

HRPA DESIGNATIONS

**A Guide for Internationally
Educated Professionals (IEPs)**



**Human
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This document is intended to provide useful information about HRPAs designation process for Internationally Educated Professionals (IEPs). You may also wish to consult the [HR Designations](#) section of the website for an overview of each designation. This guide for IEPs may not cover all the policies and procedures that apply to the designation process; it focuses on those aspects that are most likely to interest IEPs. Links to further information is provided throughout, including to the Guides to each individual designation that HRPAs has developed as a further resource. Please also feel free to reach out to the Office of the Registrar through one of the contact methods listed at the end of this guide.

FAIR REGISTRATION PRACTICES

HRPA is committed to removing any unnecessary barriers to obtain a designation for IEPs. To this end, HRPAs has implemented the following policies:

1. Reduced registration dues for individuals new to Canada within the last two years
2. Review process for coursework completed in non-Canadian academic institutions
3. Recognition of foreign academic credentials
4. Alternatives to coursework in order to qualify for designation exams
5. Recognition of experience regardless of where this experience was acquired

JOINING HRPAs

Registering with HRPAs means you join a community of HR professionals who are committed to continuous learning, ethical HR practice, and moving the profession forwards. While joining HRPAs is voluntary, it signals your commitment to being a part of a self-regulated profession that believes in protecting the public through HR excellence and creating better workplaces for everyone. Of course, being a part of a self-regulated profession also means taking on certain professional obligations, such as abiding by the [Registered Human Resources Professionals Act, 2013](#), the [By-Laws](#), the [Rules of Professional Conduct](#), and any other professional guidance issued by



HRPA from time-to-time. For more information on the benefits and obligations of registration, please see our [Registration Handbook](#).

To assist recent immigrants to Canada, HRPA offers reduced registration dues through our Internationally Educated Professionals (IEP) dues program. Individuals who are new to Canada within the last two years and who have either a valid PR card or an open work permit are eligible for the program. For full details on how to apply as an IEP, and a breakdown of registration dues at the IEP rate, please see our [IEP information sheet](#).

Please note that the IEP program applies to initial registration dues only. IEP members are considered part of the Practitioner registration class. Upon renewal, IEP members are charged Practitioner renewal dues.

OBTAINING A DESIGNATION

Overview

HRPA offers three distinct designations: the Certified Human Resources Professional (CHRP), the Certified Human Resources Leader (CHRL), and the Certified Human Resources Executive (CHRE). Each designation has a different set of requirements that must be met to obtain the designation.

There are five requirements that must be met to obtain the **CHRP**:

1. Active HRPA [registration](#) in good standing
2. Successful completion of the [Coursework Requirement](#)
3. Successful completion of either [CHRP Knowledge Exam \(CHRP-KE\)](#) or [CHRL Knowledge Exam \(CHRL-KE\)](#)
4. Successful completion of either the [CHRP Employment Law Exam](#) or the [CHRL Employment Law Exam](#)
5. Successful completion of the [Job Ready Program](#)



The first two requirements are interchangeable in sequence – you can complete your courses first and then become an active registrant of HRPA or vice versa. Keep in mind that you do have to join HRPA before you are ready to submit any documentation towards the Coursework Requirement. All other requirements need to be completed in sequence once the registration and the Coursework Requirements have been met. Further information on the CHRP designation process can be found in the [Guide to the CHRP](#).

There are six requirements that currently must be met to earn the **CHRL**:

1. Active HRPA [registration](#) in good standing
2. Successful completion of the [Coursework Requirement](#)
3. Successful completion of [CHRL Knowledge Exam \(CHRL-KE\)](#)
4. Successful completion of the [CHRL Employment Law Exam](#)
5. [Experience Requirement](#)
6. [Degree Requirement](#)

Some of these requirements must be completed in sequence: you must meet the Coursework Requirement before you are eligible to write the CHRL-KE, and passing the CHRL-KE is required before you are eligible to write the CHRL Employment Law Exam. There is more flexibility with respect to when you may submit your documentation towards the Experience and Degree Requirements, keeping in mind that all requirements must be valid for the designation to be granted.

