

**Webinar presented by Human Resources Professionals Association
CHRP/CHRL Coursework Requirement Explained
October 27, 2021**

What if you've successfully obtained the required marks through the Course-by-Course Approach but failed to obtain the required grade for only one course?

If you have not met the minimum grade of 65% in one or more for the required functional areas, you have not met the Coursework Requirement. Thus, you will have to obtain credit for that course(s) that you have not met the minimum grade for. This can be done by either re-taking the course at an academic institution, writing a Challenge Examination, or undergoing the Alternate Route process.

What is the exception if you have a learning disability?

There are no exceptions in meeting the Coursework Requirement. However, if you require accommodations due to a learning disability for any of our certification examinations, HRPAA has a robust *Examination Accommodations Policy* and can implement accommodations for your examination, as necessary. To view this policy, please click [here](#).

What happens if someone writes the NKE and passed and submitted the 9 Courses almost 10 years ago when they joined HRPAA and has obtained the CHRP Designation? If that person takes the CHRL-KE, does that mean that person no longer needs to re-do the coursework to obtain the CHRL?

If you have passed the NKE within the last 10 years, those examination results are valid to grant you credit for the CHRL-KE. The only examination you would need to write is the CHRL Employment Law Examination, as well as any other outstanding requirements you may have to obtain the CHRL Designation. If your NKE results are older than 10 years, and you have not yet obtained the CHRL Designation, you will need to start from scratch, including meeting the Coursework Requirement to qualify to register for the CHRL-KE. Similarly, passing the CHRL-KE grants you 10 years from the year you passed the examination to complete all the remaining requirements to obtain the CHRL Designation.

If someone has the CHRP Designation and has had that for 10 years, if that person does not work towards the CHRL (e.g., obtain a degree, obtain the experience, etc.), does that person's coursework experience expire and the person loses their designation?

If you have earned the CHRP Designation, the only requirements to maintain the designation is paying your yearly membership dues and completing the CPD Requirement every three years. If you have passed the NKE/CKE within the last 10 years, those examination results are valid to

grant you credit for the CHRL-KE. The only examination you would need to write is the CHRL Employment Law Examination, as well as any other outstanding requirements you may have to obtain the CHRL Designation. If your NKE/CKE results are older than 10 years, and you have not yet obtained the CHRL Designation, you will need to start from scratch, including meeting the Coursework Requirement to qualify to register for the CHRL-KE. Similarly, passing the CHRL-KE grants you 10 years from the year you passed the examination to complete all the remaining requirements to obtain the CHRL Designation.

If we are taking the Alternate Route and I have worked in HR for over 10 years in various companies, how do I prove that what information is required?

If you are applying for the Alternate Route Experience Stream, the required supporting documents are your chronological resume, the questionnaire for each job position (the questionnaire is found in the application form), a job description for each job position and an organizational chart for each job position. For example, if you are submitting four job positions for review, you must have four questionnaires, four job descriptions, four organizational charts along with your chronological resume. You may submit HR experience acquired within the past 10 years of the application date including at least three months in the past two years (recency requirement). There is no limit on the number of job positions you may submit for review as long as the experience was acquired within the last 10 years. The application form includes three templates of the questionnaires. If you need more, you may complete another form or copy the questions and answer on Microsoft Word and submit the Word document as your questionnaire.

If we are doing courses with HRPAA, how do we send the transcript?

Once you have become an active registrant, you can forward the grade letters you had received by email to Thomas Callitsis at: tcallitsis@hrpa.ca, so that they may be added to your profile.

What if I worked for a company that is no longer in business?

If the company you worked for is no longer in business or if you cannot contact them, you must create your own job descriptions and organizational charts. Please indicate in your application that the company is no longer in business so the panel is aware. Panels are able to seek information available in the public realm so it may cause confusion if they are not able to search for the company.

Can you bypass CHRP to CHRL via the alternate route experience stream?

The CHRP Designation is not a pre-requisite to the CHRL Designation. Meeting the Coursework Requirement, whether through the Course-by-Course Approach or the Alternate Route process, qualifies registrants to register for both the CHRP-KE and CHRL-KE. At that point, it is up to the registrant to decide which examination to register for based on the designation they wish to pursue.

I think I missed it but when applying for alternative, do we also have to do the exam? Does it include the law exam?

Meeting the Coursework Requirement via the Alternate Route process qualifies you to register for the CHRP-KE/CHRL-KE. This is not an exemption to any of our certification examinations, as these are non-exemptible requirements. Each registrant must write and pass both the applicable Knowledge Examination and Employment Law Examination to earn their designation.

Is the Challenge Examination categorized by specific course or an exam combining all courses based on the Course-by-Course Approach?

There are nine different Challenge Examinations designed for each of the nine functional areas. There is not one Challenge Examination that encompasses all the functional areas; you would have to write a Challenge Examination based on a specific course that you need to obtain credit for. Thus, if you have three courses outstanding, you have the option of registering for three different Challenge Examinations.

Does the organizational chart need to be an official one from the company you worked for, or can I create them?

The organizational chart does not need to be an official document from the company. Employer documents are preferred, but if you do not have access to the company documents or if they do not exist, you must create your own organizational chart(s). You do not need to include everyone in the organization. You may note the size of the organization and focus on your department. Please show your position, who you reported to (who they reported to, if any) and positions that reported to you, if any. You do not need to include employee names either, just the titles. Please highlight your position.