

# Fair Registration Practices Report

## Human Resources Professionals (2017)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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## 1. Qualitative Information

### a) Requirements for registration, including acceptable alternatives

#### i. Describe any improvements / changes implemented in the last year.

HRPA added a question regarding where applicants obtained the majority of their HR training to the registration application.

#### ii. Describe the impact of the improvements / changes on applicants.

Applicants now have to complete an additional question as part of their registration.

#### iii. Describe the impact of the improvements / changes on your organization.

HRPA now has a record of where each registrant completed the majority of their HR training, which we previously lacked because having a background in HR is not required for registration.

### b) Assessment of qualifications

#### i. Describe any improvements / changes implemented in the last year.

HRPA has an Alternate Route process whereby applicants can use HR experience, HR-related designations or a Master's degree in HR, among others, to meet the coursework requirement for the Certified Human Resources Professional (CHRP) designation and the Certified Human Resources Leader (CHRL) designation without needing to complete Canadian courses in HR. In 2017, HRPA implemented a process under the Alternate Route that allows for the review of HR-related designations by a panel of the Experience Assessment Committee that have not been previously approved for the Alternate Route. The process was implemented to allow applicants who hold such designations to potentially obtain credit for those designations under the Alternate Route.

#### ii. Describe the impact of the improvements / changes on applicants.

Applicants who hold HR-related designations that have not been previously approved for the Alternate Route can

now submit those designations as part of their Alternate Route application and potentially obtain credit for those designations, providing them with more opportunity to meet the coursework requirement via the Alternate Route.

**iii. Describe the impact of the improvements / changes on your organization.**

HRPA is now able to assist applicants with HR-related designations that have not previously been approved for the Alternate Route.

**c) Provision of timely decisions, responses, and reasons**

**i. Describe any improvements / changes implemented in the last year.**

HRPA grants three designations: the Certified Human Resources Professional (CHRP), the Certified Human Resources Leader (CHRL) and the Certified Human Resources Executive (CHRE). In the past, HRPA would send an email notification once the requirements for one of the designations had been met, followed by the official granting letter, which was mailed. Successful applicants could only start using a designation once the hardcopy granting letter had been received. To streamline the process HRPA combined the email notice and the granting letter and now the granting notification for any designation goes out via email.

**ii. Describe the impact of the improvements / changes on applicants.**

Applicants are now able to immediately use the designation they have applied for upon receiving the email notification rather than having to wait for the hardcopy granting letter to arrive via mail.

**iii. Describe the impact of the improvements / changes on your organization.**

HRPA is now able to grant designations more quickly since it is no longer necessary to create hardcopy granting letters.

**d) Fees**

**i. Describe any improvements / changes implemented in the last year.**

HRPA's registration fees were raised an average of \$5.85 annually for new registrants within Ontario. For new registrants residing outside of Ontario the fees were raised an average of \$3.38 annually. The fees for new registrants residing outside of Ontario are slightly lower since they do not belong to a Chapter and won't be able to take advantage of Chapter offerings, such as events, etc. Overall, there are five membership categories (Practitioner, Allied Professional, CHRP, CHRL and CHRE member) plus a student registration category. While there is no separate category for IEPs, there is a separate price level they are eligible for in their first year of membership. For IEPs, the fees were raised from \$150.49 to \$153.05 for new registrants within Ontario and from \$85.33 to \$86.78 for new registrants residing outside of Ontario.

**ii. Describe the impact of the improvements / changes on applicants.**

New registrants joining HRPA had to pay a slightly higher fee to sign up for their initial registration.

**iii. Describe the impact of the improvements / changes on your organization.**

The raise in registration fees did not have a significant impact on HRPA.

**e) Timelines**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**f) Policies, procedures and/or processes, including by-laws**

**i. Describe any improvements / changes implemented in the last year.**

HRPA made the following revisions to its By-laws:

1. Five classes of members of the Association were established matching the five membership categories, with the By-laws outlining the rights of each class.
2. A provision was added allowing the Registrar to reach out to applicants who may need to be referred to the Registration Committee for more information first before a referral is made.
3. A provision was added to clarify the Board oversight of granting a member authorization to use a designation.
4. Added a provision regarding costs incurred by the Association due to a practice inspection.
5. Added a provision regarding publication of information related to discipline or review proceedings in third party publications.
6. Added a provision regarding access to exhibits related to a discipline or review proceeding.
7. Added a provision regarding suspension of a student's registration, a member's membership or a firm's registration if the student, member or firm is found guilty of professional misconduct.
8. Added a provision regarding costs incurred by the Association related to a discipline proceeding.
9. Added a provision regarding the effective date of a decision of the Appeal Committee.
10. Added a provision regarding costs incurred by the Association as the result of an appeal proceeding.

