publication. Members are expected to choose professional development activities that will best meet their own professional development needs.

For more information about CPD, please visit the [Continuing Professional Development section of HRP's website](#).

REINSTATEMENT AND RE-ACHIEVEMENT OF DESIGNATION

HRP has a [Designation Reinstatement and Re-Achievement Policy](#). The policy outlines the steps you would need to take to re-achieve or reinstate your CHRP designation if your designation is revoked for non-payment of dues and/or non-compliance with the CPD requirement, as well as the

steps required to re-achieve your designation if you resigned your designation. If you have any questions about the Designation Reinstatement and Re-achievement Policy please contact the [Office of the Registrar](#).

PRIVACY POLICY

As a regulatory body, HRPAs is responsible for safeguarding the personal information that it collects in the context of its certification processes. Please refer to our website for more information on HRPAs' [Privacy Policy](#). Any concerns regarding the privacy of information collected, stored, and accessed in the context of HRPAs' certification process should be directed to HRPAs' Chief Privacy Officer, [Claude Balthazard](#). Please note that by law, HRPAs' register must be accessible to the public and may be consulted on-line.