



Human
Resources
Professionals
Association

HRPA REGULATORY COMMITTEES TERMS OF REFERENCE

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HRPA Academic Standards Committee

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Academic Standards Committee (ASC) is a standing committee established pursuant to Section 8.04 of the By-laws.</p> <p>The Academic Standards Committee shall review every course outline(s) and any accompanying, relevant, supplementary material submitted by eligible post-secondary educational institutions or individual registrants upon request from the Registrar for approval or re-approval of courses in the fulfillment of HRPAs coursework requirement as per the criteria established by the Board.</p>
REPORTING RELATIONSHIP AND REQUIREMENTS:	<p>The Academic Standards Committee operates independently of the Board. This means that the Academic Standards Committee shall make all decisions required of it independently of the Board and the Committee shall not report to the Board on individual cases. However, the Academic Standards Committee shall report to the Board its general business (e.g., numbers of applications referred, number of courses approved, and trends).</p> <p>The Registrar shall provide administrative support to the Academic Standards Committee. Staff support to the Academic Standards Committee is responsible for managing all correspondence with the applicants regarding any application referred to the Academic Standards Committee, scheduling meetings, and maintaining records of all applications and decisions.</p> <p>The decisions of the Academic Standards Committee are appealable to HRPAs Appeal Committee.</p>
COMMITTEE RESPONSIBILITIES:	<p>The Academic Standards Committee shall abide by the Act and the By-laws.</p> <p>The members of the Academic Standards Committee are subject to the HRPAs Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the Act, every member of the Academic Standards Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the By-laws and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>In addition to carrying out its mandate under the By-laws, the Academic Standards Committee may conduct business meetings for the purpose of managing the work of the Committee and training and development purposes. Such business meetings shall be convened by the Chair of the Academic Standards Committee.</p>
COMMITTEE MEMBERSHIP:	<p>Members of the Academic Standards Committee shall be a mix of representatives from accredited post-secondary educational institutions.</p> <p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Academic Standards Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating</p>

	<p>Committee upon recommendation of the Chair of the Academic Standards Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>Three members of the Academic Standards Committee shall constitute quorum for a business meeting of the Academic Standards Committee.</p> <p>No member of the Academic Standards Committee shall be permitted to serve on the Appeal Committee during their tenure on the Academic Standards Committee. Also, no former member of the Academic Standards Committee shall sit on an Appeal Committee review of a decision they were a part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total).</p> <p>In exceptional circumstances, the Chair of the Academic Standards Committee can submit formal requests to the Governance and Nominating Committee to extend the term of a member of the Academic Standards Committee as required.</p>
<p>PANEL CONSTITUTION:</p>	<p>In accordance with Section 8.06 of the By-laws, the Academic Standards Committee may sit in panels for the purposes of exercising its powers and performing its duties under the Act, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee. A panel of the Academic Standards Committee shall be selected by the Committee Chair from amongst the members of the Academic Standards Committee.</p> <p>A panel shall consist of three members of the Academic Standards Committee. When a decision is to be made about coursework at the degree level, two of the three panel members shall have knowledge of and experience with degree-level coursework. When a decision is to be made about coursework at the certificate, diploma, advanced diploma, or post-diploma certificate levels, two out of the three panel members shall have knowledge of and experience with coursework at the certificate, diploma, advanced diploma, or post-diploma certificate levels.</p> <p>Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p>
<p>BUDGETARY AUTHORITY:</p>	<p>The budget for the Academic Standards Committee is approved by the Board. The Academic Standards Committee will have a budget to cover meeting and event expenses where appropriate.</p>
<p>LIMITATIONS:</p>	<p>In discharging its duties under the By-laws, each member of the Academic Standards Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>



**HRPA Appeal Committee
A Statutory Committee of the HRP**

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Appeal Committee is a statutory committee established pursuant to Section 12 of the <i>Registered Human Resources Professionals Act, 2013</i> (the “Act”) and the By-laws.</p> <p>The Appeal Committee shall review every appeal filed under the Act and the By-laws by registrants of HRP or members of the public to determine whether there was a denial of natural justice or an error on the record of the decision of the committee or the Registrar and to exercise any of the powers granted to it under the Act and Section 21.10 of the By-laws.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Appeal Committee operates independently of the Board. This means that the Appeal Committee shall make all decisions required of it under the Act independently of the Board and the Appeal Committee shall not report to the Board on individual cases. However, the Appeal Committee shall report to the Board on its general business (e.g. numbers of appeals, numbers of hearings or reviews, and trends).</p> <p>The Registrar shall provide administrative support to the Appeal Committee.</p> <p>Staff support to the Appeal Committee is responsible for managing all correspondence with the parties in regard to any matter referred to the Appeal Committee, for scheduling hearings or reviews, and for maintaining a record of all proceedings.</p> <p>In conducting its duties under the Act, the Appeal Committee shall have access to Independent Legal Counsel (ILC) when such legal advice is considered to be necessary or prudent by the panel.</p> <p>Decisions of the Appeal Committee are final unless otherwise provided for in the Act.</p>
COMMITTEE RESPONSIBILITIES:	<p>The Appeal Committee shall abide by the Act and By-laws.</p> <p>The Appeal Committee shall conduct hearings for any appeal of a decision of the Discipline Committee, the Capacity Committee or the Review Committee. The Appeal Committee shall conduct reviews for any other appeal.</p> <p>In the conduct of hearings, the Committee shall abide by the <i>Statutory Powers Procedure Act, 1990</i>.</p> <p>As provided for by the <i>Statutory Powers Procedure Act, 1990</i>, the Appeal Committee may make rules governing the practice and procedure before it with respect to hearings. As required by the <i>Statutory Powers Procedure Act, 1990</i>, the Appeal Committee shall make any rules or guidelines that it establishes for hearings available for examination by the public.</p> <p>The members of the Appeal Committee are subject to the HRP Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the Act, every member of the Appeal Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the Act, and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>In addition to carrying out its mandate under the Act and the By-laws, the Appeal Committee may</p>

	<p>conduct business meetings for the purpose of managing the work of the Committee and for training and development purposes. Such business meetings shall be convened by the Chair of the Appeal Committee.</p>
<p>COMMITTEE MEMBERSHIP:</p>	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Appeal Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Appeal Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>There shall be a minimum of three people who have their CHRP, CHRL and/or CHRE designation in good standing on the Committee.</p> <p>There shall be a minimum of two Public Representatives on the Committee. There shall be a minimum of two lawyers on the Committee.</p> <p>Members are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Appeal Committee and the committee roster is reviewed by the Board annually.</p> <p>Three members of the Appeal Committee shall constitute quorum for a business meeting of the Appeal Committee.</p> <p>No member of the Appeal Committee shall be permitted to serve on any other committee of the Association during their tenure on the Appeal Committee. Also, no former member of another committee shall sit on an Appeal Committee review of a decision which they were part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total). In accordance with Section 4.3 of the <i>Statutory Powers Procedure Act, 1990</i>, if the term of a Committee member who has participated in a hearing expires before a decision is given, the term shall be deemed to continue, but only for the purpose of participating in the decision and for no other purpose.</p> <p>In exceptional circumstances, the Chair of the Appeal Committee can submit formal requests to the Board to extend the term of a member of the Appeal Committee as required.</p>
<p>PANEL CONSTITUTION:</p>	<p>In accordance with the Section 8.06 of the By-laws, the Committee may sit in panels for the purposes of exercising its powers and performing its duties under the <i>Act</i>, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee. A panel of the Appeal Committee shall be selected by the Committee Chair from amongst the members of the Appeal Committee.</p> <p>A panel shall consist of three members of the Appeal Committee; one must be a CHRP, CHRL or CHRE in good standing and one must be a Public Representative.</p> <p>Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p> <p>If the matter of the appeal was as a result of proceedings which were open to the public, the appeal shall also be open to the public.</p> <p>Only panel members who have participated in the appeal may participate in panel deliberations and decision-making in regard to the matter at hand.</p>
<p>BUDGETARY AUTHORITY:</p>	<p>The budget for the Appeal Committee is approved by the Board. The Appeal Committee will have a budget to cover meeting expenses where appropriate.</p>

