



**Human  
Resources  
Professionals  
Association**

# **Guide to HRPA's Certification Exams Exam Candidate Handbook**

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## HRPA's Certification Exams

HRPA's certification exams are a key component in the CHRP and CHRL designation processes. This guide provides valuable information specific to exam processes. Additional requirements must also be met to obtain either the CHRP or the CHRL designations – to learn more about the entire designation process, please see the [Designations](#) section of the website.

### The CHRP/CHRL Knowledge Exam

The [Knowledge Exam Requirement](#) was established to ensure that individuals certified by HRP 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 HRP must pass the CHRP Knowledge Exam (CHRP-KE) **or** the CHRL Knowledge Exam (CHRL-KE). Individuals seeking to obtain the CHRL must pass 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 CHRL 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-KE and CHRL-KE are based on the [HRPA Professional 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 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.

### CHRP Knowledge Exam (CHRP-KE)

Length: 3.5 hours

Number of Questions: 175, 4-option multiple-choice

Structure:

Exam Content Section 1: 1 hour and 45 minutes

One optional 15-minute break

Exam Content Section 2: 1 hour and 45 minutes

Cost to register: \$350.30 (\$310.00 + HST)

## **CHRL Knowledge Exam (CHRL-KE)**

Length: 5 hours

Number of Questions: 250, 4-option multiple-choice

Structure:

Exam Content Section 1: 2 hours and 30 minutes

One optional 15-minute break

Exam Content Section 2: 2 hours and 30 minutes

Cost to register: \$412.45 (\$365.00 + HST)

## **The CHRP/CHRL Employment Exam**

The [CHRP and CHRL Employment Law Exams](#) assesses your understanding of the applicable employment law legislation in Ontario. Specifically, the CHRP and CHRL Employment Law Exams will test the ability to correctly apply your knowledge of employment and workplace law to various situations. The employment law exam required for the CHRP designation is the CHRP Employment Law Exam. The CHRL Employment Law exam is required for the CHRL. As with the knowledge exam, the higher level CHRL Employment Law Exam 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.

## **CHRP Employment Law Exam (CHRP-ELE)**

Pre-requisite: CHRP Knowledge Exam

Length: 3.5 hours

Number of Questions: 110, 3-option multiple-choice

Structure:

Exam Content Section 1: 1 hour and 45 minutes

One optional 15-minute break

Exam Content Section 2: 1 hour and 45 minutes

Cost to register: \$293.80 (\$260.00 + HST)

## **CHRL Employment Law Exam (CHRP-ELE) Pre-**

requisite: CHRL Knowledge Exam

Length: 3.5 hours

Number of Questions: 110, 3-option multiple-choice

Structure:

Exam Content Section 1: 1 hour and 45 minutes

One optional 15-minute break

Exam Content Section 2: 1 hour and 45 minutes

Cost to register: \$293.80 (\$260.00 + HST)

## Establishing your Eligibility

To become eligible to register for the CHRP-KE/CHRL-KE, individuals must be an [active registrant](#) with HRPA and meet the Coursework Requirement. Meeting the Coursework Requirement can be done through either the [Course-by-Course Approach](#) or the [Alternate Route](#).

### The Course-by-Course Approach

The Coursework Requirement consists of successful completion of courses in nine subject areas:

- HR Management
- Compensation
- Labour Relations/Industrial Relations
- Finance & Accounting
- HR Planning
- Recruitment & Selection
- Training & Development
- Organizational Behaviour
- Occupational Health & Safety

HRPA has approved courses at most colleges and universities in Ontario. To determine whether specific courses are approved, please use our [School Search Tool](#). If you completed courses outside of Ontario, please refer to our [Course Approval Process](#) for assistance.

Successful completion means obtaining a grade of 70% or better overall in the nine subject areas with no single course mark below 65%. If the educational institution at which you completed your courses uses letter grades, HRPA will refer to the numerical equivalency of your letter grade specified by the educational institution. When the numerical equivalency is represented as a range, HRPA will use the higher percentage.

For courses for which an academic institution has granted an exemption, the original course grade on which the exemption is based must be at least 65%.

