

The background features a large, stylized 'HR' in black and teal. The 'H' is composed of red and teal blocks. The 'R' is black with a teal outline. The HRPA logo is on the left, and the title and date are on the right.

**HR
PA**

**Human
Resources
Professionals
Association**

**The Validation of Experience
Requirement Explained**

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Rina Truong

rtruong@hrpa.ca

416-923-2324 x 351

Regulatory Process Specialist

Human Resources Professionals Association

Nathalie Moir

nmoir@hrpa.ca

416-923-2324 x 328

Manager, Regulatory Operations

Human Resources Professionals Association

ON24 Housekeeping



Attendees will be kept on mute throughout the entire presentation.



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



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

2022 Fall Webinar Series

October 26, 2022	What to do if a Complaint is about You?
November 2, 2022	The Validation of Experience Requirement Explained
November 9, 2022	CHRP/CHRL Coursework Requirement Explained
November 16, 2022	The Professional Liability Insurance Requirement Explained

On-demand webinars

- Our previously aired regulatory and how-to webinar series can be found on the Regulatory Webinars page of our website

Housekeeping

- Webinar will be recorded and posted online
- This webinar is NOT eligible for CPD
- We will post the transcript of the Q&A online afterwards with the webinar

Questions Involving Specific Individual Circumstances

- This webinar is not the appropriate place and time to address specific individual circumstances
- Sometimes the correct answer depends on details that are not provided with the question
- Please email registrar@hrpa.ca with questions involving specific individual circumstances

About HRPA

- The Human Resources Professionals Association protects the public interest by governing and regulating the professional practice of its more than 22,000 registrants.
- In enhancing its status as a regulatory association, HRPA advances the professionalization of HR and acknowledgment of the profession as a key driver of organizational success by:
 - ensuring competent and ethical HR practice,
 - creating compelling value propositions for all in HR to become members,
 - providing strong and respected designations based on a globally recognized body of knowledge, and
 - validation of that capability through rigorous examination and supervision of experience.

Three Designations

The graphic for the CHRP designation features the text 'CHRP' in bold black font, centered within a light beige square. This square is framed by a teal border, which is itself set against a black rectangular background.

CHRP

The CHRP is a designation intended for HR professionals 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 in this level would have responsibilities such as supporting HR initiatives, executing tasks passed down from management, and operating at tactical and transactional levels.

The graphic for the CHRL designation features the text 'CHRL' in bold black font, centered within a light beige square. This square is framed by a red border, which is itself set against a black rectangular background.

CHRL

Expectations for HR professionals have changed, requiring that they operate at a more strategic level. In today's organizations, they need to be more solution providers and less process administrators. HR professionals at the CHRL level can be found in either specialist or generalist positions with responsibilities such as managing projects, programs, and initiatives; implementing plans passed down by senior management; and delegating tasks to entry-level staff.

The graphic for the CHRE designation features the text 'CHRE' in bold black font, centered within a light beige square. This square is framed by a dark blue border, which is itself set against a black rectangular background.

CHRE

Human Resources professionals at the CHRE level can be found in either specialist or generalist positions but with a high level of experience and responsibility such as leading the HR function in large organizations, developing and executing significant HR projects, working with Boards or HR Committees, dealing with executive compensation, and having responsibility for HR strategies in support of long-term organizational goals.

The CHRL Experience Requirement

- To earn the right to use the Certified Human Resources Leader (CHRL) designation, individuals must have accumulated at least three years (36 months) of demonstrated HR experience at a professional level including at least three months in the previous two years.
- HRPA has had an experience requirement since 1989.
- In order to meet the CHRL experience requirement, you must submit the [Validation of Experience Application Form](#).

What are we looking for?

- The experience must be in the scope of practice of human resources.
- Be at an appropriate professional level.
- Add up to a minimum duration of three years
 - extensive leaves [e.g. parental leaves] are not credited towards time for the experience requirement
- Be acquired within the previous 10 years with at least three months experience in the previous two years (recency requirement).

What does scope of practice 'in HR' mean?