	The budget shall permit the Appeal Committee to have access to Independent Legal Counsel (ILC).
LIMITATIONS:	In discharging its duties under the <i>Act</i> , each member of the Appeal Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.



**HRPA Capacity Committee
A Statutory Committee of the HRP**

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Capacity Committee is a statutory committee established pursuant to Section 12 of the <i>Registered Human Resources Professionals Act, 2013</i> (the “Act”) and the By-laws.</p> <p>The Capacity Committee shall hear every matter referred to it by the Association under Section 47 of the Act to determine whether the member is incapacitated, and if the Committee finds a member is incapacitated, to exercise any of the powers granted to it under Subsection 47(8) of the Act.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Capacity Committee operates independently of the Board. This means that the Capacity Committee shall make all decisions required of it under the Act independently of the Board and the Capacity Committee shall not report to the Board on individual cases. However, the Capacity Committee shall report to the Board on its general business (e.g. numbers of referrals, numbers of hearings, and trends).</p> <p>The Registrar shall provide administrative support to the Capacity Committee.</p> <p>Staff support to the Capacity Committee is responsible for managing all correspondence with the parties in regards to any matter referred to the Capacity Committee, for scheduling hearings, and for maintaining a record of all proceedings.</p> <p>In conducting its duties under the Act, the Capacity Committee shall have access to Independent Legal Counsel (ILC) when such legal advice is considered to be necessary or prudent by the panel.</p> <p>Decisions of the Capacity Committee are appealable to HRP’s Appeal Committee.</p>
COMMITTEE RESPONSIBILITIES:	<p>The Capacity Committee shall abide by the Act and By-laws.</p> <p>In the conduct of hearings, the Committee shall abide by the <i>Statutory Powers Procedure Act, 1990</i>.</p> <p>As provided for by the <i>Statutory Powers Procedure Act, 1990</i>, the Capacity Committee may make rules governing the practice and procedure before it. As required by the <i>Statutory Powers Procedure Act, 1990</i>, the Capacity Committee shall make any rules or guidelines that it establishes available for examination by the public.</p> <p>The members of the Capacity Committee are subject to the HRP Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the Act, every member of the Capacity Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the Act, and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>In addition to carrying out its mandate under Section 47 of the Act, the Capacity Committee may conduct business meetings for the purpose of managing the work of the Committee and for training and development purposes. Such business meetings shall be convened by the Chair of the Capacity Committee.</p>
COMMITTEE	Members of the Committee are appointed by the Governance and Nominating Committee upon

<p>MEMBERSHIP:</p>	<p>recommendation of the Chair of the Capacity Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Capacity Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>There shall be a minimum of three people who have their CHRP, CHRL and/or CHRE designation in good standing on the Committee.</p> <p>There shall be a minimum of two Public Representatives on the Committee. There shall be a minimum of one lawyer on the Committee.</p> <p>Three members of the Capacity Committee shall constitute quorum for a business meeting of the Capacity Committee.</p> <p>No member of the Capacity Committee shall be permitted to serve on the Complaints Committee or the Appeal Committee during their tenure on the Capacity Committee. Also, no former member of the Capacity Committee shall sit on an Appeal Committee review of a decision which they were part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total). In accordance with Section 4.3 of the <i>Statutory Powers Procedure Act, 1990</i>, if the term of a Committee member who has participated in a hearing expires before a decision is given, the term shall be deemed to continue, but only for the purpose of participating in the decision and for no other purpose.</p> <p>In exceptional circumstances, the Chair of the Capacity Committee can submit formal requests to the Board to extend the term of a member of the Capacity Committee as required.</p>
<p>PANEL CONSTITUTION:</p>	<p>In accordance with the Section 8.06 of the By-laws, the Committee may sit in panels for the purposes of exercising its powers and performing its duties under the Act, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee.</p> <p>A Presider for the pre-hearing conference(s) shall be selected by the Committee Chair from amongst the members of the Capacity Committee. Any Committee Member who has participated in a pre-hearing conference cannot be assigned to sit on the Hearing Panel should the matter proceed to a hearing.</p> <p>A panel of the Capacity Committee shall be selected by the Committee Chair from amongst the members of the Capacity Committee.</p> <p>A panel shall generally consist of three members of the Capacity Committee; one must be a CHRP, CHRL or CHRE in good standing and one must be a Public Representative. In limited circumstances and where both parties to a proceeding agree, a proceeding may be heard by a panel of one member of the Capacity Committee.</p> <p>Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p>
<p>BUDGETARY AUTHORITY:</p>	<p>The budget for the Capacity Committee is approved by the Board. The Capacity Committee will have a budget to cover meeting expenses where appropriate.</p> <p>The budget shall permit the Capacity Committee to have access to Independent Legal Counsel (ILC).</p>
<p>LIMITATIONS:</p>	<p>In discharging its duties under the Act, each member of the Capacity Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>



HRPA CHRE Review Committee

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The CHRE Review Committee is a standing committee established pursuant to Section 8.04 of the By-laws.</p> <p>The CHRE Review Committee shall review every application referred to it by the Registrar to determine whether an applicant meets the criteria for the Certified Human Resources Executive (CHRE) as established by the Board.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The CHRE Review Committee operates independently of the Board. This means that the CHRE Review Committee shall make all decisions required of it in accordance with the criteria established by the Board independently of the Board and the CHRE Review Committee shall not report to the Board on individual cases. However, the CHRE Review Committee shall report to the Board on its general business (e.g. numbers of applications referred, number of designations granted, and trends).</p> <p>The Registrar shall provide administrative support to the CHRE Review Committee.</p> <p>Staff support to the CHRE Review Committee is responsible for managing all correspondence with the applicants in regard to any application referred to the CHRE Review Committee, for scheduling panel reviews, and for maintaining records of all applications and panel reviews.</p> <p>Decisions of the CHRE Review Committee are appealable to HRPAs Appeal Committee.</p>
COMMITTEE RESPONSIBILITIES:	<p>The CHRE Review Committee shall abide by the Act and the By-laws.</p> <p>The members of the CHRE Review Committee are subject to the HRPAs Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the Act, every member of the CHRE Review Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the By-laws, and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>In addition to carrying out its mandate under the By-laws, the CHRE Review Committee may conduct business meetings for the purpose of managing the work of the Committee and for training and development purposes. Such business meetings shall be convened by the Chair of the CHRE Review Committee.</p>
COMMITTEE MEMBERSHIP:	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the CHRE Review Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the CHRE Review Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>All members of the CHRE Review Committee shall have the CHRE designation and shall be HRPAs</p>

