

## Alternate Route Application Form Education, HR Designations & Experience (Experience Stream)

The HRPA Alternate Route – Education, HR Designations & Experience Stream (Experience Stream) is designed to allow HRPA registrants to submit their education, HR designations and/or professional HR experience as consideration for eligibility to write the Comprehensive Knowledge Exam (CHRP-KE or CHRL-KE). Prior to completing this application, please review the **Guide to the Alternate Route** as it contains information pertaining to the points system, the four dimensions of professional level experience and what constitutes the practice of human resources management.

This stream is a monthly submission, and the deadline to submit is the last business day of the month (except for December; All applications received in December will be submitted with the January batch of the following year). Submissions are reviewed by the HRPA Experience Assessment Committee, and the results are released via email within eight to ten weeks from the deadline date. Successful applicants are deemed to have met the coursework requirement and are granted eligibility to write the CHRP-KE or CHRL-KE under the Alternate Route provisions. Successful applicants who have a minimum of 36 months of professional level HR experience approved including at least three months in the previous two years are deemed to have also met the experience requirement of the CHRL (Validation of Experience).

A Transcript Assessment Fee Payment is not required to be submitted with this application. **To be considered for eligibility to write the next sitting of the CHRP-KE or CHRL-KE, this application must be submitted approximately three months before the CHRP-KE or CHRL-KE registration deadline dates.** If you have questions, please contact HRPA at [registrar@hrpa.ca](mailto:registrar@hrpa.ca) or 1-800-387-1311.

**NOTE:** For this application to be considered complete, items outlined under Supporting Documentation must be submitted. Applications missing required documents will not be assessed.

Applications should be emailed to [registrar@hrpa.ca](mailto:registrar@hrpa.ca). If applicable, documents requiring an original hard copy such as a transcript will need to be mailed to HRPA’s office address or emailed to HRPA directly by the academic institution.

### APPLICANT INFORMATION

First and Last Name:	
HRPA Registration Number (Active Registration is required to apply):	
Address:	
Primary Phone Number:	
Email:	



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## Alternate Route – Experience Stream Fees

### Application Fee (non-refundable)

**\$500.00 + HST (\$565.00)**

If the applicant is unsuccessful the first time, the resubmission fee is \$115 + HST (\$129.95).

HST #R104154273

### Online Payment Portal

Payment will only be required once we have reviewed your application and confirmed its eligibility. **We will contact you and provide you with a link to our secure online payment portal at that time.** Once we have received your payment through the portal, your application will be included in the next submission batch, and a confirmation email\* and receipt will be sent to you for your records. Please allow several business days for processing.

### Confidentiality Disclaimer

HRPA does not accept documents containing confidential employer and/or employee information. Confidential information should be redacted prior to submitting them to HRPA.

### Declaration

I hereby apply to have my Alternate Route application reviewed for the purposes of meeting HRPA's coursework requirement in the context of HRPA's certification process. I attest that all information on this form or in any supporting documentation is accurate and complete and fairly represents my education, HR designations and/or experience. I understand that it is a breach of HRPA's Rules of Professional Conduct to provide false or misleading information. I understand that the Experience Assessment Committee Panel may seek information available in the public realm to make their decision.

Signature: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_

By providing an electronic signature, I confirm my understanding and agreement to the terms of this form.

\*All correspondence is sent to your preferred contact information as per the HRPA membership database. It is the responsibility of each HRPA registrant to ensure that their individual profile is always up to date with the most current contact information, including email address. It is also the responsibility of each registrant to ensure that their email server accepts incoming emails from HRPA. To update your HRPA registrant profile, please log in at [www.hrpa.ca](http://www.hrpa.ca).

## Alternate Route Points Summary

Use the following reference chart to complete the application. At least 50 points are required to apply. Experience must have been acquired within the past ten years of the application date including at least three months in the past two years (recency requirement).

Category	Points
Other HR-related designation (see Appendix)	10 or 20
Responsibility for overall HR function in a medium to large organization	10/year
Practice in Employment Law (employment lawyers only)	10/year
Experience at a professional level in HR	5/year
Experience at a managerial level with significant HR responsibilities (51% of time or more)	5/year
Experience as an independent HR consultant	5/year
Experience teaching an HR course at an accredited institution	5/year
Completion of any of the nine required courses in HR (approved courses only)	5/course

## Supporting Documentation

The following is a list of required supporting documentation that must be submitted for each of the items in the application. A **chronological resume** which includes your employment history with start and finish dates for each listed position is required. Please include the month and year you began and ended each position. Functional resumes do not provide the required information, and therefore, will not be accepted. Dates should match the Questionnaires.