## Submitting your Transcript and Fees

If you are using the course-by-course method to meet the Coursework Requirement, please have your academic institution email your transcript directly to: [exams@hrpa.ca](mailto:exams@hrpa.ca). HRPA does not accept transcripts submitted by email from outside of the academic institution. Transcripts must come directly from the academic institution. HRPA has allowed for the submission of transcripts by email, in response to our office closure and the closures of academic institutions. For more information on HRPA's updated 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 HRPA's office to:

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

There is a fee of \$101.740 (\$90.00 + HST) that must be paid to complete the assessment of your transcript(s). This is a one-time fee and covers the assessment of all subsequent transcripts. You can pay for the assessment [here](#). To pay for the assessment, as well as to have your transcript assessed, please note that active membership is required.

We will send you an email confirmation when your transcript has been received. The assessment of your transcript will then take approximately 10 to 15 business days to complete. Once the assessment has been completed, an email with the results of the assessment will be sent to you, with further instructions on how to proceed.

## 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%. To prepare for a Challenge Exam, please download the [Challenge Exam Study Guide](#). Results are released within 2-3 weeks of the Challenge Exam dates by email.

The only prerequisite for writing a Challenge Exam is that you are an active HRPA registrant. A maximum of three subjects can be written per sitting. The cost for each challenge exam is \$237.30 (\$210.00 + HST). Challenge Exams are currently offered three times a year through Examity, which administers the exams online on behalf of HRPA.

To register for a Challenge Exam, please see the [Coursework Requirement](#) section of the website and scroll down to the Challenge Exam heading. Upcoming Challenge Exam dates, as well as registration links, are provided.

## Alternate Route

The [Alternate Route](#) is points-based, and you need 50 points to meet the Coursework Requirement. The Alternate Route gives credit for experience and other relevant achievements and is deemed an equivalent foundation for HR professionals. Experienced HR professionals, including internationally educated professionals, may find that the Alternate Route is their quickest path to the CHRP or CHRL designation. The Alternate Route has two streams.

For the **Academic Stream** of the Alternate Route, you must have completed an advanced or Master's Degree with a specialization in Human Resources or Industrial Relations, or hold another HR designation which can be found on a list on the application form itself. If this is applicable to you and you have taken the program internationally, you must have a third-party credential assessment service such as WES, ICAS or CES, assess your experience to verify that it is equivalent to an advanced or Master's level degree in HR or Industrial Relations in Canada. We will need to see the original report, along with an Alternate Route (academic stream) application form and payment of \$73.45 (\$65.00 + HST). A list of the credentialing agencies approved by HRPA can be found [here](#).

The second stream of the Alternate Route is the **Experience Stream**. Experience does not need to be Canadian experience if it meets the criteria of **(1) being HR experience**, and **(2) being at a professional level**. Any experience must be reviewed by a panel of the Experience Assessment Committee, to assess whether it meets these criteria. The experience must have occurred within the last ten years to count towards the experience requirement, and you must have at least three months of professional level HR experience within the last two years. There is a non-refundable fee of \$565.50 (\$500.00 + HST) to have your experience assessed by the panel.

Submission deadlines for Alternate Route – Experience Stream applications are the last business days of each month. Applications are reviewed by a panel of the Experience Assessment Committee, and results are released within 8 to 10 weeks of the submission deadline.

Applications for both streams can be found [here](#).

## Registering and Scheduling your Exam

HRPA's certification exams 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. HRPA's 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. For either delivery mode, candidates will be able to schedule their exam time within a two-week window offered two 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 HRPA's website.

## Remote Proctoring

### What is remote proctoring?

Remote proctoring allows HRPAs candidates to take an exam from any location while maintaining the exam's integrity. The exam administration and remote proctoring follow industry best practices in compliance with standards defined by international accrediting bodies, such as ISO/ANSI 17024.

### How does it work?

Prometric's exam software, ProProctor, locks down your computer, preventing you from accessing anything other than the exam being taken. A Prometric Readiness Agent will verify your ID and a live proctor will monitor you during your exam through audio and video. The exam appointment includes a 10-minute tutorial on how to navigate through the exam platform prior to beginning. All exam sessions are recorded.

Check out this [video](#) to learn more about remote proctoring.

### Technical Requirements:

- Laptop/Desktop – your device must be plugged in directly into a power source, unattached from a docking station
- Tablets are not compatible or permissible devices for launching the exam
- Screen Resolution – 1024 x 768 is the minimum resolution required
- Operating System – Windows 8 or higher/MacOS 10.13 or higher
- Web Browser – Current version of Google Chrome
- Internet Connection Speed – 0.5mb/s or greater

Wi-Fi Connection – please position your device where you can receive the strongest signal and for the best experience, use an ethernet cable to connect directly to the router and make sure there is no additional load on your Wi-Fi connection from other users, such as streaming videos, music, or games. Lack of signal strength during your exam may cause you to disconnect from your exam.