	<p>members in good standing.</p> <p>Members are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the CHRE Review Committee and the committee roster is reviewed by the Board annually.</p> <p>Three members of the CHRE Review Committee shall constitute quorum for a business meeting of the CHRE Review Committee.</p> <p>No member of the CHRE Review Committee shall be permitted to serve on the Appeal Committee during their tenure on the CHRE Review Committee. Also, no former member of the CHRE Review Committee shall sit on an Appeal Committee review of a decision they were a part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total).</p> <p>In exceptional circumstances, the Chair of the CHRE Review Committee can submit formal requests to the Registrar to extend the term of a member of the CHRE Review Committee as required.</p>
<p>PANEL CONSTITUTION:</p>	<p>In accordance with Section 8.06 of the By-laws, the CHRE Review Committee may sit in panels for the purposes of exercising its powers and performing its duties under the Act, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee. A panel of the CHRE Review Committee shall be selected by the Committee Chair from amongst the members of the CHRE Review Committee.</p> <p>A panel shall consist of three members of the CHRE Review Committee. Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p>
<p>BUDGETARY AUTHORITY:</p>	<p>The budget for the CHRE Review Committee is approved by the Board. The CHRE Review Committee will have a budget to cover meeting and event expenses where appropriate.</p>
<p>LIMITATIONS:</p>	<p>In discharging its duties under the By-laws, each member of the CHRE Review Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>



HRPA CHRL Exam Validation Committee

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Certified Human Resource Professional Exam Validation Committee (CHRL Exam Validation Committee) is a standing committee established pursuant to Section 8.04 of the By-laws.</p> <p>The mandate of the CHRL Exam Validation Committee is to assist the Registrar to assess the competency of members and students for the Certified Human Resources Leader (CHRL) designation through examinations .</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The CHRL Exam Validation Committee operates independently of the Board. The CHRL Exam Validation Committee shall make all decisions required of it independently of the Board and the CHRL Exam Validation Committee shall not report to the Board on specific examination decisions or standards. However, the CHRL Exam Validation Committee shall report to the Registrar on its general business (e.g. key activities, pass rates, and trends).</p> <p>The Registrar shall provide administrative support to the CHRL Exam Validation Committee.</p> <p>Staff support to the CHRL Exam Validation Committee is responsible for managing scheduling and materials for all meetings of the CHRL Exam Validation Committee.</p> <p>The Registrar shall provide for the CHRL Exam Validation Committee to have access to an independent psychometrician when such advice is deemed necessary or prudent by the Committee or the Registrar.</p>
COMMITTEE RESPONSIBILITIES:	<p>The CHRL Exam Validation Committee shall make final decisions on all examination content used to score CHRL candidates (including the CHRL Knowledge Exam and the CHRL Employment Law Exam) and shall make a recommendation to the Registrar on the cut-score used to evaluate candidates on those examinations by:</p> <ol style="list-style-type: none"> 1. Meeting twice a year for two days to validate content for the CHRL Knowledge Exam. 2. Meeting twice a year for two days to validate content for the CHRL Employment Law Exam. 3. Meeting twice following each exam sitting to perform key validation and approve the pass mark (for a total of eight teleconferences between 30 and 90 minutes) 4. Meeting twice a year to review the CHRL Employment Law Exam prior to each exam sitting to verify currency of content and absence of enemy items. 5. Meeting every five years for a period of two days to set performance standards for the CHRL Knowledge Exam and/or the CHRL Employment Law Exam if there has been a substantive change to the examination content or testing conditions. <p>The CHRL Exam Validation Committee shall also hold a consultative role regarding the examination blueprints for all examinations used to assess CHRL candidates in accordance with the parameters set out by the Registrar. The CHRL Exam Validation Committee shall provide advice on examination policies and future directions as requested by the Registrar.</p> <p>The CHRL Exam Validation Committee shall work with HRPA and external providers contracted by HRPA to maintain the integrity of the CHRL examination process and decisions about CHRL candidates. In the conduct of its activities, the CHRL Exam Validation Committee shall adhere to generally accepted measurement principles (i.e., The Standards for Educational and Psychological</p>

	<p>Testing and the NCCA Accreditation Standards).</p> <p>The members of the CHRL Exam Validation Committee are subject to the HRP Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules. The members of the CHRL Exam Validation Committee are required to sign a non-disclosure agreement and agree to abide by it.</p> <p>All members of the Committee are required to notify HRP support staff of any potential conflict of interest.</p>															
COMMITTEE MEMBERSHIP:	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the CHRL Exam Validation Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the CHRL Exam Validation Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>All members of the CHRL Exam Validation Committee shall be designated HRP members in good standing, who are currently practicing in Human Resources and/or participating in functional HR work.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total).</p> <p>Committee Members who have ceased practicing HR during their term on the CHRL Exam Validation Committee can complete their term but are not eligible to have their term renewed.</p> <p>All members are required to sign off on and comply with the CHRL Exam Validation Committee – Committee Participation Policy.</p>															
QUORUM:	<p>The quorum for each activity reflects the minimum of committee members required for each activity to make defensible decisions and maintain the validity of the exams. The target reflects best practice and should always be strived for if possible.</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Quorum</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Key Validation</td> <td>5</td> <td>7</td> </tr> <tr> <td>Pass Mark Approval</td> <td>4</td> <td>6</td> </tr> <tr> <td>Form Approval</td> <td>2</td> <td>2</td> </tr> <tr> <td>Validation</td> <td>7</td> <td>9</td> </tr> </tbody> </table>	Activity	Quorum	Target	Key Validation	5	7	Pass Mark Approval	4	6	Form Approval	2	2	Validation	7	9
Activity	Quorum	Target														
Key Validation	5	7														
Pass Mark Approval	4	6														
Form Approval	2	2														
Validation	7	9														
BUDGETARY AUTHORITY:	<p>The budget for the CHRL Exam Validation Committee is approved by the Board.</p> <p>The CHRL Exam Validation Committee will have a budget to cover meeting expenses where appropriate. The budget shall permit the CHRL Exam Validation Committee to have access to an independent psychometrician.</p>															
LIMITATIONS:	<p>In discharging its duties, each member of the CHRL Exam Validation Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>															



