



**Human  
Resources  
Professionals  
Association**

**Guide to the CHRL Designation  
HRPA Office of the Registrar**



## GUIDE TO THE CHRL

The Human Resources Professionals Association (HRPA) is the regulatory authority for human resource (HR) professionals in Ontario. The overarching objective of HRPA's designation processes is to ensure that HR professionals who are designated by HRPA possess sufficient knowledge and skills to perform important occupational activities at a level of competence that is required to protect the public interest.

For any questions, please contact the [Office of the Registrar](#).

**Please note that HR is not a licensed profession in Canada. As such, being a registrant of HRPA and/or holding a designation are not prerequisites for working in HR.**

The Certified Human Resources Leader (CHRL) is the leader level designation. Individuals at this level have responsibilities such as, but not limited to, managing projects, programs, and initiatives; implementing plans passed down by senior management; and delegating tasks to entry-level staff. In professional matters, individuals at this level can act independently. Individuals at this level will often have position titles such as Director of HR, Human Resources Manager, Human Resources Generalist, and Human Resources Specialist.

Completion of the CHRL requirements confers the right to use the title *Certified Human Resources Leader* and the right to use the initials *CHRL* after your name.

### Use of Designation

'Certified Human Resources Leader' is a protected title under the *Registered Human Resources Professionals Act, 2013*. It is an offence to use the CHRL if you are not a designated member of HRPA.

## CHRL DESIGNATION

The foundation of HRPAs designation framework are the [Registered Human Resources Professionals Act, 2013](#) and the [HRPA By-laws](#).

There are currently six requirements to obtain the CHRL designation:

- Active HRPAs [registration](#) in good standing
- Successful completion of the [Coursework Requirement](#)
- Successful completion of the [CHRL Knowledge Exam \(CHRL-KE\)](#)
- Successful completion of the [CHRL Employment Law Exam](#)
- Successful completion of the [Experience Requirement](#)
- Proof of having met the [Degree Requirement](#)

Some of these requirements must be completed in sequence: you must meet the Coursework Requirement before you are eligible to write CHRL-KE, and passing the CHRL-KE is required before you are eligible to write the CHRL Employment Law Exam. There is more flexibility with respect to when you may submit your documentation towards the Experience and Degree Requirements.

Please note that you need to be an active registrant before you can officially start the process to obtain the CHRL. While you can take courses, earn a degree, or obtain relevant work experience before becoming an active registrant, active registration in good standing is required before you can submit any documentation to us, such as your first transcript towards the Coursework Requirement, or register for CHRL-KE.

### Future Updates to the CHRL

As part of its long-term plans, HRPAs intends to further enhance the CHRL designation by making the following updates:

- Revise the existing coursework requirement
- Replace the existing experience requirement with supervised experience
- Add a Professional Program (similar to the Job Ready Program for the CHRP)

These updates are in the early stages of development and no implementation dates have been set. Once these updates are ready to be implemented, registrants in the process of obtaining the CHRL at that time will have the opportunity to complete the process without the updated requirements applying to them.



## Maintaining the Designation

Once you have been granted the CHRL designation, the requirements for maintaining the CHRL are as follows:

- Maintain your registration in good standing with HRPA annually
- Meet the ongoing [Continuing Professional Development \(CPD\) Requirement](#)

## Fees

A fee schedule for all requirements and regulatory services can be found on our website [here](#).

## REGISTRATION REQUIREMENT

In order to obtain and maintain a designation you need to be an active registrant of HRPA. HRPA's registration year runs from June 1<sup>st</sup> to May 31<sup>st</sup> each year. Fees are pro-rated, ensuring that new registrants who join throughout the year do not pay for months that have already passed. Please visit [Join HRPA](#) section of our website for more information about the different registration classes, registration dues, and to join HRPA. For more on the benefits of membership and registration, please see the [Future and Student Members](#) section.

In order to be admitted as an active registrant, you must:

1. Meet the criteria for a category of registration;
2. Complete an application form including questions related to good character;
3. Attest that you have read and agree to abide by the Act, HRPA's By-laws and the Rules of Professional Conduct; and
4. Pay registration dues.

