



HRPA Designation Reinstatement and Re-achievement Policy

The HRPA Designation Reinstatement and Re-achievement Policy originates from the following provisions in the By-laws. A copy of the applicable By-laws can be found in the Appendix at the bottom of the Policy:

- S.3.02** – Failure to Comply
- S. 9.37** – Resignation.
- S. 9.38** – Effect of Resignation on Designation.
- S. 9.40** – Effect of Suspension, Revocation and Reinstatement on Designation.
- S. 9.42** – Suspension and Revocation for Non-Payment of Dues.
- S. 9.43** – Reinstatement Following a Suspension Imposed under Section 9.37.
- S. 11.21** – Reinstatement, Active Members within Two Years of Revocation per s. 11.09.
- S. 11.22** – Reinstatement, Active Members After Two Years of Revocation per s. 11.09.
- S. 11.23** – Reinstatement, Active Members within Two Year of Revocation per s. 11.17.
- S. 11.24** – Reinstatement, Active Members After Two Years of Revocation for Non-Compliance with the CPD Audit.

Definition of Reinstatement:

Reinstatement refers to the reinstatement of a designation to a member who maintained membership but lost the right to use their designation due to non-compliance with the continuing professional development requirement (including the CPD audit) or as the result of a discipline process, or who was granted Retired status for the designation.

Definition of Re-Achievement:

Re-achievement refers to the re-achievement of a designation by former members whose membership was revoked for non-renewal or who resigned their membership.



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Re-achievement of designation after a lapse of membership due to revocation for non-payment of dues or resignation of membership

If you are a former member of HRPA and your membership was revoked for non-renewal or you resigned your membership, you may rejoin HRPA at any time as a Practitioner member by submitting a **new application for membership**.

If you wish to **earn back a designation** previously granted by HRPA, you **must meet the designation requirements** in place at the time you rejoin the association. Any requirements previously met that are still valid do not need to be repeated.

If you previously held the Certified Human Resources (CHRP) designation and/or the Certified Human Resources Leader (CHRL) designation and completed either the CHRP Employment Law Exam or the CHRL Employment Law Exam, please note that an HRPA-approved employment law course would also need to be completed if your membership lapsed for more than three years. Since you would not have been required to participate in continuing professional development while you were not a member, we require the course to ensure the currency of your employment law knowledge.

Reinstatement of designation revoked as a result of a failure to meet the CPD requirement

If you maintained your membership but have lost the right to use a designation due to failure to meet the CPD requirement for **no more than two renewal dates**, you can apply for reinstatement of your designation by completing the following steps:

- Submitting a CPD log for the outstanding CPD period
- If deemed necessary, submitting supporting documentation for the activities included in the CPD log and successful audit of the CPD log and supporting documentation by the CPD Committee

Your original CPD schedule remains in effect.



Your designation will be reinstated once the CPD log and, if required, the supporting documentation have been received pending the outcome of the audit. If required, the audit will occur during the summer of any given year to align with HRPAs annual audit cycle.

Reinstatement of active designation after being granted Retired status:

If you maintained your membership but were granted Retired status for your designation for **no more than two renewal dates**, you can apply for reinstatement of your active designation by completing the following steps:

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| If you have not missed a CPD period: | <ul style="list-style-type: none">• Providing written notice to the Office of the Registrar at registrar@hrpa.ca• Your original CPD schedule remains in effect |
| If you missed a CPD deadline, you would have had to meet if you had not retired, you must: | <ul style="list-style-type: none">• Submit a CPD Log for the outstanding CPD period• If deemed necessary, submit supporting documentation for the activities included in the CPD log and successful audit of the CPD log by the CPD Committee• Your original CPD schedule remains in effect |

If you maintained your membership but were granted Retired status for your designation for **more than two renewal dates**, you must meet the designation requirements in place at the time you wish to have your designation put back to active status. Any requirements previously met that are still valid do not need to be repeated.

Reinstatement after suspension or revocation as the result of a discipline proceeding

If, as the result of a discipline proceeding, your right to use a designation granted by HRPAs was suspended or revoked for a defined period, you may apply to the



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Discipline Committee to request the reinstatement of the designation. If your right to use a designation granted by HRP A was suspended or revoked for an indefinite period of time, you must apply to the Discipline Committee for a review of their decision.



Appendix A – Scenarios:

Below please find four scenarios outlining how the Reinstatement & Re-Achievement Policy would apply to former designated members seeking to re-achieve their CHRP and/or CHRL designation.

Scenario 1:

Alex earned their CHRP and CHRL in 1998 by completing the eight required HR courses, passing Tier I and II of the Comprehensive Provincial Exam (CPE) as well as the CPE Experience Assessment. In 2018, Alex' membership and designations were revoked for non-renewal. Two years later, Alex contacts HRPA about rejoining HRPA. Alex had not been working in HR for the last couple of years but is looking to re-enter the field and has noticed that a lot of employers ask for the CHRP and/or CHRL designation, so Alex hopes that re-achieving the CHRP and/or CHRL will assist them in the job search.