Please ensure you are connected to your home network and have enough bandwidth available to maintain a steady internet connection. i.e., avoid using unsecure, free Wi-Fi and close any streaming devices.

If candidates require technical support with launching their exam or if they have questions about the technical requirements, click [here](#).

1. System Readiness Check – before installing the ProProctor application, you should run the [System Readiness Check](#). This check confirms whether your computer can install and run the ProProctor application so that you can take your exam.
2. Download & Install the ProProctor Application – once the System Readiness Check has been performed and your computer meets the minimum requirements, you are ready to download and install the ProProctor application that delivers your exam. Follow the instructions provided [here](#).



## Testing Environment Requirements:

- Testing location must be indoors (walled), well lit, free from background noise and disruptions. You must find a private space to test in your home. Limit the noise from outside sources.
- No third party may be present in the room or enter the room for the duration of the exam. This includes spouses, children, pets, relatives, etc. If this were to happen more than once during your writing time, it may result in your exam being terminated and may result in you forfeiting your exam fees paid to HRP.
- It is recommended that you inform other household members of your scheduled exam date and time and confirm that they will remain quiet during the exam, as well as not enter the room at any time during your exam.
- Your workstation and surrounding area must be free of pens, paper, electronic devices (cell phones, tablets, cameras, recording devices, etc.), textbooks, course notes. No content that could potentially provide an unfair advantage during your exam, including anything posted on the walls or within your immediate area, should be present during your exam.
- Your workstation and surrounding area must be free of food. You are permitted to have water, but it must be in a clear glass or clear bottle.
- A comfortable chair.
- The areas beneath your desk and chair must be clear.
- Computer is plugged in for the duration of the exam.

**Note:** If you cannot find a secure space free of disruptions in your home, we do not recommend that you test using remote proctoring and that you schedule your exam at a test centre.

HRPA has conducted numerous webinars on remote proctoring that cover the technical requirements, environment requirements, as well as troubleshooting tips. **It is highly recommended that anyone wishing to take their exams through remote proctoring review these webinars prior to scheduling their exam.** These webinars are available towards the bottom of the CHRP-KE/CHRL-KE webpage of HRP's website within the Remote Proctoring section.

## Accommodations

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

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

Please review HRPAs [Examination Accommodations Policy](#) for more information.

For further information, please refer to the webinar HRPAs conducted on the accommodations process in May 2021 [here](#).

## Exam Development and How to Prepare for your Exam

As mentioned above, the CHRP-KE and CHRL-KE are based on the [HRPA Professional Competency Framework](#) which features nine functional dimensions as it relates to academic knowledge.

Using the HRPAs Professional Competency Framework as a starting point, and using HRPAs style guidelines, select HR course instructors and faculty are asked to write questions that would be appropriate at either a diploma level or a degree level. Questions are put through a rigorous review process.

The questions are first reviewed for adherence to HRPAs style guidelines, and then reviewed by a psychometrician for technical correctness.

- There is one and only one correct answer.
- Each response option is generally of similar length.
- Each response option appears equally plausible to someone unknowledgeable in the domain.
- The correct answer does not stand out in any way—either by being shorter or longer, or by using different grammar, or a different style.
- None of the options contain clues that would point to the correctness or incorrectness of another response option.
- The ‘none of the above’ option is not used.
- The ‘all of the above’ option is not used.
- The ‘a and b are both true’ type of response option is not used.
- There are no double negative questions.
- The ‘odd item’ or ‘which of the following does not belong’ style of question is rarely used.
- There are no ‘funny’ or ‘silly’ answers.
- There are no ‘trick’ questions—to the knowledgeable exam-writer the correct answer will appear clearly as the correct answer.

The questions are further reviewed by a copy editor for spelling, grammar, and punctuation. The editor is directed to ensure there are no differences in the quality of correct and incorrect response options.

The next step is for all questions to be reviewed by Subject Matter Expert (SME) panels. These panels comprise experienced HR professionals. These panels confirm that there is indeed one and only one correct answer. Questions for which there are issues are either set aside or revised.

The Exam Validation Committee also reviews and approves all items before they are used on exam.