**ii. Describe the impact of the improvements / changes on applicants.**

The By-laws are more comprehensive and detailed and more clearly set out a registrant's rights and obligations.

**iii. Describe the impact of the improvements / changes on your organization.**

The By-laws are more comprehensive and detailed and more clearly set out an registrant's rights and obligations.

**g) Resources for applicants**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**h) Review or appeal processes**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**i) Access to applicant records**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**j) Training and resources for registration staff, Council, and committee members**

**i. Describe any improvements / changes implemented in the last year.**

HRPA conducted a customer service training session in December 2017 for all front-line staff.

**ii. Describe the impact of the improvements / changes on applicants.**

Front-line staff have better communication tools to assist applicants with their inquiries in an efficient and courteous manner.

**iii. Describe the impact of the improvements / changes on your organization.**

Front-line staff have better communication tools to assist applicants with their inquiries in an efficient and courteous manner.

**k) Mutual recognition agreements**

**i. Describe any improvements / changes implemented in the last year.**

The requirements and standards for any of the designations granted by HRP are the same regardless of the

candidate's jurisdiction of origin and HRPAs will recognise equivalent designations where mutual recognition is mandated by applicable inter-provincial labour mobility agreements. In all other cases, candidates must meet all the requirements and standards for the designation for which they are applying.

Applicants who obtained their designation in Quebec can apply to have their designation recognized by HRPAs as equivalent to the Certified Human Resources Professional (CHRP) designation.

As of June 1, 2017, HRPAs no longer recognize the CPHR as equivalent to the CHRP or accept any requirements that have been met in another province as equivalent to the requirements in place for the CHRP or the Certified Human Resources Leader (CHRL) designation. Candidates must meet all the requirements and standards for the designation for which they are applying.

The only exception to the above applies to successful completion of the National Knowledge Exam (NKE) prior to 2017:

- Candidates who successfully completed the NKE prior to November 2015 and whose exam is not older than 10 years may use their NKE results to meet the exam requirement for the CHRP and for the CHRL.
- Candidates who successfully completed the NKE between November 2015 and December 31, 2016 and whose exam is not older than 10 years may use their NKE results to meet the exam requirement for the CHRP.

Recognition of their exam does not exempt these candidates from completing the coursework requirement or any other requirement in place for the CHRP and the CHRL.

With respect to the experience requirement for the CHRL, HRPAs may accept a validation of experience application successfully passed in another province as equivalent to HRPAs' validation of experience but may require a submission for recency showing that the applicant has three months of professional level HR experience in the past two years

**ii. Describe the impact of the improvements / changes on applicants.**

Applicants who obtained a CPHR will have to meet HRPAs' designation requirements before being able to be granted any of the designations offered by HRPAs.

**iii. Describe the impact of the improvements / changes on your organization.**

HRPA staff have to ensure that all designation requirements for one of HRPAs' designations have been met before granting the applicable designation to a member who previously held the CPHR designation in another province.

**I) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

No changes this year

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## 2. Quantitative Information

### a) Languages

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No

Other (please specify)

Additional comments:

### b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	180
Female	881
None of the above	0

Additional comments:

HRPA does not collect data with respect to gender for applicants for registration and as such does not have data for all applicants who applied for registration in 2017.

For the purpose of this section, applicants are defined as members or student registrants who registered to write either the Comprehensive Knowledge Exam 1 (CKE 1) or the Comprehensive Knowledge Exam 2 (CKE 2) in 2017 as part of the process to obtain either the Certified Human Resources Professional (CHRP) or the Certified Human Resources Leader (CHRL) designation. For applicants registering to write one of the exams in 2017 the registration process did request demographic data such as gender and as such we have data regarding gender for all of the members and student registrants who wrote CKE 1 or CKE 2 in 2017.

### c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	0
Female	0
None of the above	0

**Additional comments:**

Members or student registrants are not asked as part of the registration process to identify their gender. As such, this data is not available for members or student registrants.