For further assistance with the registration process, please see our [Registration FAQ](#).

## COURSEWORK REQUIREMENT

The purpose of the Coursework Requirement is to ensure that potential CHRLs have a foundation in required discipline-specific knowledge. The Coursework Requirement must be met in order to establish eligibility for the designation exams.

Formal training may be the best way to acquire foundational knowledge and skills in HR. However, HRPA recognizes that individuals come to HR in different ways. Because of that, HRPA offers two different methods to meet the Coursework Requirement for the CHRL: **The Course-by-Course Approach** or the **Alternate Route**.

### **The Course-by-Course Approach to Fulfilling the Coursework Requirement**

The Course-by-Course approach to meeting the Coursework Requirement consists of successful completion of courses in nine (9) subject areas which form the core curriculum in HR:

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

There are various ways of getting credit for these nine courses:

- Successful completion of [approved courses](#) offered by colleges and universities across Ontario;
- Successful [Course Approval](#) application for courses not on our pre-approved list
- Achievement of equivalent score on HRPA [Challenge Exams](#); or
- Any combination of the above.

The coursework requirement must be met before an individual may be deemed eligible to write the Knowledge Exam.

## School Search Tool

HRPA maintains a [School Search Tool](#) which lists all courses that have been approved by HRPA at each school. The list of approved courses includes the most recent information provided to HRPA.

## Required Grades

HRPA requires that an average of 70% or better is achieved across all nine (9) subject areas, with no single course grade below 65%.

Some courses are approved as course combinations due to how a school has structured its courses. This means that more than one course would need to be completed to meet the course requirement for that subject area, which is indicated with a '+' sign in our School Search Tool. Where courses are approved as a course combination, HRPA takes the average of the grades. The average for the course combination needs to be a minimum of 65% to count towards meeting the coursework requirement.

Some schools use letter grades rather than numerical grades. Where letter grades are used, HRPA refers to the numerical range assigned by the school to each letter grade. HRPA will accept the highest numerical value within the assigned range.

## Submitting Transcripts

If you are using the course-by-course method to meet the Coursework Requirement, you must submit the official academic transcript(s) from the academic institution(s) where you completed the nine required courses. Please have your academic institution email your transcript(s) 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.

If you were granted advance standing or transfer credit for any of your courses, you will also need to submit an official transcript from the school(s) where the original courses were completed.

If you are submitting your first transcript, you must also complete the online Transcript Assessment Form and pay the transcript processing fee of \$90 plus HST. This is a one-time fee and covers the assessment of all subsequent transcripts.

For more information on HRPA's 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, ON M5S 2X9**



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.

### **Credit for Non-Approved Courses**

The fact that a course does not appear on HRPAs list of approved courses does not necessarily mean that the course cannot be counted towards the coursework requirement. If you have taken equivalent courses in another jurisdiction, you can apply to have your courses approved by submitting an [Course Approval Application](#) form, along with the required supporting documentation, to HRPAs for review by the Academic Standards Committee.

Approval is based on two criteria:

1. That the course has a robust assessment or grading component; and
2. That the content of the course covers 80% or more of the required topics in the standard course template.

You must be a registrant of HRPAs if you wish to have your course(s) reviewed. Requests for review of courses should be sent to the Office of the Registrar. Individuals who, for legitimate reasons, do not have access to the documentation required in the application should also contact HRPAs [Office of the Registrar](#).

HRPA will only grant approval status to courses offered by accredited educational institutions. The criteria that must be met for a course to be approved are available on the [Course Approval](#) section of our website.

### **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%. Challenge Exam sittings are typically held three times per year. Challenge exams for all nine courses are offered at each sitting, however, you can write a maximum of three subjects per sitting.

Challenge Exams are typically recommended when:



- A course grade does not meet HRPA's minimum grade requirement
- A course was taken more than 10 years ago
- An individual has extensive job-related or academic experience in a subject area

Please review the Challenge Exam section of the [Coursework Requirement](#) page on our website for more information about the exams, administration, withdrawal policies, and the upcoming exam schedule.