Reinstatement & Re-Achievement Policy:

The eight courses Alex previously completed would still be valid since there would no longer be a validity period for courses. Alex would be required to complete one or two additional courses, since 9 courses are now required for the CHRP and/or CHRL, and one of the 8 courses Alex took to qualify for the CPE may have been an elective – and as such may not cover any of the 9 subjects now required.

Because Alex' CPE is more than 15 years old though, even though the exam validity period has been extended from 10 to 15 years, Alex would need to pass the CHRP and/or CHRL Knowledge Exam to re-achieve the CHRP and/or the CHRL once the outstanding one or two courses have been completed.

Alex would also need to pass the CHRP and/or CHRL Employment Law Exam, as well as the Job Ready Program for the CHRP and the Degree requirement for the CHRL, since these requirements were not previously met.

With respect to the Experience requirement, Alex could either submit a validation of experience application showing recency – meaning three months of professional level HR experience in the past two years – or enter into a three-



month mentoring agreement. Because Alex' experience was previously assessed, Alex would not need to repeat the full three-year experience validation, and because mentoring is an option to meet the recency component, Alex could re-achieve the CHRL while still on the job search.

Scenario 2:

Nic obtained their CHRL in 2018. Because they completed the CHRL Knowledge Exam in 2015, and met the Experience and Degree requirements by November 30th, 2018, they were exempt from the CHRL Employment Law Exam. Nic resigned from HRP A in 2019 because they were leaving the country for an indefinite period if time. In 2022, Nic inquires what would be required to rejoin HRP A and to re-achieve the CHRL. At that point, Nic is not yet sure whether they will return to Ontario in 2022 or not until 2026.

Reinstatement & Re-Achievement Policy:

With respect to the CHRL Knowledge Exam because the validity period would be extended from 10 to 15 years, Nic's CHRL Knowledge Exam would be valid in both 2022 and 2026. Regardless of whether Nic returns in 2022 or 2026, they would continue to meet the Coursework requirement since the exam is still valid – even if additional courses have come into effect for the CHRL in the interim.

Nothing would change for Nic with respect to the CHRL Employment Law Exam – regardless of when Nic rejoins HRP A, they would need to write and pass the CHRL Employment Law Exam.

The Degree requirement would still be considered to have been met.

With respect to the Experience requirement, both in 2022 and 2026 Nic would be required to establish recency, but Nic would have the option to do so either via submitting a recency application showing three months of professional level HR experience in the past two year or by being mentored for six months.



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Scenario 3:

Jo completed the nine required courses and passed the National Knowledge Exam (NKE) in 2010 and was granted CHRP Candidate status. In October 2014, when HRPA announced the updated three designation framework, this meant that Jo was grandfathered into the CHRP. Jo's membership lapsed in 2015, but in 2021 Jo is looking to rejoin HRPA and re-achieve the CHRP.

Reinstatement & Re-Achievement Policy:

With respect to the CHRP Knowledge Exam because the validity period would be extended from 10 to 15 years, Jo's CHRP Knowledge Exam would still be valid in 2021. Jo would also still meet the Coursework requirement since the exam is still valid – even if additional courses have come into effect for the CHRP in the interim.

Jo would need to complete the CHRP Employment Law Exam as well as the Job Ready Program, since both requirements have come into effect since Jo was originally grandfathered into the CHRP.

Scenario 4:

Taylor completed the nine required courses and passed the CHRL Knowledge Exam and the CHRL Employment Law Exam in 2017. Taylor had previous HR experience at a professional level, as well as a degree, and as such was able to meet all requirements for the CHRL that same year and was granted the designation. Taylor's membership was revoked for non-renewal in 2019. In 2024, 5 years after the membership lapsed, Taylor contacts HRPA about rejoining.

Since Taylor completed both the CHRL Knowledge Exam and the CHRL Employment Law Exam less than 10 years ago, the exam requirements as well as the Coursework requirement would still be met. Taylor would also still meet the Degree requirement.



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Reinstatement & Re-Achievement Policy:

Since Taylor completed the CHRL Knowledge Exam less than 15 years ago, the knowledge exam requirement as well as the Coursework requirement would still be met. Taylor would also still meet the Degree requirement.

Taylor would also still meet the CHRL Employment Law Exam requirement, but since more than 3 years have passed since Taylor's membership lapsed, an HRPA-approved refresher course would be required.

With respect to the Experience requirement, Taylor could either submit a validation of experience application showing recency – meaning three months of professional level HR experience in the past two years – or enter into a six-month mentoring agreement.



