

**Webinar presented by Human Resources Professionals Association  
How to achieve the Certified Human Resources Executive (CHRE) Designation  
November 3, 2021**

**Is the Not-for-Profit Sector considered? It is a very different sector than Corporate.**

The criteria as, as outlined in the CHRE Evaluation Grid is the same regardless of the sector. This is because the CHRE Evaluation Grid contains competencies which are relevant to senior HR professional regardless of the sector. Those needed competencies are the same from sector to sector. The sector you are in does not affect your ability to apply for and be granted the CHRE designation.

**What amount of the min. 10 years of experience should be high impact? e.g., 50% etc.?**

There is no specific amount of experience required at the high impact level. The recommendation of "a significant portion of time should be at the high-impact level" is included as it allows the applicant time to have senior experiences to draw on as part of the answers to the 15 competencies.

**Can you please clarify if the score cannot be less than 3 for each of the 15 competencies with none being 1?**

Each competency is scored on a rating scale of 1-5 as outlined in the CHRE Evaluation Grid. The average of the 15 competencies can not be less than 3. Additionally, no individual competency can score a 1.

**Who is on the CHRE evaluation committee? How are they selected?**

The CHRE evaluation committee is comprised of senior HR practitioners that hold the CHRE designation. They have been through the same application process as you. As needed, there is a recruitment process for Committee members. Prior to recruitment, HRPA in conjunction with the Committee chair identifies, any potential gaps in the current committee (i.e. differing sectors of practice, consulting practice). They serve as the criteria for determining the individuals selected for the positions available on the committee.

**Is there a maximum number of words that the STAR response for each competency should be?**

The applications recommends that each competency example be a minimum of 250 words. There isn't a maximum allowable number of words per STAR response. When drafting your answers detail and explaining your role in the situation is important. Do not use jargon.

**Would a successful applicant then use the CHRE designation in place of the CHRL or in addition to?**

The CHRL and CHRE designations are two separate designations. If an individual holds both a CHRL and CHRE then they decide whether to use the CHRE alone or CHRL and CHRE after their names. Some individuals even chose to include all three designations (CHRP, CHRL, CHRE) after their names.

**Can a recently retired HR professional still apply for the CHRE designation?**

Yes

**Is the self assessment quiz still online? I tried another link when I googled for it and the link was broken, can you please provide the self assessment link for the CHRE.**

The application process consists of completing examples for each of the 15 competencies. There is no self-assessment quiz as part of the CHRE process.

**How long do the responses have to be for each question?**

It is recommended that an application be a minimum of 250 words per each component of a STAR example. The goal for an applicant is to explain in detail the various components of the STAR examples. HRPA stresses quality over quantity.

**If unsuccessful, how many times can you reapply?**

There is no limit to the number of times an individual can resubmit an application. You are encouraged to review the results of previous decisions and incorporate their feedback when resubmitting an application. Resubmissions are reviewed by panels that have not seen previous applications from an applicant.

**Is an application fee requiring each time you apply or is the application fee refundable if your application is unsuccessful?**

The application fee is applicable each time you apply (including resubmissions). The application fee is not refunded to unsuccessful applications.

**What percentage of applications are generally approved?**

Each application is reviewed on its own merit. There is no target for granting. In 2020 and 2021 the pass rate varied between 17 and 40%.

**Are the company names provided on the application kept confidential – as I have several clients who must have their information kept confidential.**

All information is kept strictly confidential both by the CHRE Review Committee Volunteers and HRPAs staff. All Volunteers are bound by a Code of Conduct for Regulatory Committees. Likewise, all staff sign a Code of Conduct. Confidentiality is a key component to that Code of Conduct. If you have concerns, you can blank out the company name in your examples. Alternately you can give the company an alias name (i.e., Company X). Be sure to include a note in your application explaining the reason for this deletion.

**Is there any support for prep e.g., advance review of materials – same way as CHRP and CHRL have support (albeit through sample exams)?**

Guidance on the components of a good STAR example as well as a sample STAR example are available in the CHRE Guidebook.

**Can HRPAs connect us to CHRE individuals?**

At the current time there is no registry of individuals who hold the CHRE designation.

**Do you recognize other Jurisdictions equivalent designations, e.g., Chartered Fellowship with CIPD U.K.?**

There is no mutual recognition agreement between other jurisdictions and the CHRE that HRPAs grants.

**Are there any time limits once an applicant receives approval for the first part of the process in terms of moving into the second step of the 15 competencies?**

The application process consists of completing examples for each of the 15 competencies. There is no self-assessment quiz as part of the CHRE process.