# Human Resources **Professionals** Association **Renewing your Registration**

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# 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 <u>Professional Development</u> 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 HRPA 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 <u>Public Register</u> you will need to confirm it is accurate during your renewal.
- Review the following documents:
  - ✓ Registered Human Resources Professionals Act, 2013
  - ✓ HRPA By-laws
  - ✓ Rules of Professional Conduct
- As a member or student, you are required to abide by the Act, Bylaws and Rules of Professional Conduct and to reconfirm your agreement during renewal.

#### Renewal Dues

Please visit our <u>Renewal</u> <u>page</u>.

Your renewal dues are based on your member or student registration class, and place of residence. **Ontario** rates are shown below. Refer <a href="here">here</a> 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 <u>Registered Human Resources Professionals Act</u>, <u>2013</u> and our <u>by-laws</u>.
- 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 <u>Complaints</u>, <u>Discipline</u> & <u>Capacity</u> processes.

For more information visit: <a href="https://hrpa.ca/about-hrpa/governance/">hrpa.ca/about-hrpa/governance/</a>

#### 1) Log into your dashboard

- Visit HRPA.ca/renew
- Click Log in and Renew Now.
- Use the <u>Sign-In Help</u> for username or password help.

Log in and Renew Now

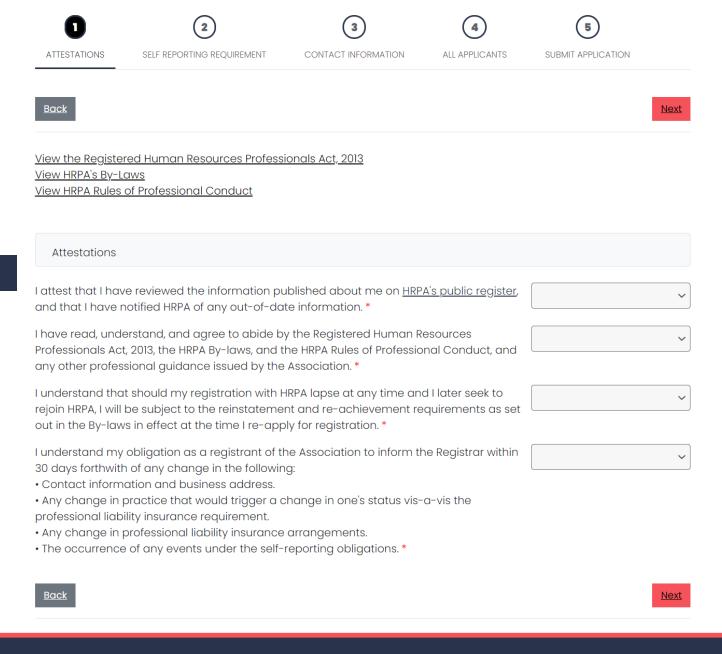
#### Sign In Username Password\* ☐ Keep me signed in if I close the browser Sign In New Registration Application Forgot my User Name or password <u>Create a Non-Registrant Account</u>