## The Alternate Route to Fulfilling the Coursework Requirement

The Alternate Routes for meeting the Coursework Requirement are intended for experienced HR professionals or those with advanced degrees in HR. To provide the greatest flexibility, a points-based system was developed. This system gives points for experience, formal training, coursework, and other relevant designations. Fifty points are needed to pass the Alternate Route and meet the Coursework Requirement to be eligible to write the CHRL Knowledge Exam (CHRL-KE).

There are two streams for Alternate Route applications:

1. Academic Stream
  - No adjudication required as it is processed by the Office of the Registrar
  - Can be submitted at any time
2. Experience Stream
  - Must be reviewed by a panel of the Experience Assessment Committee (adjudication required for the experience component)
  - Deadline for submission is the last business day of each month
  - May be used to meet both the Coursework Requirement and the Experience Requirement at the same time – see below for more details

Detailed information about the Alternate Route streams and how to apply is available in the [Alternate Route](#) section of the website. You may also consult the [Guide to the Alternate Route](#). Please note that the Alternate Route – Experience application is similar to the Validation of Experience application used to fulfill the Experience Requirement. Both applications are reviewed by the same committee. Individuals who opt to fulfill the Coursework Requirement through the Alternate Route – Experience stream may also fulfill the Experience Requirement with an Alternate Route – Experience application, provided the application demonstrates that the experience is within the scope of HR, at the required professional level, and of a duration of at least three years. Please see the Experience Requirement section below for more details.



How long a successful Alternate Route application is valid towards the Coursework Requirement depends on how the fifty points are met. You will be advised of the validity period of your qualifications when the results of your application are issued.

## **CHRL KNOWLEDGE EXAM REQUIREMENT**

The Knowledge Exam Requirement was established to ensure that those individuals certified by HRPA have the requisite discipline-specific knowledge to perform in human resources roles at the required level. All individuals seeking to earn the CHRL designation from HRPA must pass the CHRL Knowledge Exam (CHRL-KE).

As the higher-level exam, CHRL-KE can also be used to meet the Exam Requirement for the CHRP. For information about the CHRP, please visit the [CHRP](#) section of the website.

There are no limits on the number of times the exam may be re-written, provided you continue to meet the eligibility requirements.

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

The CHRL-KE is based on the [HRPA 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 fairly 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.

The CHRL-KE consists solely of multiple-choice questions. Candidates are allotted 5 hours to complete the exam. The CHRL-KE is scored using [non-compensatory scoring](#), meaning you need to pass each individual section as well as the overall exam. Detailed information about the format, structure, content, and scoring is available on the [CHRP-KE/CHRL-KE](#) section of the website under the heading *Exam Content and Delivery*.

### **Registering for the Exam**

The CHRL-KE is administered through computer-based testing (CBT). Exam candidates have the option to take the exam in-person at a testing centre, or through online 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. We also recommend reviewing the [Online Examination](#) section of the website prior to selecting the remote proctoring option for important information on the technical and environmental requirements, as well as what to expect on exam day.

For either delivery mode, candidates will be able to schedule their exam time within a two-week window offered three 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 HRPAs website.

### **Accommodations for Disabilities**

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

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

Please review HRPAs [Accommodation Policy](#) for more information. To request an accommodation, please complete an [Examination Accommodations Request Form](#) and submit it to [exams@hrpa.ca](mailto:exams@hrpa.ca) for review.

### **Confirmation of Eligibility**

Once you register for the CHRL-KE, you should receive a Confirmation of Registration & Eligibility email within 24 hours. The email will brief you on what to bring to the exam, the security measures in place, and other important information. The email will also include a link to Prometric's scheduling system to allow you to select your testing location and seat time.

### **Withdrawing from or Rescheduling the Exam**

For information regarding HRPAs policy on withdrawing from or rescheduling the CHRL-KE, please refer to [HRPAs Exam Withdrawal Form](#).



