

The background features a large, stylized 'HR' in black and red. The 'H' is composed of red rectangular blocks, and the 'R' is a solid black shape. A dark blue horizontal bar is positioned across the middle of the 'H'. On the left side of this bar is the 'HRPA' logo in white, and on the right side is the text 'Human Resources Professionals Association' in white. In the bottom right corner, there is a vertical dark blue line followed by the title and date in dark blue text. The overall color palette includes teal, red, black, and dark blue.

**HR  
PA**

**Human  
Resources  
Professionals  
Association**

**CHRP/CHRL Coursework  
Requirement Explained**  
November 9, 2022

# 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).



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
<b>November 9, 2022</b>	<b>CHRP/CHRL Coursework Requirement Explained</b>
November 16, 2022	The Professional Liability Insurance Requirement Explained

# Questions Involving Specific Individual Circumstances

- Not the appropriate place and time to address specific individual circumstances
- Sometimes the correct answer depends on some details that are not provided with the question
- Please contact the Office of the Registrar [registrar@hrpa.ca](mailto:registrar@hrpa.ca) with questions involving specific individual circumstances



**Thomas Callitsis**

**[tcallitsis@hrpa.ca](mailto:tcallitsis@hrpa.ca)**

**416-923-2324 x 301**

Exams Specialist

Human Resources Professionals Association



**Rina Truong**

**[truong@hrpa.ca](mailto:truong@hrpa.ca)**

**416-923-2324 x 351**

Regulatory Process Specialist

Human Resources Professionals Association

# Agenda

- **HRPA's Competency and Certification Framework**
- **Overview of the CHRP and CHRL Requirements**
- **Meeting the Coursework Requirement**
  - Course-by-Course Approach
  - Alternate Route – Academic and Experience Streams

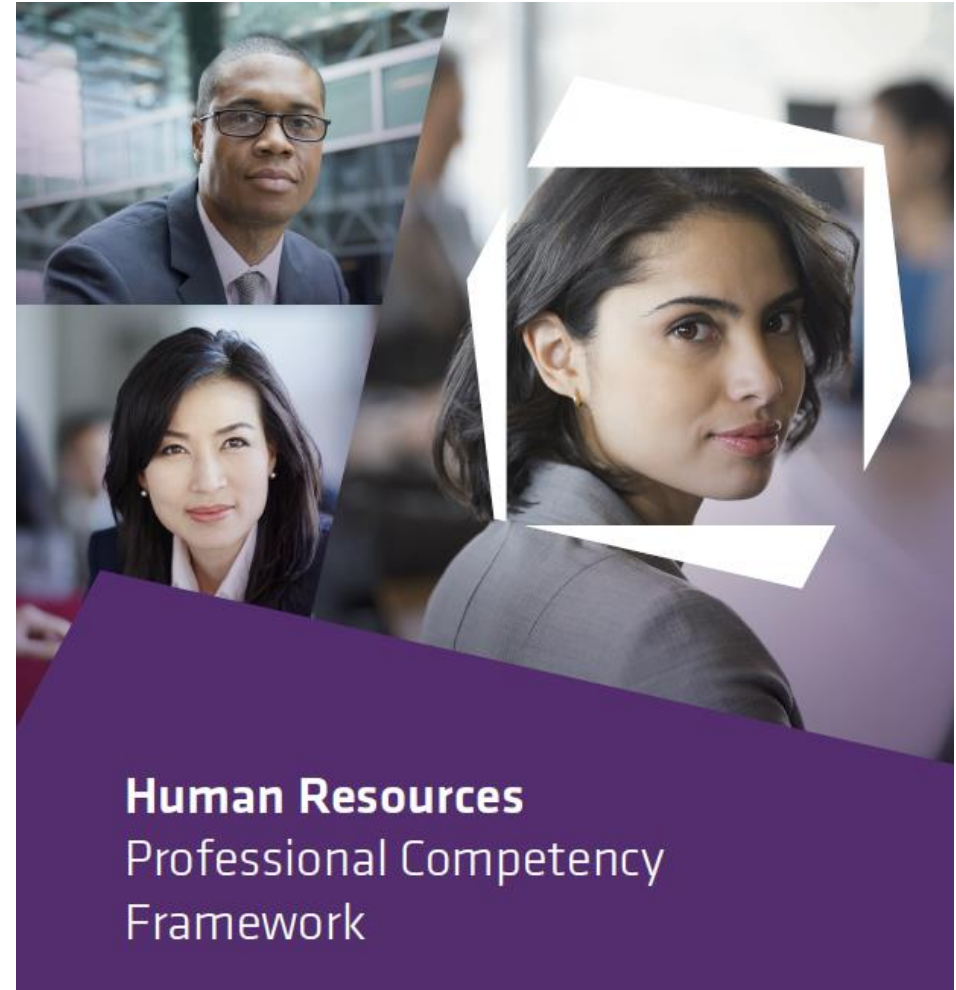
# What is Certification?

- Certification is a benefit for members (e.g., help in landing a first job in HR) but that is not the primary purpose
- The primary purpose of certification is to promote and protect the public interest by identifying those professionals who have met specific standards of qualifications, knowledge, skill, competence, ethics, etc.



