

**Webinar presented by Human Resources Professionals Association
Tips from Top Scorers: Helping Candidates Succeed on the CHRP-KE/CHRL-KE
February 9, 2023**

Regarding the textbooks, do you think it is important to cover all the textbooks listed for the exam? (Vanessa and Katherine)

V - I did not re-read any actual textbooks for the exam. However, I did still have my textbook notes from my post-graduate HR program which I did review for all functional areas to supplement my studying.

K - Not all of them in their entirety. However, if there's an area that you found difficult to understand, reviewing in more detail in your text might be a good idea. Also, the glossary/key terms are useful.

Do you have any recommendations where used textbooks for the exams can be purchased, borrowed, or accessed online? (Vanessa and Katherine)

V- Facebook Marketplace, Kijiji.

K- I didn't do this, so cannot comment on this.

What advice do you have for internationally educated people qualifying for the exams through the Alternate Route? (Katherine)

K - Focus on the compliance piece or anything legal and specific to Ontario/Canada. The rest will likely be similar (i.e. accounting/org behavior)

Do you think the Captus Press preparatory product is sufficient when it comes to preparing for the exam? (Katherine)

K - No, it's not complete. I would still recommend supplementing with texts or online sources for areas that are more detailed and harder concepts to grasp.

V - did not use the Captus Press product

How long before taking the exam did you start studying? (Vanessa and Katherine)

V - I started studying approximately 5-6 weeks before my exam date.

K - About 3 months.



Could you confirm which of the Belcourt textbooks you used?

The textbook is called Managing Human Resources – Belcourt, Singh, Snell and Morris, Cengage is the publisher – 10th Canadian edition.

The Belcourt et al HRM texts have new editions frequently. Will we need the most recent version for the course?

This is not a course, but rather an HR Management textbook. You are not required to use the most recent version of the textbook.

Does it matter if the Captus Press preparatory product is the latest version? I purchased it a year ago, will that still help?

If you purchase an extension to the course, it has been recently updated with new questions and some general maintenance.

What is Quizlet? (Vanessa)

V – Online resource where you can either create, or access study flashcards other students have created to help increase information retention. However, these tools are not verified and therefore, would exercise caution if utilizing another students' flashcards as the information may not be accurate/relevant. I used the tool once I was comfortable with the content on my "light" studying days to keep the information top of mind and test my familiarity with HR concepts and terms. There is a free and premium option available.

How long prior to the exam did you start studying and how often did you study? (Vanessa and Katherine)

V – I studied 5-6 weeks out and for a couple of hours each day at the beginning, and then gradually lessened the total time studying each day as I became more comfortable with the content.

K – About 3 months and in ½ hour – 1-hour chunks about 5 days/week.

How did you balance work, family, and study all together? (Vanessa and Katherine)

V – I made a schedule and stuck to it. I also put "buffer room" in my schedule where I could flex my study time and tack on extra hours to another day if something came up unexpectedly. If you know you will have other competing demands for your time, would



recommend starting to study earlier and create a detailed schedule with built in “flex” periods to account for anything unexpected in your schedule.

K - Smaller studying sessions worked for me. I also did a lot of travel in September and found flights and the airport a good time to do longer sessions if needed.

If you are working full-time, what times/days did you find you were most productive in studying? (Vanessa and Katherine)

V - As I was working full-time during the days, I preferred to study in the evening around 7:30-9:30pm, this way I had a break from the work day to do other things, and then would settle in to study for a few hours after my brain had a break. On weekends, I would start studying earlier in the morning, so I still had the rest of the day to attend to other commitments.

K- Evenings and weekend mornings.

Where is a good place to get access to accurate/reflective questions for study purposes? (Vanessa and Katherine)

V - I purchased some prep exams online – you can google for practice exams however they were not verified by HRP, so my main goal was to get comfortable working through multiple choice type questions so I would feel confident on the exam. I also looked at StuDocu which is another resource that I used where students upload content from their courses, textbooks and exam prep material. Again, these were not verified by HRP, but my goal was to get as much exposure as possible to multiple choice questions so I could feel confident on the exam vs. using the test questions as a study tool. If you want more CHRL targeted questions, you may benefit from the Captus prep course.

K- Captus press practice tests.

Is there any value in the Captus Press preparatory product if I am a new graduate (finishing my degree this year) in HR and still have most of my textbooks? I am looking for something as a refresher that is more streamlined, as it would be too much to review all the textbooks in detail. (Katherine)

K - The sample tests and the summary of the information was very helpful for me.

Would you recommend going through the practice exams and studying the terms be sufficient to prepare for the exam? (Vanessa and Katherine)

V - Did not use Captus Press

K - It's a good start but you will likely need more detail on certain concepts.

Which subject was most difficult in the exam? (Vanessa and Katherine)

V - Labour Relations as I currently do not work in a unionized environment so the content/practices were not as familiar to me. I devoted extra study time to this area because I knew this would be a weak spot for me.

K - For me, labour relations as it's not a concept I use in my daily work.

Honestly speaking, did you find the exam difficult? (Vanessa and Katherine)

V - I found the exam to be very fair. I did not feel like the questions were designed to "trick me". They were relevant to what I studied, and really forced me to think practically about what would occur in a real working environment.

K - The scope/breadth of information was challenging, but the individual questions were very fair and were not unexpected in terms of concepts covered.

What extra resources did you use to work on the areas that were diagnosed as weaker? (Vanessa and Katherine)

V - When I find I am struggling to understand a concept, I try to find alternate means to get the information. Specifically for Labour Relations, I searched up videos and graphics on Google/YouTube to help paint the picture for certain concepts to help me retain the material better.

K - Textbooks and google.

Where can we find the Professional Competency Framework?

