

Webinar presented by Human Resources Professionals Association

OOTR – Preparing to write the CHRP-KE or CHRL-KE: Tips from Top Scorers

March 3, 2022

Did you find that there were a lot of questions with multiple correct answers?

No, the exam is very well designed, and every question has only one right answer.

Would it be beneficial to do the Captus Press preparatory product first and then course/text notes or go through notes and then do the course?

Both can be beneficial depending on how you learn. If you go through the modules in the preparatory program first, you can see which areas you already have a lot of knowledge in and where you are lacking which can help guide you on what to focus on in your notes and texts. If you study with notes and textbooks first, you can use the preparatory program to make sure you covered everything and see if you are still struggling with some concepts.

You indicate studying for 1-2 weeks per subject area, how many hours per week did you study?

My studying time depended on the week. I would say I usually studied for 4-6 hours per week initially and ramped that up a bit in the weeks leading up to the exam to maybe 10-12 hours per week. My study time would also vary based on my work schedule and other commitments.

Which competency area did you find the most difficult to study for?

(Sarah) I personally found the Organizational Effectiveness competency to be the most difficult to study. I took an Organizational Behaviour course in my first year of university in 2017. Thus, it had been a while since I had studied the material. I did not have a textbook or class notes. For this competency area, I utilized slides from the course and the Captus Press program.

I also found the Professional Practice competency to be difficult. I think because there is no course on it, I did not really have any notes or slides to reference. I was not sure what would be tested and what kind of questions would show up on the exam. I think for this area, it is best to review the HRPA Rules of Professional Conduct document.

(Justin) Professional Practice

How many months did you give yourselves to study?

(Sarah) Approximately two months. For reference, I completed my undergraduate degree in April of 2020. I completed two additional courses to go towards my CHRP between June 2020 to June 2021. I then wrote the CHRP-KE in October 2021 (started studying in August).

(Justin) Two months.

(Siama) I studied for three months.

Regarding the custom glossary: did you create it from scratch? If so, what resources did you use?

I did create it from scratch because I wanted to include more information than just a definition. As I was going through my notes, textbooks, and the modules from the preparatory program, I started to group any important terms and concepts together. I made definitions for them in my own words, wrote out how they connected to other concepts, gave examples, and linked them to the 9 competencies.

If there are time constraints, would you say the Captus Press preparatory product is sufficient to prepare for the CHRP-KE?

For me personally, the Captus Press program was the best study resource. I would prioritize that in your studying along with course notes. If you are really that constrained for time, I would also consider writing at a later sitting to ensure you have enough time to adequately prepare for the examination.

How would you rate the difficulty of the exam itself?

The exam is very fair. If you've prepared yourself, then you will do well.

How similar are the practice exams in the Captus Press preparatory product to the CHRL-KE? Are they useful?

The practice exams give you a good idea of the style of the questions that you will be asked. I found them helpful because I could test my knowledge of concepts.

Which textbooks should we refer to when preparing for this exam?

The textbooks you used when completing your required courses. If you do not have these, you may be able to find recommended textbooks by reaching out to your past instructors.

Can you suggest any free quizzlet sites?

Quizlet is a website. You can make a free account and use cue cards for studying. I found this to be a beneficial study technique for me. Some features can be purchased on the website, but the standard cue cards (which I utilized) are free.

Link: <https://quizlet.com/latest>

Were there any other external HR knowledge exam guides that you used?

No. I only used Captus Press and course material.

How should we divide the time during the exam to go through each section of the exam?

I found that the exam provided sufficient time and I did not have to manage my time. If you get stuck on a question, flag it and come back at the end.

How should we start studying and where do we begin when forming a study plan?

A good starting point for creating a study plan is to reference the HRP A Competency Framework. I reviewed this to get an idea of what the exam would focus on. My next step was to purchase the Captus Press program. This program was great and provided a solid outline of the course material required to be successful on the exam. From the diagnostic exam and modules, I would note down areas where I was not understanding certain topics or where I was not performing well. This allowed me to go back to my course notes and online resources to see what more I could learn about those topics. I allocated approximately 1-2 weeks of studying time to each of the 9 competencies. When I completed all the 9 competency area reviews, I re-watched some of the Captus Press videos where I felt like I was still struggling and completed the practice exams. Throughout my studying, I filled out both written and Quizlet cue cards. At the end of my studying, I also reviewed these cue cards. If you plan ahead, the exam is not as big of an undertaking as it initially seems.

