



What the designations will require, when and how the various components will be made available, and details on what they include

July 1, 2016

Prior to 2014, there was a single designation and a single certification process for human resources professionals, but this approach was found to be no longer workable because of the broad range in HR practice. As made obvious by the HRPA Human Resources Professional Competency Framework, one designation simply could not cover the full spectrum of HR practice.

HRPA's certification framework consists of designations: the Certified Human Resources Professional (CHRP), the Certified Human Resources Leader (CHRL), and the Certified Human Resources Executive (CHRE). The three designations are *independent* of each other in the sense that obtaining the CHRP is not a prerequisite for pursuing the CHRL, and obtaining the CHRL is not a prerequisite for pursuing the CHRE.

The foundation for all three designations is found in the HRPA Human Resources Professional Competency Framework. The Framework describes the competencies expected at each of the three levels of HR practice. The CHRP is a diploma-level designation intended for HR coordinators and HR administrators; the CHRL is a degree-level designation intended for HR managers, directors, and specialists; and the CHRE is an achievement-based designation for individuals who have met the CHRE standard.

In the realignment of the designations, the CHRP designation title was retained, but the requirements were changed. It was found that the certification process for the CHRP designation was not rigorous enough for degree-level professional designation, but somewhat too rigorous for an entry-level designation. The new CHRP certification process would be somewhat less demanding than the original certification process; in contrast, the CHRL certification process would be more demanding than the original CHRP certification process.

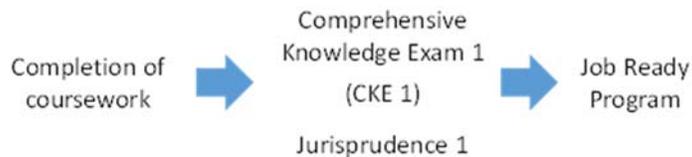
Most certification processes are based on the Triple E model—Education, Exams, and Experience. The CHRP and the CHRL are both based on this classic model.

	CHRP	CHRL
Education	<p>Nine core HR courses at diploma level or alternate route; no degree requirement.</p> <p>Same as pre-2014 CHRP coursework requirement. Already in place.</p> <p>Coursework is valid for 10 years.</p>	<p>Complete business and HR curriculum; degree-level courses; degree required.</p> <p>CHRL curriculum proposals have been circulated to educational institutions. It will take some time for institutions to adjust their programs.</p> <p>Date for the new curriculum to come into effect will be announced in Fall 2016.</p> <p>Until this date, the coursework requirements for the CHRL will remain the same as the pre-2014 CHRP coursework requirement.</p> <p>Coursework is valid for 10 years.</p> <p>Degrees do not have expiry dates.</p>
Exams	<p>Comprehensive Knowledge Exam 1 (CKE 1); Employment Law Exam 1 (Law 1).</p> <p>CKE 1 has already been introduced; first administration of Law Exam 1 is in September 2016.</p> <p>Exam results are valid for 10 years.</p> <p>There is no limit to the number of times candidates may attempt the exams as long as they continue to meet the exam prerequisites.</p>	<p>Comprehensive Knowledge Exam 2; Employment Law Exam 2; Final Performance Exam (FPE).</p> <p>CKE 2 has already been introduced; first administration of Law Exam 2 is in September 2016.</p> <p>The FPE will be introduced in 2018; until then, passing the FPE will not be required.</p> <p>Exam results are valid for 10 years.</p> <p>There is no limit to the number of times candidates may attempt the exams as long as they continue to meet the exam prerequisites.</p>
Experience	<p>Job Ready Program in lieu of experience. Job Ready Program available in September 2016.</p>	<p>Three years of experience in HR at a professional level, one of which is supervised, and completion of Professional Program.</p> <p>The Professional Program and the supervised experience requirement will be introduced in 2018. Until then, the experience requirement will consist of three years of experience in HR at a professional level.</p> <p>Of the three years of required experience, two must occur after completion of the coursework.</p>

How to obtain the CHRP

To obtain the CHRP, candidates need to

1. Met the CHRP education requirement.
2. Pass the CKE 1 and Employment Law 1 exams.
3. Complete the Job Ready Program.



Certified Human Resources Professional (CHRP)

The coursework requirement for the CHRP is the same as it has been for quite some time: completion of the nine required courses or an alternate route. A degree is no longer required for the CHRP. After the coursework requirement, there are two exams: the Comprehensive Knowledge Exam 1 and the Employment Law Exam 1. After the Employment Law Exam 1, candidates are required to complete a Job Ready Program, which is in lieu of experience. The Job Ready Program is an online program focusing on professionalism and ethics and should take no more than four hours to complete.

To summarize, the requirements to obtain the CHRP are as follows:

1. Complete the coursework requirement (or an alternate).
2. Pass the Comprehensive Knowledge Exam 1 and the Employment Law Exam 1.
3. Complete the online Job Ready Program.

Candidates who passed the CKE 1 in November 2015 are not required to write the Employment Law Exam 1 or complete the Job Ready Program.

Candidates who write the CKE 1 in June 2016 will be required to pass the Employment Law Exam 1 in September 2016 and then complete the online Job Ready Program.

Job Ready Program

For candidates who pass the Employment Law Exam 1, all that is left is the Job Ready Program. The Job Ready Program is not intended as an additional hurdle—candidates cannot fail the program unless they do not complete it. The Job Ready Program is focused on professionalism and ethics. It is intended to be lively and engaging and will be available on multiple platforms. It will take about four hours to complete, including action and reflection exercises.

