



**Human  
Resources  
Professionals  
Association**

**Guide to the CHRP Designation  
HRPA Office of the Registrar**



## GUIDE TO THE CHRP

The Human Resources Professionals Association (HRPA) is the regulatory authority for human resource (HR) professionals in Ontario. The overarching objective of HRPA's designation processes is to ensure that HR professionals who are designated by HRPA possess sufficient knowledge and skills to perform important occupational activities at a level of competence that is required to protect the public interest.

For any questions, please contact the [Office of the Registrar](#).

**Please note that HR is not a licensed profession in Canada. As such, being a registrant of HRPA and/or holding a designation are not prerequisites for working in HR.**

The Certified Human Resources Professional (CHRP) is a professional-level designation. Human Resources professionals at the CHRP level act in roles that are mostly administrative in nature, such as a contributing role in a larger HR function, or a sole HR practitioner in a small HR function. Individuals at this level would have responsibilities such as supporting HR initiatives, executing tasks passed down from management, and operating at the tactical and transactional levels. They often have titles such as Human Resources Assistant, Staffing Coordinator, Human Resources Clerk, or Human Resources Coordinator.

Completion of the CHRP requirements confers the right to use the title *Certified Human Resources Professional* and the right to use the initials *CHRP* after your name.

## Use of Designation

'Certified Human Resources Professional' is a protected title under the *Registered Human Resources Professionals Act, 2013*. It is an offence to use the 'CHRP' if you are not a designated member of HRPA.

## CHRP Designation Requirements

The foundation of HRPA's certification framework are the [Registered Human Resources Professionals Act, 2013](#) and the [HRPA By-laws](#).

There are five requirements to obtain the CHRP designation:

- Active HRPA [registration](#) in good standing
- Successful completion of the [Coursework Requirement](#)
- Successful completion of either [CHRP Knowledge Exam \(CHRP-KE\)](#) or [CHRL Knowledge Exam \(CHRL-KE\)](#)
- Successful completion of either the [CHRP Employment Law Exam](#) or the [CHRL Employment Law Exam](#)
- Successful completion of the [Job Ready Program](#)

The first two requirements are interchangeable in sequence – you can complete your courses first and then join HRPA or vice versa. All other requirements must be completed in sequence once the Registration and the Coursework Requirements have been met.

Once you have been granted the CHRP designation, the requirements for maintaining the designation are as follows:

- Maintain your active registration in good standing with HRPA annually
- Meet the ongoing [Continuing Professional Development \(CPD\) Requirement](#)

## Fees

A fee schedule for all requirements and regulatory services can be found on our website [here](#).

## REGISTRATION REQUIREMENT

In order to obtain and maintain a designation you need to be an active registrant of HRPA. HRPA's registration year runs from June 1 to May 31 each year. Initial registration fees are pro-rated, ensuring that new registrants who join throughout the registration year do not pay for

months that have already passed. Please visit the [Join HRPA](#) section of our website for more information about the different registration classes, registration dues, and to join HRPA. For more on the benefits of registration, please see the [Future and Student Members](#) section.

In order to be admitted as an active registrant, you must:

1. Meet the criteria for the registration class you are applying for;
2. Complete an application form including questions related to good character;
3. Attest that you have read and agree to abide by the Act, HRPA's By-laws and the Rules of Professional Conduct; and
4. Pay [initial registration](#) dues.

For further assistance with the registration process, please see our [Registration FAQ](#).

## **COURSEWORK REQUIREMENT**

The purpose of the Coursework Requirement is to ensure that potential CHRPs have a foundation in required discipline-specific knowledge. The Coursework Requirement must be met in order to establish eligibility for the designation exams.

Formal training may be the best way to acquire foundational knowledge and skills in HR. However, HRPA recognizes that individuals come to HR in different ways. Because of that, HRPA offers two different methods to meet the Coursework Requirement for the CHRP: **The Course-by-Course Approach** or the **Alternate Route**.

### **The Course-by-Course Approach to Fulfilling the Coursework Requirement**

The Course-by-Course Approach to meeting the Coursework Requirement consists of successful completion of courses in nine (9) academic subject areas which form the core curriculum in HR:

- Human Resources Management
- Organizational Behaviour
- Finance and Accounting
- Human Resources Planning
- Occupational Health and Safety
- Training and Development
- Labour Relations
- Recruitment and Selection
- Compensation

There are various ways of getting credit for these nine courses:

- Successful completion of [approved courses](#) offered by colleges and universities across Ontario;
- Successful [Course Approval](#) application for courses not on our pre-approved list
- Achievement of equivalent score on HRPAs [Challenge Exams](#); or
- Any combination of the above.