Appendix B – Applicable By-laws:

3.02 Failure to Comply.

Applicants for initial registration with HRPA, shall not be considered for registration as Members or Students unless the application is complete.

For greater clarity, applications shall be deemed complete only when they include; (1) all requested information, (2) all necessary supporting documents and, (3) all required attestations.

Members and Students who fail to complete the written attestation upon renewal of their registration have failed one of the requirements for continued membership in the Association and the Registrar shall give the Member or Student notice of intention to suspend the Member or Student and any designation that the Association has granted the Member for failure to complete the written attestation 30 Days after notice is given pursuant to s. 24.01.

If the Member or Student does not complete the written attestation that was set out in the notice within 30 Days after notice is given the Registrar:

- (1) shall suspend the Member or Student and any designation that the Association has granted the Member;
- (2) shall give the Member or Student notice of intention to revoke the Member or Student; and
- (3) may revoke the Member or Student and any designation that the Association has granted the Member for failure to complete the written attestation 30 Days after the notice to revoke is given.

A Member or Student whose registration is revoked for failure to complete the written attestation must re-apply as a new applicant and meet all of the current registration requirements for registration with the Association in order to be registered with HRPA after his or her revocation.

9.37 Resignation.

A Member who resigns his or her Membership must re-apply as a new applicant and meet all of the current registration requirements for Membership in the Association in order to be granted Membership after his or her resignation.

9.38 Effect of Resignation on Designation.

- (a) If a Member resigns his or her Membership, that Member shall no longer hold a designation as set out in Section 10 or identify himself as a designation holder.
- (b) Re-applying for Membership after it has been resigned does not automatically re-grant a designation.



(c) Members whose Membership was resigned and who re-apply for Membership have to meet all of the requirements in place at the time of application to be granted a designation, as per HRPAs Re-Instatement & Re-Achievement Policy.

(d) Notwithstanding Subsection 9.38(c), if a Member resigns his or her Membership with HRPAs but has their designation recognized by another provincial HR Association and maintains his or her designation with that provincial HR Association, upon rejoining HRPAs any designation previously granted by HRPAs may be reinstated without requiring the former Member to complete any additional requirements for the designation in place at that time.

9.40 Effect of Suspension, Revocation and Reinstatement on Designation.

(a) If a Members Membership is suspended or revoked that Member shall no longer hold a designation as set out in Section 10 or identify themselves as a designation holder.

(b) Reinstatement of Membership after it has been suspended or revoked does not automatically re-instate a designation.

(c) Members whose Membership was revoked and who re-apply for Membership have to meet all of the requirements in place at the time of application to be granted a designation.

9.42 Suspension and Revocation for Non-payment of Fees.

If a Member fails to pay a fee that he or she is required to pay in accordance with the Act or the By-laws, the Registrar shall give the Member notice of intention to suspend the Member and any designation or specialist status that the Association has granted the Member for failure to pay the fee 30 Days after notice is given.

If the Member does not pay the fee that was set out in the notice within 30 days after notice is given the Registrar:

(a) shall suspend the Member and any designation or specialist status that the Association has granted the Member; and

(b) shall give the Member notice of intention to revoke the Member; and

(c) may revoke the Member and any designation or specialist status that the Association has granted the Member for failure to pay the fee 30 Days after the notice to revoke is given.

A Member whose Membership is revoked for non-payment of fees must re-apply as a new applicant and meet all of the current registration requirements for Membership in the Association in order to be granted Membership after his or her revocation as per HRPAs Re-Instatement and Re-Achievement Policy.

9.43 Reinstatement Following a Suspension Imposed under Section 9.42.

A Member whose Membership has been suspended under section 9.42 who seeks reinstatement before revocation occurs must:



- (a) pay all fees the Member failed to pay;
- (b) pay any applicable late fees;
- (c) pay any applicable reinstatement fees; and
- (d) provide evidence of having completed the required Continuing Professional Development Activities, if applicable.

11.21 Reinstatement, Active Members within Two Years of Revocation per s. 11.09.

A member whose designation has been revoked per s.11.09 may reinstate their designation within two years of the revocation date by submitting the outstanding CPD log and, if deemed necessary, supporting documentation for each activity listed in the log for an audit of the log by the CPD Committee.

11.22 Reinstatement, Active Members After Two Years of Revocation per s. 11.09.

A Member whose designation has been revoked per s. 11.09 for more than two years may re-achieve the designation by meeting all of the requirements in place at the time of application.

11.23 Reinstatement, Active Members within Two Year of Revocation per s. 11.17.

A Member whose designation has been revoked per s. 11.17 may reinstate their designation by completing the audit process if submitted within two years of the revocation date.

11.24 Reinstatement, Active Members After Two Years of Revocation for Non-Compliance with the CPD Audit.

A Member whose designation has been revoked per s. 11.17 for more than two years may re-achieve the designation by meeting all of the requirements in place at the time of application.