



## Validation of Experience Application Form

**APPLICANT INFORMATION:**

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

Prior to completing this application, please review the Guide to the Validation of Experience as it contains information pertaining to the four dimensions of professional level experience and what constitutes the practice of human resources management. A minimum of 36 months of HR experience is required to apply including at least three months in the past two years (recency).

**Applicants who intend to submit their experience to meet the coursework requirement and qualify to write the Comprehensive Knowledge Exam (CHRP-KE or CHRL-KE) should apply under the Alternate Route – Experience Stream.**

The Validation of Experience is a monthly submission, and the deadline to submit is the last business day of the month (except for December; All applications received in December will be submitted with the January batch of the following year). Submissions are reviewed by the HRPA Experience Assessment Committee, and the results are released via email within eight to ten weeks from the deadline date. Successful applicants are deemed to have met the experience requirement of the CHRL.

Applications should be emailed to [registrar@hrpa.ca](mailto:registrar@hrpa.ca). The following must accompany this application form for it to be considered complete:

- A **chronological resume** which includes an employment history with start and finish dates for each listed position. Include the month and year you began and ended each position. Employment dates should match the dates on the Questionnaires. Functional resumes do not provide the required information, and therefore, will not be accepted.
- A completed **questionnaire** for each job position. The questionnaire is included in this application form. If you need more, you may copy the questions and answer on Word and submit the Word document as your questionnaire.
- A **job description** for each job position detailing your duties and responsibilities. Employer documents are preferred.
- An **organizational chart** for each job position detailing what position(s) you reported to and the position(s) reporting to you. Include the size of the organization(s) and circle/ highlight your position(s). Employer documents are preferred.



## Validation of Experience Application Fees (non-refundable)

Total Fees \$525 + HST:

- \$100.00 + HST (\$113.00) – initial fees (to be paid at the time of submission)
- \$425.00 + HST (\$480.25) – remaining fees (to be paid when approved)

HST #R104154273

### Online Payment Portal

Payment for the initial fees will only be required once we have reviewed your application and confirmed its eligibility. **We will contact you and provide you with a link to our secure online payment portal at that time.** Once we have received your payment through the portal, your application will be included in the next submission batch and a confirmation email\* and receipt will be sent to you for your records. If approved, we will provide you with a separate link for the \$425 + HST remaining fees. Please allow several business days for processing.

### Confidentiality Disclaimer

HRPA does not accept documents containing confidential employer and/or employee information. Confidential information should be redacted prior to submitting them to HRPA.

### Declaration

I hereby apply to have my Validation of Experience application reviewed for the purposes of meeting HRPA's experience requirement in the context of HRPA's certification process. I attest that all information on this form or in any supporting documentation is accurate and complete and fairly represents my experience. I understand that it is a breach of HRPA's Rules of Professional Conduct to provide false or misleading information. I understand that the Experience Assessment Committee Panel may seek information available in the public realm to make their decision.

Signature: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_

By providing an electronic signature, I confirm my understanding and agreement to the terms of this form.

\*All correspondence is sent to your preferred contact information as per the HRPA membership database. It is the responsibility of each HRPA registrant to ensure that their individual profile is always up to date with the most current contact information, including email address. It is also the responsibility of each registrant to ensure that their email server accepts incoming emails from HRPA. To update your HRPA registrant profile, please log in at [www.hrpa.ca](http://www.hrpa.ca).



Experience Questionnaire

Starting with the most recent position, complete the following questions for each position you have held. You are not limited to the space provided and may include your answers in a separate document attached with your application. Experience submitted must be within the previous ten years and at least three months of the experience must be within the previous two years (recency requirement).

Current or most recent position

Position Title: \_\_\_\_\_

Size of the Company/Organization: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Length of Service in Above Position (month/year – month/year): \_\_\_\_\_

1. In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services?

NOTES:

- Must be a minimum of 51% to qualify
• If not 100%, length of service will be prorated to the time spent doing HR work in the role
• HR work does not include: payroll, office/line management on non-HR teams, corporate finance/bookkeeping, business development/marketing

\_\_\_\_\_ %



Human  
Resources  
Professionals  
Association

- 2. Describe and provide examples on the level of independence in your position. What kind of decisions or actions in professional level HR capacity are you empowered to make? Please provide specific examples and do not copy and paste the job description.**

A large, empty rectangular box with a thin black border, intended for the applicant to provide specific examples of their professional level HR capacity and independence.



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Resources  
Professionals  
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- 3. Describe the type of analysis and interpretation and the resulting recommendations and/or implementation you are required to do in your position. Please provide specific examples and do not copy and paste the job description.**

A large, empty rectangular box with a thin black border, intended for the applicant to provide their response to question 3.



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Professionals  
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**4. Describe the level of your interactions with decision makers and/or stakeholders both within and outside of your organization. Who do you typically interact with? Please provide specific examples and do not copy and paste the job description.**

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**5. Describe your professional HR accountabilities. What does your organization hold you accountable for? Please provide specific examples and do not copy and paste the job description.**

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Next most recent position

Position Title: \_\_\_\_\_

Size of the Company/Organization: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Length of Service in Above Position (month/year – month/year): \_\_\_\_\_

1. In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services?

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