

**Webinar presented by Human Resources Professionals Association  
OOTR – Preparing to write the CHRP-KE or CHRL-KE: Advice from the Registrar  
February 10, 2022**

**If we register for the exam preparatory product from Captus Press and go through all the learning modules, will we be prepared? Will the questions on the exam come from the study package?**

The Captus Prep product is designed to be used as a supplement to your course notes and textbooks, as this is where the bulk of knowledge will come from. The questions on the actual exam will not come from this study package. The practice exams are designed to be aligned to the blueprint and mirror the actual exams in terms of format and length. This product is a prep mechanism with sample questions, it is not meant to mirror the level of difficulty of the actual exam.

**Have there been any known flagged preparatory sources that exam takers should avoid? e.g., any known scams.**

No, not that HRPA is aware of, and Registrar did advise to always come to the source for the most accurate and up to date information. HRPA has no affiliation, with any other prep products other than the ones delivered by Captus Press. Canadian HR Press produces a hard copy study guide which we have been informed that candidates also use and find helpful in preparing for the exams.

**How often are exam questions reviewed and revised?**

As part of the regular maintenance cycle, items are reviewed yearly and revised approximately every 2-3 years.

**Do the questions involve actual HR experience or only what has been covered in the courses and textbooks?**

The knowledge exam will test on theoretical knowledge and so for the most part will come from your courses, course notes and relevant textbooks.

**What are some tips for managing full-time work exam preparation?**

Refer to the slides in this presentation – the Registrar talked about tips, managing your time, and choosing study methods that work well for you. Create an outline and plan, decide how much time each week you can devote to studying. Identify your weak areas and adjust your focus accordingly as you may need to spend more time on those areas' vs other areas. Also divide your studying into chunks, as there is much to go over.

**How long is reasonable timeframe to study, or how early should you start (if courses were taken over six years ago)?**

Regardless of how old your courses are, the typical timeframe on average is about 6 months, however it all depends on knowledge retention, and can vary depending on the individual.

**Where or who can we go to for one-on-one mentoring? Does the HRP A offer a mentorship for the exam?**

HRPA does not offer a mentoring service at the provincial office, we recommend you connect with your local chapter. For more information regarding HRP A's mentorship program, click [here](#).

**I would love to meet/ join others for a study group? Is there a page on the HRP A website to find this?**

HRPA does not facilitate any form of study groups directly. There are several groups that have been started by HRP A exam candidates for the purpose of studying for the exam. You will need to conduct your own search on Facebook for these related groups.

**Can we stand during a proctored exam? Six hours sitting, or three if you take the break, is a long time.**

You cannot stand during the exam or move out of the camera view. There is a 15 min break between the 2 exam content sections where you may take a break.

**Which textbooks do you recommend for preparation?**

The textbooks used to study for this exam are the same textbooks that were used when the HR courses were taken. You are not required to purchase new books and can use the books you currently have. If you no longer have your textbooks you may wish to investigate purchasing used or new copies from Amazon, college, or university bookstores or by going directly to the publisher's websites. Kelly will provide a list of resources over email to all individuals who attended this webinar.

**Is there any ONE textbook that you would recommend?**

No, there is no one textbook that would adequately cover the material of the 9 subject areas and/or competency framework.

**Should we assume that textbooks from almost 20 years ago are invalid now?**

No, you can use older textbooks as the coursework has a 10-year validity period. However, if you have textbooks approaching 20 years, you may want to investigate purchasing more recent versions.

**Is there somewhere to borrow or rent HR textbooks, or access similar resources from the textbook publishers, if you no longer have your textbooks?**

Please consult Amazon or Kijiji as they do sell used textbooks, or a more affordable option of an e-book that is available through the publisher's websites. I am not aware that books are available to rent. Please consult various face book groups, as they are often selling used textbooks.

**Are there any other, free, resources that we can use to study from?**

HRPA is conducting a webinar on March 3, 2022, at 12:00 p.m., that will feature Tips from Top Scorers from individuals who have recently written the exam and performed well. They will be offering tips on how to study. A recommendation to register for this complimentary webinar.

