

Guide to the Alternate Route

August 2023

This document is intended to provide useful information about the Alternate Route as part of HRPAs certification process. This document is not meant to replace HRPAs Designation Handbook. This document does not provide details of all the policies and procedures that apply to the certification process; it is intended to focus on those aspects that are likely to be of most interest to those who wish to pursue the Alternate Route. For more information about the requirements to earn the CHRP and CHRL designations, please visit the [Designations](#) section of the HRPAs website.

The Alternate Route to Fulfilling the Coursework Requirement

HRPA has provided alternate ways of meeting the coursework requirement. These alternate routes are intended for experienced HR professionals or those with advanced education in HR. To provide the greatest flexibility, a points-based system was developed. This system gives points for experience, formal training, coursework and other relevant designations. **Fifty (50) points** are needed to pass the Alternate Route and meet the coursework requirement to be eligible to write either the CHRP or CHRL knowledge exams.

Requirements that can be met through the Alternate Route

Successful Alternate Route applicants are:

- Deemed to have met the coursework requirement
- Eligible to write the CHRP Knowledge Exam (CHRP-KE) or CHRL Knowledge Exam (CHRL-KE); depending on which designation you are looking to pursue.

Successful Alternate Route applicants who have a minimum of three years (36 months) of professional level HR experience within the past 10 years including at least three months experience from within the past two years approved through the Alternate Route – Experience stream are deemed to have also met the experience requirement (Validation of Experience) of the CHRL designation.

Both the Alternate Route and the Validation of Experience give credit for experience. The experience requirements have been harmonized in the sense that the definition and criteria for experience are the same in the Alternate Route and in the Validation of Experience. For more information about submitting HR experience and the requirements, please review the [Experience Requirement](#) section of HRPAs website.

The Alternate Route: Two Streams (Academic and Experience)

Stream 1: Education and HR Designations (Academic Stream)

- No adjudication required (administrative process)
- Can be submitted at any time
- Application fee is \$65 + HST (\$73.45) – non-refundable

Points Breakdown and Supporting Documentation for Academic Stream

In filling out the application, one must determine what categories their credentials fall under and then assign the points accordingly. At least 50 points are required to apply and pass.

Category	Points
Canadian/Canadian equivalent advanced degree (Master's level or PhD) in Human Resources (HR) or Industrial Relations (IR) <ul style="list-style-type: none"> • For degrees obtained in Canada – the transcript must indicate a Master's degree or higher in HR/IR or indicate a major/specialization in HR/IR. An official hard copy original transcript from the educational institution must be submitted with the application. • For degrees obtained outside of Canada – Internationally Educated Professionals must have their degree evaluated by a recognized credentialing authority prior to submitting their application. Please see Appendix B for a list of approved credentialing bodies. The credential assessment report must show a Canadian equivalent Master's degree or PhD with a major/specialization in HR or IR. An official hard copy original assessment report from a recognized credentialing body must be submitted with the application. 	50
Senior Professional in Human Resources (SPHR) or Senior Professional in Human Resources – International (SPHRi) <ul style="list-style-type: none"> • Must be a current holder in good standing. • Proof of current certification must come in the form of an email or letter of good standing sent directly from HRCI to HRPA. 	50
Chartered Member of CIPD <ul style="list-style-type: none"> • Must be a current member in good standing. • Proof of current Chartered Membership status must come in the form of an email or letter of good standing sent directly from CIPD to HRPA. • Associate Members do not qualify. Members must be at the "Chartered" level. 	50
Other HR-related designation (see Appendix A/application for a detailed list) <ul style="list-style-type: none"> • Must be a current holder in good standing. 	10 or 20

<ul style="list-style-type: none"> • Proof of current designation must come in the form of an email or letter of good standing sent directly from the organization to HRP. 	
<p>Completion of any of the nine required courses in HR (approved courses only)</p> <ul style="list-style-type: none"> • Approved courses can be found using the School Search Tool. • An official hard copy original transcript from the educational institution must be submitted with the application • Courses taken via HRP's Online Academic Program (discontinued after 2021) • Challenge exams offered by HRP • Courses approved under the Course Approval Process <p>Individuals must meet the required grade level of 65% or higher</p>	5/course

Stream 2: Education, HR Designations and/or Experience (Experience Stream)

- Must be reviewed by a panel of the Experience Assessment Committee (adjudication required for the experience component).
- Deadline for submission is the last business day of each month (except for December; all December applications will be submitted with the January applications of the following year).
- Experience submitted for review must have been acquired within 10 years of the application date and must include at least three months in the past two years (recency requirement).
- First time application fee is \$500 + HST (\$565) - non-refundable
- Resubmission fee is \$115 + HST (\$129.95)- non-refundable

Points Breakdown and Supporting Documentation for Experience stream

In filling out the application, one must determine what categories their experience/credentials fall under and then assign the points accordingly. Please note that each job position can only fall under **ONE category at a time** which means the same job position cannot be submitted under multiple categories. At least 50 points are required to apply, and the points are subject to approval. An applicant's **chronological resume** is also required to be submitted.

