

Guide to the HRPA Application for Registration

Who We Are

The Human Resources Professionals Association (HRPA) represents and regulates the HR Profession in Ontario. It is Canada's largest professional body devoted to human resources, representing nearly 24,000 professionals in 27 chapters in Ontario and across Canada.

What We Do

HRPA regulates the HR profession in Ontario – a role granted to us by the [Registered Human Resources Professionals Act, 2013](#). HRPA also issues three levels of professional certification: the Certified Human Resources Professional (CHRP) designation for practitioners entering the profession and working in administrative capacities; the Certified Human Resources Leader (CHRL), for practitioners working in fully professional capacities; and the Certified Human Resources Executive (CHRE), for senior executives. Our mission is to provide our members with tools and resources to succeed at every stage in their career. We promote the need for organizations to have strong HR strategies and the necessity of skilled HR professionals to shape and execute those strategies. Underlying our programs and processes is our commitment to serve and protect the public interest.

Registration Types and Requirements

Please read the criteria for each of the registration types carefully to determine which one applies to you:

Practitioner

An applicant:

- Is of apparent good character
- Has agreed to abide by the [Regulated Human Resources Professionals Act](#), the [HRPA Rules of Professional Conduct](#), the Standards and Guidelines of Practice and the Codes of Conduct
- If living or working in Ontario, is a member of a Chapter
- Has paid all applicable membership dues

Student

An applicant who meets all the criteria for practitioner membership in the Association and who, in addition, is enrolled in HRPA-approved courses on a full-time basis and who does not

meet the criteria for another category of registration. An applicant for the Student registration must:

- Submit proof that they are currently taking a minimum of three concurrent HRP - approved courses in human resources management in a post-secondary diploma or degree program

Allied Professional

An individual who is a current member of a regulated profession listed in Schedule 1 of the Fair Access to Regulated Professions and Compulsory Trades Act, 2009; and any other professional regulatory bodies as the Board may approve at its sole discretion from time to time may be admitted to the category of Allied Professional. Allied Professional members must provide proof of their professional status and good standing with their professional regulatory body. Applicants for this category of membership must:

Have their professional body complete and submit a [Confirmation of Good Standing form](#) to HRP on their behalf

- The Association of Professional Engineers of Ontario
- The Association of Professional Geoscientists of Ontario
- The Association of Ontario Land Surveyors
- The Chartered Professional Accountants of Ontario
- The College of Early Childhood Educators
- The College of Veterinarians of Ontario
- The Law Society of Upper Canada
- The Ontario Association of Certified Engineering Technicians and Technologists
- The Ontario College of Social Workers and Social Service Workers
- The Ontario College of Teachers
- The Ontario Professional Foresters Association
- The Ontario Association of Architects

Completing an Application for Registration

HRP has an [online application](#) for registration (membership). Once you have completed the application, you will be given the option of paying immediately by credit card, or printing out an invoice and sending a cheque to HRP by letter mail.

All information submitted by you in your application for registration is strictly confidential. Our [privacy policy](#) is available at www.hrpa.ca or by contacting privacy@hrpa.ca.

The Application for Registration includes the following sections:

- **Contact Information**

Completing this section creates a record in HRPAs database and allows you to continue to the full application form.

- **Good Character/Professional Conduct**

The [Registered Human Resources Professionals Act, 2013](#) requires that a prospective registrant must be of good character. Please answer the questions in this section by checking the appropriate box. If you answer 'yes' to any of the questions, please provide details separately. Details may be sent to the Office of the Registrar by emailing it to registrar@hrpa.ca, faxing it to 416.923.7264 or letter mail (HRPA 200-150 Bloor St West Toronto, ON M5S 2X9).

- **Attestations**

This section requires you to attest to the fact that the information you have provided in the application form is complete and correct, and authorizes HRPAs to conduct a reasonable investigation to verify the accuracy of the information you have provided. You must also agree to abide by [HRPAs Rules of Professional Conduct](#) and [By-laws](#). Please note that providing false or misleading information may result in the refusal of your application for registration or the revocation of your membership/registration in HRPAs.