**d) Jurisdiction where applicants obtained their initial education**

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Afghanistan 2		
			Armenia 2		
			Australia 5		
			Bangladesh 2		
			Brazil 4		
			Burkina Faso 1		
			China 3		
			Congo, The Democratic Republic 1		
			Dominican Republic 2		
			France 6		
			Germany 1		
			Guyana 1		
			Hong Kong 1		
			Hungary 2		
1962	144	26	Iceland 1	612	2971
			India 94		
			Iran 1		
			Israel 1		
			Jamaica 4		
			Jordan 2		
			Korea, Republic Of 1		
			Mauritius 1		
			Mexico 3		
			Morocco 1		
			Nepal 1		
			Netherlands 1		
			Nigeria 6		
			Pakistan 13		
			Philippines 6		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Malaysia 1		
			Poland 2		
			Qatar 3		
			Russia 1		
			S Arabia 1		
			Singapore 1		
			S. Africa 4		
			Syrian Arab Republic 2		
			Trinidad 1		
			Turkey 1		
			U.K. 30		
			United Arab Emirates 6		
			Venezuela 2		
			Viet Nam 3		
			Total 227		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

In 2017 HRP A updated its application form for initial registration with HRP A to include a question regarding where an applicant obtained the majority of their HR training. Because there are no training or educational requirements for registration with HRP A and because it is possible to be certified by HRP A without any discipline-specific training, this is not information that was previously required for registration. Unfortunately, even though the question is designed to be mandatory due to system issues the data was not collected for all applicants. Those applicants for whom the data was not collected are listed under 'unknown' in the table above. Also included under 'unknown' are applicants who indicated that they have not yet obtained any HR training.

The data above includes all applicants who applied for registration in HRP A in 2017, including those applying for membership and those applying for student registration.

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
1133	103	19	Afghanistan 2		
			Armenia 2		
			Australia 5		
			Bangladesh 2	2	1451
			Brazil 2		
			Burkina Faso 1		



Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			China 2		
			Dominican Republic 1		
			France 6		
			Germany 1		
			Hong Kong 1		
			Hungary 2		
			Iceland 1		
			India 82		
			Israel 1		
			Jamaica 2		
			Jordan 2		
			Korea, Republic Of 1		
			Mexico 3		
			Morocco 1		
			Netherlands 1		
			Nigeria 4		
			Pakistan 12		
			Philippines 3		
			Poland 2		
			Qatar 3		
			Malaysia 1		
			Russia 1		
			S Arabia 1		
			Singapore 1		
			S. Africa 4		
			Syrian Arab Republic 2		
			Trinidad 1		
			Turkey 1		
			U.K. 29		
			Ukraine 1		
			United Arab Emirates 6		
			Viet Nam 1		
			Total 194		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

In 2017 HRP A updated its application form for initial registration with HRP A to include a question regarding where an applicant obtained the majority of their HR training. Because there are no training or educational requirements for registration with HRP A and because it is possible to be certified by HRP A without any discipline-specific training, this is not information that was previously required for registration. Unfortunately, even though the question is designed to be mandatory due to system issues the data was not collected for all applicants who became registered members. Those applicants who became registered members in 2017 but for whom the data

was not collected are listed under 'unknown' in the table above. Also included under 'unknown' are applicants who indicated that they have not yet obtained any HR training.

Since students are not members of HRP in accordance with the Registered Human Resources Professionals Act, 2013, they have not been included in the data set above.

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Afghanistan 1		
			Armenia 2		
			Australia 18		
			Austria 1		
			Bahamas 1		
			Bahrain 1		
			Bangladesh 3		
			Barbados 1		
			Belgium 1		
			Bermuda 1		
			Brazil 7		
			Burkina Faso 1		
			Cameroon 1		
			Chile 1		
			China 16		
			Colombia 6		
			Côte D'ivoire 1		
18100	455	96	Dominican Republic 2	1334	20557
			Ecuador 1		
			Egypt 5		
			Fiji 1		
			France 19		
			Germany 3		
			Guatemala 1		
			Guyana 2		
			Hong Kong 11		
			Hungary 3		
			Iceland 1		
			India 174		
			Iran 1		
			Ireland 3		
			Israel 2		
			Jamaica 13		
			Japan 2		
			Jordan 2		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Korea, Republic Of 1		
			Kuwait 2		
			Macedonia, The Former Yugoslav1		
			Malaysia 1		
			Mauritius 1		
			Mexico 7		
			Morocco 1		
			Netherlands 2		
			New Zealand 1		
			Nigeria 15		
			Qatar 3		
			Oman 1		
			Pakistan 32		
			Palestinian Territory, Occupied 1		
			Panama 2		
			Philippines 15		
			Poland 3		
			Puerto Rico 1		
			Romania 4		
			Russia 3		
			S Arabia 2		
			Senegal 1		
			Singapore 2		
			S. Africa 15		
			Spain 3		
			Sri Lanka 3		
			Sweden 1		
			Switzerland 1		
			Syrian Arab Republic 2		
			Thailand 1		
			Trinidad 10		
			Turkey 1		
			United Arab Emirates 21		
			U.K. 98		
			Venezuela 3		
			Viet Nam 2		
			Total 572		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