Was your studying more of a review of knowledge from your HR program? Was there any part that you did not learn in school?

The majority was a review of what I had learned. I didn't cover the different kinds of validity in my program. There were some elements of organizational effectiveness and talent management that my courses didn't focus on either.

Does the Captus Press preparatory product cover the material enough in detail, or is it more of an overview?

The product is meant to be a review tool. I recommend supplementing it with your textbooks and class notes.

Would the course books be available at a community centre library?

The textbooks can be purchased directly from the publisher. Used copies can be purchased through Amazon, Kijiji, or from a college or university bookstore. You may wish to contact a local library, and you can borrow the books.

For someone who qualified through the Alternate Route – Experience Stream and it has been a while since I last studied for an exam, what would be the advice to best start preparing?

Start by identifying your areas of weakness. You may need to do more studying in those areas. You also will need to look at purchasing some relevant textbooks, as this is where the bulk of your knowledge will come from. If you do use the Captus Press product, start by taking the pre-diagnostic test to identify your weaker subjects and adjust your studying accordingly. If you do purchase textbooks, focus on the textbooks from your weaker areas as well as an overview textbook in HR Management to give you the foundation. I would recommend listening to the recording of the Advice from the Registrar webinar for additional study tips.

How effective are the Facebook groups? Are the Facebook groups run by HRP?

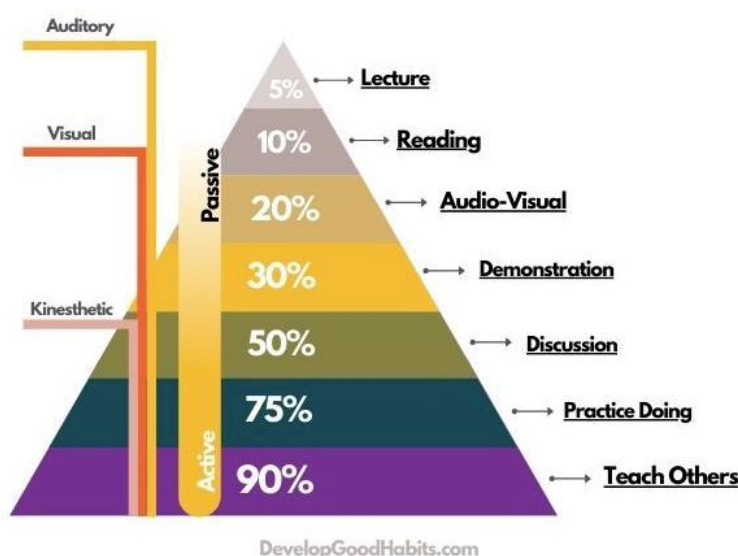
HRPA does not run any Facebook groups related to exam prep.

Do you feel that studying the glossaries primarily was successful/enough, or do you feel going through the textbook content extensively is needed?

No, just using a glossary isn't enough because you need to understand how to apply the concepts. I used my notes and textbooks to expand what a glossary definition. I used important terms from various glossaries as a starting point and expanded them to include how concepts linked together, example of when to use them, and how they related to the competencies.

Do you have any tips for retaining information?

There are different learning styles and ways we all learn and retain information. For me personally, I find that writing materials out helps a lot with memory retention. Cue cards are also good as they test your memory. Based on the chart below, active methods of studying are better than passive methods. In the Webinar, Justin mentioned that he utilized teaching and discussion with his partner to help study for the exam. I personally did not partake in a study group, but I think that is a great way to learn or to bring a family member or friend into your studying. You remember more of what you write than what you hear, but it is beneficial for retention to absorb the information in multiple ways. Reading, listening, writing, and verbalizing will be better for retention than any singular method on its own. This also helps to make the studying more interesting as there is more variety in what you are doing.



Link: <https://www.developgoodhabits.com/learning-pyramid/>

Is there anything you wish you would have done to study differently/more/less, etc.?

(Sarah) Not in particular. I think creating a plan helped me to map out my studying. I did make some adjustments along the way with my studying, but it all worked out and I felt confident going into the exam. I think if you plan and dedicate enough time to studying the exam will go well.

(Siama) I would have been more confident that I was learning to apply the concepts.

How many practice exams does the Captus Press preparatory product provide?

The Captus Press product provided two practice examinations and one pre-diagnostic exam.

In addition to the practice exams in the Captus Press preparatory product, where else can we find practice exams?

(Justin) I am not aware of any others.