Category	Points
<p>Other HR-related designation (see Appendix A/application for a detailed list)</p> <ul style="list-style-type: none"> • Must be a current holder in good standing. • Proof of current designation must come in the form of an email or letter of good standing sent directly from the organization to HRP. 	10 or 20
<p>Responsibility for overall HR function in a medium to large organization</p> <ul style="list-style-type: none"> • To meet this requirement, you would need to be the most senior person in HR for the organization with no other HR employee above you. • A medium organization is 20+ employees. 	10/year



<ul style="list-style-type: none"> • A large organization is 500+ employees. • Need to submit the questionnaire, job description and org. chart for each position being submitted in this category. 	
<p>Practice in employment law (for employment lawyers)</p> <ul style="list-style-type: none"> • Employment lawyers are able to meet the experience requirement, however, work experience advising clients or conducting litigation is not eligible. • Applied human resources work experience for the law firm or a client, such as conducting labour negotiations or conducting downsizing activities, would be considered. Such activity must comprise at least 51% or more of the applicant's work experience and will be prorated accordingly. • Need to submit the questionnaire, job description and org. chart for each position being submitted in this category. 	10/year
<p>Experience at a professional level in HR</p> <ul style="list-style-type: none"> • Need to submit the questionnaire, job description and org. chart for each position being submitted in this category. 	5/year
<p>Experience as an independent HR consultant</p> <ul style="list-style-type: none"> • Need to submit the questionnaire, job description and org. chart for each position being submitted in this category. 	5/year
<p>Experience teaching an HR course at an accredited college or university</p> <ul style="list-style-type: none"> • Courses taught must be HPRA-approved courses (Please refer to the School Search Tool on our website for a list of current HPRA approved courses.), or HR courses taught at an accredited college or university. • If your course and corresponding academic institution are not currently pre-approved, you will need to complete an application through Comparative Education Services to determine if the college or university where you provided HR instruction was accredited at the time you were teaching. Once you have received the report from Comparative Education Services, you will need to send it in along with your application. • Need to submit the questionnaire, job description and org. chart for each position being submitted in this category. • Need to include the course outline for the course taught. 	5/year
<p>Completion of any of the nine required courses in HR (approved courses only)</p> <ul style="list-style-type: none"> • Approved courses can be found using the School Search Tool. • An official hard copy original transcript from the educational institution must be submitted with the application • Courses taken via HPRA's Online Academic Program (discontinued after 2021) • Challenge exams offered by HPRA • Courses approved under the Course Approval Process <p>Individuals must meet the required grade level of 65% or higher</p>	5/course



Criteria for the Alternate Route Experience

Work experience must be in HR at a **professional** level. International experience is considered the same as Canadian experience, provided it meets the requirements for relevant experience.

What is HR experience?

The definition of HR experience is any experience which falls within the scope of practice delineated in HRPA's Rules of Professional Conduct. The Scope of HR Practice is the creation and implementation of all policies, practices and processes to effectively organize and manage all human capital resources in the workplace in service of the ultimate goal of enhancing business outcomes. Human resources management involves maintaining or changing relations between employees, between employers or between employers and employees. The Practice of Human Resources Management includes, but is not limited to, one or more of the following:

1. The development and implementation of human resources policies and procedures;
2. Consultation in the area of human resources management;
3. Providing advice to clients, managers and employees in matters pertaining to management of human resources;
4. The representation of clients and organizations in proceedings related to human resources management;
5. Program development and evaluation in the area of human resources management;
6. The supervision of other human resources professionals whether registered or non-registered;
7. Coaching of employees, managers and other individuals in matters relating to work and employment;
8. The conduct of research in the area of human resources management;
9. Teaching in the area of human resources management.

What is professional experience?

In determining whether HR experience is at the professional level, the following factors are taken into consideration:

- Independence of actions — relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience;
- Depth of work requirements — relates to the extent to which work experience requires information analysis and interpretation of relevant information;
- Level of interaction — relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers; and
- Responsibility for work outcome — relates to the level of accountability for work and decisions.