HRPA CHRP Exam Validation Committee

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Certified Human Resources Professional Exam Validation Committee (CHRP Exam Validation Committee) is a standing committee established pursuant to Section 8.04 of the By-laws.</p> <p>The mandate of the CHRP Exam Validation Committee is to assist the Registrar to assess the competency of members and students for the Certified Human Resources (CHRP) designation through examinations.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The CHRP Exam Validation Committee operates independently of the Board. The CHRP Exam Validation Committee shall make all decisions required of it independently of the Board and the CHRP Exam Validation Committee shall not report to the Board on specific examination decisions or standards. However, the CHRP Exam Validation Committee shall report to the Registrar on its general business (e.g. key activities, pass rates, and trends).</p> <p>The Registrar shall provide administrative support to the CHRP Exam Validation Committee.</p> <p>Staff support to the CHRP Exam Validation Committee is responsible for managing scheduling and materials for all meetings of the CHRP Exam Validation Committee.</p> <p>The Registrar shall provide for the CHRP Exam Validation Committee to have access to an independent psychometrician when such advice is deemed necessary or prudent by the Committee or the Registrar.</p>
COMMITTEE RESPONSIBILITIES:	<p>The CHRP Exam Validation Committee shall make final decisions on all examination content used to score CHRP candidates (including the CHRP Knowledge Exam and the CHRP Employment Law Exam), and shall make a recommendation to the Registrar on the cut-score used to evaluate candidates on those examinations by:</p> <ol style="list-style-type: none"> 1. Meeting twice a year for two days to validate content for the CHRP Knowledge Exam. 2. Meeting twice a year for two days to validate content for the CHRP Employment Law Exam. 3. Meeting twice following each exam sitting to perform key validation and approve the pass mark (for a total of eight teleconferences between 30 minutes and 90 minutes). 4. Meeting twice a year to review the CHRP Employment Law Exam prior to each exam sitting to verify currency of content and absence of enemy items. 5. Meeting every five years for a period of two days to set performance standards for the CHRP Knowledge Exam and/or the CHRP Employment Law Exam if there has been a substantive change to the examination content or testing conditions. <p>The CHRP Exam Validation Committee shall also hold a consultative role regarding the examination blueprints for all examination used to assess CHRP candidates in accordance with the parameters set out by the Registrar. The CHRP Exam Validation Committee shall provide advice on examination policies and future directions as requested by the Registrar.</p> <p>The CHRP Exam Validation Committee shall work with HRPA and external providers contracted by HRPA to maintain the integrity of the CHRP examination process and decisions about CHRP candidates. In the conduct of its activities, the CHRP Exam Validation Committee shall adhere to</p>

	<p>generally accepted measurement principles (e.g., The Standards for Educational and Psychological Testing and the NCCA Accreditation Standards).</p> <p>The members of the CHRP Exam Validation Committee are subject to the HRPA Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules. The members of the CHRP Exam Validation Committee are required to sign a non-disclosure agreement and agree to abide by it.</p> <p>All members of the Committee are required to notify HRPA support staff of any potential conflict of interest.</p>															
<p>COMMITTEE MEMBERSHIP:</p>	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the CHRP Exam Validation Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the CHRP Exam Validation Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>All members of the CHRP Exam Validation Committee shall be designated HRPA members in good standing, who are currently practicing in Human Resources and/or participating in functional HR work.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total).</p> <p>Committee members who have ceased practicing HR during their term on the CHRP Exam Validation Committee can complete their current term but are not eligible to have their term renewed.</p> <p>All committee members are required to sign off on and comply with the CHRP Exam Validation Committee – Committee Participation Policy.</p>															
<p>QUORUM:</p>	<p>The quorum for each activity reflects the minimum of committee members required for each activity to make defensible decisions and maintain the validity of the exams. The target reflects best practice and should always be strived for if possible.</p> <table border="1" data-bbox="436 1352 1091 1724"> <thead> <tr> <th>Activity</th> <th>Quorum</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Key Validation</td> <td>5</td> <td>7</td> </tr> <tr> <td>Pass Mark Approval</td> <td>4</td> <td>6</td> </tr> <tr> <td>Form Approval</td> <td>2</td> <td>2</td> </tr> <tr> <td>Validation</td> <td>7</td> <td>9</td> </tr> </tbody> </table>	Activity	Quorum	Target	Key Validation	5	7	Pass Mark Approval	4	6	Form Approval	2	2	Validation	7	9
Activity	Quorum	Target														
Key Validation	5	7														
Pass Mark Approval	4	6														
Form Approval	2	2														
Validation	7	9														
<p>BUDGETARY AUTHORITY:</p>	<p>The budget for the CHRP Exam Validation Committee is approved by the Board.</p> <p>The CHRP Exam Validation Committee will have a budget to cover meeting expenses where appropriate.</p> <p>The budget shall permit the CHRP Exam Validation Committee to have access to an independent</p>															

	psychometrician.
LIMITATIONS:	In discharging its duties, each member of the CHRP Exam Validation Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.



**HRPA Complaints Committee
A Statutory Committee of the HRP**

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Complaints Committee is a statutory committee established pursuant to Section 12 of the <i>Registered Human Resources Professionals Act, 2013</i> (the “Act”) and the By-laws.</p> <p>The Complaints Committee shall review every complaint referred to it under Section 31 of the Act regarding the conduct of a member of the Association or a firm and, if the complaint contains information suggesting that the member or firm may be guilty of professional misconduct as defined in the by-laws, the committee shall investigate the matter. Following the investigation of a complaint, the complaints committee may direct that the matter be referred, in whole or in part, to the discipline committee; direct that the matter not be referred to the discipline committee; negotiate a settlement agreement between the Association and the member or firm and refer the agreement to the discipline committee for approval; or take any action that it considers appropriate in the circumstances and that is not inconsistent with the Act or the by-laws, including cautioning or admonishing the member or firm.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Complaints Committee operates independently of the Board. This means that the Complaints Committee shall make all decisions required of it under the Act independently of the Board and the Complaints Committee shall not report to the Board on individual cases.</p> <p>However, the Complaints Committee shall report to the Board on its general business (e.g. numbers of complaints, numbers of referrals to discipline, and trends).</p> <p>The Registrar shall provide administrative support to the Complaints Committee.</p> <p>Staff support to the Complaints Committee is responsible for managing all correspondence with the parties in regard to any matter referred to the Complaints Committee, for scheduling panels, and for maintaining a record of all proceedings.</p> <p>In conducting its duties under the Act, the Complaints Committee shall have access to Independent Legal Counsel (ILC) when such legal advice is considered to be necessary or prudent by the panel.</p> <p>Decisions of the Complaints Committee are appealable to HRP’s Appeal Committee. A referral to the Discipline or Capacity Committee does not constitute a decision and as such cannot be appealed.</p>
COMMITTEE RESPONSIBILITIES:	<p>The Complaints Committee shall abide by the Act and By-laws.</p> <p>The members of the Complaints Committee are subject to the HRP Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the Act, every member of the Complaints Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the Act, and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>In addition to carrying out its mandate under Section 31 of the Act, the Complaints Committee may conduct business meetings for the purpose of managing the work of the Committee and for training and development purposes. Such business meetings shall be convened by the Chair of the</p>

	Complaints Committee.
COMMITTEE MEMBERSHIP:	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Complaints Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Complaints Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>There shall be a minimum of three people who have their CHRP, CHRL and/or CHRE designation in good standing on the Committee.</p> <p>There shall be a minimum of one Public Representative on the Committee.</p> <p>Three members of the Complaints Committee shall constitute quorum for a business meeting of the Complaints Committee.</p> <p>No member of the Complaints Committee shall be permitted to serve on the Appeal Committee or Discipline Committee during their tenure on the Complaints Committee. Also, no former member of the Complaints Committee shall sit on an Appeal Committee review of a decision which they were part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total). In circumstances where a member's participation in a panel review of a complaints case has yet to be resolved, the member's term may be extended to case completion.</p> <p>In exceptional circumstances, the Chair of the Complaints Committee can submit formal requests to the Board to extend the term of a member of the Complaints Committee as required.</p>
PANEL CONSTITUTION:	<p>In accordance with the Section 8.06 of the By-laws, the Committee may sit in panels for the purposes of exercising its powers and performing its duties under the Act, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee. A panel of the Complaints Committee shall be selected by the Committee Chair from amongst the members of the Complaints Committee.</p> <p>A panel shall consist of three members of the Complaints Committee; one must be a CHRP, CHRL or CHRE in good standing and one must be a Public Representative.</p> <p>Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p>
BUDGETARY AUTHORITY:	<p>The budget for the Complaints Committee is approved by the Board. The Complaints Committee will have a budget to cover meeting and event expenses where appropriate.</p> <p>The budget shall permit the Complaints Committee to have access to Independent Legal Counsel (ILC).</p>
LIMITATIONS:	<p>In discharging its duties under the By-laws, each member of the CHRE Review Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>