## Exam Results

The exam results for the CHRL-KE exam are released via email approximately three to four weeks after the two-week exam window has closed.

## Validity Period of Exam Result

Once you have passed the CHRL-KE, your exam result is valid until December 31st fifteen years after you passed the exam. This means that you have fifteen years to complete the remaining requirements of the CHRL to be granted the designation.

## CHRL EMPLOYMENT LAW EXAM

The CHRL Employment Law Exam assesses your understanding of the applicable employment law legislation in Ontario. Specifically, the CHRL Employment Law Exam will test the ability to correctly apply the knowledge of employment and workplace law to various situations.

Please note: the employment law exam required for the CHRL designation is the CHRL Employment Law Exam. As it is a higher-level exam, the CHRL Employment Law exam can also be used to meet the Employment Law Exam requirement for the CHRP. For information about the CHRP designation, please visit the [CHRP](#) section of the website.

The CHRL Employment Law Exam consists solely of scenario-based multiple-choice questions. Candidates are given 3.5 hours to complete the exam. Candidates are also given access to ten pieces of combined federal and provincial law to review beforehand, and to reference during the exam. Detailed information about the format, structure, and content of the exam is available on the [CHRP/CHRL Employment Law Exam](#) section of the website, under the heading *Exam Content and Delivery*.

## Registering for the Exam

As with the CHRL-KE, the CHRL Employment Law Exam is administered through computer-based testing (CBT), either in-person at a testing centre or via remote online proctoring. HRPA uses the same exam vendor, Prometric, for both exams. Please refer to the CHRP-KE section above for more details on availability and technical/environmental requirements as they also apply to the Employment Law Exam. Upcoming registration dates and testing windows, as well as detailed information on how to register, for the CHRP Employment Law Exam are available on the [CHRP/CHRL Employment Law Exam](#) section of the website.



## Accommodations for Disabilities

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

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Please review HRPA's [Accommodation Policy](#) for more information. To request an accommodation, please complete an [Examination Accommodations Request Form](#) and submit it to [exams@hrpa.ca](mailto:exams@hrpa.ca) for review.

## Confirmation of Eligibility

Once you register for the exam with HRPA, you should receive a Confirmation of Registration & Eligibility email within 24 hours. The email will brief you on what to bring to the exam, the security measures in place, and other important information. The email will also include a link to Prometric's scheduling system to allow you to select your testing location and seat time.

## Withdrawing from or Rescheduling the Exam

For information regarding HRPA's policy on withdrawing from or rescheduling the CHRL Employment Law Exam, please refer to [HRPA's Exam Withdrawal Form](#).

## Exam Results

The exam results for the CHRL Employment Law Exam are released via email approximately three to four weeks after the two-week exam window has closed.

## Validity Period of Exam Result

Once you have passed the CHRL Employment Law Exam, your exam result is valid until December 31<sup>st</sup> ten years after you passed the exam.

## EXPERIENCE REQUIREMENT

To obtain the CHRL designation, you must have accumulated at least three years of experience in HR at a professional level.

Specific criteria have been established that define what is meant by 'HR experience' and 'professional level.' Determinations as to whether your experience meets the established criteria are made by panels constituted from HRPAs Experience Assessment Committee.

There are four criteria to HRPAs Experience Requirement. Experience must be:

1. within the scope of HR as defined in HRPAs to [Code of Ethics and Rules of Professional Conduct](#),
2. at an appropriately professional level,
3. for a cumulative duration of three years, and
4. acquired within the previous 10 years with at least three months' experience in the previous two years.

### **The Validation of Experience**

To demonstrate that your experience meets all four criteria noted above you will need to submit a [Validation of Experience](#) (VOE) application. Your application can be submitted at any time during your pursuit of the CHRL designation. Beginning with your current or most recent position, the application asks you to provide written answers to a four-part **questionnaire** for each position that you are submitting for consideration. You may include as many positions as needed to demonstrate three full years of experience. Your written answers should demonstrate that your experience is both within the scope of HR and at the professional level. Please note that for recency, a minimum of three months experience must be from within the last two years from the date of the application. The remaining months of experience must be within ten years of the application date.

