

The image features a large, stylized 'HR' in the background. The 'H' is composed of red and teal geometric shapes. The 'R' is a large, bold black letter. The background is a light teal color. On the left, there is a dark blue horizontal bar containing the HRPA logo and the full name of the association.

**HR
PA**

**Human
Resources
Professionals
Association**

Renewing your Registration

May 18, 2022

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Association

ON24 Housekeeping



Attendees will be kept on mute throughout the entire presentation.



Please listen to the announcements for instructions on using the **Q&A and Chat Box**.



The event survey will be sent out 24 hours after today's event.



Please retain the **access URL** you used to join today's webcast for on-demand viewing of the recording (up to 2 months post event).



Slides and recordings will **NOT** be emailed. A PDF of the slides can be found under archived webinars.



Please ensure your **Media Player, Slides** and **Q&A box** are open on your screen.

Spring 2022 Webinar Series

April 27, 2022	HRPA's Appeal Process
May 4, 2022	The Requirement to Notify the Registrar of Bankruptcies and Insolvency Events
May 11, 2022	The Continuing Professional Development (CPD) Requirement Explained
May 18, 2022	Renewing your Registration

Our previously aired regulatory and how-to webinar series can be found on the [Professional Development](#) page of our website.

Agenda

- Renewal Cycle
- Renewal Dues
- Importance of Renewing
- How to Renew
- Continuing Professional Development (CPD)
- Resignation
- What happens after May 31st?
- Q & A

HRPA's Renewal Cycle

- HRPA's registration year runs from June 1st to May 31st.
- Every active member and student is required to **renew** or **resign** their registration by May 31st annually.

Before You Renew

- Ensure HRPAs has up-to-date contact information for you on file, so you'll be able to receive the renewal notices.
- Check your information on the [Public Register](#) – you will need to confirm it is accurate during your renewal.
- Review the following documents:
 - ✓ *Registered Human Resources Professionals Act, 2013*
 - ✓ HRPAs By-laws
 - ✓ Rules of Professional Conduct
- As a member or student, you are required to abide by the Act, By-laws and Rules of Professional Conduct and to reconfirm your agreement during renewal.

Renewal Dues

Please visit our [Renewal page](#).

Your renewal dues are based on your member or student registration class, and place of residence. **Ontario** rates are shown below. Refer [here](#) for out of province dues.

2021–2022 Renewal Dues by Class	In Ontario	HST (13%)	Total
CHRE	\$490	\$63.70	\$553.70
CHRL	\$490	\$63.70	\$553.70
CHRP	\$350	\$45.50	\$395.50
Practitioner	\$415	\$53.95	\$468.95
Allied Practitioner	\$260	\$33.80	\$293.80
Student	\$100	\$13.00	\$113.00
Retired	\$100	\$13.00	\$113.00

Importance of Renewing

At HRPA, we believe that **better HR makes business better.**

When you renew your registration with HRPA, you are committed to a high ethical standard of performance and qualification.

About your Commitments

- HRPA promotes and protects the public interest by governing and regulating the practice of members, students and firms registered with the Association in accordance with the *Registered Human Resources Professionals Act, 2013* and our by-laws.
- When you renew your membership or student registration with HRPA, you re-join a community of more than 23,000 regulated HR professionals who are recognized for holding themselves to the highest standards, by adhering to our Rules of Professional Conduct which includes our Code of Ethics.
- You are also accountable to HRPA's Complaints, Discipline & Capacity processes.

For more information visit: hrpa.ca/about-hrpa/governance/

How to Renew

1) Log into your dashboard

- Visit **HRPA.ca/renew**
- Click **Log in and Renew Now.**
- Use the [Sign-In Help](#) for username or password help.

Log in and Renew Now

Sign In

Username

Password*

☐ Keep me signed in if I close the browser

Sign In

[New Registration Application](#)

[Forgot my User Name or password](#)

[Create a Non-Registrant Account](#)

How to Renew

2) Click the “Renew” button

Renew My Registration

Membership Category	Cycle Start	Paid Through	Status
HRPA New Membership - For Prorated Chapters HRPA Membership - Allied Professional Renew - Prorated	6/1/2021	5/31/2021	Upcoming Renew
HRPA New Membership - For Prorated Chapters HRPA Membership - Allied Professional Renew - Prorated	6/1/2019	5/31/2021	Past