As with the CHRP, you need to be an active registrant before you can submit any documentation to us, such as your first transcript or Alternate Route application towards the Coursework Requirement. More information on the CHRL designation process can be found in the [Guide to the CHRL](#).

As part of its long-term plans, HRPA intends to further enhance the CHRL designation by making the following updates:

- Revise the existing coursework requirement
- Replace the existing experience requirement with supervised experience



- Add a Professional Program (similar to the Job Ready Program for the CHRP)

These updates are in the early stages of development and no implementation dates have been set. Once these updates are ready to be implemented, if you are in the process of obtaining the CHRL at that time, you will have the opportunity to complete the process without the updated requirements applying to you.

CHRE designations are awarded after a review of a written application outlining the registrant's executive-level HR experience by a panel of CHRE members trained in the designation assessment process. To apply for the CHRE, you would need a minimum of 10 years HR experience, as well as significant and substantial HR experience at the senior level. In order to submit a CHRE application, you must be an active registrant of HRPA. More information on the CHRE designation process can be found in the [Guide to the CHRE](#).

Once you have been granted a designation, the requirements for maintaining the designation(s) are as follows:

- Maintain your active registration in good standing with HRPA by renewing annually
- Meet the ongoing [Continuing Professional Development \(CPD\)](#) requirement

For an overview of any fees related to the designation requirements, please take a look at the Office of the Registrar's [Fee Schedule for Regulatory Services](#).

Coursework Requirement – Course-By-Course Approach

There are two main approaches to meeting the Coursework Requirement: the **Course-by-Course Approach** and the **Alternate Route**. You only need to complete one method to fulfill the Coursework Requirement. If you have recently completed your education but do not have much experience in HR, you may find the Course-by-Course Approach best.



The Course-by-Course Approach to meeting the Coursework Requirement consists of successful completion of courses in nine (9) academic subject areas which form the core curriculum in HR:

- Human Resources Management
- Organizational Behaviour
- Finance and Accounting
- Human Resources Planning
- Occupational Health and Safety
- Training and Development
- Labour Relations
- Recruitment and Selection
- Compensation

There are various ways to gain course credit in the nine subject areas. For a complete list of the options, including guidance on finding approved courses at Ontario educational institutions, please see the [Coursework Requirement](#) section of the website.

Those who have completed courses at an educational institution outside of Ontario may consider the [Course Approval](#) process, which gives credit for courses that meet the requirements set out by the Academic Standards Committee. An 80% or better alignment in learning outcomes and/or course content with HRPAs standard course outline for the subject area is needed for courses to be approved.

To apply through the Course Approval process, please submit a [Course Approval Application](#), along with the required supporting documentation, to the Office of the Registrar. A full list of the required supporting documentation can be found in the Course Approval section of the website linked above. For courses completed outside of Canada, an original equivalency report from a credentialing body is required to confirm the institution is accredited. A list of acceptable credentialing bodies can be found in the [Degree Requirement](#) section of the website.



The Academic Standards Committee meets four times per year to review applications and applications are due approximately one month before the meeting date. Please see the Course Approval section of the website for the meeting and application due dates for the current year. Results are sent out by email 2 to 3 weeks after the meeting date.

You must be a registrant of HRPA if you wish to have your course(s) reviewed. Requests for review of courses should be sent to the Office of the Registrar. Individuals who, for legitimate reasons, do not have access to the documentation required in the application should contact HRPA's [Office of the Registrar](#).

Coursework Requirement – Alternate Route

As an alternative to the Course-by-Course Approach, HRPA offers two alternative streams through which registrants can fulfill the Coursework Requirement. To provide the greatest flexibility, a points-based system was developed that gives points for experience, formal training, coursework, and other relevant designations. The Alternate Route is divided into two streams:

1. [Academic Stream](#) – intended for individuals with an advanced degree (Master's level or higher) in HR or Industrial Relations. The Academic Stream may also be used if you hold a SPHR/SPHRi designation or are a Chartered Member of CIPD.
2. [Experience Stream](#) – intended for individuals with significant work experience in HR.