The Job Ready Program will be available to all candidates at no cost.

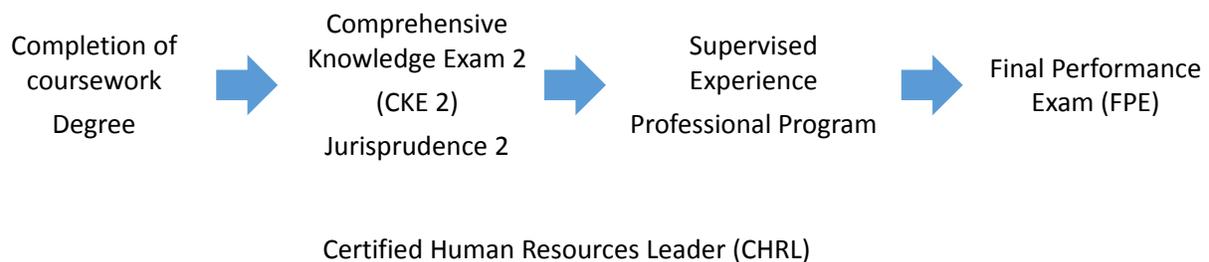
The learning objectives for the Job Ready Program are as follows:

- An appreciation that being a human resources professional does not mean doing whatever management wants,
- An understanding of the importance of the Rules of Professional Conduct and how important it is to act ethically,
- An understanding of the situations in which the ethical integrity of HR professionals is most often tested,
- An understanding of what is expected of HR professionals in those situations, and
- An awareness of some of the ways of managing these ethical traps.

How to obtain the CHRL

The CHRL has a more complex certification process. To obtain the CHRL when it is fully implemented, candidates will need to

1. Meet the CHRL education requirement which includes a degree
2. Pass the CKE 2 and Employment Law 2 exams.
3. Have three years of experience, one of which is supervised experience while participating in the Professional Program.
4. Pass the FPE.



When fully implemented, the educational requirement for the CHRL will require business and management fundamentals and capstone courses in addition to the core topics in human resources. Courses must be degree credit courses. The specific proposals are available online in a document entitled *Proposed HRPA Program Accreditation Standards and HR Curriculum for CHRP and CHRL Certification Processes*. The coursework is the aspect that takes the most time to realign because post-secondary institutions need to adjust their programs. For the CHRL, there will be more changes.

Changing educational requirements take time. Consultations with post-secondary educational institutions have already begun. Finalization of the requirements is targeted for Fall 2016. At that time it will be possible to set a date after which all CHRL applicants must meet the new educational requirements. Students will have three years or more to adjust to the new requirements. To be sure, most programs already meet the proposed standard but some will have to make some adjustments. Until such a date is communicated, the coursework requirement will be the same as that for the CHRP.

Supervised Experience and Professional Program

Obtaining the CHRL requires three years of experience in HR at a professional level; this requirement is the same as the experience requirement for the CHRP designation before the realignment of the designations.

One difference between the old requirements and the new is that the clock starts ticking on the experience requirement *after* the education requirement is completed. The supervised experience and the Professional Program are not intended as hurdles but as ways of enhancing the learning value of early career experience.

Supervision is very much like a mentoring program. What is expected under the program is a monthly hour-long conversation with a mentor who is a CHRL to discuss development as a professional. Supervision is required for one year. After this initial period of supervision, the supervisor is required to sign off on the readiness of the candidate.

The Professional Program is intended to accelerate early career development by introducing practical exercises and more strategic topics. The program will consist of four two-day sessions distributed over the three years of the experience requirement. The topics for the four modules will be

- Professionalism and ethics
- Assessing the impact and performance of an HR function
- Latest topics in HR strategy
- Preparation for the FPE

Various modules of the Professional Program will be piloted in 2017.

Final Performance Exam

The CHRL certification program culminates in a summative final examination that evaluates candidates on the competencies defined by the HRPA Human Resources Professional Competency Framework. The FPE is a two-day case-based exam. It is very much like the cases one would encounter in a case competition but is completed by individual candidates. The program will be required as of June 1, 2018. Candidates who complete their experience requirement before that date will not have to write the FPE.

Obtaining the CHRP designation while working towards the CHRL designation

Candidates passing the CKE 2 and Employment Law 2 exam while pursuing the CHRL designation may obtain the CHRP designation simply by completing the Job Ready Program (which, as noted above, is free and takes only a matter of hours).

Transitional rules

- Anyone who passed any of the NKE, CKE, CKE 1 or CKE 2 before December 31, 2015, was automatically granted the CHRP.
- Anyone who passed either the NKE, CKE, or CKE 2, before December 31, 2015, is exempt from the additional requirements for the CHRL until your exam expired or until November 30, 2018, whichever came earlier.
- Anyone who completed their certification process before July 1, 2016, would not be required to write either the CHRP Employment Law exam or the CHRL Employment Law exam. The first offerings of the CHRP Employment Law exam and the CHRL Employment Law exam will be in September 17, 2016.
- CHRP candidates who complete their certification process before September 30, 2016, will not be required to complete the Job Ready program.
- After February 1, 2018, candidates for the CHRL will be required to complete supervised experience and the Professional Program. Until then, the current experience requirement (validation of experience) will remain in place.
- After June 1, 2018, candidates for the CHRL designation will be required to pass the FPE. Candidates who complete all other requirements before this date will not be required to write the FPE.