

Access to Registration Records

HRPA maintains registration records for all active registrants of HRP, and for ten years after an individual has ceased being a registrant of HRP. Those records contain all the information that HRP is required to publish by By-law, as well as information regarding all applications for registration with and certification by HRP and documents that HRP has collected in support of such applications.

Upon the written request of an applicant for registration by HRP, HRP will provide the applicant with access to records held by it that are related to the application.

However, there are alternate ways in which registrants can gain access to those records.

1. **Public Register**

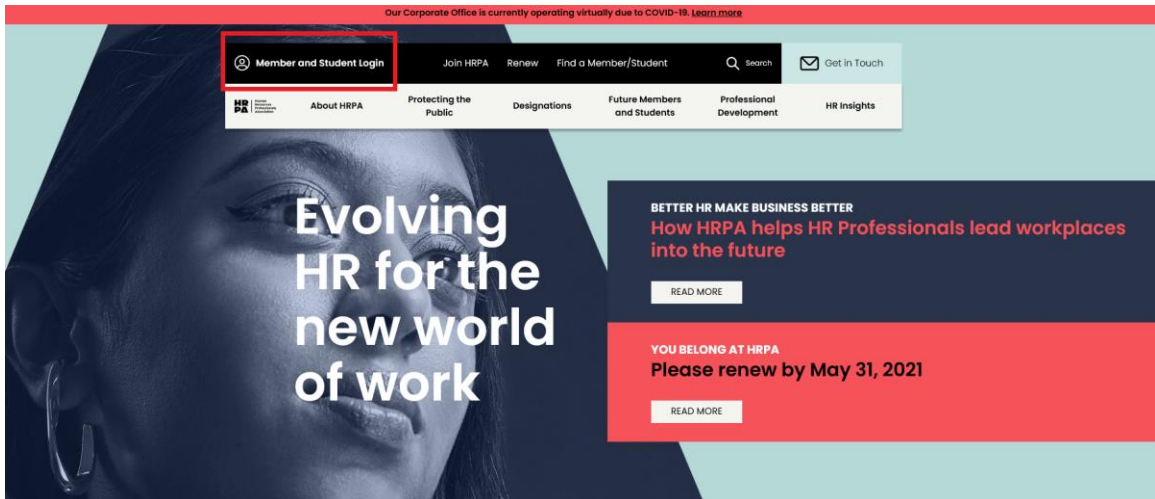
In accordance with the *Registered Human Resources Professionals Act, 2013*, HRP is required to maintain a public register of all members and students. The public register contains a variety of information, including but not limited to:

- registrant's name
- registration category
- designation(s), if any
- whether the registrant has professional liability insurance and is authorized for independent practice
- business contact information
- disciplinary information, if any

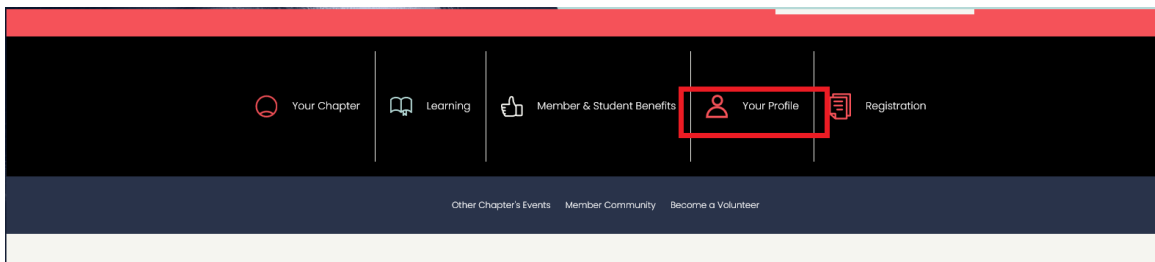
For further information, please take a look at the [public register](#) and review section 13 of the By-laws.

2. **Education Record**

Each registrant has an Education Record which is a personal password-protected web page accessible from the HRP website. The Education Records tracks all applications that HRP received for that registrant, as well as which requirements have been met. To access the Education Record a registrant first needs to access their Member and Student Login.



Once logged in, the registrant should access the Dashboard profile.



On the Dashboard, a link to the Education Record is listed as part of the Additional Profile Pages.

Additional Profile Pages

[Change Password](#)

[Edit My Demographics](#)

[My Transactions](#)

[Continuing Professional Development](#)

[Education Record](#)

[Download Products](#)

[>T2202A \(EAP/OAP\)](#)

3. **Alternate Route, Validation of Experience and CHRE Written Applications**

HRPA keeps a record of any application that was received for the Alternate Route, the Validation of Experience or the CHRE Written Application. To request a copy of the application you submitted, please contact the Office of the Registrar at: registrar@hrpa.ca.

4. Grade Letters for Courses Completed through the Online Academic Program (OAP)

Registrants who complete courses through the Online Academic Program are issued an official grade letter by HRPAs free of charge. Upon request, HRPAs can reissue grade letters for an administrative fee of \$25 plus tax. To request the reissuance of a grade letter, please contact the Office of the Registrar at: registrar@hrpa.ca.

5. Certificate of Standing

Registrants can request a Certificate of Standing. The document will outline when the registrant joined HRPAs, which, if any, designation the registrant holds and whether the registrant has ever been suspended, disqualified, censured or otherwise disciplined as a member of HRPAs and whether the registrant is currently subject to a proceeding for professional misconduct, incompetence or incapacity which has not been resolved at the time the letter is granted. Please complete sections 1 – 3 of the [Certificate of Standing](#), and then email it to the Office of the Registrar at registrar@hrpa.ca.

6. Corrections to registration records

Should any of the information referenced above contain inaccuracies, please contact the Office of the Registrar at: registrar@hrpa.ca.