Fifty points are needed to pass the Alternate Route and qualify for the designation exams. An overview of the points system can be found in the [Alternate Route](#) section of the website. HRPA has also put together a [Guide to the Alternate Route](#) which goes into more detail on the requirements for each stream.

If you are applying through the Academic Stream and your MBA or Master's in HR was completed outside of Canada, please note that you will need to submit a



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credentialing report that confirms your degree is the equivalent of a Canadian Master's with a specialization in HR or Industrial Relations. HRPA accepts credentialing reports from the organizations listed in the [Degree Requirement](#) section of the website.

If you are applying through the Experience Stream, note that there are different levels of experience that carry different point totals – please consult the Alternate Route section of our website, linked to above, to see a table of experience categories and their point values. Experience Stream applications are reviewed by the Experience Assessment Committee and points are granted based on the strength of the written application. It does not matter whether your experience was obtained inside or outside of Canada. If it meets the criteria, points will be awarded.

The validity period of Alternate Route results varies depending on the categories used to achieve the fifty points. If your Alternate Route application is successful, the exact validity period will be confirmed in your results letter. In general, applications based on an advanced degree are considered valid indefinitely while applications based on experience are valid for two years from when they are approved. More information on how the validity period is determined is available in the Alternate Route section of the website, linked to above.

Alternate Route and CHRL Professional Experience Requirement

Both the Alternate Route – Experience Stream and the Validation of Experience give credit for professional level HR experience. The definition and assessment criteria for professional level HR experience are the same for both processes. Detailed information about how experience is assessed can be found in the [Experience Requirement](#) section of the website.

Because the definition of experience is the same for both processes, if you successfully submit a minimum of three years of professional level HR experience as part of your Alternate Route – Experience Stream application, you also meet the Experience Requirement at the same time and your HRPA record will be updated accordingly.



CHRP & CHRL Knowledge Exams

All candidates for the CHRP and CHRL designations must write a knowledge exam. If you are pursuing the CHRP, you should write the CHRP Knowledge Exam (CHRP-KE). You should write the CHRL Knowledge Exam (CHRL-KE) if you are pursuing the CHRL.

As the higher-level exam, the CHRL-KE can also be used to meet the exam requirement for the CHRP. If you are interested in pursuing your CHRL but would like to obtain the CHRP first, you should write CHRL-KE. Exam results are valid for ten years; as long as you complete the remaining CHRL requirements while your CHRL-KE exam result is valid, you will not need to recomplete this component to obtain the CHRL.

Detailed information about both Knowledge Exams, including the format, structure and content of the exams, is available in the [CHRP/CHRL Knowledge Exam](#) section of the website. Links to register for the Knowledge Exam are also available on this page. Please note that before you register for the Knowledge Exam, you must first meet the Coursework Requirement described above.

CHRP & CHRL Employment Law Exams

The employment law exam assesses your understanding of the applicable employment law legislation in Ontario and how you apply that knowledge to different scenarios. All applicants for the CHRP and the CHRL designations must write an employment law exam. If you are pursuing the CHRP, you should write the CHRP Employment Law Exam. For the CHRL, you should write the CHRL Employment Law Exam.

As with the Knowledge Exams, the CHRL Employment Law Exam can also be used to meet the Employment Law Exam requirement for the CHRP.

Detailed information about both employment law exams, including the format, structure and content of the exams, is available in the [CHRP/CHRL Employment Law Exam](#) section of our website. You are only able to register for the Employment Law Exam once you have successfully passed the Knowledge Exam.



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Exam Preparation

HRPA has developed optional exam preparation programs for both the Knowledge Exams and the Employment Law Exams. Please see the [Exams Prep](#) section of the website for more information on the options available. HRP A does not endorse or recommend any third-party prep programs. Please also be aware that taking a prep program does not guarantee you will pass the exam.

Job Ready Program

The last step to obtain the CHRP is the [Job Ready Program](#), which is divided into four learning modules. The purpose of the Job Ready Program is to provide training around professionalism and ethics.

