

HRPA Registration Handbook for Members and Students

March 2021

Welcome to HRPA

HRPA is the professional regulatory body for the Human Resources profession in Ontario established by the [Registered Human Resources Professionals Act, 2013](#). Our purpose is to promote and protect the public interest and our governing and regulatory role not only ensures a competent and ethical HR practice, but works to advance the profile and value of the HR profession amongst our members, students, and firms.

Registering with HRPA means you join a community of HR professionals who are committed to continuous learning, ethical HR practice, and moving the profession forwards. While joining HRPA 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.

Protecting the public interest underpins everything we do at HRPA, and is the rationale behind all our regulatory activities, including registration. To learn more about HRPA's Regulatory Framework, designed to mitigate the risk to the public posed

by the practice of the profession, please see the [Protecting the Public](#) section of our website.

What is registration?

Registration is the act of placing someone on the HRPAs public register. Section 15 of our Act states:

For the purposes of this Act and the by-laws, an individual is not a member of the Association unless the register indicates that he or she is a member.

Each member, student or firm registered with HRPAs is listed on HRPAs [Public Register](#). The public register shows when a member or student joined HRPAs, which designations a member holds, business contact information, and if the member or student has ever been suspended, revoked or disciplined by HRPAs. A complete list of all information required to be displayed on the public register can be found in HRPAs [By-Laws](#).

How to Register

Before you Apply

Before you start the application, we would encourage you to review the following documents. They will be referenced during the application process and you will be asked to attest that you agree to abide by their provisions:

- ✓ [Registered Human Resources Professionals Act, 2013](#)
- ✓ [HRPA By-Laws](#)
- ✓ [Rules of Professional Conduct and Code of Ethics](#)

Starting the Application

Applying for registration with HRPAs is done through our online application process. Visit the [Join HRPAs](#) section of the website and click the "Apply Now" button to create

an account and launch the application. To complete the application, you'll need to choose one of the three registration classes for new members.

Registration Classes

The three registration classes for new applicants are: Practitioner, Student, and Allied Professional. Each has different eligibility requirements, outlined below.

- **Practitioner** is the main registration class for new applicants. If you are not eligible for the Student or Allied Professional Classes, you should apply as a Practitioner. You do not have to be currently working in HR to apply as a Practitioner.
- **Student** registration is open to individuals currently enrolled in a full-time HR program (with a course load of at least 3 courses per semester) and who are not working full-time. Supporting documentation, such as a copy of your course registration, an unofficial transcript, or a letter from your educational institution confirming your program and course load, is required to complete your application. You will be able to upload your supporting documentation as part of the online application process. Recent graduates are not eligible for Student registration.
- **Allied Professional** applies to individuals who are members of another self-regulated profession in Ontario. A complete list of professions is available at the [Office of the Fairness Commissioner's](#) website. Supporting documentation for the Allied Professional class is a [Certificate of Standing](#) submitted by your regulatory body directly to HRPA at registrar@hrpa.ca. Should you be a member of a regulatory body not listed on the Office of the Fairness Commissioner's website please reach out to us so we can determine whether you may still qualify for the Allied Professional class.

Internationally Educated Professionals (IEP)

HRPA offers a discount on initial registration dues to individuals who are new to Canada within the last two years through our Internationally Educated Professionals (IEP) Program. To apply as an IEP, and to review the eligibility requirements, please

see the application instructions [here](#). Please note that although eligible individuals receive a special discount rate on initial registration dues, IEP's are part of the Practitioner registration class. At renewal, IEP's will renew as Practitioners and pay renewal dues at the Practitioner rate.

Registration Year

HRPA's registration year is June 1st to May 31st. You may join at any point in the registration year, and your registration fees will be prorated to reflect the number of months remaining until the next May 31st at the time you apply. Regardless of when you first join, you will be required to renew your registration by the next May 31st. The only exception are students – students who register in March, April or May exclusively benefit from 15, 14 or 13 months of registration and won't need to renew until the following year.

Registration Fees

Your initial registration fees are calculated based on three things:

- The number of months remaining in our registration year at the time you join
- Your registration class
- Whether you are In Province or Out of Province

You can see a breakdown of initial registration dues [here](#).

Good Character Questions

When you complete your application to join HRP, you will notice that there are thirteen so-called Good Character questions that you are required to answer. Good Character questions are standard for regulatory associations such as HRP and saying yes to one or more of those questions does not necessarily mean that you will not be able to join HRP. If you said yes to any of the Good Character questions, a staff member will reach out to you for more information. The information you provide will be reviewed by the Registrar, who may either approve your application or refer the matter to the Registration Committee for a final decision.

The Registration Committee is a standing committee established pursuant to Section 8.04 of the By-laws. The Registration Committee can either approve your application outright, impose Terms, Limits or Conditions upon your admission to HRPA or, in limited circumstances, deny your application. You should receive the decision of the Registration Committee within 2–4 weeks of your application being referred, including the reasons for the decision.

Application Timeline

It typically takes between 5 to 10 business days for your application to be reviewed. You'll receive a welcome email as soon as this occurs. Please note we can only review complete applications – applications are considered complete when the online form and any required supporting documentation is submitted, and initial registration dues are paid.