Also, at this time, 'enemy questions' are identified. Enemy questions are questions that are perfectly good questions on their own, but that have connection with another question such that seeing one question provides clues that help answer the other question. Questions that are very close to each other in terms of content are also flagged as enemy questions.

The next step is final exam assembly. Based on the number of questions as set out in the test blueprint, questions are selected to provide good coverage of the functional domains and across all competencies.

The questions do not appear on the test form in any specific order and are not grouped by functional area or any other category. This includes the 25 'test questions' which these are scattered at random throughout the test. 'Galley proofs' of the tests are produced.

This entire process occurs annually for both exams, and new forms are created prior to every administration window.

For a better understanding of how items are developed for the CHRP-KE and the CHRL-KE, please have a read through our [Item-Writing Guidelines](#).

## **Exam Blueprints**

To help prepare for your exam, please consult the blueprints created for each of these exams, as they identify the topics that will be tested:

[CHRP-KE Blueprint](#)

[CHRL-KE Blueprint](#)

[CHRP Employment Law Exam Blueprint](#)

[CHRL Employment Law Exam Blueprint](#)

## **Exam Preparation**

For information on the exam preparatory products and resources that HRPA endorses for its four certification exams, please click [here](#).

## Exam Rules and Regulations

1. Valid photo identification is required to write the exam. You will not be permitted to sign in, nor start your exam until valid ID is presented. Valid identification is government issued and is not expired i.e., a valid driver's Licence, a valid Passport, etc. The acceptable forms of government issued photo ID are as follows: Passport, Driver's Licence, Indian status card, and Ontario Photo Card. Health cards in Ontario are not an acceptable form of government issued photo identification. Student cards are not an acceptable form of photo identification.
2. The name on your photo identification must match the name in the HRPAs database, as your registration with HRPAs must be in your legal name (both first and last name). Your identity must be verified by the test centre and/or live proctor. If your identity cannot be verified, you may be denied the ability to take your exam and you will forfeit your exam fees.
3. Masks must be worn until further notice if you are taking your exam in-person at a test centre. If you show up to write your exam and are not wearing a mask you will not be permitted to test. You will forfeit your exam fees. For an update on test centre protocol please click [here](#).
4. You are not permitted to access any unauthorized items (cell phone, laptop, tablet, notes, textbooks) during your writing time or during your breaks. This includes but is not limited to from your locker or from anywhere within your testing environment. If you are testing remotely in your home and you take a break you are not permitted to access an unauthorized item during your break time. If you are caught to have accessed any unauthorized items, it will be considered a breach of Rules of Professional Conduct and the Rule and Regulations of the exam; the matter will be referred to HRPAs Registrar and could result in the exam being terminated by the proctor and/or exam results being nullified.
5. Arrive in advance of the exam start time. It is recommended to arrive and be prepared at least 15-30 minutes prior to your appointment time.
6. Calculators are permitted, however please do not bring your own when writing the exam. Calculators are available within the exam itself and you will be provided with instructions on how to access the calculator feature.
7. Exam writers are expressly prohibited from having any of the following items in the exam testing rooms or exam environment and are required to leave these items in their assigned locker/and or stored away and out of reach:
  - i. Outerwear, hats, food, drinks (this includes water), purses, briefcases, notebooks, watches, cell phones, electronic devices, wearable technology, written notes, published materials, computers, pagers, pens, highlighters, formulae sheets, books, dictionaries or language dictionaries, cameras, cell phones, optical readers or any electronic devices that can photograph, photocopy or otherwise copy test materials
  - ii. water in a clear glass or bottle is permitted in the exam room if testing remotely.

8. Light clothing items removed for comfort such as sweaters, suit jackets, scarves etc., must be hung on an exam writer's chair and not placed in laps or on the workstation desktop. Outerwear such as heavy coats, parkas, raincoats, etc., is not permitted in the test room and/or exam environment.
9. This exam and the items contained therein are protected by copyright law. No part of this exam may be copied, recorded, disclosed, published, transmitted, or reproduced in part or in whole, by any means whatsoever, including memorization, unless previously authorized by HRP. As a member of HRP, you have agreed to adhere to the Rules of Professional Conduct. Dishonesty or cheating in relation to the exam, or assisting others in cheating or attempting to cheat, is considered a breach of the [Code of Ethics and Rules of Professional Conduct](#) and will be referred to the Registrar. This could result in disciplinary action and your exam being terminated and/or your results being nullified.
10. Should you become ill during the exam, you may leave, but you will not receive a refund and you will be subject to full fees when you register to re-write the exam.

