

**Webinar presented by Human Resources Professionals Association
Preparing to write the CHRP-KE or CHRL-KE: Advice from the Registrar
February 2, 2023**

What is an example of a double negative and a negative question?

When a question uses not or except in the stem. Questions in the exam are written in the positive and not in the negative. The exam also avoids the use of all the above or none of the above. Review the style guide on how questions are written [here](#).

Some examples are not, never, neither, none or none of the above, nor, hardly, barely, rarely, seldom, etc.

Does HRPA provide sample tests that we can take to know which competencies we need to review more than others before studying?

There is a pre-diagnostic test as part of the Captus Press preparatory product that you can take to help identify your functional area weaknesses. You do have to purchase the product to gain access to this practice exam.

I took my HR Degree about 10 years ago, so my textbooks are a bit old. I do try to match the content from the online course (which I signed up for) to content in my textbooks, but I am having a hard time finding some of it. Is the online module enough or should I go and seek the textbook where I can find the content?

The online module is meant to provide you with a high-level overview of the material and areas to focus on, but the bulk of your knowledge will come from relevant textbooks and course notes, if you still have them. Review the functional areas and competencies in the Professional Competency Framework to identify the areas where you feel strongest and those which would benefit more from extra study. Use the functional competencies matrices at the end of the Professional Competency Framework for added information about what is intended by each competency. Some competencies are not covered on the CHRP-KE and that is noted in the matrices and on the CHRP-KE blueprint.

Are the questions organized by competence or randomized?

The questions within the exam are randomized and are not organized by functional area/competency.



I know some people, including myself, took the coursework at other institutions a while ago. What is the best format to study what the CHRP-KE will entail?

Review the functional areas and competencies in the Professional Competency Framework to identify the areas where you feel strongest and those which would benefit more from extra study. Use the functional competencies matrices at the end of the Professional Competency Framework for added information about what is intended by each competency. Some competencies are not covered on the CHRP-KE and that is noted in the matrices and on the CHRP-KE blueprint.

Plan to review it all, but if time is short, focus on the functional areas where you are weakest and use the Professional Competency Framework as a guide to further focus your studying.

The Professional Competency Framework can be found [here](#).

Do the preparatory courses, for example the CHRL-KE preparatory course available through the HRPA, correlate with the blueprint of the current exams?

Yes, the practice exams within the Captus Press preparatory product have been designed to align with the blueprint, however, they will not be the same questions as you will see on the actual exam. They are simply designed to be a preparatory mechanism to help you prepare for the exam. The practice exams are the same length and format as the actual exam. i.e., 4-option multiple-choice.

How many months should I take to prepare for the exams? Assuming we do 3 months' worth of studying, how many hours is expected for that in day to study?

This is hard to breakdown as it will differ for everyone depending on how much time they have to dedicate to studying on each day. It is recommended that you figure out a schedule that works for you based on your personal and professional commitments. Look at methods that have worked well for you in the past and apply those for studying for this exam. Plan to review it all, but if time is short, focus on the functional areas where you are weakest and use the Professional Competency Framework as a guide to further focus your studying. Carve out some time to study the day before your exam appointment.

Why can't HRPA provide us with questions bank to help us study and practice? Why can't we have one book to study for HRPA?

HRPA does not have a bank of questions to provide candidates other than the questions that have been written for our actual exams. We need to keep the exam question bank maintained

so that we can deliver exams yearly, as this is our priority. You can find sample questions in the Captus Press preparatory product or you can find some sample questions associated with textbooks you use and can connect with the publishers for extra questions. There is no one book designed to cover the content that is in HRPAs Professional Competency Framework. You used at least 9 textbooks when you took the courses; this demonstrates how in-depth the knowledge is. The Canadian HR Press sells a hard copy study guide, but you would need to connect with them on this product, as HRPAs cannot speak to any aspects of it.

You mentioned that the paid preparatory program comes with a pre-diagnostic test. Does HRPAs provide any free pre-diagnostic tests for anyone who is not planning to use the preparatory program?

HRPA does not provide any free practice exams. The webinar series on preparing for the exam: Advice from the Registrar and Tips from Top Scorers are the free resources that we have available to registrants.