How to Renew

3) Complete the application form

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[View the Registered Human Resources Professionals Act, 2013](#)
[View HRPAs By-Laws](#)
[View HRPAs Rules of Professional Conduct](#)

Attestations

I attest that I have reviewed the information published about me on [HRPA's public register](#), and that I have notified HRPAs of any out-of-date information. *

I have read, understand, and agree to abide by the Registered Human Resources Professionals Act, 2013, the HRPAs By-laws, and the HRPAs Rules of Professional Conduct, and any other professional guidance issued by the Association. *

I understand that should my registration with HRPAs lapse at any time and I later seek to rejoin HRPAs, I will be subject to the reinstatement and re-achievement requirements as set out in the By-laws in effect at the time I re-apply for registration. *

I understand my obligation as a registrant of the Association to inform the Registrar within 30 days forthwith of any change in the following:

- Contact information and business address.
- Any change in practice that would trigger a change in one's status vis-a-vis the professional liability insurance requirement.
- Any change in professional liability insurance arrangements.
- The occurrence of any events under the self-reporting obligations. *

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The mandatory self-reporting obligations of members and students are set out in s. 16 of the By-laws and Chapter IV, Division IV of the Rules of Professional Conduct.

Mandatory Self Reporting Obligations

1. Since your initial registration or since your last renewal, have you been found guilty of any offence under any statute for which a pardon has not been granted? Exclude speeding and parking tickets. *
2. Since your initial registration or since your last renewal, has there been a finding against you of professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction, and whether it is in relation to the Human Resources Management profession or another related profession? *
3. Are you currently involved in a proceeding for professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction, and whether it is in relation to the Human Resources Management profession or another related profession? *
4. Since your initial registration or since your last renewal, have you or your firm experienced a bankruptcy or filed a consumer proposal? *
5. Is there anything else that, although not mentioned specifically in the list above, could be deemed relevant to the determination of good character if such were to come to light (i.e. misuse of designation, civil proceedings)? (If in doubt, it is best to include these at this time.) *

Declaration

I attest to the accuracy and completeness of my responses to these questions. *

How to Renew

Business Address and Phone Number

Business Name *

test

Job Title *

job

Business Phone Number *

1212121

Ext

Country *

Canada

Street Address *

test3

Suite Number

Street 3

City *

City3

Province *

ON

Postal Code *

321

Business Contact Information Same As Preferred Contact Information

My Business Contact Information is the same as my Preferred Contact Information *

☒ Yes

☐ No

Do you practice HR as an independent practioner / consultant?

Do you practice HR as an independent practitioner? *

No, neither full-time, part-time, nor occasionally

Address Attestation

I attest that the information above is accurate and up to date *

☐ Yes

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Questions For Applicants

Do you practice through a firm? (At HRP, the term firm has a very specific meaning. A firm is a form of practice. It refers to sole proprietorships, partnerships, limited liability partnerships, and corporations that intend to take or use a designation or hold themselves out as being registered with HRP) *

Registration With Another Body

Previously Reported (The name of the Regulatory Body previously reported will show below if none was reported then it will be blank.)

Please confirm your current status with the above regulatory body

Have you been registered with another regulatory body since your last renewal? *

☐ Yes

☒ No

Regulatory Body

Other

Registration Number

Current Status

Expiry Date

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I confirm that the statements made by me in this application are complete and correct to the best of my knowledge and belief. I acknowledge that HRP A may carry out whatever due diligence may be reasonably required to verify the accuracy of the statements above. I understand that a false or misleading statement or representation may lead to refusal to issue a certificate of registration or to revocation of my certificate of registration with the Association.

I hereby submit my completed renewal form *



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How to Renew

[Click here to print your renewal invoice](#)



SHOPPING CART



ADDRESS



PAYMENT



CONFIRMATION

Please scroll down to the "Next" button to proceed with the checkout process. If you do not need to select a billing address, shipping address or shipping method, you can click "Express Checkout" below to go directly to the payment form.

Even if your total is \$0.00, please be sure to proceed through the shopping cart process to finalize your order.

