



## **Certified Human Resources Executive Designation Application**

### **GENERAL INSTRUCTIONS**

This application is for candidates for the Certified Human Resources Executive (CHRE) who are registrants of HRPA. If you are not yet a registrant, please visit our [Registration Portal](#) and join HRPA before submitting your application.

Prior to completing this application, review the CHRE Guide as well as the CHRE Evaluation Grid. To be considered complete, all of the following documentation must accompany this application.

- Completed application
- One example for each enabling competency. You may use the same example for a maximum of two competencies, as long as you describe specifically how the example relates to each competency.
- A current chronological resume, including the month and year you began and ended each position.
- Organizational charts for each position mentioned in your examples showing the position you report(ed) to and the positions reporting to you. Include the size of the organization(s).
- A one-time application fee of \$395 plus HST.

The complete application must be submitted to HRPA at:

HRPA - Office of the Registrar  
150 Bloor St. W., Suite 200 Toronto, ON M5S 2X9  
Email: [registrar@hrpa.ca](mailto:registrar@hrpa.ca)



**APPLICATION INFORMATION:**

First and Last Name:	
HRPA Registrant Number (Active HRPAs registration is required to apply):	
Primary Phone Number:	
Address:	
Email:	

\*All correspondence is sent to your preferred contact information as per the HRPAs database. It is the responsibility of each registrant to ensure that their contact information is up to date and that their email server accepts incoming emails from HRPAs. To update your registration profile, log in at [www.hrpa.ca](http://www.hrpa.ca).

**TERMS & CONDITIONS**

By submitting this application, I hereby provide acknowledgement that I will abide by the terms and conditions laid out below.

1. I acknowledge that this is my application for the Certified Human Resources Executive (CHRE) designation and that all information included in this application and supporting documentation is accurate and complete.
2. I acknowledge that I will be charged the application fee of \$395 +HST upon submitting the CHRE application.
3. I acknowledge that I am currently an active registrant of HRPAs.

By checking this box, I accept

Signature: Date \_\_\_\_\_ signed(mm/dd/yyyy) \_\_\_\_\_



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**APPLICATION FEE (NON-REFUNDABLE):**

\$395 + HST (\$446.35) – to be submitted with application

**METHOD OF PAYMENT:**

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.

**CONFIDENTIALITY:**

In adherence to the HRPAs privacy policy all information submitted as part of this application is treated as strictly confidential and will be used by HRPAs solely for the assessment of the application.

**PROFESSIONAL INFORMATION:**

Company (current):

Company size (current):

Position:

Size of HR Department (current):

Years in position:

Years in HR:



**DIMENSION EXAMPLES:**

Eligibility for the CHRE is based on meeting the following 15 enabling competencies at the CHRE level:

Individual Skills	Team Skills	Organizational Skills
1. Critical thinking and analysis 2. Technological savvy 3. Research skills 4. Quantitative skills 5. Critical legal thinking	6. Emotional intelligence 7. Project management 8. Decision-making skills 9. Business acumen 10. Independence	11. Ethical behaviour and professionalism 12. Relationship management 13. Negotiation and influencing 14. Strategic and organizational leadership 15. Integration

For each competency provide one example of how you have demonstrated the enabling competency at the executive HR level to further the strategic direction of the organization. You may use the same example for a maximum of two competencies, as long as you describe specifically how the example relates to each competency.

Your examples must be structured using the STAR-model and should be substantiated with facts and numbers where available. Aim for 250 – 500 words for each example. If additional space is required for your answers, then include the answers in a Word document.

1. Situation – Describe the situation, problem or challenge. Choose an example that demonstrates the significance of your experience, the most difficult, complex, largest and successful problem, situation or task that you resolved.
2. Task – Describe what you were tasked with, your responsibilities and assignments for the situation.
3. Actions – Describe the actions you took to resolve the problem, situation or task. Describe all of the actions, detailing each stage and in the correct, logical order showing your thought processes, how you reached your conclusions and the steps you completed.
4. Results – Describe the results. Give evidence to prove success and systemic organizational change. This can be in the form of figures or numbers. If it is a group project or task, describe what you did rather than the achievements of the team.

Each example is rated on a five-point scale:

1. Well below the level expected of an HR Executive.
2. Somewhat below the level of an HR Executive.
3. At the level expected of an HR Executive.
4. Somewhat above the level expected of an HR Executive.
5. Well above the level expected of an HR Executive.

A passing score is an average score of three across all 15 enabling competencies with no scores of one.



## **1. CRITICAL THINKING AND ANALYSIS**

Analysing problems and challenges with perspective and insight. Having the capacity for flexible and innovative thinking. Seeing how the various parts or facets of problem relate to each other.

Situation	
Task	



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Action	
Results	



## 2. TECHNOLOGICAL SAVVY

Making use of the various technologies to best advantage. Seeing the possibilities in emerging technologies. Managing the implementation of new technologies.

Situation	
Task	



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### **3. RESEARCH SKILLS**

Collecting & using data effectively in the HR decision making process. Integrating the work of others into organizational practice.

Situation	
Task	



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#### 4. QUANTITATIVE SKILLS

Working with quantitative data. Conducting and interpreting predictive analytics. Constructing metrics.

Situation	
Task	



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## 5. CRITICAL LEGAL THINKING

Analysing situations from a legal perspective. Distilling the essential legal issues at hand. Considering & evaluating the relative merit of alternate legal interpretations. Making sound judgements based on legal analysis of situations.

Situation	
Task	



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## **6. EMOTIONAL INTELLIGENCE**

Interpreting the emotional state of self and others. Making effective use of this information to guide behaviour.

Situation	
Task	



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## 7. PROJECT MANAGEMENT

Planning, executing and controlling HR projects using appropriate tools and metrics.

Situation	
Task	



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## 8. DECISION MAKING SKILLS

Making decisions in a timely manner, taking into consideration all relevant aspects of a situation.

Situation	
Task	



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## 9. BUSINESS ACUMEN

Effectively leveraging the context and dynamics of business.

Situation	
Task	



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## 10. INDEPENDENCE

Acting as an independent professional in the context of the workplace. Adhering to the standards of the HR profession and to all workplace legislation, even when doing so is a challenge.

Situation	
Task	



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**11. ETHICAL BEHAVIOUR AND PROFESSIONALISM**

Acting with honesty, integrity, credibility, self-confidence & independence. Coping with ambiguity, conflicts of interest and the need to protect the public interest.

Situation	
Task	



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## 12. RELATIONSHIP MANAGEMENT

Building networks. Establishing effective working relationships. Working productively with others.

Situation	
Task	



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### 13. NEGOTIATING AND INFLUENCING

Negotiating solutions that balance the interests of all parties. Delivering persuasive communications that build agreement on a particular course of action.

Situation	
Task	



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**14. STRATEGIC AND ORGANIZATIONAL LEADERSHIP**

Working in , building and leading teams. Demonstrating competence in goal setting, planning and organization, collaboration, process management, empathy, flexibility responding to feedback and conflict management.

Situation	
Task	



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## 15. INTEGRATION

Integrating the various practice areas of HR together into a coherent response to a challenge or issue.

Situation	
Task	



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