

Alternate Route Application Form Education & HR Designations (Academic Stream)

The HRPA Alternate Route – Education & HR Designations Stream (Academic Stream) is designed to allow HRPA registrants to submit their education and/or HR designations as consideration for eligibility to write the Comprehensive Knowledge Exam (CHRP-KE or CHRL-KE). **Individuals who have experience, education and HR designations should apply under the Education, HR Designations and Experience Stream (Experience Stream).** Prior to completing this application, please review the Guide to the Alternate Route as it contains information pertaining to the points system. Submissions are reviewed by the HRPA staff, and the results are released via email within seven to ten business days. 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.

A Transcript Assessment Fee Payment is not required to be submitted with this application. This application can be submitted at any time to HRPA; however, it must be approved on or before the CHRP-KE or CHRL-KE registration deadline to be considered as part of the eligibility to write the CHRP-KE or CHRL-KE. If you have questions, please contact HRPA at registrar@hrpa.ca or 1-800-387-1311.

NOTE: For this application to be considered complete, items outlined under Supporting Documentation must be submitted. This application form should be emailed to registrar@hrpa.ca. Supporting documentation requiring an original hard copy (transcript/credential assessment report) must be mailed to HRPA’s office or sent electronically to HRPA directly by the credentialing institution.

APPLICANT INFORMATION

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

**Alternate Route – Academic Stream Fee
Application Fee (non-refundable)**

\$65.00 + HST (\$73.45)

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 officially approved, and a confirmation email* and receipt will be sent to you for your records. Please allow up to ten business days for processing.

Declaration

I hereby apply to have my Alternate Route application reviewed for the purposes of meeting HRPAs coursework requirement in the context of HRPAs certification process. I attest that all information on this form or in any supporting documentation is accurate and complete and fairly represents my education and/or credentials. I understand that it is a breach of HRPAs Rules of Professional Conduct to provide false or misleading information.

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 HRPAs membership database. It is the responsibility of each HRPAs 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 HRPAs. To update your HRPAs registrant profile, please log in at www.hrpa.ca.

Alternate Route Points Summary

Use the following reference chart to complete the application. At least 50 points are required to apply.

Category	Points
Canadian/Canadian equivalent Master's Degree or PhD in Human Resources (HR) or Industrial Relations (IR)	50
Senior Professional in Human Resources (SPHR) designation	50
Senior Professional in Human Resources – International (SPHRI) designation	50
Chartered Member of CIPD (Chartered level only)	50
Other HR-related designation (see Appendix A)	10 or 20
Completion of any of the nine required courses in HR (approved courses only)	5/course

Please indicate the total number of points you wish to submit for each item in the chart below.

Category	Points Submitted	Points Approved (Office Use Only)
1. Advanced degree (Master's level or PhD) in HR or IR. Internationally Educated Professionals must have their degree evaluated by a recognized degree credentialing body (see APPENDIX B) prior to submitting their application to HRP. *Important: the Canadian transcript or credential assessment report must indicate a Canadian/Canadian equivalent Master's degree or PhD in HR or IR or indicate a major/specialization in HR or IR. Advanced degrees without HR/IR specialization do <u>not</u> qualify.		
2. Senior Professional in Human Resources (SPHR) designation; Senior Professional in Human Resources – International (SPHRI) designation – Must be a current holder.		
3. Chartered Member of CIPD (Chartered level only) – Must be a current member		
4. Other HR-related designation (see APPENDIX A for point calculation summary) – Must be a current holder		
5. Completion of any of the nine required courses in HR: <ul style="list-style-type: none"> - Approved courses can be found using the 'School Search Tool' on the HRP website; - Course(s) taken via HRP's Online Academic Program (OAP); - Challenge exams offered by HRP; - Course(s) approved under the Course Approval Process. Please Note: Individuals must meet the required grade level of 65% or higher.		

Supporting Documentation

The following is a list of required supporting documentation that must be submitted for each of the items listed in the points summary chart. HRPA does not accept transcripts/credential assessment reports that are photocopied, scanned and/or emailed by applicants. Supporting documentation must be submitted as outlined:

Alternate Route Category		Required Supporting Documentation
1.	Advanced degree (Canadian/Canadian equivalent Master's degree or PhD) in HR or IR. Must show HR or IR as a major/specialization.	Degrees obtained in Canada (one of the following): - An official hard copy original transcript must be mailed by the applicant or the educational institution to HRPA's office. - An electronic transcript must be emailed to HRPA directly by the school. Degrees obtained outside of Canada – Internationally Educated Professionals (one of the following): - An official hard copy original credential assessment report from a recognized credentialing body (WES, ICAS, CES, IQAS, ICES, MIDI) must be mailed by the applicant or the credentialing body to HRPA's office. - Electronic WES reports must be sent to HRPA's AccessWES account from WES directly. - For electronic assessments other than WES, the official assessment report must be emailed directly by the credentialing body to HRPA. Note: Applicants cannot email their assessment reports.
2.	Senior Professional in Human Resources (SPHR) or Senior Professional in Human Resources – International (SPHRI) – Must be a current holder.	Proof of current certification must come in the form of an email or letter of good standing sent directly from HRCI to HRPA
3.	Chartered Member of CIPD – Must be a current member.	Proof of current "Chartered Member" status must come in the form of an email or letter of good standing sent directly from CIPD to HRPA.
4.	Other HR-related designation (see APPENDIX A 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 HRPA.
5.	Completion of any of the nine required courses in HR (approved courses only).	An official hard copy original transcript must be mailed by the applicant or the educational institution to HRPA's office or an electronic transcript must be emailed by the school to HRPA directly.

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** form and directly email it to registrar@hrpa.ca.

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

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)
- 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)