In addition to the questionnaire, you must also submit the following:

- A **chronological résumé** which includes an employment history with start and end dates for each position;
- A job description for each position you are submitting; and
- An **organizational chart** for each position that you are submitting.

Please see the [Validation of Experience Application](#) for more details on formatting specifications.

### **What is HR Experience?**

The definition of HR experience is identical to the definition provided in the scope of practice delineated in HRPAs [Rules of Professional Conduct](#).



## What is Professional Experience?

Apart from being within the scope of HR Management, the experience must also be at the professional level. In determining whether HR experience is at the professional level, the following factors are taken into consideration:

- **Independence of actions** – relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience;
- **Depth of work requirements** – relates to 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; and
- **Responsibility for work outcome** – relates to the level of accountability for work and decisions.

To be clear, professional does not mean supervisory or managerial. Furthermore, it does not matter whether one is working in a specialist position or a generalist position. It does not matter whether one is working as an independent practitioner or as an employee of a company. Professional does not require that one has overall responsibility for the HR function.

Junior levels in a Human Resources department performing administrative functions are not considered to be at the appropriate level; time spent in these positions will not be credited against the experience requirement.

Detailed information regarding what constitutes professional-level HR and how time is credited towards the Experience Requirement is available in Validation of Experience Guidebook in the [Experience Requirement](#) section of the website.

## The Experience Requirement and Internationally Educated Professionals (IEPs)

Experience does not need to be from Canada to qualify towards meeting the Experience Requirement. As long as your experience meets the criteria detailed above, it can be from anywhere in the world.

## Deadlines for Validation of Experience Applications

The Experience Assessment Committee accepts applications monthly with submission deadlines being the last business day of each month. Applications are processed and results sent to you via email approximately ten weeks from the submission deadline.



## Credited Time

If you do not meet the three-year requirement, the panel will give the time credited in months (e.g. 18 months credit) if any time is granted. Should your experience be found to fall short of the requirement, the committee will provide feedback to you and the application will be kept on file. In the future, you can re-submit your application for a fee.

## Resubmissions and Appeals

If the Experience Assessment Committee determines that your experience falls short of the established standard, you have two options:

1. Resubmit a Validation of Experience application. A resubmission allows you to review and revise the application based on the feedback you have received from the panel and re-submit your application for another assessment.
2. Appeal the decision. In an appeal, the idea is to consider the possibility that the initial decision was somehow flawed, that pertinent facts were not appropriately considered, or that the appropriate process was not followed. It is not an opportunity to get a second opinion on the same set of facts that were assessed for the original decision. Simply disagreeing is not sufficient grounds for an appeal. Detailed information about the appeal process is available in the [Appeals](#) section of the website.

## DEGREE REQUIREMENT

To earn the right to use the CHRL designation, you must have a degree, bachelor level or higher, from a recognized educational institution. The degree may be in Human Resources, or another field.

Certificates and diplomas do not meet the Degree Requirement. Degrees from non-Canadian educational institutions are acceptable as long as they are deemed equivalent to a Canadian degree – please see below for more detail. Degrees include advanced degrees.

There is no time limit on the validity of academic credentials in the context of the Degree Requirement.

### Non-Canadian degrees

Non-Canadian degrees count toward the Degree Requirement provided they are deemed equivalent to a Canadian degree by an approved accreditation service. HRPA does not conduct such assessments. HRPA accepts credential assessment reports from the credential evaluation agencies and organizations listed in the [Degree Requirement](#) section of the website. Be advised



that reports must advise of equivalency of a completed degree, partial completions will not be accepted. Please also be aware that the agency or organization conducting the assessment will charge a fee for the assessment. For information about the fees, please contact the agency or organization directly.

### **Degree Requirement Documentation**

HRPA will accept an original transcript from a recognized school or original documentation from a recognized credential assessment service agency. Original transcripts can be ordered through the registrar's office of the degree granting institution and may be sent directly to HRPA. Please notify HRPA if your name has changed since achieving a degree. Proof of name change documentation, such as an updated driver's license, marriage certificate, or name change certificate, will be required by HRPA before degree credit will be accepted.

