THE VALIDATION OF EXPERIENCE PROCESS

Nathalie Moir
Coordinator, Office of the Registrar
Agenda

- HRPA’s new designation framework
- Brief review of the CHRL experience requirement
- What does ‘in HR’ mean?
- What does ‘professional level’ mean?
- How to calculate time for the VOE
- Review of the application process and form
- Supporting documentation
- Tips for completing your application
- Cost
- Submission deadlines/methods
HRPA’s Updated Certification Framework

• Describes a profession that is complex and which requires a high degree of competence

• Identifies three levels of practice in HR: an administrator level, a professional level, and a senior practitioner level
Three Designations

- Contributing role in a larger HR function or sole HR practitioner in a small HR function
- Role is mostly administrative in nature

- Professional level HR practitioners
- May be either specialist or generalist positions
- Responsibilities may include, but not limited to, managing projects, programs, and initiatives and delegating tasks to entry-level staff
- In professional matters, individuals at this level can act independently.

- May be either specialist or generalist positions but have a high level of experience and responsibility.
The CHRL Experience Requirement

• To earn the right to use the Certified Human Resources Leader (CHRL) designation, individuals must have accumulated at least three years of demonstrated experience in HR at a professional level

• HRPA has had an experience requirement since 1989
The CHRL Experience Requirement

The Guide to the Validation of Experience has detailed information about:

• What constitutes the practice of human resources management

• The four factors of professional level experience
What does ‘in HR’ mean?

The scope of practice for HR includes:

• The development and implementation of human resources policies and procedures
• Consultation in the area of human resources management
• Providing advice to clients, managers, and employees in matters pertaining to management of human resources
• The representation of clients and organizations in proceedings related to human resources management
What does ‘in HR’ mean?

- Program development and evaluation in the area of human resources management
- The supervision of other human resources professionals whether registered or non-registered
- Coaching of employees, managers, and other individuals in matters relating to work and employment
- The conduct of research in the area of human resources management
- Teaching in the area of human resources management
What does ‘professional level’ mean?

- **Independence of actions** — relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience (professionals are relatively autonomous individuals)

- **Depth of work requirements** — relates to the extent to which work experience requires information analysis and interpretation of relevant information (not simply gathering data, judgment needs to be applied to the information)

- **Level of interaction** — relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers

- **Responsibility for work outcome** — relates to the level of accountability for work and decisions

*All 4 dimensions must be present for the experience to be considered at a professional level*
How to Calculate Time for the VOE

- The work experience must have been achieved in the previous 10 years prior to the application; a minimum of three months’ HR experience at a professional level must have been acquired in the previous two years.
- Maternity/paternity leaves are not credited towards the experience requirement.
How to Calculate Time for the VOE

• Work experience can be full-time or part-time at the professional level in HR.

• Those who are working part-time at the professional level in HR can apply to have their experience evaluated using the following criteria:

  ➢ Part-time work must add up to a minimum of 36 months of professional level HR experience using the guide of a minimum of 30 hours per week = one week of work
How to Calculate Time for the VOE

- Regardless of how many hours are worked each week above 30 hours, one week = one week.

- Part-time work will be pro-rated accordingly based on the number of hours/days you work each week, and how much time you spend doing HR.

- Whether full-time or part-time, your position must be at least fifty-one percent (51%) in HR to be submitted.
  - For example, two days per week in a position that is sixty percent (60%) HR could be used, but a full-time position that is only thirty percent (30%) HR does not meet the requirement.
What doesn’t count …

Because the CHRL is a designation for HR professionals:

• Work experience in a line capacity will not be credited (being a manager and dealing with people does not necessarily make you an HR professional)

• General management work may be considered if the human resources work comprises at least 51% and there is no HR department or manager in the workplace

• Work experience gained while serving as a labour union representative or a union employee (such as a Grievance Officer) will not be credited unless these activities fall within a position clearly identified as an HR position
Experience Requirement Timeframes

- Experience must be submitted while your exam result is valid; NKE, CKE, and CKE2 results are valid for 10 years.
- Members who wrote and passed the NKE before December 31, 2010 are exempt from the degree requirement only until December 31, 2015.
- After December 31, 2015, all members, including those who passed their exam before December 31, 2010, will need a degree to obtain the CHRL designation.
- Details about how this might affect you are available on our website at www.hrpa.ca → Regulation and HR Designations → CHRL → Experience Requirement.
When can you submit your VOE?

You must be a member of HRPA to apply for the validation of experience; other than that, there are no constraints as to when you can submit your VOE application. For example, you can submit your experience:

- Before your write the exam
- Before you complete the coursework
- The last requirement to be met
The Application Process

1. Member completes the application form
2. Member submits the application form
3. Application reviewed by OOTR staff for completeness
4. Application sent to the Experience Assessment Committee for review
5. Results sent to member via e-mail
The Application Form

Four Sections:

1. Registration information
2. Submission requirements including supporting documentation
3. Payment information and declaration
4. Questionnaire – 4 questions for each position
Registrant Information

- Name should be the same as in your member profile
- Must be an active member of HRPA
- Daytime contact information (e-mail and phone #)

**REGISTRANT INFORMATION:**

<table>
<thead>
<tr>
<th>Name (First, Middle Initial, Last)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HRPA Member Number (active membership is required to apply)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Primary Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>
Questionnaire

- Position title
- Time spent in position (month and year)
- What proportion of your time is spent doing HR work (must be at least 51%, time is pro-rated accordingly)

Current or most recent position:

Position title: ________________________________

Time spent in position: ________________________________ (Month/Year to Month/Year)

In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services? _____________ (Must be a minimum of 51% to qualify)
Questionnaire

Question 1:
Describe the level of autonomy in your position. What kind of decisions or actions are you empowered to make?