The scope of practice of HR includes the following:

- The development and implementation of human resources policies and procedures
- Consultation in the area of human resources management
- Providing advice to clients, managers, and employees in matters pertaining to management of human resources
- The representation of clients and organizations in proceedings related to human resources management
- Program development and evaluation in the area of human resources management
- The supervision of other human resources professionals whether registered or non-registered
- Coaching of employees, managers, and other individuals in matters relating to work and employment
- The conduct of research in the area of human resources management
- Teaching in the area of human resources management

What does 'professional level experience' mean?

- **Independence of actions** — the amount of planning, self-direction, decision-making and autonomy involved in the work experience
- **Depth of work requirements** — the extent to which work experience requires data analysis and interpretation
- **Level of interaction** — the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers
- **Responsibility for work outcome** — the accuracy and extent to which the individual is held accountable for his/her work and decisions

All four dimensions must be present for the experience to be considered at a professional level.

Validation of Experience Application

You must submit:

1. Validation of Experience application form (questionnaire for each job position)
2. Chronological Resume
3. Job description for each job position
4. Organizational chart for each job position

Note: The application form is a fillable PDF and can be completed electronically. You do not need to print and scan.

Registrant Information

- Name should be the same as in your registration profile
- Must be an active registrant of HRP A
- Daytime contact information (email and phone #)

APPLICANT INFORMATION:

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

Questionnaire

Starting with the current or most recent position, complete a questionnaire for each job position being submitted for review.

Position Title: _____

Size of the Company/Organization: _____

Company/Organization: _____

Length of Service in Above Position (month/year – month/year): _____

Questionnaire

Question 1:

In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services?

%

- **NOTES:**
- Must be a minimum of 51% to qualify
- If not 100%, length of service will be prorated to the time spent doing HR work in the role
- HR work does **not** include: payroll, office/line management on non-HR teams, corporate finance/bookkeeping, business development/marketing
- Example: 12 months X 90% of time spent doing HR work = 10.8 months

Questionnaire

Question 2:

Describe and provide specific examples on the level of independence in your position. What kind of decisions or actions in professional level HR capacity are you empowered to make?

Think about the HR processes or functions you work on:

- Do you manage, create or develop HR processes?
(manage in this sense refers to ownership of an HR process or procedure, e.g. the full cycle of recruitment)
- How much planning is involved in your role?

Questionnaire

Question 3:

Describe the type of analysis and interpretation and the resulting recommendations and/or implementation you are required to do in your position.

- Describe what is being analyzed
- How is the information retrieved?
- Do you provide an interpretation of the data?
- Do you make any decisions as a result of the data interpretation?

Questionnaire

Question 4:

Describe the level of your interactions with decision makers and/or stakeholders both within and outside of your organization. Who do you typically interact with?

- Describe the influence your role has over other decision-makers within the department and the organization
- How does this interaction fulfill HR or organizational objectives?

Questionnaire

Question 5:

Describe your professional HR accountabilities. What does your organization hold you accountable for?

- What are the inputs of your role and, as a result, what are the outputs?
- Do you provide HR advice or training to team members or others in the organization?
- Do you develop or create policies, procedures or HR practices?
- Do you ensure work outcomes are accurate, correct and support the organization or HR objectives?
- Do you have the authority to make inputs more efficient and effective?

Questionnaire

- These questions should be answered for ALL positions being submitted for review
- Application form includes three templates of the questionnaires, but you may use Microsoft Word if you need to submit more.
- Experience must have been obtained within the last 10 years from when the application is submitted
- Includes a 'recency' requirement of at least three months experience practicing HR at a professional level within the last two years

Required Supporting Documentation

Chronological Resume

- Must include employment history with start and finish dates (month and year) for each listed position
- Should be listed by most recent position held and then go backwards
- Is usually the same as a resume you would provide to a prospective employer