Calculating months and points

The calculation of months is as follows:

- January 2020 – January 2021 = 12 months
- January 2020 – December 2020 = 11 months
- The count starts after one month of working in the role.

For calculating points, at least fifty-one percent (51%) or more of the position's activities must be in human resources as defined above. Beyond this, time will be credited proportionally.

- For example: If you were at Position 1 for six months (January 2020 – July 2020) doing 100% HR work, under the category of 5 points per year, the calculation would be:
 $(6 \text{ months} / 12 \text{ months per year}) \times 5 \text{ points per year} = 2.5 \text{ points}$
- If you were at Position 2 for six months doing 75% HR work, the calculation would be:
 $6 \text{ months} \times .75 = 4.5 \text{ months}$
 $(4.5 \text{ months} / 12 \text{ months per year}) \times 5 \text{ points per year} = 1.88 \text{ points}$

The experience must have occurred within the last 10 years and at least three months of the experience must be from within the past two years (recency requirement).

Alternate Route Submission Information

Applications should be emailed to registrar@hrpa.ca. Confirmation of good standings must be emailed directly by the credentialing body. Supporting documentation requiring original hard copies (transcripts/credential assessment reports) must be mailed to:

HRPA – Office of the Registrar
150 Bloor Street West, Suite 200
Toronto, ON M5S 2X9

To download the Alternate Route Academic/Experience stream application, please visit the [Alternate Route](#) section of our website at www.hrpa.ca.

Alternate Route Results

Academic stream

- Results are emailed within five to seven business days (provided all supporting documents have been received).

- Results are valid until designations/courses expire.
- Master's degrees in HR/IR do not expire.

Experience stream

- Results are emailed approximately eight to ten weeks from the submission deadline (last business day of the month).
- Experience results are valid for two years.
- If combining experience with courses/HR related designations, the results are valid for two years or when the courses/designations expire, whichever comes first.
- Applicants with expired results will need to submit a **recency** application to have at least three months of experience within the past two years reviewed for approval.

Appendix A: Other HR-Related Designation Points Summary

The following designations are worth 20 points:	The following designations are worth 10 points:
Payroll Leadership Professional (PLP)	Certified Training Practitioner (CTP)
Canadian Registered Safety Professional (CRSP)	Compensation Management Specialist (CMS)
Certified Benefits Professional (CBP)	Global Remuneration Professional (GRP)
Certified Compensation Professional (CCP)	Group Benefits Associate (GBA)
Certified Employee Benefits Specialist (CEBS)	Payroll Compliance Practitioner (PCP)
Certified Health & Safety Consultant (CHSC)	Registered Assessment Specialist (RAS)
Certified Training & Development Professional (CTDP)	Registered Professional Recruiter (RPR)
Global Professional in Human Resources (GPHR)	Retirement Plans Associate (RPA)
Indigenous Human Resources Professional Certification Program (I-HRP)	
Professional in Human Resources (PHR)	
Professional in Human Resources – International (PHRi)	

The granting body must complete the **Certificate of Standing – Alternate Route** and email the form to registrar@hrpa.ca directly. The granting body may also use their own form or letter to verify confirmation.

Appendix B: Approved Credentialing Bodies for Non-Canadian Degrees

HRPA accepts credential equivalency assessment reports from the credential evaluation agencies and organizations listed below. The agencies and organizations listed below adhere to the General Guiding Principles for Good Practice in the Assessment of Foreign Credentials and the Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications adopted under the 1997 Lisbon Recognition Convention. They are a part of the Alliance of Credential Evaluation Services of Canada ([ACESC](#)).

- [Comparative Education Services \(CES\)](#)
- [International Credential Assessment Service of Canada \(ICAS\)](#)



**Human
Resources
Professionals
Association**

- [International Credential Evaluation Services \(ICES\)](#)
- [International Qualifications Assessment Service \(IQAS\)](#)
- [Ministère de l'Immigration, de la Diversité et de l'Inclusion \(MIDI\)](#)
- [World Education Services-Canada \(WES Canada\)](#)

HRPA will accept original hard copies of the credential assessment reports from the above credentialing bodies. A soft copy will also be accepted as long as it comes directly from the credentialing body to HRPA. Electronic WES reports are sent by WES to HRPA's AccessWES account.

IMPORTANT: photocopies, scans or reports emailed by applicants will not be accepted.