• Think about the HR processes or functions you work on:
  ➢ Do you manage, create or develop HR processes? (manage in this sense refers to ownership of an HR process or procedure, e.g. the full cycle of recruitment)
  ➢ How much planning is involved in your role?
Questionnaire

Question 2:
Describe the kinds of data analysis and interpretation you are typically required to do in your position.

- Describe what is being analyzed
- How is the information retrieved?
- Do you provide an interpretation of the data?
- Do you make any decisions as a result of the data interpretation?
Questionnaire

Question 3:
Describe the level of your interactions both within and outside of your organization. Who do you typically interact with?

• Who in the organization do you interact with on a daily basis?
• Describe the influence your role has over other decision-makers within the department and the organization
• How does this interaction fulfill HR or organizational objectives?

Keep in mind: An HR professional functioning at the professional level interacts with individuals at all levels in an organization. Describe how you’ve influenced decision makers and developed strong relationships that are instrumental to fulfilling HR objectives.
Questionnaire

Question 4:
Describe your accountabilities. What does your organization hold you accountable for?

• What are the inputs of your role and, as a result, what are the outputs?
• Do you provide HR advice or training to team members or others in the organization?
• Do you develop or create policies, procedures or HR practices?
• Do you ensure work outcomes are accurate, correct and support the organization or HR objectives?
• Do you have the authority to make inputs more efficient and effective?
Questionnaire

• These questions should be answered for **ALL** positions which make up the three-year (36-month) time period

• Experience must be within the last 10 years

• Includes a recency requirement of at least three months experience practicing HR at a professional level within the last two years
Declaration

• Attestation that all information included in the form and in any supporting documentation is accurate, complete and fairly represents experience

• Attestation that you understand that you may be asked to provide further information or a reference if the Experience Assessment Committee has questions or requires further information about your experience

• It is a breach of HRPA’s Rules of Professional Conduct to provide false or misleading information
Supporting Documentation

Your application will not be considered by the Experience Assessment Committee unless it includes the following:

• Chronological resume
• Position description (for each position submitted)
• Organization chart (for each position submitted)

In addition:

• Include job classification codes (if applicable)
• Submission should be on 8 ½” x 11” paper, stapled once. Please do not use a binder, duo-tang or folder.
Supporting Documentation

Chronological Resume:

• Must include employment history with start and finish dates (month and year) for each listed position
• Should be listed by most recent position held and then go backwards
• Is usually the same as a resume you would provide to a prospective employer
Supporting Documentation

Position Description:

• Detailing current and relevant positions/roles
• Employer documents are preferred; if not available, you must develop your own for consideration
• Must span a three-year (36-month) timeframe

**Important note:** Make sure the job description is an accurate representation of your current job responsibilities, accountabilities and qualifications; if it’s not, have it updated.
Supporting Documentation

Organization Chart:

- Who you report to
- Who your manager reports to
- Your direct reports
- The size of the organization (number of staff)
- Circle or indicate your position
Sample: Organization Chart

ABC Company
Human Resources

VP Human Resources

Director, Human Resources

HR Generalist

Recruiter

Director, Compensation

Compensation Analyst

Size of Organization: 2,000 employees
Supporting Documentation

Job Classification Codes

• To be included only if applicable (not a mandatory requirement, they are not available for all organizations):
  • National Occupational Classification (NOC)
  • Standard Occupational Classification (SOC)
Tips to remember …

Review the following to ensure you have all information regarding the Validation of Experience:

- Guide to the Validation of Experience
- FAQs
- Evaluation Guidelines

Be sure you have included all required documents for submission (employer documents are preferred but if they are not available, you must create your own):

- Chronological resume
- Job description for each position you are submitting for review
- Organizational chart for each position you are submitting for review
Tips to remember …

• Keep answers direct and to the point but provide enough information to give the committee a good idea of your daily responsibilities/duties

• If you need more space, use a separate sheet of paper

• Spell out any business or organizational acronyms

• Make sure the job description is an accurate representation of your current job responsibilities, accountabilities and qualifications; if it’s not, have it updated or create your own

• Have another person review your application and ask them to describe your jobs back to you, if any important details are left out, be sure to add them to your application (remember, the committee doesn’t know you)

• Other documents that would support your application, such as a letter from your employer, may also be submitted
Cost

The cost for the validation of experience is $500 + HST

- Initial application fee = $100 + HST
- 36 months granted = $400 + HST
- Can be paid in 4 installments of $100 + HST

Payment can be made by:
- Cheque, made payable to HRPA
- Credit card
  - VISA
  - MasterCard
  - American Express
Cost of Resubmission

- When an application is not successful, it is kept on file. It is possible to update the application (re-submission) for a fee of $100 + HST

- If at this time the 36 months is granted, the $400 + HST would be paid
Early Assessment Opinion

• Less than three years, but at least one year
• $100.00 + HST application fee
• If experience is eligible, it can be counted towards the full three years when you apply for the validation of experience
Submission Deadlines

• Monthly submission deadline (last business day of each month) – **Next submission deadline is July 31st**

• Experience Assessment Committee is committed to approximately an eight-week turnaround from the submission deadline

• Results sent via e-mail
## Submission Methods

<table>
<thead>
<tr>
<th>Mail:</th>
<th>Email:</th>
<th>Fax:</th>
</tr>
</thead>
</table>
| HRPA  
150 Bloor St. W. 
Suite 200 
Toronto, ON 
M5S 2X9 | registrar@hrpa.ca | 416-923-7264 or 416-923-8956 |
Questions?

HRPA Website; [www.hrpa.ca](http://www.hrpa.ca)

- Guide to the Validation of Experience
- Validation of Experience application