## Exam Scoring and Results

A 'Modified Angoff' method is used to determine the cut score for the CHRP-KE and CHRP and CHRL Employment Law Exams. This method uses a panel of HR subject matter experts who apply ratings to each individual question on the exam. When applying ratings, the subject matter experts use a 'Borderline Candidate' and determine their performance on each question. Any candidate showing the same or a higher level of performance as a borderline candidate is considered a 'passing' candidate, and any candidate showing performance below the level of a borderline candidate is a 'failing' candidate. The purpose for this method of scoring is to set an objective hurdle for candidates. This method rewards candidates who are considered to have sufficient competence and knowledge in HR, and to also identify those candidates who have insufficient competence and knowledge; thus, they would not meet the cut score. The 'Modified Angoff' method sets the cut score based on the actual difficulty of the test in relation to the 'Borderline Candidate's' level of performance on each question, and fairly assess individual candidates on their own merits.

To calculate the passing grade for the CHRL-KE, a 'non-compensatory' scoring method is used. The purpose for this scoring method is to ensure that individuals demonstrate strong knowledge in each of the nine functional areas. This results strength in one or more functional areas not compensating for weaknesses in other areas.

An overall cut score is still established. What this means is that individuals will need to score a certain percentage in each of the nine functional areas, as well as meet the overall established cut score.

It is possible to be above the threshold of the overall cut score and yet be below the threshold in one or more of the functional areas, resulting in a failing grade. It is also possible to be above the threshold in all nine of the functional areas and be below the threshold for the overall cut score, resulting in a failing grade. Cut scores vary depending on the difficulty of the exam. For more information on non-compensatory scoring, please click [here](#).

The pass mark required for all our exams change for each sitting depending on how the Key Validation process goes with our psychometrician and the committee. Historically, the pass marks have been close between sittings, and as we move closer and develop stronger items for our exams, the pass marks established will be even closer to one another.

HRPA publishes historical data for each of its certification exams, including cut scores, as well as Technical Reports detailing the process of establishing the cut score of each administration. You may find this information here:

[CHRP-KE/CHRL-KE](#)  
[CHRP/CHRL Employment Law Exams](#)

The CHRP-KE and CHRL-KE results will be released via email approximately three to four weeks from the end of the testing window. The exact date and time will be communicated to all exam writers via email together with instructions on how to access the results online in their HRPAs profile. Members and students must ensure that the email address HRPAs has on file is up to date and that their email provider recognizes HRPAs as a safe source for emails. Results cannot be released over the phone.

If you experienced an incident during your exam session, it must be indicated on the post-exam survey you are asked to complete at the end of the exam, and you should also email the Office of the Registrar with your concerns within seven days of your exam date. No action will be taken by HRPAs with respect to any potential incident once exam results have been released.

## Cancellation, Withdrawal and Refund Policy

All requests for withdrawals must be sent to HRPA using the [Exam Withdrawal Form](#).

If you no longer wish to write a scheduled exam, you have the option to cancel your exam registration and withdraw from the sitting. Withdrawals from the exam are permitted up to two calendar days prior to the exam appointment date. All exam withdrawals are subject to a \$65.00 + HST administration fee.

Withdrawals are not permitted less than fourteen (14) calendar days from the scheduled examination date. Registrants requesting to withdraw less than fourteen (14) calendar days from the scheduled examination date will forfeit their fees.

In certain extenuating circumstances (such as illness or bereavement) the withdrawal fee may be waived at HRPA's discretion. Supporting documentation must be submitted along with the Exam Withdrawal Form.

Individuals who do not show up for the exam will be considered "no-shows" and will forfeit the full exam fee.

Alternatively, you can reschedule your exam date, appointment time or location within the same exam window, if you do so more than two full calendar days before your scheduled appointment time. However, a \$50.00 fee will be charged to you if you reschedule your exam date, time, or location less than 29 calendar days of the scheduled exam date and time. This fee is collected by Prometric, and not HRPA. Rescheduling is not possible within two calendar days of your scheduled exam date and time.

To change your exam date, time or location please use the reschedule/cancel option [here](#) or contact Prometric's automated voice response system at: 1-800-369-6268 (in North America) or Prometric's Regional Registration Centre (outside of North America); available 24 hours a day, seven days a week.