# HRPA's Competency Framework

- Describes a profession that is complex, and which requires a high degree of competence
- Identifies three levels of practice in HR: an administrator level, a professional level, and a senior practitioner level
  - [HRPA Competency Framework](#)



# Certification Framework



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.



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.



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.

# CHRP Designation Requirements

- Membership
- Coursework Requirement
- Comprehensive Knowledge Exam (CHRP-KE)
- CHRP Employment Law Exam
- Job Ready Program (Online Program, 4 Modules and available through HRPA at no cost to registrants)

Note: You must be a registrant of HRPA and meet the Coursework Requirement in order to register for the CHRP-KE

# CHRL Designation Requirements

- Membership
- Coursework Requirement
- Comprehensive Knowledge Exam (CHRL-KE)
- CHRL Employment Law Exam
- Validation of Experience
- Degree

Note: You must be a registrant of HRPAA and meet the Coursework Requirement in order to register for the CHRL-KE

# Designation Requirement Overview

CHRP	CHRL	CHRE
Membership	Membership	Membership
Coursework Requirement	Coursework Requirement	Minimum of ten years of professional experience in HR
Pass the Comprehensive Knowledge Exam (CHRP-KE or CHRL-KE)	Pass the Comprehensive Knowledge Exam (CHRL-KE)	Documented strategic contribution in HR role (panel review of portfolio)
Pass the CHRP Employment Law Exam or the CHRL Employment Law Exam	Pass the CHRL Employment Law Exam	
Job Ready Program	A degree	
	Validation of Experience	

# Course-by-Course Approach

Nine functional areas:

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

# Course-by-Course Approach

- An overall average of 70% is required in all nine courses, with no individual mark below 65%
- Courses must be completed from an accredited academic institution in Ontario and the courses must be approved by HRPA
- HRPA's School Search Tool: <https://apps.hrpa.ca/schoolsearch/>
- Two ways to submit transcripts:
  - By mail (official and original transcript required)
  - By email (must come directly from the academic institution to: [exams@hrpa.ca](mailto:exams@hrpa.ca))
- Transcript Assessment Fee of \$80.00 + HST

# Alternate Route

- This system gives 'points' for HR experience, formal training, coursework, and other relevant designations
- A total of 50 points approved is required to be successful
- Two types of applications:
  - Education and HR Designations (Academic Stream)
  - Education, HR Designations and Experience (Experience Stream)

Note: You must be a registrant of HRPA in order to apply for the Alternate Route.



# Alternate Route (Academic Stream)

Education and HR Designations Stream used by individuals applying with the following only:

- Canadian/Canadian equivalent Master's Degree or PhD in Human Resources or Industrial Relations
- Approved executive program in HR
- Senior Professional in Human Resources (SPHR) or Senior Professional in Human Resources – International (SPHRI)
- Chartered Member of CIPD
- Other HR-related designation (see application for details)
- Completion of any of the nine required courses in HR from the approved list (must meet the required grade level of 65% or higher)
- The cost is \$55.00 + HST – this does not include the fee(s) you may need to pay for transcripts, credential assessment reports or mailing costs.
- Application processing time is approximately 7-10 business days.

# Alternate Route (Experience Stream)

- Education, HR Designations and Experience Stream used by individuals who do not qualify for 50 points via the Academic Stream and are applying using any of the following:
  - Other HR-related designation (see application for details)
  - Responsibility for overall HR function in a medium to large organization
  - Practice in employment law
  - Experience at a professional level in HR
  - Experience at a managerial level with significant HR responsibilities (51% of time or more)
  - Experience as an independent HR consultant
  - Experience teaching an HR course at an accredited institution
  - Completion of any of the nine required courses in HR from the approved list (must meet the required grade level of 65% or higher).
  - The cost is \$500.00 + HST – this is a non-refundable fee and does not include the fee(s) you may need to pay for transcripts, letters of verification, mailing costs, etc.

# AR Experience Stream: Experience Criteria

- The experience must be in the scope of practice of human resources.
- The experience must be at an appropriate **professional level**.
- The experience must have been acquired within 10 years of the application date with at least three months experience in the previous two years (recency requirement).
  - – Extensive leaves [e.g. parental leaves] are not credited towards time

# What does 'in HR' mean?

- 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 is 'professional level' HR?

- **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 information analysis and interpretation of relevant information
- **Level of interaction** — relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers
- **Responsibility for work outcome** — relates to accuracy and extent to which the individual is held accountable for his/her work and decisions

Note: All four dimensions must be present in each position for the experience to be considered at a professional level. The job title does not matter. Experience is assessed based on duties/responsibilities.

# AR Experience Application

## Required documents:

1. AR Experience Application form
2. Chronological resume
3. Questionnaire for each job position
4. Job description for each job position
5. Organizational chart for each job position

If combining experience with HR courses/HR-related designations:

6. Original Transcript (approved courses only)
7. Certificate of Standing/Confirmation of HR-related designation

Applications should be emailed to [registrar@hrpa.ca](mailto:registrar@hrpa.ca). Original transcripts (if applicable) must be mailed to HRPAs office.

Deadline date: always the last business day of the month (except December)

Results are emailed approximately 8-10 weeks from the deadline date

# 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 it a modern, layered look.

Thank You!