



## Certification – Expected Length to Complete Requirements

HRPA offers three designations:

1. Certified Human Resources Professional (CHRP)
2. Certified Human Resources Leader (CHRL)
3. Certified Human Resources Executive (CHRE)

Each designation has its own set of requirements that need to be met before the designation can be granted.

For the CHRP and the CHRL, HRPA has designed the designation process to allow for flexibility regarding how some of the requirements can be met as well as the order in which some of the requirements can be completed. As such, the time it will take an individual to obtain the CHRP or the CHRL will vary. There is no average timeframe for the completion of the designation process for either the CHRP or the CHRL.

With respect to the CHRE, the timeframe will depend on when a Phase II Written Application is submitted to HRPA.

The table below provides an overview of the different designation requirements, as well as the expected length to complete the requirement or receive the results once an application has been submitted. The table also outlines which requirements apply to which designation. For detailed information about each requirement, please visit the [HR Designation section](#) of our website. To discuss your personal situation, please contact the Office of the Registrar at: [registrar@hrpa.ca](mailto:registrar@hrpa.ca).

Requirement	Designation	Expected Length
Approval of Registration/Membership - No referral to Registration Committee	All	1-2 weeks from submission of application
Approval of Registration/Membership - referral to Registration Committee	All	8-10 weeks from submission of application
Course Approval for Courses	CHRP and CHRL	2-3 weeks from next meeting date as outlined on the website
Transcript Assessment	CHRP and CHRL	4-6 weeks from receipt of transcript
Challenge Exam	CHRP and CHRL	4-5 weeks from date of exam
Online Academic Program Course	CHRP and CHRL	Courses run for 13 weeks per semester. Grade results sent within 2 weeks of semester end date.
Online Academic Program final grade appeal (re-mark of final exam)	CHRP and CHRL	2 weeks from request
Alternate Route - Academic stream	CHRP and CHRL	1-2 weeks from date of submission of application
Alternate Route - Experience and Education stream	CHRP and CHRL	6-8 weeks from the application submission deadline
CKE 1	CHRP	6-8 weeks from exam date
CKE 1 Manual Rescore	CHRP	2- 3 weeks from request date
CKE 2	CHRL – but can also be applied to CHRP	6-8 weeks from exam date
CKE 2 Manual Rescore	CHRL – but can also be applied to CHRP	2-3 weeks from request date
CHRP Employment Law Exam	CHRP	6-8 weeks from exam date
CHRP Employment Law Exam Manual Rescore	CHRP	2-3 weeks from request date

Requirement	Designation	Expected Length
CHRL Employment Law Exam	CHRL – but can also be applied to CHRP	6-8 weeks from exam date
CHRL Employment Law Exam Manual Rescore	CHRL – but can also be applied to CHRP	2-3 weeks from request date
Validation of Experience	CHRL	6-8 weeks from the application submission deadline
Validation of Experience Early Assessment	CHRL	6-8 weeks from the application submission deadline
Job Ready Program	CHRP	about 4 hours
Degree Assessment	CHRL	1 week
CHRE Online Self-Assessment	CHRE	3-5 business days
CHRE Phase II Written Application	CHRE	8-10 weeks from date of submission of application