- **Preferred Contact Information and Business Contact Information**

This section captures your preferred contact information for HRPAs communications. In addition, [HRPAs By-laws](#) require members to provide business contact information for our online public register. **If you are not currently employed, please indicate that you are providing your home address and it will NOT be made available to the public.**

You must indicate that the information you have provided is accurate and up-to-date before you can proceed to the next page. **Please note that you must notify HRPAs within 30 days in the event your contact information changes.** HRPAs is not responsible for any failure to communicate with you as the result of an unreported address change.

- **Registration type for which you are applying and Chapter Selection**

Please review the registration type information above and check off the type of application/registration type you are applying for.

Chapter selection

HRPA registration means joining your area [chapter](#) (one of 27 across Ontario) to take advantage of local networking opportunities—professional development, mentoring, volunteering, career coaching and problem solving—that will enhance your career. You

must select a home chapter that is closest to you—either to your work, residence or where you are attending post-secondary if you're a full time student, whichever is most likely to fit your schedule.

- **Additional Documentation**

Depending on the category of registration you are applying for, you may need to submit additional documents. If you have any questions about the required documentation, please email the Office of the Registrar at registrar@hrpa.ca.

- **Proof of Enrolment:** If you are applying for a Student membership, you must submit proof that you are currently taking a minimum of three concurrent HRP- approved courses. Documents may be uploaded with your application or submitted to HRP- by email, fax or letter mail.
- **Good Standing Form:** Any applicant, who has ever been registered or licensed to practice a profession (including those applying for the Allied Professional category of registration), must arrange for their professional body to send HRP- a [Confirmation of Good Standing form](#) confirming their status. **Please note that this form cannot be uploaded with your application, it must be sent to HRP- directly from your professional body.**

- **Professional Registration**

If you are currently, or have ever been, registered or licensed to practice human resources or any other profession, please let us know the name and location of the professional body who registered/licensed you, and your registration number and expiry date (if applicable). You must also arrange for your professional body to send HRP- a [Confirmation of Good Standing Form](#) confirming your status.

- **Professional Liability Insurance**

The [HRPA Rules of Professional Conduct](#) require every member in independent practice to have professional liability insurance adequate for their situation. If you practice independently, please provide the name of your insurance provider and your policy number. For more information about the professional liability insurance requirement, please see the Guide to Professional Liability Insurance available on HRP-'s website.

- **Education**

Under the Fair Access to Regulated Professions and Compulsory Trades Act, 2006, HRP- is obligated to collect information about the educational background of all HRP- registrants.

- **Member/Registrant Demographics**

By providing demographic information, you help HRP- better understand your needs. These questions are optional.

- **Terms and Conditions**

You must confirm that the statements made by you in the application are correct and complete to the best of your knowledge and belief. Also, you acknowledge that HRPA may carry out whatever investigations may be reasonably required to verify the accuracy of your statements. False or misleading statement or representations may lead to refusal to issue a certificate of registration or to revocation of your certificate of registration with the Association.

- **Shopping Cart**

You may pay your dues using HRPA's secure online payment (VISA, MasterCard or American Express), or print out your invoice and send your dues to HRPA by cheque.

Processing Time

Once your payment is processed your application will be reviewed by the Office of the Registrar. Upon approval (approximately 5-10 business days) your name will be added to the HRPA online Public Register and we will update your Registrant status from "Pending" to "Active". At that time, you will receive a welcome email and you will begin to enjoy all of the benefits of HRPA registration.

If, however, you do not meet all of the requirements for the category of registration you are applying for, or if the Registrar has doubts that you meet the requirements for registration, you will be notified that your application is being referred to the Registration committee for consideration and the processing time will be longer.

Payments for HRPA registrations are non-refundable. All registration will expire on May 31st each calendar year.

Contact Information

If you have any questions about the requirements for registration and/or how to apply, please contact us at:

Human Resources Professionals Association
200-150 Bloor St. W.
Toronto, ON
M5S 2X9

Email: membership@hrpa.ca
Tel: 416.923.2324
Toll Free: 1.800.387.1311
Fax: 416.923.7264