For more information, including detailed directions on how to access the online application and troubleshooting, please see our [Registration FAQ](#).

Benefits of Registration

Being a regulated profession has many benefits:

- Greater respect for the profession and its members and students
- Greater autonomy for members and students of the profession
- Better remuneration
- More interesting and fulfilling careers as HR professionals

The benefits which are granted to a profession by society flow from the willingness of professionals to accept the obligations inherent in being true professionals. Obligations will be discussed further in the next section of this handbook.

Designations

Registrants of HRPA may pursue one of the three designations we offer: the [CHRP](#), [CHRL](#), and [CHRE](#). These are protected titles, and may only be used by registrants of

HRPA who have met specific requirements. HRPAs designations were created to signal to clients and employers that an individual has the knowledge and expertise they need to excel in the HR profession. The designation framework was developed to ensure that HR designations are as valued by organizations as those of other regulated professions. Each designation has a different set of requirements that must be met to obtain the designation, however the first requirement for each is registration with HRPAs. To learn more about each of the designations, please see the [Designations](#) section of the website.

Member and Student Benefits

Being a registrant of HRPAs also means you'll have access to tools and resources that can support you in your HR career. These include:

- Access to HRPAs online community forums for peer-to-peer support and knowledge sharing
- Access to HRPAs job board, [Hire Authority](#)
- Resource material in the [HR Insights](#) section of the website
- Mentorship opportunities through your local chapter
- Professional development webinars, workshops, and certificate programs
- Discounts on select consumer products and services

More information on member and students benefits can be found in the [Future Members and Students](#) section of the website.

Obligations

Upon initial registration and then upon yearly renewal thereafter, HRPAs requires all applicants, members and students to indicate their agreement with specific terms and conditions of registration. Specifically, all applicants, members and students are required to state that they have read, understood, and agreed to abide by the *Registered Human Resources Professionals Act, 2013*, the HRPAs By-laws, and the HRPAs Rules of Professional Conduct, as well as any other professional guidance issued by the Association. Here are some things to keep in mind:



- ✓ Make sure you are aware of your obligations – take a look at the Act every once in a while, pay attention to By-law changes, review the Rules of Professional Conduct and make sure you are aware of any other guidance issues by the Association.
- ✓ Make sure HRPA has up-to-date contact information on file for you and that you are able to receive our emails. We primarily communicate electronically, and you don't want to miss important communications, such as your renewal notice.
- ✓ If you are an independent practitioner, let us know and provide us with up-to-date insurance information annually when your insurance renews. Once we've received your insurance information, we will authorize you for independent practice, which is actually one of the search filters we have included on our public register to make it easy for individuals to find independent practitioners such as yourself.
- ✓ Let us know if you are experiencing a personal [bankruptcy or insolvency event](#). This is an obligation under the Act, and while we appreciate that this is a highly sensitive matter, we promise to treat the information you provide to HRPA as private and confidential.
- ✓ Let us know immediately if you experience any of the following:
 - a. Any finding of guilt for a criminal offence or any other kind of offence;
 - b. Any finding of professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction, and whether it is in relation to the HR profession or another regulated profession;
 - c. Any proceeding for professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction, and whether it is in relation to the HR profession or another regulated profession; or
 - d. Any other event, although not mentioned specifically in this section, that could be deemed relevant to the determination of good character if it were to come to light (such as misuse of a designation).

We will review the information you provide and advise you of any next steps, if applicable.

- ✓ Respond to any [professional complaint](#) filed with the Association. While being subject to a complaint is undoubtedly unsettling, you are required to participate in the process and be candid and forthright in your response.
- ✓ Cooperate fully with any investigation or inspection conducted by the Association.

Registration Renewal and Paying Your Dues

To remain a member or student, you will be required to renew your registration annually by May 31st. Leading up to May 31st, you will receive a personal renewal notice with an overview of the renewal dues for the upcoming year and detailed instructions on how to complete your renewal.

Renewing your membership or student registration with HRPAs consists of two simple steps – complete the renewal questionnaire and submit your renewal dues via our online renewal application. While May 31st is the renewal deadline, we have a four-months grace period during which you will still be able to renew, but late fees will apply. HRPAs offers assistance programs, such as the Renewal Dues Assistance Program (RDAP) and CPD Extensions, when life events make it challenging to pay full dues or complete professional development requirements. Information about these programs is sent by email with renewal notices.

While we value your participation in HRPAs, if you no longer wish to be part of the Association you may resign at any time by submitting a completed [Resignation Form](#) to renewal@hrpa.ca or mailing it to HRPAs 200-150 Bloor Street West, Toronto, ON M5S 2X9 – but if you hold a designation, make sure to review our [Reinstatement and Re-Achievement Policy](#) first.

If your renewal remains outstanding, and you do not submit a resignation, unfortunately we will be required to suspend, and eventually revoke, your registration. To avoid a suspension and/or revocation, please take steps to either renew or resign.

For more information about renewal, please visit the [Renew](#) section of our website.

Questions?

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

By Email

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

For designation, CPD, and PLI 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)