What are the best tools to use for the exam? Is it the preparatory course offered by the HRPAs? Is there a way you measure the success of that exam preparatory course?

You may find the exam preparatory products that HRPAs endorses [here](#). The preparatory products offered by Captus Press include quizzes, as well as two mock exams. For more information on these preparatory products, please click [here](#). Textbooks and course notes are also great resources to use as they are considered the source material.

Unfortunately, we do not have statistics to provide regarding pass rates for those who have taken the Captus Press preparatory product, at this time.

For the CHRL Exam, do we get to know what Sub-Functions we did not do well on if we are not successful?

Yes, the results letter that candidates receive will provide a breakdown of their performance in each of the functional areas.

Will we be given any writing materials to use during the exam in case we want to jot down any notes?

If you are writing in person at a Prometric test centre, scrap paper and a pen will be provided to you. If you are writing remotely, a digital whiteboard will be accessible within the exam platform to write down any notes.

I have recently been diagnosed with a medical condition needing accommodation for this exam. How do I go about asking for accommodation, how much medical documentation is required, and do I have to let a remote proctor know or will it be in my account already?

HRPA has a robust exam accommodations process in place. At the time of registering for any of our certification exams, there is a question that asks if you require accommodations, please ensure that you select 'Yes' to this question to begin the process of requesting your documentation and for HRPA to review it. For information on this process, as well as what types of documentation to provide, please see our Exam Accommodations Policy [here](#).

Is there the opportunity to go back to questions that you do not answer right away? Or are there too many questions to try to do this?

Yes, candidates have the option of returning to any questions as long as they remain in the section in which they are testing. For example, if you complete Section 1, and move onto Section 2, you will not be able to review the questions already submitted in Section 1, however can freely move around in Section 2.

Do in-person writers have access to a clock?

Yes, Prometric test centres do have clocks. In addition to this, the exam platform itself has a timer that counts down with the remaining time in each section of the exam.

Is the Captus Press preparatory product sufficient for the exam preparation?

The Captus Press preparatory product is designed to be used as a supplement to your course notes and textbooks, as this is where the bulk of knowledge will come from. The questions on the actual exam will not come from this preparatory product. The practice exams are designed to be aligned to the blueprint and mirror the actual exams in terms of format and length. This product is a preparatory mechanism with sample questions, it is not meant to mirror the level of difficulty of the actual exam.

Does the Captus Press preparatory product update every year to reflect new and up to do policies and procedures in HR?

A review of the preparatory product is done regularly to ensure that the content within it remains relevant, as we recognize that functional areas, such as Occupational Health and Safety and Labour Relations, where more impactful changes are made as new legislation is introduced, or certain pieces of legislations are amended.

Where are the blueprints located?

The CHRP-KE Blueprint can be found [here](#).

The CHRL-KE Blueprint can be found [here](#).

The current blueprint on the website is displaying a date of March 2018. Is this the most updated version?

Yes, the versions of the blueprints listed on HRPAs website are the current versions.

Are we provided with a formula sheet for calculations?

No, a formula sheet is not provided. Candidates will have access to a digital calculator available within the exam platform, however.

What are the pass marks for the CHRP-KE and CHRL-KE?

To calculate the passing grade for the CHRL-KE, a 'non-compensatory' scoring method is used. The purpose for this scoring method is to ensure that individuals demonstrate strong knowledge in each of the nine functional areas. This results strength in one or more functional areas not compensating for weaknesses in other areas.

An overall cut score is still established. What this means is that individuals will need to score a certain percentage in each of the nine functional areas, as well as meet the overall established cut score.

It is possible to be above the threshold of the overall cut score and yet be below the threshold in one or more of the functional areas, resulting in a failing grade. It is also possible to be above the threshold in all nine of the functional areas and be below the threshold for the overall cut score, resulting in a failing grade. Cut scores vary depending on the difficulty of the exam.

For the CHRP-KE, as well as the CHRP and CHRL Employment Law Exams, only an overall pass mark is established that you must meet or score above to pass the exam.