

# Fair Registration Practices Report

## Human Resources Professionals (2018)

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.

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

### b) Assessment of qualifications

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

As of December 1, 2018, HRPAs made two changes to the application process for the Certified Human Resources Executive (CHRE) designation:

1. Registration with HRPAs is now required before a written Phase II application for the CHRE can be submitted, whereas before registration was only required once the process was completed and the designation was granted.
2. A pre-review of an applicant's written Phase II application by an organizational psychologist no longer occurs, instead applications are forwarded directly to the CHRE Review Committee for an assessment and decision.

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

Applicants for the CHRE now need to be a registrant of HRPA before submitting their written Phase II application. This aligns with the processes for the CHRP and the CHRL, where registration was always required to pursue the designation.

Phase II written applications can now be processed faster since they no longer need to be pre-reviewed by an organizational psychologist before being submitted to the CHRE Review Committee for assessment and decision.

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

Applicants for the CHRE now need to be a registrant of HRPA before submitting their written Phase II application. This aligns with the processes for the CHRP and the CHRL, where registration was always required to pursue the designation.

Phase II written applications can now be processed faster since they no longer need to be pre-reviewed by an organizational psychologist before being submitted to the CHRE Review Committee for assessment and decision.

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

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

As of December 1, 2018, a pre-review of an applicant's written Phase II application for the Certified Human Resources Executive (CHRE) designation by an organizational psychologist is no longer required. Instead the application is forwarded directly to the CHRE Review Committee for an assessment and decision, which has shortened the process and means decisions can be released in a more timely manner.

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

Phase II written applications can now be processed faster since they no longer need to be pre-reviewed by an organizational psychologist before being submitted to the CHRE Review Committee for assessment and decision.

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

Phase II written applications can now be processed faster since they no longer need to be pre-reviewed by an organizational psychologist before being submitted to the CHRE Review Committee for assessment and decision.

**d) Fees**

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

HRPA's registration fees were raised an average of \$5.07 annually for new registrants within Ontario. For new registrants residing outside of Ontario the fees were raised an average of \$2.94 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 \$153.05 to \$155.04 for new registrants within Ontario and from \$86.78 to \$87.91 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 HRP.

**e) Timelines**

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

As of December 1, 2018, a pre-review of an applicant's written Phase II application for the Certified Human Resources Executive (CHRE) designation by an organizational psychologist is no longer required. Instead the application is forwarded directly to the CHRE Review Committee for an assessment and decision, which has shortened the process and means decisions can be released in a more timely manner.

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

Phase II written applications can now be processed faster since they no longer need to be pre-reviewed by an organizational psychologist before being submitted to the CHRE Review Committee for assessment and decision.

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

Phase II written applications can now be processed faster since they no longer need to be pre-reviewed by an organizational psychologist before being submitted to the CHRE Review Committee for assessment and decision.

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

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

HRPA revised its CPD Extension Policy with respect to one-year extensions for parental leave, unemployment or illness. All members who have been granted a Certified Human Resources Professional (CHRP) designation, a Certified Human Resources Leader (CHRL) designation or a Certified Human Resources Executive (CHRE) designation are required to complete 66.67 CPD hours every three years. To extend that three year period due to illness, unemployment or parental leave for up to one year, designated members had to borrow from their next CPD period, meaning the following CPD period was less than three years as a result of the extension. Since spring 2018, borrowing for extensions up to one year no longer occurs and the member's next CPD period remains the full three years. Borrowing will only occur if an extension of more than a year is required.

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

The revised CPD policy allows designated members to obtain extra time to meet the CPD requirement without needing to borrow from their next CPD period, making it easier for them to maintain their designation during unemployment, parental leave or illness.

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

The revised CPD policy allows HRP to better accommodate designated members who are unemployed, on parental leave or experiencing an illness.

**g) Resources for applicants**

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

HRPA updated its "Contact Us" page to add an "Information Request Form" applicants and registrants can use to make inquiries with HRPA.

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

The Information Request Form enables applicants and registrants to send their inquiries to the appropriate department directly, rather than a general email inbox from which the inquiries then have to be triaged. As a result, applicants and registrants are able to receive quicker responses to their inquiries.

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

Because inquiries are now being send directly to the appropriate department through the Information Request Form staff members are able to respond quicker since they no longer have to wait for emails to be triaged from a general inbox.

**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 created a Customer Service Working Group in 2018. The Working Group developed an Information Request Form that was implemented in the fall of 2018 as well as Customer Service Guidelines for all staff to follow.

All members of adjudicative committees as well as all staff members in the Office of the Registrar were invited to

participate in a training session hosted by Richard Steinecke in November 2018. The training focused on the registration, complaints, discipline and appeals processes at HRPA.

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

Applicants and registrants can now use the Information Request Form to make inquiries with HRPA. They also benefit from set Customer Service Guidelines across the organization.

