



**COURSE APPROVAL APPLICATION**

This form is for HRPAs members who wish to have their non-approved academic courses reviewed by the Academic Standards Committee and approved for credit towards the academic requirements to write the Comprehensive Knowledge Exam (CKE I & II) in accordance with the CERP and CHRL 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 2-3 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 coursework that is applicable to the nine subject requirements only. Application packages that include an abundance of inapplicable course material will be returned to you without review.

*Please do not submit applications in a binder, duo-tang, or coiled booklet. Applications should be stapled or clipped together and printed on **one side of the page on 8 1/2 x 11 size paper.***

**SECTION A: HRPA MEMBER INFORMATION**

*Please print your information clearly.*

**Member ID:** \_\_\_\_\_

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: COURSE APPROVAL REQUIREMENTS:**

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

- Official course outline.
  - For students: Course outline 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.
- At least an 80% or better commonality in learning outcomes and/or course content with HRPAs standard course outline for the topic.
- Name of textbook(s) or supplemental readings used throughout the course including: title, author, date of publication and edition.
- A detailed copy of the required text's table of contents.
- An original hard-copy transcript from the academic institution showing proof of course completion, grade achieved and the year the course was taken (each course must have been completed within the past 10 years with a minimum grade of 65%).
- Course(s) must have been completed at an accredited institution.
  - For courses taken outside of Canada, an original equivalency report from [WES, ICAS or CES](#) is required to confirm the institution is accredited.
  - For courses taken within Canada, a [Program/Course Attestation Form](#) completed by a staff member of the academic institution is required.
- Complete Course Approval Application Form.

### **Eligibility criteria for courses offered by Ontario post-secondary academic institutions:**

- For courses offered by Ontario colleges, the programs must conform to the relevant MTCU program standards (MTCU codes 50233, 60223, or 70223) or for which a degree is granted by ministerial consent (PEQAB standard). For courses offered by Ontario universities, coursework must adhere to the Undergraduate Degree Level Expectations (UDLEs).

### **Eligibility criteria for courses offered by academic institutions outside of Ontario but within Canada:**

- The course must be part of a recognized HR program from a recognized post-secondary academic institution and which leads to an academic credential equivalent to an Ontario credential at Level 7 or better in relation to the Ontario Qualifications Framework (OQF).

### **Eligibility criteria for courses offered by academic institutions outside Canada:**

- The course must be part of a recognized program from a recognized post-secondary academic institution that leads to an academic credential equivalent to an Ontario credential at Level 7 or better in relation to the Ontario Qualifications Framework (OQF) or equivalent to coursework falling under one of the exceptions noted above. The academic institution must be a *bona fide* academic institution and the Canadian equivalent of the credential awarded is a determination to be made by an approved credential assessment agency.



**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.

<b>Required Subject</b>	<b>Name of Educational Institution</b>	<b>Course Code</b>	<b>Date Course Completed (MMDDYYYY)</b>	<b>Grade Achieved</b>
<b>Compensation</b>				
<b>Finance &amp; Accounting</b>				
<b>HR Management</b>				
<b>HR Planning</b>				
<b>Labour Relations</b>				
<b>Organizational Behaviour</b>				
<b>Occupational Health &amp; Safety</b>				
<b>Recruitment &amp; Selection</b>				
<b>Training &amp; Development</b>				



Human Resources  
Professionals  
Association

### 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](http://www.hrpa.ca) and click on the “privacy” link or contact [privacy@hrpa.ca](mailto:privacy@hrpa.ca)

### SECTION D: FEE PAYMENT

A non-refundable administration fee of **\$75.00 +HST per course** must accompany this application. Incomplete applications or those with incorrect payment information will be returned without review.

**Method of Payment:**  Cheque  Visa  MasterCard  AMEX

TOTAL: \_\_\_\_\_ HST #R104154273

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Credit Card No.

Expiry Date (MM/YY)

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

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Signature

### 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 at [registrar@hrpa.ca](mailto:registrar@hrpa.ca). This letter or e-mail must include arrangements for payment. The fee for reassessment is \$30.00 + HST per course.

### SECTION E: 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 HRPAs Code of Professional Conduct to provide false information.

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Signature

Date (DD/MM/YY)

Applications may be emailed, faxed or mailed to HRPAs attention of the Office of the Registrar:  
E-mail: [registrar@hrpa.ca](mailto:registrar@hrpa.ca); Fax: 416-923-8956; Mail: 150 Bloor St. W., Suite 200, Toronto, ON M5S 2X9.  
**Please note, the Registrar’s Office requires an original transcript (mail or drop-off).**