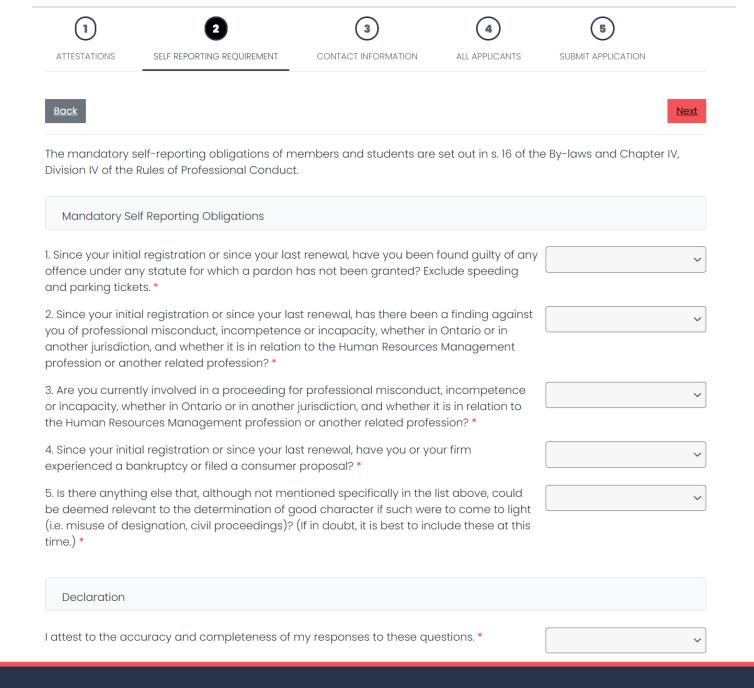
2) Click the "Renew" button

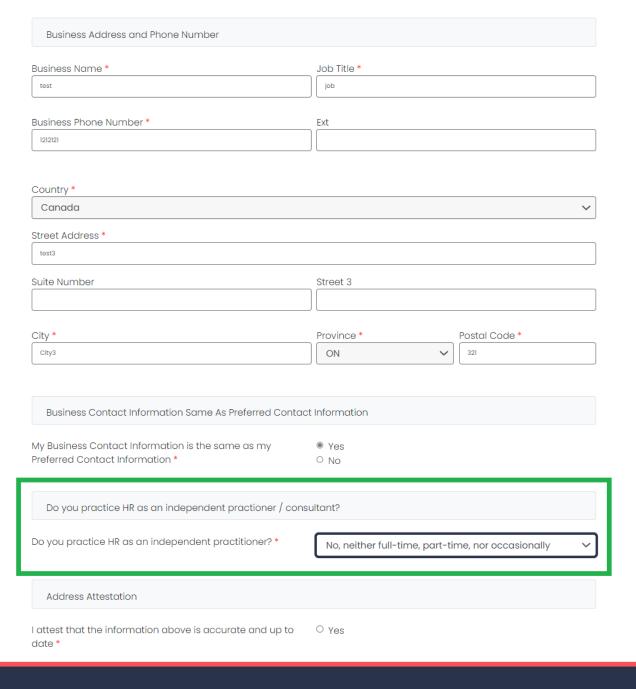
#### **Renew My Registration**

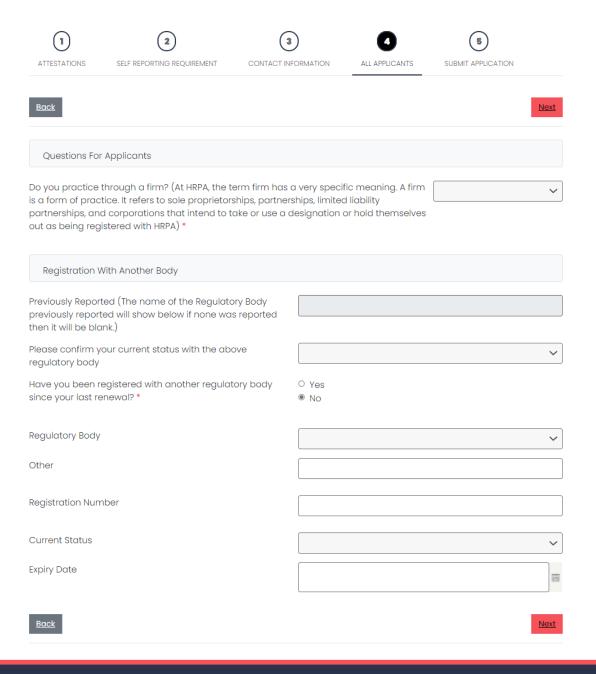
Membership Category	Cycle Start	Paid Through	Status
HRPA New Membership - For Prorated Chapters HRPA Membership - Allied Professional Renew - Prorated	6/1/2021	5/31/2021	Upcoming Renew
HRPA New Membership - For Prorated Chapters HRPA Membership - Allied Professional Renew - Prorated	6/1/2019	5/31/2021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