All members of adjudicative committees as well as all staff members in the Office of the Registrar now have a better understanding of how the registration, complaints, discipline and appeals processes work at HRPA and are better able to manage those processes and/or advise applicants.

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

All staff members now have common Customer Service Guidelines to follow.

All members of adjudicative committees as well as all staff members in the Office of the Registrar now have a better understanding of how the registration, complaints, discipline and appeals processes work at HRPA and are better able to manage those processes and/or advise applicants.

**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 HRPA are the same regardless of the candidate's jurisdiction of origin and HRPA will recognize 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 HRPA are equivalent to the Certified Human Resources Professional (CHRP) designation.

As of June 1, 2017, HRPA no longer recognizes the CPHR as equivalent to the CHRP or accepts 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, as well as the coursework requirement. Prior to 2018, a valid NKE from prior to November 2015 could only be used to meet the exam requirement for the CHRP and 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 as well as the coursework requirement. Prior to 2018, a valid NKE completed between November 2015 and December 21, 2016 could only be used to meet the exam requirement for the CHRP.

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

Applicants who have a valid NKE completed prior to November 2015 in another province can now use the NKE to meet the exam and the coursework requirement for the CHRP and/or the CHRL, whereas before a valid NKE could only be used to meet the exam requirement.

Applicants who have a valid NKE completed between November 2015 and December 31, 2016 in another province can now use the NKE to meet the exam and the coursework requirement for the CHRP, whereas before a valid NKE could only be used to meet the exam requirement.

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

HRPA will now recognize a valid NKE completed prior November 2015 in another province as equivalent to the exam and coursework requirement for the CHRP and/or CHRL.

HRPA will now recognize a valid NKE completed between November 2015 and December 31, 2016 in another province as equivalent to the exam and coursework requirement for the CHRP.

**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:**

HRPA publishes the Rules of Procedure for the Discipline Committee, the Capacity Committee, the Appeal Committee and the Registration Committee in French on its website.

No other documents are available in French, but there are two staff members who can answer inquiries in French and other French services can be made available upon request, such as a French version of HRPAs exams for the Certified Human Resources Professional (CHRP) designation and the Certified Human Resources Leader (CHRL) designation.

**b) Gender of applicants**

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	165
Female	795
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 2018.

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 2018 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 2018 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 2018.

**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
2654	90	39	Armenia 2 Australia 7 Azerbaijan 1 Bahamas 1	45	3246

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Bangladesh 5		
			Belarus 1		
			Bermuda 1		
			Brazil 11		
			China 2		
			Colombia 1		
			Dominica 1		
			Dominican Republic 2		
			Egypt 2		
			Ethiopia 1		
			France 10		
			Greece 1		
			Guyana 1		
			Hong Kong 1		
			Hungary 1		
			India 180		
			Iran 1		
			Ireland 3		
			Italy 1		
			Jamaica 8		
			Japan 1		
			Jordan 2		
			Korea, Republic Of 3		
			Lebanon 3		
			Lithuania 1		
			Mauritius 2		
			Mexico 1		
			Nigeria 33		
			Pakistan 18		
			Peru 2		
			Philippines 6		
			Poland 2		
			Qatar 2		
			Romania 1		
			Russia 1		
			S Arabia 2		
			Scotland 1		
			Singapore 3		
			S. Africa 4		
			Sri Lanka 3		
			Syrian Arab Republic 1		
			Trinidad 2		
			Turkey 2		
			United Arab Emirates 22		



Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			U.K. 47		
			Ukraine 3		
			Venezuela 1		
			Viet Nam 3		
			Zimbabwe 1		
			Total 418		

<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 2018, 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
			Armenia 1		
			Australia 7		
			Azerbaijan 1		
			Bahamas 1		
			Bangladesh 4		
			Brazil 7		
			China 2		
1779	84	37	Dominica 1	36	2314
			Dominican Republic 2		
			Egypt 2		
			Ethiopia 1		
			France 10		
			Greece 1		
			Guyana 1		
			Hong Kong 1		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Hungary 1		
			India 166		
			Iran 1		
			Ireland 3		
			Jamaica 6		
			Japan 1		
			Jordan 2		
			Korea, Republic Of 2		
			Lebanon 3		
			Lithuania 1		
			Mauritius 2		
			Nigeria 31		
			Pakistan 16		
			Philippines 6		
			Poland 2		
			Qatar 2		
			Romania 1		
			Russia 1		
			S Arabia 1		
			Scotland 1		
			Singapore 3		
			S. Africa 4		
			Sri Lanka 3		
			Trinidad 2		
			Turkey 1		
			Ukraine 3		
			United Arab Emirates 22		
			U.K. 46		
			Venezuela 1		
			Viet Nam 1		
			Zimbabwe 1		
			Total 378		