HRPA Continuing Professional Development Committee

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Continuing Professional Development (CPD) Committee is a standing committee established pursuant to Section 8.04 of the By-laws.</p> <p>The Continuing Professional Development Committee shall audit every continuing professional development log referred to it by the Registrar to determine whether the continuing professional development requirement has been met in accordance with the criteria as established by the Board. The Committee shall also review every extension request for a member’s continuing professional development period referred to it by the Registrar to determine whether there are valid grounds to grant an extension in accordance with the Continuing Professional Development Extension Policy.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The CPD Committee operates independently of the Board. This means that the CPD Committee shall make all decisions required of it in accordance with the criteria established by the Board independently of the Board and the CPD Committee shall not report to the Board on individual cases. However, the CPD Committee shall report to the Board on its general business (e.g. numbers of logs audited, number of extension requests referred, and trends).</p> <p>The Registrar shall provide administrative support to the CPD Committee.</p> <p>Staff support to the CPD Committee is responsible for managing all correspondence with the registrants in regards to any CPD log being audited by or any extension request being referred to the CPD Committee, for scheduling panel reviews, and for maintaining records of all CPD logs being audited and all extension requests being reviewed.</p> <p>The decisions of the CPD Committee are appealable to HRPAs Appeal Committee.</p>
COMMITTEE RESPONSIBILITIES:	<p>The CPD Committee shall abide by the Act and the By-laws.</p> <p>The members of the CPD Committee are subject to the HRPAs Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the Act, every member of the CPD Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the By-laws, and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>In addition to carrying out its mandate under the By-laws, the CPD Committee may conduct business meetings for the purpose of managing the work of the Committee and for training and development purposes. Such business meetings shall be convened by the Chair of the CPD Committee.</p>
COMMITTEE MEMBERSHIP:	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Continuing Professional Development Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p>

	<p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Continuing Professional Development Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>All members of the CPD Committee shall have the CHRP, CHRL and/or CHRE designation and shall be HRPAs members in good standing.</p> <p>Three members of the CPD Committee shall constitute quorum for a business meeting of the CPD Committee.</p> <p>No member of the CPD Committee shall be permitted to serve on the Appeal Committee during their tenure on the CPD Committee. Also, no former member of the CPD Committee shall sit on an Appeal Committee review of a decision they were a part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total).</p> <p>In exceptional circumstances, the Chair of the CPD Committee can submit formal requests to the Registrar to extend the term of a member of the CPD Committee as required.</p>
PANEL CONSTITUTION:	<p>In accordance with Section 8.06 of the By-laws, the CPD Committee may sit in panels for the purposes of exercising its powers and performing its duties under the Act, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee. A panel of the CPD Committee shall be selected by the Committee Chair from amongst the members of the CPD Committee.</p> <p>A panel shall consist of three members of the CPD Committee. Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p>
BUDGETARY AUTHORITY:	<p>The budget for the CPD Committee is approved by the Board. The CPD Committee will have a budget to cover meeting and event expenses where appropriate.</p>
LIMITATIONS:	<p>In discharging its duties under the By-laws, each member of the CPD Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>



**HRPA Discipline Committee
A Statutory Committee of the HRP**

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Discipline Committee is a statutory committee established pursuant to Section 12 of the <i>Registered Human Resources Professionals Act, 2013</i> (the “Act”) and the By-laws.</p> <p>The Discipline Committee shall hear every matter referred to it by the Complaints Committee under Section 34 of the <i>Act</i> to determine whether the member or firm is guilty of professional misconduct as defined in the by-laws and if the Committee finds a member or firm guilty of professional misconduct, to exercise any of the powers granted to it under Subsection 34(4) of the <i>Act</i>.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Discipline Committee operates independently of the Board. This means that the Discipline Committee shall make all decisions required of it under the <i>Act</i> independently of the Board and the Discipline Committee shall not report to the Board on individual cases. However, the Discipline Committee shall report to the Board on its general business (e.g. numbers of referrals, numbers of hearings, and trends).</p> <p>The Registrar shall provide administrative support to the Discipline Committee.</p> <p>Staff support to the Discipline Committee is responsible for managing all correspondence with the parties in regard to any matter referred to the Discipline Committee, for scheduling hearings, and for maintaining a record of all proceedings.</p> <p>In conducting its duties under the <i>Act</i>, the Discipline Committee shall have access to Independent Legal Counsel (ILC) when such legal advice is considered to be necessary or prudent by the panel.</p> <p>The decisions of the Discipline Committee are appealable to HRP’s Appeal Committee.</p>
COMMITTEE RESPONSIBILITIES:	<p>The Discipline Committee shall abide by the <i>Act</i> and By-laws.</p> <p>In the conduct of hearings, the Committee shall abide by the <i>Statutory Powers Procedure Act, 1990</i>.</p> <p>As provided for by the <i>Statutory Powers Procedure Act, 1990</i>, the Discipline Committee may make rules governing the practice and procedure before it. As required by the <i>Statutory Powers Procedure Act, 1990</i>, the Discipline Committee shall make any rules or guidelines that it establishes available for examination by the public.</p> <p>The members of the Discipline Committee are subject to the HRP Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the <i>Act</i>, every member of the Discipline Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the <i>Act</i>, and shall not disclose any such information or material to any person except in the situations provided for in the <i>Act</i>.</p> <p>In addition to carrying out its mandate under Section 34 of the <i>Act</i>, the Discipline Committee may conduct business meetings for the purpose of managing the work of the Committee and for training and development purposes. Such business meetings shall be convened by the Chair of the Discipline</p>