In 2017 HRPAs updated its renewal form for registration with HRPAs to include a question regarding where a member obtained the majority of their HR training. Because there are no training or educational

requirements for registration with HRPAA and because it is possible to be certified by HRPAA without any discipline-specific training, this is not information that was previously required for registration. Unfortunately, even though the question is designed to be mandatory due to system issues the data was not collected for all members. Those members for whom the data was not collected are listed under 'unknown' in the table above. Also included under 'unknown' are applicants who indicated that they have not yet obtained any HR training.

Since students are not members of HRPAA in accordance with the Registered Human Resources Professionals Act, 2013, they have not been included in the data set above.

**g) Applications processed**

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	830	34	2	21	37	<b>924</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	0	0	0	0	0	<b>0</b>

<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

HRPA grants three designations:

1. Certified Human Resources Professional (CHRP)
2. Certified Human Resources Leader (CHRL)
3. Certified Human Resources Executive (CHRE)

Different requirements apply to each designation.

In 2017 HRP A updated its renewal form for registration with HRP A to include a question regarding where registrant obtained the majority of their HR training. Because there are no training or educational requirements for registration with HRP A and because it is possible to be certified by HRP A without any discipline-specific training, this is not information that was previously required for registration. Unfortunately, even though the question is designed to be mandatory due to system issues the data was not collected for all registrants who applied for and were granted either the Certified Human Resources Professional (CHRP), Certified Human Resources Leader (CHRL) or the Certified Human Resources Executive (CHRE) designation. Those applicants who applied for and were granted one of the designations in 2017 but for whom the data was not collected are listed under 'unknown' in the table above.

There are a number of factors which make the remainder of table above difficult to complete:

1. At HRP A, individuals can become registrants without pursuing certification.
2. HRP A offers three designations, each with their own requirements.
3. Individuals pursuing certification with HRP A do not have to declare that they are pursuing certification. For applicants pursuing the CHPR or the CHRL they usually don't declare that they are pursuing certification until they decide to write either the Comprehensive Knowledge Exam 1 (CKE 1) or the Comprehensive Knowledge Exam 2 (CKE 2). Also, there is no mechanism in place whereby individuals who have written the exam need to reconfirm whether they are still actively pursuing the designation.
4. Exam results are valid for 10 years. This means applicants have 10 years in which to complete other outstanding requirements (such as the experience requirements for the CHRL). Applicants can go 'dormant' for 10 years.
5. The experience requirement has a duration of three years. Even applicants who are actively engaged in pursuing the CHRL designation would not necessarily have any reason to have contact with HRP A in regards to their pursuit of the designation for long periods of time.
6. Applicants who meet all of the requirements for the CHRP or the CHRL designations are automatically certified (they are already members). It is not possible for applicants who have met all requirements for the CHRP or the CHRL not to be certified.
7. For the CHRE, the process starts with an online self-assessment. The results are valid indefinitely so it can be difficult to determine at any given time if applicants are still actively pursuing the designation.
8. Membership is not required to pursue the CHRE until the applicant has passed all the steps of the application process. Membership is required though before the designation can be granted.
9. HRP A does not have alternative classes of license or certification.

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	Certified Human Resources Professional (CHRP) designation	<b>Description (a)</b> The Certified Human Resources Professional (CHRP) is the entry level designation. Human Resources

professionals at entry level act in roles that are mostly administrative in nature, such as a contributing role in a larger HR function, or a sole HR practitioner in a small HR function. Individuals at this level would have responsibilities such as supporting HR initiatives, executing tasks passed down from management, and operating at the tactical and transactional levels. They often have titles such as Human Resources Assistant, Staffing Coordinator, Human Resources Clerk, or Human Resources Coordinator.