(Siama) I believe there are other companies that have exams, but they may not be Ontario specific. You can also do the chapter questions from the textbooks. I would recommend stay away from products that are not Ontario specific as they are not relevant to the knowledge exam.

What about the diagnostic test in the Captus Press preparatory product? Is it comparable to the actual Knowledge Exam?

While the questions may be similar in style, I found the Captus Press exams to be more challenging for me, personally.

How many times did you take the practice exams? Is it beneficial to take them multiple times?

I took the practice exams once each (Diagnostic, Practice 1, Practice 2). After completing the exams, I reviewed the questions I got wrong and investigated why I got them wrong. I created an Excel document to track which competency areas I was doing the best/worst on. This helped to guide the rest of my studying.

I personally have a very good memory. I think for me doing the practice tests more than once would have done more harm than good because I likely would have just

been trying to “remember” the right answer from taking it the first time, rather than thinking the question through. For me, completing it once was optimal.

CHRP Practice Exams											
	DT	Out of	%	PT1	Out of	%	PT2	Out of	%	Average	%
HRMR&FM	13	18	72%	13	18	72%	14	19	74%	13.3454545	73%
HW&SW	10	18	56%	14	18	78%	15	18	83%	13	72.22%
L&D	14	18	78%	17	18	94%	13	18	72%	14.6666667	81.48%
L&ER	15	18	83%	13	18	72%	14	18	78%	14	77.78%
OE	9	18	50%	12	18	67%	17	18	94%	12.6666667	70.37%
PP	11	18	61%	14	18	78%	14	18	78%	13	72.22%
S	2	6	33%	4	6	67%	5	5	100%	3.58823529	63.32%
TR	11	18	61%	15	18	83%	12	18	67%	12.6666667	70.37%
WP&TM	11	18	61%	15	18	83%	14	18	78%	13.3333333	74.07%

If any of you worked in HR prior to the exam, did your HR experience help you with studying and writing the exam?

(Justin) Yes, definitely. Having prior experience allows you to think of how a similar situation may have been handled. It’s important to note though that the exam is not asking how HR is done at your company, but how HR *should* be done based off what you have learned in your coursework.

(Siama) I didn't work in HR before the exam, but I had done elements of HR in my previous positions. I think that if you have HR experience, it will help you with learning to apply the various concepts.

When did you stop studying? For example, did you study right up to the morning of the exam?

(Sarah) I studied all the way up to the exam pretty much. I stopped the night before and allowed myself to relax a bit before going to sleep. The morning of the exam, I woke up, took a walk, ate some food, and then reviewed cue cards I had flagged. I maybe spent at max an hour studying the morning of my exam, but I like to quickly review the material before exams I take. I would not recommend cramming or staying up all night the night of the exam. It is important to get enough sleep and be well rested for the exam.

(Justin) stopped studying the evening before the exam.

(Siama) I stopped studying before dinner the day before my exam. I didn't study the morning of because I didn't want to start second guessing myself.

What advice do you have for those with full-time jobs who have not recently taken any of the HR courses in years? Should we focus on obtaining the textbooks and use the Captus Press preparatory product?

(Sarah) I was personally not under these circumstances, but in that case, I would highly recommend starting to study maybe 4-6 months before the expected exam depending on how recently you took the courses and overall comfort with the material. Create a study plan and allow yourself enough time to get through all the topics. I personally think the Captus Press is a great way to start. Using the modules and diagnostic exams, you can identify areas of strength and areas of improvement for studying, then build a plan from there on where to focus. I would recommend trying to obtain textbooks online, through your previous (or current) academic institution, used online, or through a local library (recommended by Siama). You do not have to go out and spend a bunch of money on brand new books to be successful.

(Justin) While I am not best suited to answer this question in its entirety, I did work full-time while studying for the exam. I allocated specific times during the work for my studying, spacing out the Captus Press content and relevant textbook resources to give myself time to cover all the content in good time.

(Siama) I would give yourself more time to study than you think. I'm studying for the law exam and working full time currently and I don't get as much studying done in the evenings as I originally thought I would.

My advice would be to find the best way you learn and focus on that. I have always found textbooks very helpful, I like to read and make my own notes, so that was my primary way to study. I also liked the prep program because of the practice exams. If you prefer to study with other people, a study group may help you more. If you are an auditory learner, try recording your notes and listening to them on your commute. There is no wrong way to study, it's all about finding what helps you retain and apply the information.