

**Webinar presented by Human Resources Professionals Association
OOTR: Preparing to write the CHRP-KE or CHRL-KE: Advice from the Office of the Registrar
September 7, 2023**

1. What is the pass mark for October's CHRP-KE?

The pass mark is not set until after the exam has been written. You can review pass marks for previous exam sitting on the CHRP-KE/CHRL-KE webpage on our website at the very bottom of the page [here](#). You can also consult our Technical Reports on the methodology to set the pass mark.

2. I went through the Alternate Route – Experience Stream and have not taken a course in some time. I am taking the preparatory course online. How does the fact that I have not taken all courses in the functional areas affect me?

We recommend using the practice exams and the pre-diagnostic test to identify your knowledge gaps. You can adjust your studying based on those gaps. Once done, you may want to look at purchasing a textbook/resource to support those knowledge gaps.

3. Do you recommend studying one subject at a time or all of them at once?

Focus on the areas that you have identified as having weaker knowledge in. This way you work on filling any knowledge gaps, and putting the areas that you know well on the backburner for the time being and returning to them towards the end of your studying to refresh your knowledge.

4. Can I skip a question and then go back to the specific question later?

Candidates can flag any questions to come back to later. Please note that you can only go back to the questions within the Section you are currently writing in. Once you submit the questions found in Section 1, you are unable to return to these items in the future.

5. How many times can you write the CHRP-KE/CHRL-KE?

Each of HRPAs certification exams are offered twice per year. You can write an exam as many times as needed if you remain eligibility to do so. Please note that the cost to register for each exam is the same per attempt.

6. Will the questions come at random across all the functional areas, or are they grouped in one functional area to the next?

Questions are scattered randomly throughout the exam and are not grouped by functional area.

7. Will I be able to take the exam from abroad?

Yes. HRPA offers its certification exams remotely, as well as in-person via Prometric test centres. If you meet the environment and technological requirements, you can write your exam remotely. Prometric has test centres around the world and may have one near you depending on your location.

8. When writing the exam in person, will the exam be completed electronically, or by pen and paper?

HRPA's certification exams are delivered via computer-based testing. If you are writing your exam at a Prometric test centre, you will be writing your exam on a computer.

9. I have the Ontario HR Press Study Guide; is this something that is useful for studying?

As this product is not one managed by HRPA, we cannot comment on the quality or usefulness of it. HRPA has not provided content for the product, nor do we maintain it, thus we cannot endorse it. Should you be using any preparatory products not endorsed by HRPA, ensure that the product is specific to Ontario's CHRP-KE/CHRL-KE, and not the NKE.

10. Other than non-compensatory scoring, what is the difference between CHRP and CHRL Knowledge Exams?

The CHRP-KE is 175 questions and is 3.5 hours in length, whereas the CHRL-KE is 250 questions and 5 hours in length. Both are 4-option multiple-choice in format.

11. Why is the scoring different for CHRP-KE vs CHRL-KE?

The difference in scoring is that more is expected of those at the CHRL level compared to the CHRP level and the exam questions reflect this and have been written under this premise. We would ask that you consult the Professional Competency Framework to identify the competencies tested on the CHRP versus the CHRL.

12. Are all questions multiple-choice for CHRP-KE?

The CHRP-KE is 4-option multiple-choice in format.

13. What are success rates for CHRP-KE and CHRL-KE?

HRPA publishes the statistics from previous administrations on its website. You can find previous pass rates and pass scores for the CHRP-KE/CHRL-KE on the following [webpage](#).

14. How are scores released? Will we know the pass score for each functional area, and the overall pass mark, so we can compare our scores to the pass marks?

The scores are released by email, and your result letter will contain the score in each of the functional areas, your raw score, the overall score required to pass and, for the CHRL-KE, the established thresholds in each functional area. The results are made available approximately three weeks from the end of the testing window.

15. Where on the HRPA website can I find the blueprints?

The CHRP-KE and CHRL-KE Blueprints can be found towards the bottom of the following [webpage](#).

16. Is the Captus Press preparatory product alone sufficient to prepare for the CHRL-KE?

The preparatory products offered by Captus Press include a diagnostic test to help identify knowledge gaps, quizzes, as well as two mock exams. The preparatory products are meant to serve as a refresher, and it is recommended that you use additional resources, such as textbooks and course notes, to assist in your studies.

17. Where is the Professional Competency Framework located on the HRPA website?

You can access the Professional Competency Framework [here](#).

18. Are there any scenario-based questions on the CHRP-KE/CHRL-KE?

No, there are no scenario-based questions on the CHRP-KE/CHRL-KE.

19. Are there some courses/areas that are more important than others?

HRPA publishes a chart on its CHRP-KE/CHRL-KE webpage that provides a guideline regarding the extent to which each functional area is emphasized within the CHRP-KE and CHRL-KE. This chart can be found under the 'Exam Content and Delivery' header [here](#).

20. What is the strategy to finish all the questions for the CHRL-KE on time?

It is recommended that you spend no more than 1 minute per question. If you do not know the answer immediately to the question, skip it and move onto the next question and come back to the questions you did not respond to. There is no penalty for guessing either, so if you really do not know the answer, you can respond based on your best guess.

21. Are we expected to answer every question on the exam?

Yes, you must answer all questions.

22. I am preparing for CHRL-KE. Can I use the same textbooks and materials that I had used in 2020 for CHRP-KE?

The exams are based on current content. The degree to which the content has changed varies from one functional area to another. We recommend using textbooks that are no older than fifteen years. Functional areas such as Labour Relations and Occupational Health and Safety go through more frequent updates due to amendments in legislation. When studying these functional areas, it is recommended to use the most up-to-date textbooks to ensure you are reviewing the most accurate information.

23. With the 3-month study period, how many hours a week of study would that average out to be?

This is hard to breakdown as it will differ for everyone depending on how much time they must 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.

24. Are any questions involving calculations or the use of a calculator?

Some questions may require basic calculations. Candidates will have access to a basic digital calculator within the exam platform itself.

25. What does it mean by 'Test Items' and them not being scored?

Test questions/items are not scored and are scattered randomly throughout the exam. They are used to collect statistics on how well candidates responded to the question to be used on future forms of the exam.