The coursework requirement must be met before an individual may be deemed eligible to write the Knowledge Exam.

### **School Search Tool**

HRPA maintains a [School Search Tool](#) which lists all courses that have been approved by HRPAs at each school. The list of approved courses includes the most recent information provided to HRPAs.

### **Required Grades**

HRPA requires that an average of 70% or better is achieved across all nine (9) subject areas with no single course grade below 65%.

Some courses are approved as course combinations due to how a school has structured its courses. This means that more than one course must be completed to meet the Course Requirement for that subject area, indicated with a '+' sign in our School Search Tool. Where courses are approved as a course combination, HRPAs takes the average of the grades. The average for the course combination needs to be a minimum of 65% to count towards meeting the coursework requirement.

Some schools use letter grades rather than numerical grades. Where letter grades are used, HRPAs refers to the numerical range assigned by the school to each letter grade. HRPAs will accept the highest numerical value within the assigned range.

## Submitting Transcripts

If you are using the course-by-course method to meet the Coursework Requirement, you must submit the official academic transcript(s) from the academic institution(s) where you completed the nine required courses. Please have your academic institution email your transcript(s) directly to: [exams@hrpa.ca](mailto:exams@hrpa.ca). HRPAs does not accept transcripts submitted by email from outside of the academic institution. Transcripts must come directly from the academic institution.

If you were granted advance standing or transfer credit for any of your courses, you will also need to submit an official transcript from the school(s) where the original courses were completed.

If you are submitting your first transcript, you must also complete the online Transcript Assessment Form and pay the transcript processing fee of \$90 plus HST. This is a one-time fee and covers the assessment of all subsequent transcripts.

For more information on HRPAs Transcript Submission Policy, please [click here](#). If the academic institution is unable to send your transcript electronically, you can mail the original and official transcript to HRPAs office to:

**Office of the Registrar**  
**150 Bloor Street West - Suite 200**  
**Toronto, Ontario M5S 2X9**

## Credit for Non-Approved Courses

The fact that a course does not appear on HRPAs list of approved courses does not necessarily mean that the course cannot be counted towards the Coursework Requirement. If you have taken equivalent courses in another jurisdiction, you can apply to have your courses approved by submitting an [Course Approval Application](#) form along with the required supporting documentation to HRPAs for review by the Academic Standards Committee.

Approval is based on two criteria:

1. That the course has a robust assessment or grading component; and
2. That the content of the course covers 80% or more of the required topics in the standard course template.

You must be a registrant of HRPAs if you wish to have your course(s) reviewed. Requests for review of courses should be sent to the Office of the Registrar. Individuals who, for legitimate reasons, do

not have access to the documentation required in the application should also contact HRPAs [Office of the Registrar](#).

HRPA will only grant approval status to courses offered by accredited educational institutions. The criteria that must be met for a course to be approved are available on the [Course Approval](#) section of our website.

## Challenge Exams

Challenge Exams are akin to a 2-hour final exam in each of the nine subject areas. They enable an applicant to achieve credit in a required subject area without taking or retaking a course by assessing their academic or experiential knowledge. The passing grade for a Challenge Exam is 65%. Challenge Exam sittings are typically held three times per year. Challenge Exams for all nine courses are offered at each sitting, however, you can write a maximum of three subjects per sitting.

Challenge Exams are typically recommended when:

- A course grade does not meet HRPAs minimum grade requirement
- A course was taken more than 10 years ago
- An individual has extensive job-related or academic experience in a subject area

Please review the Challenge Exam section of the [Coursework Requirement](#) page on our website for more information about the exams, administration, withdrawal policies, and the upcoming exam schedule.

## The Alternate Route to Fulfilling the Coursework Requirement

The Alternate Routes for meeting the Coursework Requirement are intended for experienced HR professionals or those with advanced degrees 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 points are needed to pass the Alternate Route to be eligible to write either the CHRP Knowledge Exam (CHRP-KE) or the CHRL Knowledge Exam (CHRL-KE).