Participation in the Job Ready Program is mandatory for those pursuing the CHRP designation, but it is not intended to be a hurdle. It takes approximately four hours of learning time to complete the program, including time to review the required readings. Once the four modules have concluded, you will be asked to complete a brief assessment.

To be eligible to participate in the Job Ready Program, you must successfully pass the CHRP Employment Law Exam. The CHRL Employment Law Exam also qualifies as a prerequisite for the Job Ready Program; however, the Job Ready Program is not a requirement of the CHRL.

Once you have successfully passed the CHRP or CHRL Employment Law Exam, access to the Job Ready Program will be granted through the official Employment Law Exam results letter.

Degree Requirement

To earn the right to use the CHRL designation, you must have a degree at the bachelor's level or higher from a recognized educational institution. The Degree Requirement is separate from the Coursework Requirement and ensures that CHRL designates possess the generic competencies necessary to perform in human resources roles at the professional level.



Your degree doesn't have to be in human resources – it can be in any field as long as it is at the appropriate level. The Degree Requirement only applies to the CHRL designation. It is not a requirement for the CHRP.

Non-Canadian degrees can count towards meeting the degree requirement as long as they are deemed equivalent to a Canadian degree. HRPA accepts credential equivalency assessment reports from the credential evaluation agencies and organizations listed below. An original copy of the report will be required. Please be aware that reports must advise of equivalency of a completed degree. Partial completions will not be accepted. The agency or organization conducting the assessment will charge a fee for the assessment. For information about the fees, please contact the agency or organization directly.

- [Comparative Education Service \(CES\)](#)
- [International Credential Assessment Service of Canada \(ICAS\)](#)
- [World Education Services-Canada \(WES Canada\)*](#)
- [International Credential Evaluation Services \(ICES\)](#)
- [International Qualifications Assessment Service \(IQAS\)](#)
- [Ministère de l'Immigration, de la Diversité et de l'Inclusion \(MIDI\)](#)

Experience Requirement

To earn the right to use the CHRL designation, applicants must have accumulated at least three years of demonstrated experience in HR at a professional level. You do not have to have accumulated this experience *before* you start the CHRL designation process – it is not a pre-requisite to take the CHRL-KE or the CHRL Employment Law exam. You may accumulate your experience while you work through the other CHRL designation requirements.

Specific criteria have been established that define what is meant by 'HR experience' and 'professional level.' Determinations as to whether a given candidate's experience meets the established criteria are made by panels constituted from HRPA's Experience Assessment Committee.



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There are four aspects to HRPAs experience requirement. Experience must:

1. be in HR,
2. at an appropriate level,
3. for a cumulative duration of three years, and
4. be acquired within the previous 10 years with at least three months' experience in the previous two years.

Most candidates typically demonstrate their experience through the [Validation of Experience Application](#). However, if you apply to meet the Coursework Requirement via the Alternate Route – Experience stream, you actually may be able to meet the Experience Requirement at the same time as both applications are assessed by the same committee. Should your experience meet the Experience Requirement through the Alternate Route – Experience stream, you will be advised of this with your Alternate Route results.

Experience that has been validated either through the Validation of Experience or the Alternate Route – Experience stream is valid for two years.

More detailed information on how the scope of HR practice and professional level experience are defined can be found in the [Experience Requirement](#) section of the website. We also encourage applicants to review the [Guide to the Validation of Experience](#).



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QUESTIONS?

Please review HRPA's [Frequently Asked Questions](#) page or contact the Office of the Registrar:

By Email

For registration/membership related inquiries – registration@hrpa.ca

For designation, alternate route, and CPD related inquiries – registrar@hrpa.ca

For transcript and exam related inquiries – exams@hrpa.ca

For general inquiries – info@hrpa.ca

By Telephone

The Office of the Registrar is available by telephone Monday to Friday, 8:30am to 5pm.

416.923.2324

1.800.387.1311 (toll free)

By Appointment

To schedule a telephone appointment with Office of the Registrar staff, please use our [Calendly](#) booking tool.