You currently have 1 items in your cart  [Clear Cart](#)

Product

Subtotal

**HRPA New Membership -
For Prorated Chapters**

\$515.00



Expiration Date: 5/31/2021

hrpa, latefeeTest-16 [see details](#)

Total

\$515.00

Order Summary

1 Item selected

Purchase **\$515.00**

Subtotal

Sales Tax **\$53.95**

Order Total **\$568.95**


Billing Address [Change >](#)


latefeeTest-16 hrpa
test3
City3 ON 321
Canada
1212121


 [Express Checkout](#)


How to Renew

4) Submit payment

 SHOPPING CART

 ADDRESS





 PAYMENT

 CONFIRMATION

Payment Information

Name on Card: *

Card Type: American Express Card Number: *




Expiration Month: 1-Jan Expiration Year: 2021 Security Code: *

Card Address - Street: *

City: * State: * Zip Code: *

The amount to be charged to your credit card is: \$568.95

Payments Authorized by 

< Previous

Submit Order >

Order Summary

1 item selected [Change >](#)

Purchase	\$515.00
Subtotal	
Sales Tax	\$53.95
Order Total	\$568.95

Billing Address [Change >](#)

latefeeTest-16 hrpa
test3
City3 ON 321
Canada
1212121

Important Reminders

- Unfortunately, we cannot accept renewal over the phone.
- The attestations in the renewal application are a legally binding agreement between you and the HRPA—and only you can agree to these attestations.
- We recommend using a computer for a seamless online renewal experience – mobile phones can be tricky depending on the model.
- Even if someone else pays your dues, you are responsible for your renewal process (registration is personal not organizational).

Continuing Professional Development (CPD)

- If you have a CHRP, CHRL and/or CHRE designation, then you need to complete 66.67 hours of professional development activities for every three-year CPD cycle.
- The deadline to submit your CPD log is always May 31 of the year it is due.
- You will receive email reminders in advance of your upcoming CPD submission deadline.
- If you are having difficulties with meeting the CPD requirement, we have a CPD Extension Policy in place. To view the CPD Extension Policy including the application form please visit the CPD page or click [here](#).

How to access your CPD log

View continuing professional development log

Your continuing professional development Log period
(06/01/2018 - 05/31/2021)

Category A - Continuing Education

Category B - Leadership

Category C - Instruction

Category D - Significant Work Projects/Initiatives

Category E - Research or Publication

Total Hours

0.00

0.00

0.00

0.00

0.00

0.00

Development Category:

Select a continuing professional development period

06/01/2018

-

05/31/2021

Select

Select a Category above in order to view the activity types for that category.

Select an Activity Type

Add

Add by Code

Activity	Program Name	Program Details (brief summary of the program and dates attended)	Start Date (mm/dd/yyyy)	Units	Qty	Hours		
Total Hours for								

HR
PA

Human Resources
Professionals Association

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Resignation

Things to keep in mind

- Why are you considering resigning your registration?
 - ☐ Financial?
 - ☐ CPD log?

If you have a designation, consider whether you may require the designation in the future and what would be involved for you to re-achieve the designation at that time

Resignation

- There are two resignation options:
 - ☐ Resign registration
 - ☐ Resign CHRP, CHRL or CHRE designation but stay Practitioner member
- To resign, please submit the [Resignation form](#) by emailing it to renewal@hrpa.ca
- Resignations are processed as they come in
- Resignations cannot be processed over the phone

Resignation

The following information needs to be provided as part of your resignation:

- Scope of resignation (registration or designation only)
- Registrant Information (i.e. name & registration number)
- Notice of Resignation
- Reason for resignation (i.e. retirement, leaving province/country, changing professions)

Resignation

Notice of Resignation

This is to officially notify HRP A of my decision to resign my registration in the Human Resources Professionals Association. I understand that my resignation means that I no longer enjoy the rights and privileges of registration in HRP A and do not have the right to use any designation granted by HRP A. I understand that if I wish to re-apply for registration in the future, I must submit a new Application Form and re-achieve any designation I previously held.

Resignation – Designated Member

- We would encourage you to review our [Reinstatement and Re-Achievement Policy](#) before you resign so you are aware of the process that is involved should you decide to rejoin HRPA in the future
- Designated members have the option to resign their designation only and stay as a Practitioner member

Resignation

Processing

- Once your resignation has been processed, you will receive a confirmation email either (i) confirming the resignation of your designation and your new status as a practitioner member or (ii) confirming the resignation of your registration with HRP A and a thank you for your time with HRP A.
- The Public Register will be updated to reflect the resignation of your designation or the resignation of your registration.

What happens after May 31st?