	Alternate Route Category	Required Supporting Documentation
1.	Other HR-related designation (see APPENDIX for point calculation summary) – Must be a current holder.	Proof of current designation must come in the form of an email or letter of good standing sent directly from the granting organization to HRP.A.
2.	Responsibility for overall HR function in a medium to large organization.	The Questionnaire, Job Description and Organizational Chart for each position
3.	Practice in employment law.	The Questionnaire, Job Description and Organizational Chart for each position
4.	Experience at a professional level in HR.	The Questionnaire, Job Description and Organizational Chart for each position
5.	Experience at a managerial level with significant HR responsibilities (51% of time or more).	The Questionnaire, Job Description and Organizational Chart for each position
6.	Experience as an independent HR consultant.	The Questionnaire, Job Description and Organizational Chart for each position
7.	Experience teaching an HR course at an accredited institution.	The Questionnaire, Course Syllabus/Outline and Organizational Chart
8.	Completion of any of the nine required courses in HR (approved courses only). Please check the School Search Tool for approved courses.	An official hard copy original transcript from the educational institution must be mailed to HRP.A's office or an electronic transcript must be emailed to HRP.A by the school directly.

## Alternate Route Points Submission Chart – Minimum 50 points to apply

Please indicate the total number of points you wish to submit for each item in the chart below. **Each job position can only be submitted in one category at a time.** This means that the same job position cannot be submitted in multiple categories. Experience points are prorated to how long you were in the position and the time spent doing HR work in the position.

	Category	Points Submitted	Points Approved (Office Use Only)
1.	Other HR-related designation (see <b>APPENDIX</b> for point calculation summary) – Must be a current holder. State the designation(s) to which you are referring:		
2.	Responsibility for overall HR function in a medium to large organization. 10 points/year. State the position(s) to which you are referring:		
3.	Practice in employment law (employment lawyers only). 10 points/year. State the position(s) to which you are referring:		
4.	Experience at a professional level in HR. 5 points/year. State the position(s) to which you are referring:		
5.	Experience at a managerial level with significant HR responsibilities (51% of time or more). 5 points/year. State the position(s) to which you are referring:		
6.	Experience as an independent HR consultant. 5 points/year. State the position(s) to which you are referring:		
7.	Experience teaching an HR course at an accredited institution. Please refer to our 'School Search Tool' for a list of current HRPAs approved courses. 5 points/year.		
8.	Completion of any of the nine required courses in HR. 5 points/course: <ul style="list-style-type: none"> <li>- Approved courses can be found using the 'School Search Tool' on the HRPAs website.</li> <li>- Challenge exam(s) offered by HRPAs</li> <li>- Course(s) taken via HRPAs Online Academic Program (OAP) – discontinued after 2021</li> <li>- Course(s) approved under the Course Approval Process</li> </ul> <b>Please Note:</b> Individuals must meet the required grade level of 65% or higher.		

## Appendix: 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** form and directly email it to [registrar@hrpa.ca](mailto:registrar@hrpa.ca).

The granting body may also use their own form or letter to verify confirmation of good standing.



## Experience Questionnaire

Starting with the most recent position, complete the following questions for each position you have held. You are not limited to the space provided and may include your answers in a separate document attached with your application. Experience submitted must be within the previous ten years and at least three months of the experience must be within the previous two years (recency requirement).

Current or most recent position

**Position Title:** \_\_\_\_\_

**Size of the Company/Organization:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Length of Service in Above Position (month/year – month/year):** \_\_\_\_\_

1. In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services?

### NOTES:

- Must be a minimum of 51% to qualify
- If not 100%, length of service will be prorated to the time spent doing HR work in the role
- HR work does **not** include: payroll, office/line management on non-HR teams, corporate finance/bookkeeping, business development/marketing

\_\_\_\_\_ %



2. **Describe and provide examples on the level of independence in your position. What kind of decisions or actions in professional level HR capacity are you empowered to make? Please provide specific examples and do not copy and paste the job description.**



- 3. Describe the type of analysis and interpretation and the resulting recommendations and/or implementation you are required to do in your position. Please provide specific examples and do not copy and paste the job description.**





4. Describe the level of your interactions with decision makers and/or stakeholders both within and outside of your organization. Who do you typically interact with? Please provide specific examples and do not copy and paste the job description.



- 5. Describe your professional HR accountabilities. What does your organization hold you accountable for? Please provide specific examples and do not copy and paste the job description.**



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Next most recent position

**Position Title:** \_\_\_\_\_

**Size of the Company/Organization:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Length of Service in Above Position (month/year – month/year):** \_\_\_\_\_

1. In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services?

**NOTES:**

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- If not 100%, length of service will be prorated to the time spent doing HR work in the role
- HR work does **not** include: payroll, office/line management on non-HR teams, corporate finance/bookkeeping, business development/marketing

\_\_\_\_\_ %



- 2. Describe and provide examples on the level of independence in your position. What kind of decisions or actions in professional level HR capacity are you empowered to make? Please provide specific examples and do not copy and paste the job description.**



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Next most recent position

**Position Title:** \_\_\_\_\_

**Size of the Company/Organization:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Length of Service in Above Position (month/year – month/year):** \_\_\_\_\_

1. In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services?

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\_\_\_\_\_ %





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- 5. Describe your professional HR accountabilities. What does your organization hold you accountable for? Please provide specific examples and do not copy and paste the job description.**