In 2016, to obtain the CHRP applicants had to meet the following requirements:

- Active HRP registration in good standing
- Successful completion of the coursework requirement
- Successful completion of either Comprehensive Knowledge Exam 1 or Comprehensive Knowledge Exam 2
  - Successful completion of either the CHRP Employment Law exam (Jurisprudence 1) or the CHRL Employment Law exam (Jurisprudence 2)
    - Successful completion of the Job Ready Program

Once applicants have been granted the CHRP designation, the requirements for maintaining the designation are as follows:

- Maintain active registration in good standing with HRP annually
  - Meet the ongoing continuing professional development (CPD) requirement

**Description (b)**

The Certified Human Resources Leader (CHRL) is the professional level designation. Individuals at this level have responsibilities such as, but not limited to, managing projects, programs, and initiatives; implementing plans passed down by senior management; and delegating tasks to entry-level staff. In professional matters, individuals at this level can act independently. Individuals at this level will often have position titles such as Director of HR, Human Resources Manager, Human Resources Generalist, and Human Resources Specialist.

In 2016, to obtain the CHRL applicants had to meet the following requirements:

- Active HRP registration in good standing
- Successful completion of the coursework requirement

**b)**

Certified Human Resources Leader (CHRL) designation

		<ul style="list-style-type: none"> <li>• Successful completion of the Comprehensive Knowledge Exam 2 (CKE 2)</li> <li>• Successful completion of the CHRL Employment Law exam (Jurisprudence 2) <ul style="list-style-type: none"> <li>• Successful completion of the experience requirement</li> <li>• Proof of having met the degree requirement</li> </ul> </li> </ul> <p>Once applicants have been granted the CHRL designation, the requirements for maintaining the CHRL are as follows:</p> <ul style="list-style-type: none"> <li>• Maintain active registration in good standing with HRP A annually <ul style="list-style-type: none"> <li>• Meet the ongoing continuing professional development (CPD) requirement</li> </ul> </li> </ul>
c)	Certified Human Resources Executive (CHRE) designation	<p style="text-align: center;"><b>Description (c)</b></p> <p>The CHRE is the executive level designation. HR professionals at the executive level can be found in either specialist or generalist positions but with a high level of experience and responsibility such as leading the HR function in large organizations, developing and executing significant HR projects, working with Board or HR Committees, dealing with executive compensation, and having responsibility for HR strategies in support of long term organizational goals. Typical position titles will be Senior/Executive/Vice, President HR or CHRO.</p> <p>In 2016, to obtain the CHRE applicants had to meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Successful completion of the prescribed online self-assessment.</li> <li>• Successful completion of the prescribed written application. <ul style="list-style-type: none"> <li>• HRP A membership in good standing.</li> </ul> </li> </ul> <p>Members with the CHRE designation must maintain their membership with HRP A and must meet the ongoing continuing professional development (CPD) requirement in order to maintain their designation.</p>
d)		<p style="text-align: center;"><b>Description (d)</b></p> <p style="text-align: center;">1.</p>

**Additional comments:**

HR is not a licensed profession in Ontario. While HRPA offers three levels of the designations, HR professionals are not required to hold a designation to practice HR in Ontario. Holding a designation is also not a requirement for registering with HRPA. Applicants can register with HRPA without holding or pursuing a designation. Both registration with HRPA as well as the pursuit of one of the designations is completely voluntary.

**i) Reviews and appeals processed**

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	19	2	0	0	1	22
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

**Additional comments:**

New applicants for registration are referred to the Registration Committee only if they answered yes to one of the good character questions on their registration application. If they answered yes, a staff member from the Office of the Registrar contacts the applicant to request further information and clarification for review by the Registration Committee.

Because signing up for registration does not require any training in the profession, where a registrant obtained their profession-specific training is not grounds for referral to the Registration Committee.

**j) Paid staff**

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

**Category**

**Staff**



<b>Total staff employed by the regulatory body</b>	53.8
<b>Staff involved in appeals process</b>	2
<b>Staff involved in registration process</b>	2

**Additional comments:**

The Appeal Committee is supported by a staff member from the Office of the Registrar who functions as the liaison between the Appeal Committee, the Appellant and HRP. The Registrar or a delegate represent HRP during the process.

The Registration Committee is supported by a staff member from the Office of the Registrar who functions as the liaison between the Registration Committee and the applicant. The Registrar or a delegate may provide an opinion to the Registration Committee regarding the possible admission of the applicant, including whether admission should be denied, granted or granted but with limitations.

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### 3. Submission

**I hereby certify that:**

**Name of individual with authority to sign on behalf of the organization:**

Mara Berger

**Title:**

Associate Registrar

**Date:**

2018/02/15

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