Will there be answers in a question that are more correct than others? No, there is only one correct answer, or rather the most correct answer to each question.

**Does the committee who creates the exam the same committee who creates the study exam?**

No, the exam committee members do not write questions for the actual exams, nor do they write questions for our prep products. The subject matter experts who write questions for our actual exams are comprised of college or university professors, HR professionals and designated members. These are different individuals than those who write for our prep products.

**If we are going through the Alternate Route – Experience stream, what is the best way to prepare for the exam?**

HRPA recommends consulting the Competency Framework and identifying your weaker areas. Source textbooks that support your weaker areas. Find a study group, and/or mentor program, source a tutor that can help you break down what you need to study. Start by purchasing an overview textbook that focuses on HR Management. It will at least be giving you a starting point and your weaker areas can help guide your study path.

**Is there any advice for deciding which exam to write?**

HRPA does not recommend one exam over the other or one designation over the other. We provide you with all the information to make the best decision for you. The expectations of a CHRP vs a CHRL candidate vary, and so the exams are designed to reflect this as well. If you were to write the CHRL-KE and the CHRL-ELE, you can use them for both the CHRP and the CHRL designation, thus avoiding having to write 4 exams. If you want to discuss the best path for you, we recommend you speak with someone directly in the Office of the Registrar or by emailing [exams@hrpa.ca](mailto:exams@hrpa.ca) or [registrar@hrpa.ca](mailto:registrar@hrpa.ca).

**I just purchased the 2022 Study Guide for the HR Knowledge from HR Press; can I use this at all?**

The preparatory product from Canadian HR Press can be used to study for the CHRP-KE/CHRL-KE. Please note, however, that what you use refers to HRPAs certification examinations as they are Ontario-based, and do not reference the CPHR, as these

are different examinations. In addition, HRPA does not contribute to the creation or maintenance of this product, thus, we cannot comment on the quality of the product.

**Do we need a pass rate in each domain, or just on the overall exam?**

To calculate the passing grade for the CHRL-KE, a 'non-compensatory' scoring method is used. The purpose for this scoring method is to ensure that individuals demonstrate strong knowledge in each of the nine functional areas. This results strength in one or more functional areas not compensating for weaknesses in other areas.

An overall cut score is still established. What this means is that individuals will need to score a certain percentage in each of the nine functional areas, as well as meet the overall established cut score.

It is possible to be above the threshold of the overall cut score and yet be below the threshold in one or more of the functional areas, resulting in a failing grade. It is also possible to be above the threshold in all nine of the functional areas and be below the threshold for the overall cut score, resulting in a failing grade. Cut scores vary depending on the difficulty of the examination.

For the CHRP-KE, as well as the CHRP and CHRL Employment Law Examinations, only an overall pass mark is established that you must meet or score above to pass the examination.

**Where can I find HRPA practice resources? Are there practice quizzes available for purchase?**

You may find the exam preparatory products that HRPA endorses [here](#). The preparatory products offered by Captus Press include quizzes, as well as two mock examinations. For more information on these preparatory products, please click [here](#).

**In the HRPA Blueprint, table 3 says ‘competencies not eligible on the CHRL-KE’ and there is a table, what do the COMP numbers represent/mean?**

These numbers represent the way they are filed and referenced in the Professional Competency Framework. You will not need to know what the specific number refers to on the examination.

**Once established, will the pass mark be communicated to us?**

The pass mark will be indicated on the results letter that you receive by email. You will also be provided a breakdown of how you performed in each competency.

**Are all questions multiple-choice?**

Yes, all four of HRPA’s certification examinations are strictly multiple-choice.

**Are you able to share direct links to where some of these resources may be found (framework, exam blueprints, writing style guidelines, etc.)?**

The Professional Competency Framework can be found [here](#).

The CHRP-KE Blueprint can be found [here](#).

The CHRL-KE Blueprint can be found [here](#).

The Item-Writing Guidelines can be found [here](#).