There are two streams for Alternate Route applications:

1. Academic Stream
  - No adjudication required as it is processed by the Office of the Registrar
  - Can be submitted at any time
2. 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

Detailed information about the Alternate Route streams and how to apply is available in the [Alternate Route](#) section of the website. You may also consult the [Guide to the Alternate Route](#).

How long a successful Alternate Route application is valid towards the Coursework Requirement depends on how the fifty points are met. You will be advised of the validity period of your qualifications when the results of your application are issued.

## **CHRP KNOWLEDGE EXAM REQUIREMENT**

The Knowledge Exam Requirement was established to ensure that those individuals certified by HRPA have the requisite discipline-specific knowledge to perform in Human Resources roles at the required level. All individuals seeking to earn the CHRP designation from HRPA must pass the CHRP Knowledge Exam (CHRP-KE) or the CHRL Knowledge Exam (CHRL-KE).

While the knowledge exam required for the CHRP designation is the CHRP Knowledge Exam (CHRP-KE), the higher-level CHRL Knowledge Exam (CHRL-KE) required for the CHRL can also be used to meet the Exam Requirement for the CHRP. Individuals who intend to pursue the CHRL in the future may consider writing the higher level CHRL-KE when obtaining their CHRP. Exam results are valid for fifteen (15) years and would not have to be recompleted should the remaining designation requirements be met within that window.

There are no limits on the number of times the exam may be written provided you continue to meet the eligibility requirements.

### **The CHRP Knowledge Exam (CHRP-KE) and the CHRL Knowledge Exam (CHRL-KE)**

The CHRP-KE is based on the [HRPA Competency Framework](#) which features nine functional dimensions as it relates to academic knowledge. Academic knowledge refers to basic facts, policies, practices, methods, etc. It is information that can be written into procedures and transferred fairly accurately during the learning process. Examples of academic knowledge include: the rights and responsibilities of management and labour during union organizing and negotiation processes; the various methods of training and developing staff; change management, workforce planning, and health and wellness.

The CHRP-KE and CHRL-KE exams both consist solely of multiple-choice questions. Candidates are allotted 3.5 hours to write the CHRP-KE, and 5 hours to write the CHRL-KE. Please note that the CHRP-KE is scored using compensatory scoring, meaning you only need to pass the overall exam,



and that the CHRL-KE is scored using non-compensatory scoring, meaning you need to pass each individual section as well as the overall exam. Detailed information about the format, structure, content, and scoring of the CHRP-KE and CHRL-KE is available on the [CHRP-KE/CHRL-KE](#) section of HRPAs website under the heading *Exam Content and Delivery*.

## Registering for the Exam

The CHRP-KE and CHRL-KE are administered through computer-based testing (CBT). Exam candidates have the option to take the exam in-person at a testing centre or through remote proctoring. HRPAs exam vendor, Prometric, has testing locations globally. Access to testing centres is subject to availability and prevailing government and public health guidelines in each jurisdiction. We recommend booking as early as possible once exam registration opens, as scheduling is on a first come first serve basis. At times, the remote proctoring option may have more availability. We recommend reviewing the Office of the Registrar’s webinars on remote proctoring, available on the [CHRP-KE/CHRL-KE](#) section of the website, prior to selecting the remote proctoring option. Important information on the technical and environmental requirements, as well as what to expect on exam day, are covered.

For either delivery mode, candidates will be able to schedule their exam time within a two-week window offered three times a year. Upcoming registration dates, as well as detailed information on how to register, are available on the [CHRP-KE/CHRL-KE](#) section of HRPAs website.

## Accommodations for Disabilities

HRPA is committed to providing access to its programs, services, and examinations to individuals with documented disabilities. HRPAs complies with relevant accessibility laws including the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*. HRPAs is also guided by professional standards in matters of certification exams.

An accommodation is any variance to the standard examination administration procedure intended to remove a specific hindrance stemming from a disability without compromising the security, integrity, and validity of the examination. Requests for testing accommodations are reviewed and implemented on a case by case basis.

Please review HRPAs [Accommodation Policy](#) for more information. To request an accommodation, please complete an [Examination Accommodations Request Form](#) and submit it to [exams@hrpa.ca](mailto:exams@hrpa.ca) for review.