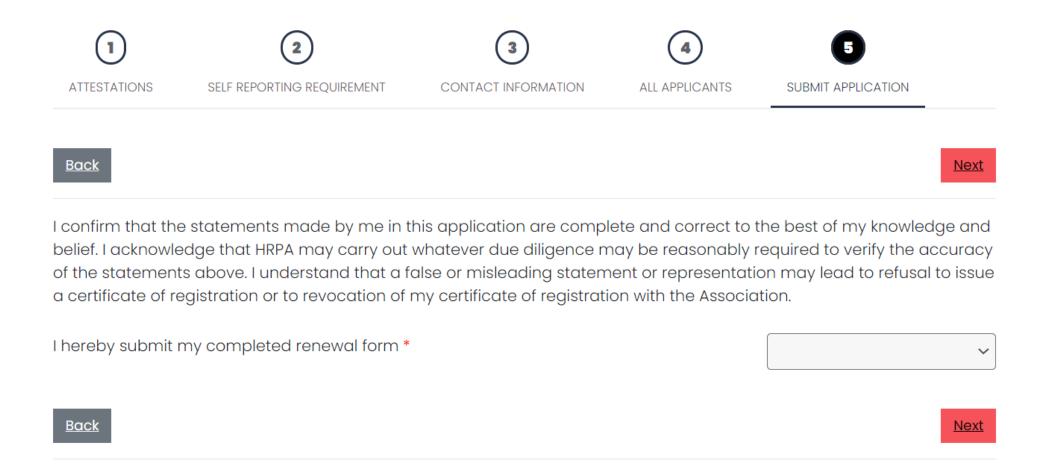
3) Complete the application form











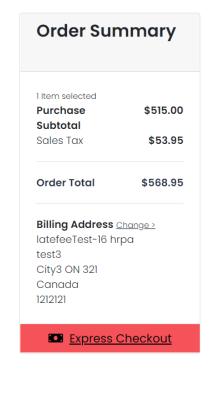


Please scroll down to the "Next" button to proceed with the checkout process. If you do not need to select a billing address, shipping address or shipping method, you can click "Express Checkout" below to go directly to the payment form.

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

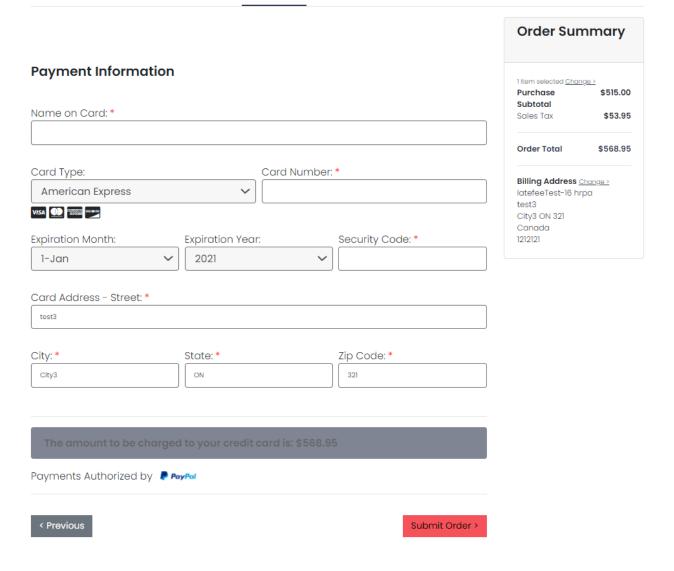
You currently have 1 items in your cart 💼 Clear Cart

Product	Subtotal
HRPA New Membership - For Prorated Chapters	\$515.00
Expiration Date: 5/31/2021	
hrpa, latefeeTest-16 see details	
Total	\$515.00





4) Submit payment



### **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 <u>here</u>.

### How to access your CPD log

View continuing professional development log



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

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

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)

Notice of Resignation

This is to officially notify HRPA 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 HRPA and do not have the right to use any designation granted by HRPA. 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 <u>Reinstatement</u> and <u>Re-Achievement Policy</u> 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

#### **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 HRPA and a thank you for your time with HRPA.
- 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 31<sup>st</sup> is the renewal deadline, we have a fourmonths 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 <u>Late Fee Waiver Request Form</u> to <u>renewal@hrpa.ca</u>

### Suspension-Revocation Cycle

- During the 4 months grace period, HRPA 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 31<sup>st</sup> 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 HRPA

# **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 HRPA.

#### 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 <u>Public Register</u>
- 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, noncompliance with the CPD requirement or as the result of a disciplinary proceeding

### Why this matters

- HRPA is a professional regulator 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



Email us at renewal@hrpa.ca



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



Book an appointment at hrpa.ca/appointments

#### We'd be happy to help!



#### **Questions?**



