



COURSE APPROVAL APPLICATION

This form is for HRPAs members who wish to have their non-approved academic courses reviewed by the Academic Standards Committee to assess if the course can be approved for credit towards the academic requirements to write the Comprehensive Knowledge Exam (CHRP and CHRL) in accordance with the CHRP and CHRL certification process. **Only members of HRPAs are eligible to apply for this process.**

Notice of course review results will be communicated to you in writing approximately 2-3 weeks following the Committee meeting date.

Please carefully read and follow all instructions outlined in this application form. Incomplete applications will be returned to you without review. Please make sure you submit coursework that is applicable to the nine subject requirements only. Application packages that include an abundance of inapplicable course material will be returned to you without review.

Please do not submit applications in a binder, duo-tang, or coiled booklet. Applications may also be e-mailed as scanned PDF files.

SECTION A: HRPAs MEMBER INFORMATION

Please print your information clearly.

Member ID:

Last Name	First Name	Initial
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Address

City	Province	Postal Code
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Telephone (Home)	Telephone (Bus)	Fax
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E-mail

All correspondence involving your submission will be sent to the contact information you've indicated in your HRPAs member profile. It is our members' responsibility to ensure their contact information is kept current.



SECTION B: COURSE APPROVAL REQUIREMENTS:

In order for a course to be approved, each submission must include the following:

- Official course outline.
 - For students: Course outline must be from the year the course was taken. A more current outline/syllabus will be acceptable only if accompanied by a formal letter from the educational institution outlining any changes which may have occurred in the course between the two administrations. Note that the course must have been completed at an accredited institution.
- A detailed copy of the required text's table of contents.
- Name of textbook(s) or supplemental readings used throughout the course including: title, author, date of publication and edition
- The completed chart in SECTION C must accompany this application.
- At least an 80% or better commonality in learning outcomes and/or course content with HRPA's standard course outline for the topic.
- For students: An original hard-copy transcript from the academic institution showing proof of course completion, grade achieved AND have achieved a minimum final grade of at least 65 % in an individual course submission (HRPA does not round up student grades).
- For students: For courses taken outside of Canada, an original equivalency report from [WES, ICAS or CES](#) is required to confirm the institution is accredited.
 - For courses taken within Canada, a [Program/Course Attestation Form](#) completed by a staff member of the academic institution is required.

Eligibility criteria for courses offered by Ontario post-secondary academic institutions:

- For courses offered by Ontario colleges, the programs must conform to the relevant MTCU program standards (MTCU codes 50233, 60223, or 70223) or for which a degree is granted by ministerial consent (PEQAB standard). For courses offered by Ontario universities, coursework must adhere to the Undergraduate Degree Level Expectations (UDLEs).

Eligibility criteria for courses offered by academic institutions outside of Ontario but within Canada:

- The course must be part of a recognized HR program from a recognized post-secondary academic institution and which leads to an academic credential equivalent to an Ontario credential at Level 7 or better in relation to the Ontario Qualifications Framework (OQF).

Eligibility criteria for courses offered by academic institutions outside Canada:

- The course must be part of a recognized program from a recognized post-secondary academic institution that leads to an academic credential equivalent to an Ontario credential at Level 7 or better in relation to the Ontario Qualifications Framework (OQF) or equivalent to coursework falling under one of the exceptions noted above. The academic institution must be a bona fide academic institution and the Canadian equivalent of the credential awarded is a determination to be made by an approved credential assessment agency.



SECTION C: SUBMISSION SUMMARY

In the chart below, please indicate the names of the courses you wish to submit for credit approval next to the associated subject requirement.

Required Subject	Name of Educational Institution	Course Code	Date Course Completed (MMDDYYYY)	Grade Achieved
Compensation				
Finance & Accounting				
HR Management				
HR Planning				
Labour Relations				
Organizational Behaviour				
Occupational Health & Safety				
Recruitment & Selection				
Training & Development				



HRPA Privacy Policy

HRPA is committed to protecting the privacy of your personal information. Information collected from this form will be used for registration purposes only. For further information please visit our website at www.hrpa.ca and click on the privacy link or contact privacy@hrpa.ca.

SECTION D: FEE PAYMENT

A non-refundable administration fee of \$95.00+HST per course must accompany this application. Before submitting your application, please access our [payment portal](#) and submit your application fees. Please note that only applications for which we have received payment will be able to move forward.

Reassessment

If you wish to have a reassessment of your course submission, you would need to send a letter of request to the Office of the Registrar at exams@hrpa.ca. This letter or e-mail must include arrangements for payment. The fee for reassessment is \$30.00 + HST per course.

SECTION E: DECLARATION

I hereby apply for credit of the above listed non-approved courses and submit the attached information for consideration. All of the submitted information is accurate. I understand that it is a breach of HRPAs Code of Professional Conduct to provide false information.

Signature

Date (DD/MM/YY)

Applications may be emailed, faxed or mailed to HRPAs attention of the Office of the Registrar: E-mail: exams@hrpa.ca; Fax: 416-923-8956; Mail: 150 Bloor St. W., Suite 200, Toronto, ON M5S 2X9. **Please note, the Registrar's Office requires an original transcript (mail or drop-off).**