## Confirmation of Eligibility

Once you have registered for the CHRP-KE, you should receive a Confirmation of Registration & Eligibility email within 24 hours. The email will brief you on what to bring to the exam, the security measures in place, and other important information. The email will also include a link to Prometric's site to allow you to select your testing location and seat time.

## Withdrawing from or Rescheduling the exam

For information regarding HRPAs policy on withdrawing from or rescheduling the CHRP-KE, please refer to [HRPA's Exam Withdrawal Form](#).

## Exam Results

The exam results for the CHRP-KE and CHRL-KE are released via email approximately three to four weeks after the two-week exam window has closed.

## Validity Period of Exam Result

Once you have passed the CHRP-KE or CHRL-KE, your exam result is valid until December 31st fifteen years after you passed the exam. This means that you have fifteen years to complete the remaining requirements of the CHRP to be granted the designation.

## CHRP EMPLOYMENT LAW EXAM

The CHRP Employment Law Exam assesses your understanding of the applicable employment law legislation in Ontario. Specifically, the CHRP Employment Law Exam will test the ability to correctly apply the knowledge of employment and workplace law to various situations.

Please note: the employment law exam required for the CHRP designation is the CHRP Employment Law Exam. However, the higher level CHRL Employment Law Exam required for the CHRL can also be used to meet the CHRP Employment Law Exam requirement. Individuals who intend to pursue the CHRL in the future may consider writing the higher level CHRL Employment Law Exam when obtaining their CHRP. For information about the CHRL Employment Law Exam, please visit the [CHRP/CHRL Employment Law Exam](#) section of the website.

The CHRP Employment Law Exam and CHRL Employment Law Exam consist solely of scenario-based multiple-choice questions. Candidates are given 3.5 hours to complete the exam. Candidates are also given access to ten pieces of federal and provincial legislation to review beforehand, and to reference during the exam. Detailed information about the format, structure, and content of the CHRP Employment Law Exam and the CHRL Employment Law Exam is available

on the [CHRP/CHRL Employment Law Exam](#) section of the website, under the heading *Exam Content and Delivery*.

## **Registering for the Exam**

As with the CHRP-KE, the CHRP Employment Law Exam is administered through computer-based testing (CBT), either in-person at a testing centre or via remote online proctoring. HRPA uses the same exam vendor, Prometric, for both exams. Please refer to the CHRP-KE section above for more details on availability and technical/environmental requirements as they also apply to the Employment Law Exam. Upcoming registration dates and testing windows, as well as detailed instructions on how to register, for the CHRP Employment Law Exam are available on the [CHRP/CHRL Employment Law Exam](#) section of the website.

## **Accommodations for Disabilities**

HRPA is committed to providing access to its programs, services, and examinations to individuals with documented disabilities. HRPA complies with relevant accessibility laws including the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*. HRPA is also guided by professional standards in matters of certification exams.

An accommodation is any variance to the standard examination administration procedure intended to remove a specific hindrance stemming from a disability without compromising the security, integrity, and validity of the examination. Requests for testing accommodations are reviewed and implemented on a case by case basis.

Please review HRPA's [Accommodation Policy](#) for more information. To request an accommodation, please complete an [Examination Accommodations Request Form](#) and submit it to [exams@hrpa.ca](mailto:exams@hrpa.ca) for review.

## **Confirmation of Eligibility**

Once you registered for the CHRP Employment Law Exam, you should receive a Confirmation of Registration & Eligibility email within 24 hours. The email will brief you on what to bring to the exam, the security measures in place, and other important information. The email will also include a link to Prometric's site to allow you to select your testing location and seat.

## **Withdrawing from or Rescheduling the Exam**

For information regarding HRPA's policy on withdrawing from or rescheduling the CHRP Employment Law Exam, please refer to [HRPA's Exam Withdrawal Form](#).

## Exam Results

The exam results for the CHRP Employment Law exam and the CHRL Employment Law Exam are released via email approximately three to four weeks after the two-week exam window has closed.

## Validity Period of Exam Result

Once you have completed CHRP Employment Law Exam or the CHRL Employment Law Exam, your exam result is valid until December 31<sup>st</sup> ten years after you passed the exam.