### **Information on Degree Granting Programs**

If you are interested in pursuing a degree, we recommend visiting the website of the [Ontario Ministry of Training, Colleges and Universities](#) to find out what degree programs are offered, or contacting the Ministry directly.

If you are pursuing the CHRL designation and have already completed academic courses in Human Resources, but do not have a degree, we would encourage you to contact the degree granting educational institution(s) of your choice to determine if your courses may be used for credit towards a degree program. Please note that this would be at the sole discretion of the degree granting educational institution and based on their specific program policies and requirements.

## **OFFICIAL NOTIFICATION OF CERTIFICATION STATUS, REGISTER ENTRY AND THE CERTIFICATE**

Once you have met the CHRL requirements, official confirmation is sent to you by email granting you the designation. The granting email is an official document and can be used wherever confirmation of status is required.

At the same time as the granting email is sent, your information is updated in HRPA's online [Public Register](#). The register is a record of all registrants of HRPA and lists: current registration status, business contact information, and registration history including applicable disciplinary matters. Finally, a certificate is issued attesting to the fact that you have met all the requirements for the CHRL. The name on the certificate must be your legal name and will be the same as the name in



the HRPAs database. The certificate remains the property of HRPAs and must not be displayed publicly if you cease to be designated.

## **HRPA POLICY ON RECOGNITION OF HR DESIGNATIONS GRANTED IN OTHER JURISDICTIONS**

The requirements and standards for any of the designations granted by HRPAs are the same or everyone. HRPAs will recognize equivalent designations where mutual recognition is mandated by applicable inter-provincial labour mobility agreements. In all other cases, you would need to meet all the requirements and standards for the designation for which you are applying. For more information, please contact the [Office of the Registrar](#).

## **MAINTAINING THE DESIGNATION – CONTINUING PROFESSIONAL DEVELOPMENT**

To maintain your CHRL designation in good standing, you must: remain a registrant in good standing and meet the [Continuing Professional Development \(CPD\)](#) Requirement. The purpose of HRPAs's CPD requirement is to ensure that designated members participate in ongoing professional development activities that:

- Promote continuing competence and continuing quality improvement;
- Remedy identified gaps in knowledge, skills; and competence;
- Address changes in practice environments;
- Manage the transition to new areas of professional practice; and
- Reinforce standards of practice and incorporating advances in technology into one's practice as a Human Resources professional.

CHRL members are required to obtain 66.67 hours of professional development activities for every three-year CPD cycle. CPD logs, detailing your professional development activities for your cycle, are due on May 31 of the year you are due to submit your log.

Your first CPD cycle begins on the day you are granted your designation. Depending on when your designation is granted, and in order to ensure you have a minimum of three years before your first CPD log is due, your first CPD cycle may be longer than three years. The dates of your CPD cycle will be included in your CHRL granting email.

For more information about CPD, including what kind of activities can qualify for CPD and tools to choose activities relevant to your professional development, please visit the [Continuing Professional Development](#) section of the website.



## REINSTATEMENT AND RE-ACHIEVEMENT OF DESIGNATION

HRPA has a [Designation Reinstatement and Re-Achievement Policy](#). The policy outlines the steps needed to re-achieve or reinstate your CHRL designation should your designation is revoked for non-payment of dues and/or non-compliance with the CPD requirement, or should you retire or resigned your designation. If you have any questions about the Designation Reinstatement and Re-achievement Policy please contact the [Office of the Registrar](#).

## PRIVACY POLICY

As a regulatory body, HRPA is responsible for safeguarding the personal information that it collects in the context of its certification processes. Please refer to our website for more information on HRPA's [Privacy Policy](#). Any concerns regarding the privacy of information collected, stored, and accessed in the context of HRPA's certification process should be directed to HRPA's [Privacy Officer](#). Please note that by law, HRPA's register must be accessible to the public and may be consulted on-line.