Required Supporting Documentation

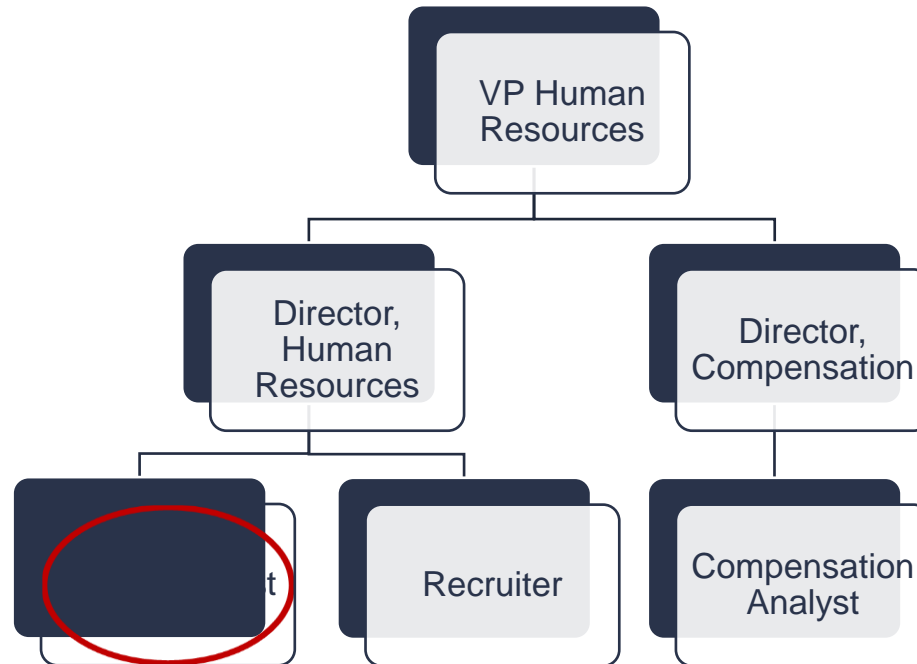
- **Job Description**
- Detailing current and relevant positions/roles
- Employer documents are preferred; if not available, you must develop your own for consideration
- Important: Make sure the job description is an *accurate* representation of your job responsibilities, accountabilities and qualifications; if it's not, have it updated either by your employer or update it yourself, as long as it reflects the position worked at that time

Required Supporting Documentation

- **Organizational Chart**
- Employer documents are preferred; if not available, you must create your own
- Who you report to
- Who your manager reports to
- Your direct reports
- The size of the organization (number of staff)
- Circle/highlight or indicate your position

Sample: Organizational Chart

ABC Company Human Resources



**Size of
Organization:
2,000
employees**

Additional Resources

Review the following to ensure you have all information regarding the Validation of Experience:

- [Guide to the Validation of Experience](#)
- [Guide for Assessors](#)
- [FAQs](#)

All information can be found on the [CHRL Experience Requirement](#) page on the HRPAs website.

Tips to Remember...

- Keep answers direct and to the point but provide enough information to give the Committee a good idea of your daily responsibilities/duties
- If you need more space, use a separate document such as Microsoft Word
- Spell out any business or organizational acronyms
- Ensure job titles and employment dates are consistent throughout
- Make sure the job description is an accurate representation of your job responsibilities, accountabilities and qualifications; if it's not, have it updated or create your own
- Have another person review your application and ask them to describe your jobs back to you. If any important details are left out, be sure to add them to your application (remember, the Committee doesn't know you)
- Other documents that would support your application, such as a letter from your employer, may also be submitted

Application Fees

- The cost for the Validation of Experience is \$525 + HST
- Initial application fee = \$100 + HST
- Successful 36 months granted = \$425 + HST

Payment can be made by Credit Card – Secure Online Payment Portal

- VISA
- MasterCard
- American Express

Submission Deadlines

- Monthly submission deadline (last business day of each month, except December)
- Submissions can be emailed to registrar@hrpa.ca.
- Experience Assessment Committee is committed to approximately an eight-ten week turnaround from the submission deadline
- Results are sent via email to the email address on file.

Questions?



Human
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A large, stylized graphic of the letters 'HR' dominates the center of the image. The 'H' is rendered in a vibrant red color, while the 'R' is in a solid black. Both letters have a thick, blocky appearance. They are set against a light teal background that features large, rounded, overlapping shapes, giving the impression of a layered or 3D effect.

Thank You!