## JOB READY PROGRAM

The last step to obtaining the CHRP is the Job Ready Program. The purpose of the Job Ready Program is to assist registrants with the transition into the workplace by providing training on professionalism and ethics. The Job Ready Program consists of the following four modules:

- **Module 1:** Professionalism—What Does it Mean for HR Professionals?
- **Module 2:** The Challenges of Being a Human Resource Professional—Our Duties as Regulated Professionals
- **Module 3:** Tricky Situations and How to Handle Them Professionally—Where the Ethical Integrity of HR Professionals is Most Often Tested
- **Module 4:** HRPAs Rules of Professional Conduct and How They Apply in Everyday Situations

Participation in the Job Ready Program is mandatory for those wishing to qualify for the CHRP designation, but it is not intended to be a hurdle. There is no fee for the Job Ready Program, and it is only required that you complete the program in order to pass. Instructions on how to access the Job Ready Program will be included with your Employment Law Exam results – only those who have passed the Employment Law Exam are able to access the program. An email notification is automatically sent to HRPAs once you have completed the program, and your designation will be granted within 5 business days.

## OFFICIAL NOTIFICATION OF CERTIFICATION STATUS, REGISTER ENTRY AND THE CERTIFICATE

Once you have met the CHRP requirements, official confirmation is sent by e-mail granting you the CHRP designation. The granting email is an official document and can be used wherever confirmation of status is required.

At the same time as the granting email is sent, your information is updated in HRPAs [online Public Register](#). The register is a record of all registrants of HRPAs and lists: current registration status, business contact information, and registration history including applicable disciplinary matters. Finally, a certificate is issued attesting to the fact that you have met all the requirements for the CHRP. The name on the certificate must be your legal name and will be the same as the name in the HRPAs database. The certificate remains the property of HRPAs and must be returned if you cease to be certified.

## **HRPA POLICY ON RECOGNITION OF HR DESIGNATIONS GRANTED IN OTHER JURISDICTIONS**

The requirements and standards for any of the designations granted by HRPAs are the same for everyone. HRPAs will recognize equivalent designations where mutual recognition is mandated by applicable inter-provincial labour mobility agreements. In all other cases, you would need to meet all the requirements and standards for the designation for which you are applying. For more information, please contact the [Office of the Registrar](#).

## **MAINTAINING THE DESIGNATION – CONTINUING PROFESSIONAL DEVELOPMENT**

To maintain your CHRP designation in good standing, you must remain a registrant in good standing and meet the [Continuing Professional Development \(CPD\)](#) requirement. The purpose of HRPAs CPD requirement is to ensure that designated members participate in ongoing professional development activities that:

- Promote continuing competence and continuing quality improvement;
- Remedy identified gaps in knowledge, skills; and competence;
- Address changes in practice environments;
- Manage the transition to new areas of professional practice; and
- Reinforce standards of practice and incorporating advances in technology into one’s practice as a Human Resources professional.

CHRP members are required to obtain 66.67 hours of professional development activities for every three-year CPD cycle. CPD logs, detailing your professional development activities for your cycle, are due on May 31 of the year you are due to submit your log.

Your first CPD cycle begins on the day you are granted your designation. Depending on when your designation is granted and in order to ensure you have a minimum of three years before your first

CPD log is due, your first CPD cycle may be longer than three years. The dates of your CPD cycle will be noted in your CHRP granting letter.

For more information about CPD, including what kind of activities can qualify for CPD and tools to choose activities relevant to your professional development, please visit the [Continuing Professional Development \(CPD\)](#) section of the website.

## **REINSTATEMENT AND RE-ACHIEVEMENT OF DESIGNATION**

HRPA has a [Designation Reinstatement and Re-Achievement Policy](#). The policy outlines the steps needed to re-achieve or reinstate your CHRP designation should your designation be revoked for non-payment of dues and/or non-compliance with the CPD requirement, or should you resign or retire your designation. If you have any questions about the Designation Reinstatement and Re-achievement Policy please contact the [Office of the Registrar](#).

## **PRIVACY POLICY**

As a regulatory body, HRPA is responsible for safeguarding the personal information that it collects in the context of its designation processes. Please refer to our website for more information on HRPA's [Privacy Policy](#). Any concerns regarding the privacy of information collected, stored, and accessed in the context of HRPA's designation process should be directed to [HRPA's Privacy Officer](#). Please note that by law, HRPA's register must be accessible to the public and may be consulted online.