<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 application form for initial registration with HRPAs 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 HRPAs and because it is possible to be certified by HRPAs 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
			Armenia 2		
			Australia 28		
			Austria 1		
			Azerbaijan 1		
			Bahamas 2		
			Bangladesh 10		
			Barbados 1		
			Bermuda 1		
			Bosnia And Herzegovina 1		
			Brazil 15		
			Burkina Faso 1		
			China 19		
			Colombia 7		
			Congo, The Democratic Republic 1		
			Côte D'ivoire 1		
			Dominica 1		
			Dominican Republic 4		
21121	471	106	Ecuador 1	90	22727
			Egypt 11		
			Ethiopia 1		
			Fiji 1		
			France 22		
			Germany 3		
			Ghana 1		
			Greece 1		
			Guatemala 1		
			Guyana 2		
			Hong Kong 13		
			Hungary 4		
			India 319		
			Iran 5		
			Ireland 6		
			Israel 2		
			Jamaica 24		
			Japan 1		
			Jordan 4		

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Korea, Republic Of 2		
			Kuwait 4		
			Lebanon 3		
			Lithuania 1		
			Macedonia, The Former Yugoslav1		
			Mauritius 4		
			Mexico 7		
			Morocco 1		
			Netherlands 2		
			Nigeria 48		
			Oman 1		
			Pakistan 46		
			Palestinian Territory, Occupied 1		
			Peru 1		
			Philippines 23		
			Poland 4		
			Puerto Rico 1		
			Qatar 6		
			Romania 6		
			Russia 4		
			S Arabia 4		
			Scotland 2		
			Senegal 1		
			Singapore 7		
			S. Africa 18		
			Spain 2		
			Sri Lanka 6		
			Sweden 1		
			Switzerland 1		
			Thailand 2		
			Togo 1		
			Trinidad 10		
			Turkey 2		
			Ukraine 4		
			United Arab Emirates 40		
			U.K. 143		
			Venezuela 7		
			Viet Nam 3		
			Zimbabwe 1		
			Total 939		

<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 HRPAs and because it is possible to be certified by HRPAs without any disciplinespecific 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 HRPAs 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>	1066	18	3	59	1	<b>1147</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 HRPA updated its renewal form for registration with HRPA to include a question regarding where a registrant obtained the majority of their HR training. Because there are no training or educational requirements for registration with HRPA and because it is possible to be certified by HRPA 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 HRPA, individuals can become registrants without pursuing certification.
2. HRPA offers three designations, each with their own requirements.
3. Individuals pursuing certification with HRPA do not have to declare that they are pursuing certification. For applicants pursuing the CHRP 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 HRPA 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. Up until December 1, 2018 membership was not required to pursue the CHRE until the applicant had passed all the steps of the application process. Membership was only required once an applicant had qualified but before the designation could be granted. As of December 1, 2018, membership is now required before a written application for the CHRE can be submitted.
9. HRPA 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)	<p style="text-align: center;"><b>Description (a)</b></p> <p>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.</p> <p>In 2018, to obtain the CHRP applicants had to meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Active HRP registration in good standing</li> <li>• Successful completion of the coursework requirement</li> <li>• Successful completion of either Comprehensive Knowledge Exam 1 or Comprehensive Knowledge Exam 2 <ul style="list-style-type: none"> <li>• Successful completion of either the CHRP Employment Law exam (Jurisprudence 1) or the CHRL Employment Law exam (Jurisprudence 2) <ul style="list-style-type: none"> <li>• Successful completion of the Job Ready Program</li> </ul> </li> </ul> </li> </ul> <p>Once applicants have been granted the CHRP designation, the requirements for maintaining the designation are as follows:</p> <ul style="list-style-type: none"> <li>• Maintain active registration in good standing with HRP annually <ul style="list-style-type: none"> <li>• Meet the ongoing continuing professional development (CPD) requirement</li> </ul> </li> </ul>
b)	Certified Human Resources Leader (CHRL)	<p style="text-align: center;"><b>Description (b)</b></p> <p>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,</p>

and Human Resources Specialist.

In 2018, to obtain the CHRL applicants had to meet the following requirements:

- Active HRPAs registration in good standing
- Successful completion of the coursework requirement
- Successful completion of the Comprehensive Knowledge Exam 2 (CKE 2)
- Successful completion of the CHRL Employment Law exam (Jurisprudence 2)
  - Successful completion of the experience requirement
  - Proof of having met the degree requirement

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

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

**Description (c)**

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.

In 2018, to obtain the CHRE applicants had to meet the following requirements:

- Successful completion of the prescribed online self-assessment
- Successful completion of the prescribed written application
  - HRPAs membership in good standing

Members with the CHRE designation must maintain their membership with HRPAs and must meet the ongoing continuing professional development (CPD) requirement in order to maintain their designation.

c) Certified Human Resources Executive (CHRE)

**Additional comments:**



HR is not a licensed profession in Ontario. While HRPAs offers three levels of 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 HRPAs. Applicants can register with HRPAs without holding or pursuing a designation. Both registration with HRPAs 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	28	2	0	0	0	30
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
Total staff employed by the regulatory body	52.8

<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:**

2019/02/12

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