	Committee.
COMMITTEE MEMBERSHIP:	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Discipline Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Discipline Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>There shall be a minimum of three people who have their CHRP, CHRL and/or CHRE designation in good standing on the Committee.</p> <p>There shall be a minimum of two Public Representatives on the committee. There shall be a minimum of two lawyers on the Committee.</p> <p>Three members of the Discipline Committee shall constitute quorum for a business meeting of the Discipline Committee.</p> <p>No member of the Discipline Committee shall be permitted to serve on the Complaints Committee or the Appeal Committee during their tenure on the Discipline Committee. Also, no former member of the Discipline Committee shall sit on an Appeal Committee review of a decision which they were part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total). In accordance with Section 4.3 of the <i>Statutory Powers Procedure Act, 1990</i>, if the term of a Committee member who has participated in a hearing expires before a decision is given, the term shall be deemed to continue, but only for the purpose of participating in the decision and for no other purpose.</p> <p>In exceptional circumstances, the Chair of the Discipline Committee can submit formal requests to the Board to extend the term of a member of the Discipline Committee as required.</p>
PANEL CONSTITUTION:	<p>In accordance with the Section 8.06 of the By-laws, the Committee may sit in panels for the purposes of exercising its powers and performing its duties under the Act, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee.</p> <p>A Presider for the pre-hearing conference(s) shall be selected by the Committee Chair from amongst the members of the Discipline Committee. Any Committee Member who has participated in a pre-hearing conference cannot be assigned to sit on the Hearing Panel should the matter proceed to a hearing.</p> <p>A panel of the Discipline Committee shall be selected by the Committee Chair from amongst the members of the Discipline Committee.</p> <p>A panel shall generally consist of three members of the Discipline Committee; one must be a CHRP, CHRL or CHRE in good standing and one must be a Public Representative. In limited circumstances and where both parties to a proceeding agree, a proceeding may be heard by a panel of one member of the Discipline Committee.</p> <p>Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p>
BUDGETARY AUTHORITY:	<p>The budget for the Discipline Committee is approved by the Board.</p> <p>The Discipline Committee will have a budget to cover meeting expenses where appropriate.</p>

	The budget shall permit the Discipline Committee to have access to Independent Legal Counsel (ILC).
LIMITATIONS:	In discharging its duties under the Act, each member of the Discipline Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.



HRPA Experience Assessment Committee

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Experience Assessment Committee is a standing committee established pursuant to Section 8.04 of the By-laws.</p> <p>The Experience Assessment Committee shall review every application referred to it by the Registrar to determine the appropriateness and adequacy of the experience of each applicant for the purpose of meeting the experience requirement for the Certified Human Resources Leader (CHRL) designation or for the purpose of meeting the coursework requirement for the Certified Human Resources Professional (CHRP) or the CHRL designation via the Alternate Route in accordance with the criteria as established by the Board.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Experience Assessment Committee operates independently of the Board. This means that the Experience Assessment Committee shall make all decisions required of it in accordance with the criteria established by the Board independently of the Board and the Experience Assessment Committee shall not report to the Board on individual cases. However, the Experience Assessment Committee shall report to the Board on its general business (e.g. numbers of applications referred, number of applications successful, and trends).</p> <p>The Registrar shall provide administrative support to the Experience Assessment Committee.</p> <p>Staff support to the Experience Assessment Committee is responsible for managing all correspondence with the applicants in regard to any application referred to the Experience Assessment Committee, for scheduling panel reviews, and for maintaining records of all applications and panel reviews.</p> <p>Decisions of the Experience Assessment Committee are appealable to HRPAs Appeal Committee.</p>
COMMITTEE RESPONSIBILITIES:	<p>The Experience Assessment Committee shall abide by the Act and the By-laws.</p> <p>The members of the Experience Assessment Committee are subject to the HRPAs Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the Act, every member of the Experience Assessment Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the By-laws, and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>In addition to carrying out its mandate under the By-laws, the Experience Assessment Committee may conduct business meetings for the purpose of managing the work of the Committee and for training and development purposes. Such business meetings shall be convened by the Chair of the Experience Assessment Committee.</p>
COMMITTEE MEMBERSHIP:	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Experience Assessment Committee. The selection of committee members shall be in accordance with the process and criteria established by the</p>

	<p>Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Experience Assessment Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>All members of the Experience Assessment Committee shall have the CHRL designation and shall be HRPAs members in good standing.</p> <p>Three members of the Experience Assessment Committee shall constitute quorum for a business meeting of the Experience Assessment Committee.</p> <p>No member of the Experience Assessment Committee shall be permitted to serve on the Appeal Committee during their tenure on the Experience Assessment Committee. Also, no former member of the Experience Assessment Committee shall sit on an Appeal Committee review of a decision they were a part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total).</p> <p>In exceptional circumstances, the Chair of the Experience Assessment Committee can submit formal requests to the Registrar to extend the term of a member of the Experience Assessment Committee as required.</p>
PANEL CONSTITUTION:	<p>In accordance with Section 8.06 of the By-laws, the Experience Assessment Committee may sit in panels for the purposes of exercising its powers and performing its duties under the Act, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee. A panel of the Experience Assessment Committee shall be selected by the Committee Chair from amongst the members of the Experience Assessment Committee.</p> <p>A panel shall consist of three members of the Experience Assessment Committee. Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p>
BUDGETARY AUTHORITY:	<p>The budget for the Experience Assessment Committee is approved by the Board. The Experience Assessment Committee will have a budget to cover meeting and event expenses where appropriate.</p>
LIMITATIONS:	<p>In discharging its duties under the By-laws, each member of the Experience Assessment Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>



HRPA Registration Committee

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Registration Committee is a standing committee established pursuant to Section 8.04 of the By-laws.</p> <p>The Registration Committee shall review every application referred to it by the Registrar to determine the suitability of an applicant for registration or the appropriateness of the category of registration being applied for. The Registration Committee also considers applications for removal or modification of any term, condition or limitation previously imposed on a registrant’s registration with HRP.</p> <p>The Registration Committee does not have the authority to deem that an applicant has met the requirements for registration where the registration requirement is prescribed as non-exemptible.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Registration Committee operates independently of the Board. This means that the Registration Committee shall make all decisions required of it in accordance with the criteria established by the Board independently of the Board and the Registration Committee shall not report to the Board on individual cases. However, the Registration Committee shall report to the Board on its general business (e.g. numbers of applications referred, number of registrations granted, and trends).</p> <p>The Registrar shall provide administrative support to the Registration Committee.</p> <p>Staff support to the Registration Committee is responsible for managing all correspondence with the applicants in regard to any application for registration referred to the Registration Committee, for scheduling panel reviews, and for maintaining records of all applications and panel reviews.</p>
COMMITTEE RESPONSIBILITIES:	<p>The Registration Committee shall abide by the Act and the By-laws.</p> <p>The members of the Registration Committee are subject to the HRP Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the Act, every member of the Registration Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the By-laws, and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>In addition to carrying out its mandate under the By-laws, the Registration Committee may conduct business meetings for the purpose of managing the work of the Committee and for training and development purposes. Such business meetings shall be convened by the Chair of the Registration Committee.</p>

<p>COMMITTEE MEMBERSHIP:</p>	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Registration Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Registration Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>There shall be a minimum of three people who have their Certified Human Resources Professional (CHRP), Certified Human Resources Leader (CHRL) and/or Certified Human Resources Executive (CHRE) designation in good standing on the Committee.</p> <p>There shall be a minimum of two Public Representatives on the Committee.</p> <p>Three members of the Registration Committee shall constitute quorum for a business meeting of the Registration Committee.</p> <p>No member of the Registration Committee shall be permitted to serve on the Appeal Committee during their tenure on the Registration Committee. Also, no former member of the Registration Committee shall sit on an Appeal Committee review of a decision they were a part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total).</p> <p>In exceptional circumstances, the Chair of the Registration Committee can submit formal requests to the Registrar to extend the term of a member of the Registration Committee as required.</p>
<p>PANEL CONSTITUTION:</p>	<p>In accordance with Section 8.06 of the By-laws, the Registration Committee may sit in panels for the purposes of exercising its powers and performing its duties under the Act, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee. A panel of the Registration Committee shall be selected by the Committee Chair from amongst the members of the Registration Committee. Each panel must include one CHRP, CHRL or CHRE member as well as one Public Representative.</p> <p>A panel shall consist of three members of the Registration Committee. Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p> <p>Where the Registrar is of the opinion that membership should be granted to an applicant with restrictions or conditions imposed and the applicant consents, the Registrar may impose the restrictions or conditions with the approval of a panel of the Registration Committee selected by the Chair. For this purpose, a proceeding may be heard by a panel of one.</p>
<p>BUDGETARY AUTHORITY:</p>	<p>The budget for the Registration Committee is approved. The Registration Committee will have a budget to cover meeting and event expenses where appropriate.</p> <p>The budget shall permit the Registration Committee to have access to Independent Legal Counsel (ILC).</p>
<p>LIMITATIONS:</p>	<p>In discharging its duties under the By-laws, each member of the Registration Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>