The Professional Competency Framework can be found on the Knowledge Exams webpage of the HRPA website here: <https://www.hrpa.ca/designations/cke1-cke2-comprehensive-knowledge-exam/> and the Professional Competency Framework here: <https://hrpa.s3.amazonaws.com/uploads/2020/10/Professional-Competency-Framework.pdf>.

Do we need to know what number the competency is in the Professional Competency Framework?

No, you do not, as the numbering system is for internal use only and is not relevant to studying for the Knowledge Exams.

The Professional Competency Framework is confusing as to what competencies to study, do you have any tips to understand it better? (Vanessa and Katherine)

V - I reviewed it at the start of my studying to help target my focus while studying, and then scanned through it again towards the end of my studying to ensure I felt confident that I had a solid understanding of the core competencies.

K - Focus on themes that may or may not be included rather than very specific competencies.

Can you please remind us where to find the blueprint?

The Blueprint can be found on the Knowledge Exams webpage, at the very bottom under Important Resources <https://www.hrpa.ca/designations/cke1-cke2-comprehensive-knowledge-exam/>.

What is the format of the exam?

The format of both the CHRP and CHRL Knowledge Exams is 4-option multiple choice.

Were there any strategies used to answer questions that you were not sure about or conflicted between two answers? (Vanessa and Katherine)

V - There were multiple times on the exam that I was torn between two potentially correct answers. In order to feel confident in selecting the right one, I would try to envision an example from my work experience and link it to the question. Envisioning the scenario/question occurring or trying to find a similar example that I experienced at work helped me feel confident in narrowing down my decision. I would also really focus on what specifically the question was asking me, breaking down the words to get to the crux of the question.

K - I flagged them and went back to them later.

Are questions organized by competency?

No, they are not organized by functional area or competency and are randomly scattered throughout the exam.



How were you able to keep your concentration throughout the five hours exam? (Vanessa and Katherine)

V - It was difficult. Definitely take your break between the two sessions. Try to just take it one question at a time and flag questions you are uncertain of and circle back instead of trying to force yourself in that moment to come up with the correct answer and getting frustrated.

K - I highly recommend taking the break, it helps. You only have one fifteen minute break between section 1 and section 2, and I encourage you to take this break.

Did you focus on studying one subject at a time or all at once? (Vanessa and Katherine)

V - I had separate study packages for each functional area. When I began studying, I devoted a day per functional area. As I got more familiar with the content and broke down my notes further to make them more concise, I started doubling up with two/three functional areas to review per day as I got closer to the test date.

K - Overall first, then focused on specific subjects.

What is the best way to memorize information without getting overwhelmed? (Vanessa and Katherine)

V - Take it one functional area at a time. I also found thinking through the content practically helped. So for instance, if I was studying a particular theory, I would come up with an example and walk through the theory using that example to help me retain the information and make it make sense.

K - I wouldn't memorize - try to understand the concepts and relate to something you've done/example if possible.

Would you recommend completing the exams for the CHRP designation after graduating with a post-secondary degree, or would you recommend waiting? If so, for how long?

(Vanessa and Katherine)

V - I think there are benefits to both options. If you do it right out of school, the material is fresh in your mind and you are familiar with being in "study mode". If you write after getting some work experience, I think it helps colour your understanding of what you've learned and can assist you with the practical questions, but I also found getting back into the rhythm of studying and having to re-learn theories difficult. So, I think there are truly advantages to both

and it would more so depend on the way you learn best. I am someone who likes examples to help me study, so for me, I think getting that work experience first helped me.

K - Both help. Right away the information is more fresh, but having practical experience may help retain concepts.

Are there any practice tests available? (Vanessa and Katherine)

V - I just Googled for practice exams/test questions, but again these are not verified by HRPA and so would really only use it as a supplemental resource vs. for the bulk of your prep. I also know the Captus/HR Press resources have practice exams for purchase.

K - I used the Captus press ones.

Can someone explain cut off scores and what the passing grade is?

The passing score and the cut off scores and the process to setting the pass marks can be found in the Technical Reports we publish after each exam administration. You can find them on the Knowledge Exam webpage within the chart of pass rates. They are PDF documents on our website.

Is there any negative marking on the exam?

There is no negative marking. You are awarded one mark for each correct answer. You are not deducted marks if you get the answer wrong.

Do you have any tips on getting ready to focus for a five-hour exam? Typically, College exams are three hours. (Vanessa and Katherine)

V - I would strongly recommend finding some practice exams, either online or through Captus/HR Press, whatever platform you use and do a mock exam. Set a timer, limit distractions, hide your notes – really simulate that test environment to train and prepare yourself.

K - Schedule the exam when you are at your concentration peak. I also found going for a walk before helpful

Before taking the Knowledge Exam, how did you calm your nerves or any anxious feelings?

(Vanessa and Katherine)

V – I reminded myself of all the hard work I did preparing. I also utilized the Calm app to help myself re-set after studying or if I was feeling anxious and made sure that I was doing things daily that I found beneficial for my health like taking a walk, or working out as an outlet for any stress I was feeling.

K – I went for a walk that morning.

How long did it take you to complete the exam? (Vanessa and Katherine)

V – I believe I used the full time, or just under by about 10 minutes or so. When I was testing, I would flag any question that I wasn't at least 80% confident in. Once I answered all my questions, I went back and reviewed all my flagged questions and spent more time really trying to understand what was being asked.

K – About 3.5 hours.

Is there someone to help you understand what the question is asking or if there is a word that one may not understand the meaning of that is not one of the key terms?

There is no one permitted to interpret a question or define a term for you on exam day. The exam proctors are not HR Professionals and have no subject matter expertise in this area to assist. They are also not permitted to assist in this regard. Their job is to proctor the exam for you.