For more information on the CHRP-KE and CHRL-KE, please click [here](#).

**Is there a centralized source or preparation tool available?**

You may find the exam preparatory products that HRPA endorses [here](#).

**What is the overall percentage score needed to pass the CHRP exam?**

A ‘Modified Angoff’ method is used to determine the cut score for the examination. This method uses a panel of HR subject matter experts who apply ratings to each individual question on the examination. When applying ratings, the subject matter experts use a ‘Borderline Candidate’ and determine their performance on each question. Any candidate showing the same or a higher level of performance as a borderline candidate is considered a ‘passing’ candidate, and any candidate showing performance below the level of a borderline candidate is a

'failing' candidate. The purpose for this method of scoring is to set an objective hurdle for candidates. This method rewards candidates who are considered to have sufficient competence and knowledge in HR, and to also identify those candidates who have insufficient competence and knowledge; thus, they would not meet the cut score. The 'Modified Angoff' method sets the cut score based on the actual difficulty of the test in relation to the 'Borderline Candidate's' level of performance on each question, and fairly assess individual candidates on their own merits.

The pass mark required for all our examinations change for each sitting depending on how the Key Validation process goes with our psychometrician and the committee. Historically, the pass marks have been close between sittings, and as we move closer and develop stronger items for our examinations, the pass marks established will be even closer to one another.

For information on previous pass marks, please click [here](#).

**Will you be able to change your answers during the exam, or will the questions be locked, and you cannot review them again once you move onto another question?**

Yes, candidates will be able to go back and review any answers they wish to change if they remain in the same section. HRPAs certification examinations are broken into two content sections and once you have submitted your answers in one of the sections, you cannot go back to review those answers. Should you wish to review any questions, you must do so before submitting them in the section you are in.

**Are the questions 'grouped' according to competencies on the exam or are the scattered throughout the exam?**

No, questions are scattered randomly throughout the examination and are not grouped by competency/functional area.

**If we fail, are we told how/why so we can study better for next time? For example, which domains we did not do well in?**

The results letter that candidates receive by email will contain a breakdown of how they performed in each of the competency/functional areas so that they can focus on any of their weaker areas to study in.

**Will the system tell you if you missed a question by accident?**

The examination platform will not label any questions as complete if they are not answered. On the left-hand side of the examination platform, you will be able to see all answered, unanswered and flagged questions.

**If you fail your exam, how many times can you re-apply to try again? Is there a cutoff point- if you fail too many times, for example, you cannot keep applying to write it?**

You may register for the examination in the following administration if your Coursework remains valid. You may register for the examination as many times as needed while your Coursework remains valid to pass the examination. You may only register for the same examination once per administration (testing window).

**Is the Captus Press preparatory program considered one of the best preparatory programs?**

HRPA endorses the Captus Press preparatory products as HRPAs assists in the review of these products to ensure that content is relevant and up to date. We are unable to say that it is the 'best', as we do not work with other companies who produce preparatory products for our certification examinations and cannot comment on the quality of them.

**There has been reference made to the 'Exam Blueprint' and 'Professional Competency Framework' on the HRPAs website. Is this the 139-page document on HRPAs website, or is there another blueprint we should be referencing?**

The Professional Competency Framework is the document that lists the expectations of knowledge between a CHRP-holder and a CHRL-holder. This document is what the examination blueprints are founded on.

The Professional Competency Framework can be found [here](#).

The CHRP-KE Blueprint can be found [here](#).

The CHRL-KE Blueprint can be found [here](#).



**Will we be provided equations for accounting questions during the exam or is it expected to memorize each one?**

No, a formula sheet is not provided for HRPAs certification examinations. Candidates are not expected to memorize each formula, however, should have a good understanding of which types of formulas may be tested on. You may find this information in the Professional Competency Framework [here](#).

**For the CHRP-KE, what have the previous cutoff scores been (approximate)?**

For information on previous pass marks, as well as the Technical Reports for the applicable administrations, please click [here](#) and scroll down to towards the bottom of the webpage.