**HRPA Review Committee
A Statutory Committee of the HRP**

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Review Committee is a statutory committee established pursuant to Section 12 of the <i>Registered Human Resources Professionals Act, 2013</i> (the “Act”) and the By-laws.</p> <p>The Review Committee shall review every matter referred to it by the Registrar under Section 40 of the Act to determine whether the member or firm’s bankruptcy or insolvency event may pose a risk of harm to any person; to direct the Registrar to investigate the matter; to determine whether a hearing is warranted; to conduct hearings when warranted to determine whether the member or firm’s bankruptcy or insolvency event poses a risk of harm to any person; and upon a determination that there are reasonable grounds for believing that the member or firm’s bankruptcy or insolvency event poses or may pose a risk of harm to any person following a hearing, to exercise any of the powers granted to it under Subsection 41(8) of the Act.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Review Committee operates independently of the Board. This means that the Review Committee shall make all decisions required of it under the Act independently of the Board and the Review Committee shall not report to the Board on individual cases. However, the Review Committee shall report to the Board on its general business (e.g. numbers of referrals, numbers of hearings, and trends).</p> <p>The Registrar shall provide administrative support to the Review Committee.</p> <p>Staff support to the Review Committee is responsible for managing all correspondence with the parties in regard to any matter referred to the Review Committee, for scheduling hearings, and for maintaining a record of all proceedings.</p> <p>In conducting its duties under the Act, the Review Committee shall have access to Independent Legal Counsel (ILC) when such legal advice is considered to be necessary or prudent by the panel.</p>
COMMITTEE RESPONSIBILITIES:	<p>The Review Committee shall abide by the Act and By-laws.</p> <p>In the conduct of hearings, the Committee shall abide by the <i>Statutory Powers Procedure Act, 1990</i>.</p> <p>As provided for by the <i>Statutory Powers Procedure Act, 1990</i>, the Review Committee may make rules governing the practice and procedure before it. As required by the <i>Statutory Powers Procedure Act, 1990</i>, the Review Committee shall make any rules or guidelines that it establishes available for examination by the public.</p> <p>The members of the Review Committee are subject to the HRP Code of Conduct for Members of Regulatory Committee and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the Act, every member of the Review Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the Act, and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>In addition to carrying out its mandate under Section 41 of the Act, the Review Committee may conduct business meetings for the purpose of managing the work of the Committee and for training and development purposes. Such business meetings shall be convened by the Chair of the Review Committee.</p>

<p>COMMITTEE MEMBERSHIP:</p>	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Review Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Review Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>There shall be a minimum of three people who have their CHRP, CHRL and/or CHRE designation in good standing on the Committee.</p> <p>There shall be a minimum of one Public Representative on the Committee.</p> <p>Three members of the Review Committee shall constitute quorum for a business meeting of the Review Committee.</p> <p>No member of the Review Committee shall be permitted to serve on the Appeal Committee or Discipline Committee during their tenure on the Review Committee. Also, no former member of the Review Committee shall sit on an Appeal Committee review of a decision which they were part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total). In accordance with Section 4.3 of the <i>Statutory Powers Procedure Act, 1990</i>, if the term of a Committee member who has participated in a hearing expires before a decision is given, the term shall be deemed to continue, but only for the purpose of participating in the decision and for no other purpose.</p> <p>In exceptional circumstances, the Chair of the Review Committee can submit formal requests to the Board to extend the term of a member of the Review Committee as required.</p>
<p>PANEL CONSTITUTION:</p>	<p>In accordance with the Section 8.06 of the By-laws, the Committee may sit in panels for the purposes of exercising its powers and performing its duties under the <i>Act</i>, the By-laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee. A panel of the Review Committee shall be selected by the Committee Chair from amongst the members of the Review Committee.</p> <p>A panel shall consist of three members of the Review Committee; one must be a CHRP, CHRL or CHRE in good standing and one must be a Public Representative.</p> <p>Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p>
<p>BUDGETARY AUTHORITY:</p>	<p>The budget for the Review Committee is approved by the Board. The Review Committee will have a budget to cover meeting expenses where appropriate.</p> <p>The budget shall permit the Review Committee to have access to Independent Legal Counsel (ILC).</p>
<p>LIMITATIONS</p>	<p>In discharging its duties under the <i>Act</i>, each member of the Review Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>



PROFESSIONAL STANDARDS COMMITTEE (PSC)

TERMS OF REFERENCE	
MANDATE OF COMMITTEE:	<p>The Professional Standards Committee (PSC) is a policy and oversight committee with the mandate to ensure, on behalf of the HRP Board, that HRP establishes, maintains, develops and enforces the professional standards as it was tasked to do by its enabling legislation.</p> <p>As a policy and oversight committee, the mandate of the Professional Standards Committee is not to establish, maintain, develop or enforce professional standards but to ensure that all this is done properly and effectively.</p> <p>The development of standards is an activity carried out by staff. The Professional Standards Committee reviews reports brought forward by staff as to the identification, quantification and qualification of risks to the public stemming from the practice of the profession and proposed professional standards aimed at minimizing the occurrence of those risks or their impact. This includes, but is not limited to, policies regarding entry-to practice qualifications, the CPD framework, professional guidance, quality assurance processes, and the review and disposition of complaints.</p> <p>The Professional Standards Committee puts before the Board proposals for standards that it believes necessary or beneficial for HRP to establish. Nonetheless, the making of by-law is a responsibility that the Board cannot delegate.</p> <p>The enforcement (application) of professional standards is done by statutory and standing regulatory committees and by staff depending on the standard. The Professional Standards Committee does have an oversight role in seeing that professional standards are being enforced (applied). The Professional Standards Committee also reviews evidence as to the impact and effectiveness of professional standards.</p> <p>The Governance and Nominating Committee (GNC) oversees the activities of HRP's statutory and standing regulatory committees. HRP's statutory and standing regulatory committees apply (enforce) standards but develop such standards.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Professional Standards Committee is a standing committee which reports to the Governance and Nominating Committee.</p>
COMMITTEE RESPONSIBILITIES:	<p>The Professional Standards Committee shall abide by the Act and By-laws.</p> <p>As per Section 62 of the Act, every member of the Professional Standards Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the Act and the By-laws and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>The Professional Standards Committee oversees the establishment, maintenance, development, and enforcement of professional standards including:</p> <ul style="list-style-type: none"> • Standards of qualification • Standards of practice • Standards of professional ethics