- While May 31st is the renewal deadline, we have a four-months grace period during which you will still be able to renew, but the following late fees will apply:
 - ✓ Students: \$20
 - ✓ Renewal under the RDAP: \$50
 - ✓ Members: \$100
- If you missed the renewal deadline due to extenuating circumstances, the late fee may be waived. To request a waiver of the late fees, simply submit the [Late Fee Waiver Request Form](#) to renewal@hrpa.ca

Suspension-Revocation Cycle

- During the 4 months grace period, HRP A will run the Suspension-Revocation cycle to provide members and students who have not yet renewed and/or submitted their CPD log with sufficient notice of their registration and/or designation potentially lapsing
- The cycle begins immediately after the May 31st renewal deadline has passed and consist of three stages:
 - ❑ **Stage 1:** 30 Days Notice of Impending Suspension
 - ❑ **Stage 2:** 60 Days Notice of Suspension and Impending Revocation
 - ❑ **Stage 3:** Notice of Revocation

Stage 1: 30 Days Notice of Impending Suspension

- Notices of Impending Suspension are issued about 2 weeks after the May 31st deadline (mid-June).
- Recipients of a Notice of Impending Suspension are provided with 30 days to resolve whatever reason the Notice was issued before the suspension will take effect.
- Until such time as the suspension takes effect, registrants remain in good standing and enjoy all the rights and privileges of registration, including the right to use any designation(s) granted by HRP

Stage 2: 60 Days Notice of Suspension and Impending Revocation

- Notices of Suspension and Impending Revocation are issued about 30 days after the Notices of Impending Suspension (mid-July).
- Recipients of a Notice of Suspension and Impending Revocation are provided with 60 days to resolve whatever reason the Notice was issued before the revocation will take effect.
- Once suspension occurs, registrants are no longer in good standing and do not enjoy any of the rights and privileges of registration, including the right to use any designation(s) granted by HRP.

Stage 3: Notice of Revocation

- Notices of Revocation are issued about 60 days after the Notices of Suspension and Impending Revocation (September 30 or the following Monday if September 30 falls on a weekend)
- Once revocation has occurred, registrants are no longer part of HRPA and do not enjoy any of the rights and privileges of registration, including the right to use any designation(s) granted by HRPA

Reasons for the Notices to be Issued

- Members or students may be issued the Notice of Suspension and/or Revocation for a variety of reasons:
 - ☐ Non-renewal
 - ☐ Failure to submit the CPD log
 - ☐ Combination of non-renewal and failure to submit a CPD log
 - ☐ Failure to comply with the CPD Audit
- Any Notices will state the reason(s) and provide instructions on how to resolve the issue, and indicate the specific date & time the suspension and/or revocation will occur

Suspension-Revocation Cycle

- The Suspension and Revocation status are recorded in the [Public Register](#)
- All notices are sent via email
- To ensure that you can receive the suspension-revocation notices, please:
 - ✓ Ensure that HRPA has your up-to-date contact information on file
 - ✓ Do not unsubscribe from HRPA emails – if you unsubscribe, you will not be able to receive the email notifications
 - ✓ If you are on parental leave or are otherwise on a leave of absence from work, ensure that HRPA has your personal contact information
 - ✓ Check your firewall settings to ensure emails from HRPA are not being blocked and that HRPA has been added to your whitelist/approved contacts list
- Failure to provide up-to-date contact information or unsubscribing from HRPA emails **do not invalidate the notification**

Resignation vs Revocation

- Resignation: active, personal choice to end registration with HRPA
- Revocation: done by HRPA due to non-renewal, non-compliance with the CPD requirement or as the result of a disciplinary proceeding

Why this matters

- HRPAs are professional regulators – as such, our purpose is to promote and protect the public interest.
- There are serious consequences to letting your registration lapse, either by resigning or through revocation.
- Overall, members and students have over five months to either renew and/or submit their CPD log or resign – because HRPA's renewal period is quite extensive, we adhere strictly to the revocation deadline

Renewal Assistance

For assistance, please use one of these convenient options:



Visit [**hrpa.ca/renew**](https://hrpa.ca/renew)



Email us at [**renewal@hrpa.ca**](mailto:renewal@hrpa.ca)



Call us at **(416)923-2324** or toll free at **1 (800) 387-1311**



Book an appointment at [**hrpa.ca/appointments**](https://hrpa.ca/appointments)

We'd be happy to help!



Questions?

**HR
PA**

Human
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