	<ul style="list-style-type: none"> Standards of knowledge, skill and proficiency <p>The Professional Standards Committee reviews the <i>regulatory risk register</i> to ensure that emerging risks have been identified, and that the risks have been properly identified, quantified and qualified.</p> <p>The Professional Standards Committee reviews standards proposed by staff to ensure that proposed standards are of the kind required to effectively manage risks to the public and effectively promote and protect the public interest.</p> <p>The Professional Standards Committee puts before the Governance and Nominating Committee proposals for new standards or amendment to existing standards.</p> <p>The Professional Standards Committee receives reports from staff as to the impact and effectiveness of established standards to ensure that such standards are having their intended impact.</p> <p>Committee members are expected to attend all scheduled meetings, review prepared materials, listen actively and participate in discussions and be respectful of each other and to Staff.</p>
<p>COMMITTEE MEMBERSHIP:</p>	<p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Professional Standards Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Professional Standards Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>There shall be a minimum of three designated members in good standing on the Committee.</p> <p>There shall be a minimum of one Public Representative on the committee.</p> <p>The Chair of the Governance and Nominating Committee or designate, the CEO and the Registrar shall also be on the Committee.</p> <p>The CEO and the Registrar are non-voting ex-officio members of the committee.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total). For the purpose of ensuring continuity, terms will be staggered (which will require differing terms at the outset.)</p> <p>Members of the Professional Standards Committee may not be currently members of any of HRPAs statutory or standing regulatory committees nor have been a member of one of these committees in the last three years.</p> <p>The members of the Professional Standards Committee are subject to the HRPAs Code of Conduct for Directors and Officers and shall attest in writing to the fact that they have familiarized themselves with this Code and agree to abide by its rules.</p> <p>Staff support to the Professional Standards Committee is responsible for managing all correspondence with the committee, arranging meeting venues and handling logistical matters, booking a facilitator, preparing and distributing agendas and other materials prior to the meetings (in consultation with the Chair), supporting the Chair and providing the Professional Standards Committee with information, research, note taking and other services as required.</p>
<p>BUDGETARY AUTHORITY:</p>	<p>The budget for the Professional Standards Committee is approved annually by the Board.</p> <p>The Professional Standards Committee will have a budget to cover facilitation and meeting expenses where appropriate.</p>
<p>LIMITATIONS:</p>	<p>In discharging its duties under the Act and the By-laws, each member of the Professional Standards Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>



PUBLIC ADVISORY FORUM

TERMS OF REFERENCE	
MANDATE OF FORUM:	<p>The Public Advisory Forum (PAF), is a citizen-comprised advisory group, established by the Human Resources Professionals Association (HRPA). The Public Advisory Forum will be patterned along the lines of similar advisory groups established by other professional regulatory bodies in Ontario.</p> <p>The mission of the Public Advisory Forum is to provide input and advice on matters brought forward to it by the Registrar, regarding the development of strategies and policies to aid HRPA in its adoption of a risk-based approach to regulation. Central to this mission is a focus on ensuring that regulatory responses are rooted in minimizing, mitigating and reducing the risk or risks of harm posed to the public stemming from the practice of the HR profession.</p> <p>All regulatory decisions made by HRPA have an effect on employees, employers and the general public. As such, HRPA recognizes the importance of thoughtfully engaging those that are most impacted by or have an interest in its regulatory processes.</p> <p>Central to HRPA’s adoption of a risk-based approach to regulation is employing a multi-stakeholder perspective to ensure that our regulatory solutions are well informed.</p> <p>Our vision is for members of the public to have the opportunity to engage with us at all stages of the regulatory response formulation process. We want to understand their ideas, values and interests and collaboratively develop solutions to mitigate harms or potential harms to the public stemming from the practice of the HR profession. This will help build both confidence and trust in how the HR profession is regulated in Ontario.</p> <p>The establishment of the Public Advisory Forum serves to engage the most informed members of the public on matters related to the professionalization of HR. The Public Advisory Forum is wholly at arms’ length from HRPA and members of the Public Advisory Forum are specifically chosen to represent a broad demographic of individuals.</p>
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Public Advisory Forum shall be guided by the Registrar.</p> <p>The Registrar shall provide administrative support to the Public Advisory Forum.</p> <p>Staff support to the Public Advisory Forum is responsible for managing all correspondence with the Forum, arranging meeting venues and handling logistical matters, booking a facilitator, preparing and distributing agendas and other materials prior to the meetings (in consultation with the Chair), supporting the Chair and providing the Public Advisory Committee with information, research, note taking and other services as required, ensuring accommodation for those with special needs (as required) and acts as the privacy liaison between the Public Advisory Forum and HRPA.</p> <p>Reports issuing from Public Advisory Forum shall be tabled at the GNC or any other committee as decided by the Board.</p>
FORUM RESPONSIBILITIES:	<p>The Public Advisory Forum shall abide by the Act and By-laws.</p> <p>The members of the Public Advisory Forum are subject to the HRPA Code of Conduct for Volunteers and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by the rules.</p> <p>As per Section 62 of the Act, every member of the Public Advisory Forum shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of</p>

	<p>his or her duties under the Act and the By-laws and shall not disclose any such information or material to any person except in the situations provided for in the Act.</p> <p>The Chair is responsible for arranging and presiding over the meeting of the Public Advisory Forum and will serve as HRPAs main point of contact for the Public Advisory Forum. The Chair will also be responsible for ensuring compliance with expectations and will notify Staff of any issues of non-compliance amongst Forum members.</p> <p>The Public Advisory Forum will have two Co-Chairs to assist the Chair. The Co-Chairs will fulfill all of the duties of the Chair in the Chair's absence. In the absence of the Chair and one of the Co-Chairs, the other Co-Chair shall undertake the full duties of the Chair.</p> <p>All Forum members are expected to attend all scheduled meetings, review prepared materials, listen actively, and participate in discussions and be respectful of each other and to Staff.</p>
<p>FORUM MEMBERSHIP:</p>	<p>The Public Advisory Forum Chair and Co-Chairs will be selected by Forum members during the first meeting of the Public Advisory Forum.</p> <p>The Public Advisory Forum will be comprised of 10-15 members of the public with diverse demographics.</p> <p>Members are selected through an application process by the Office of the Registrar.</p> <p>Members that miss two or more meetings, without notice, will be subject to a review of their membership by the Office of the Registrar. The Office of the Registrar will review all memberships annually to ensure that members remain fully engaged.</p> <p>Four members of the Public Advisory Forum shall constitute quorum for a meeting of the Public Advisory Forum.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total).</p> <p>In exceptional circumstances, the Chair of the Public Advisory Forum can submit formal requests to the Registrar to extend the term of a member of the Public Advisory Forum as required.</p>
<p>BUDGETARY AUTHORITY:</p>	<p>The budget for the Public Advisory Forum is approved annually by the Board.</p> <p>The Public Advisory Forum will have a budget to cover facilitation and meeting expenses where appropriate.</p>
<p>LIMITATIONS:</p>	<p>In discharging its duties under the Act and the By-laws, each member of the Public Advisory Forum shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>

Approved by the Board of Directors April 2022
Scheduled for Member Approval at May 2022 Annual Meeting