



**Webinar presented by Human Resources Professionals Association**  
**OOTR: Preparing to write the CHRP-KE or CHRL-KE: Tips from Top Scorers**  
**September 14, 2023**

**1. Is the Captus Press preparatory product usually enough to succeed on the CHRL-KE?**

**Lindsay** – This is dependent on the exam writer’s educational and experiential background. For those who have a strong background in HR and are up to date on best practices, Captus will be a great tool and enough to succeed. For those who may have some outdated knowledge or are missing the educational component, it could be beneficial to supplement with textbooks or other prep products in addition to Captus.

**Amanda** – In my experience it was not enough on its own. The range of content that this exam covers is vast so it’s best to use the course as a guide for the general areas of focus in your studies. The Captus Press Prep course is helpful because it’s structured based on the nine functional areas that make up the Knowledge Exam. I found it helpful to use textbooks to supplement the course and fill in any gaps.

**2. Did you use a study schedule app? Did you study every day? Did you have a target of how long/what materials to cover?**

**Lindsay** – I did not use a study schedule app, my study schedule was based on the unit outline as found in Captus. To prepare, I gave myself one week for each unit in addition to two “buffer” weeks just before the exam. For each unit week, I only studied Monday-Friday to ensure plenty of time to review each module. For the “buffer” weeks, I reviewed previously completed practice exams and went over any of my weaker units. In those last two weeks, I also utilized weekends to study and did quick reviews of all units.

**3. How many pages did your study notes end up being? Did you study one subject area at a time?**

**Lindsay** – For my study notes, I would print the slides from the modules (3 per page), and use the extra space on the page to add any additional notes either from listening to the module for information not included on the slide, or to note connections to practice exams.

For most weeks, I studied one unit at a time (including using the progress quizzes). For the two “buffer” weeks, I studied all units multiple times in order to see connections between them.



**4. Do you recommend studying every day? If so, for how long? Did you also use the weekends to study?**

**Lindsay** - The only time I studied every day was for the two “buffer” weeks. This would be for about 1-2 hours per day, potentially more for the day before the exam. Weekends were only used to study during those final two weeks so that I did not get burned out while studying.

**Amanda** - It depends on your schedule and your learning style, but I felt I needed to study some amount every week - day and occasionally on weekends to feel confident. There is a lot of content to cover over nine subject areas and it's easier to digest it all if you take your time and don't cram too much studying into a small space of time. I averaged 1-2 hours of studying per day, 4-5 days per week over the course of 3 months and I felt this was sufficient.

**5. If you had to quantify; how many hours do you think you studied in total?**

**Lindsay** - Approximately 50-60 hours total.

**Amanda** - Probably around 90-100 hours in total.

**6. Do you recommend doing the Diagnostic Test in the Captus Press preparatory product before studying?**

**Amanda** - Yes. It's a good tool to help you identify weaker areas that you'll want to study more in-depth as you go through the course material.

**7. What is the difference between the practice tests in the Captus Press preparatory product and the ones offered by HRP? Is it recommended we do both?**

The practice exams that were launched on September 7<sup>th</sup> are stand-alone practice exams, fully calibrated questions that have been retired and were used on previous exams. The practice exams in the Captus Press products are different set of questions but are still considered practice exams to test your knowledge. These are not questions that were used on previous exams. They are full length practice exams. You can use either or both.

**8. If we do not have textbooks or other school course work, apart from the Captus Press preparatory product, what resources would you suggest using to study?**

**Lindsay** - The textbook guide can be very helpful to guide writer's depending on the areas of weakness they may have. It can also be useful to join a study group.



**Amanda** - There are some study guides available for purchase, which you can find online. The Canadian HR Press study guide is one that I've heard of but haven't used. Just be careful to make sure you're buying something from a credible source that's relevant in your province. There are also Facebook groups you can join that sell second hand resources like study notes and used textbooks. If you've held on to any old notes or assignments from when you took the required coursework for the CHRP, those would be a good resource.

**9. For anything requiring numerical information, calculations, etc., what resources did you find most useful?**

**Lindsay** - Captus was very helpful with this and breaking down any formulas which were required. My recommendation would be to understand the formula, how it works, and what it included. Practicing with examples found in Captus can be helpful, but you should not memorize that specific question because like with any math formula, it may not always appear the same way.

**10. Since the coursework is extensive, how did you prepare for the exam to make going through the material more concise, and avoid any unnecessary reading?**

**Lindsay** - Going through each unit with plenty of time will help with this. Give yourself time to review units and do practice tests. Once you know your areas of weakness, put more focus on those. Depending on how weak those areas are will help you determine if you need further materials outside of the Captus prep. This is why those two "buffer" weeks are crucial.

**Amanda** - The Captus Press course made it much easier to target key areas because it is divided into nine units which cover the nine functional areas on the exam. Each unit had a number of modules that explored certain topics, which I used to guide my studying. I did not re-read all of my textbooks front to back. I just consulted them for any topics I felt less confident about while going through the Captus Press course. I also found it helpful to go over the textbook glossaries to identify key terms and review anything that stood out as unfamiliar. Key terms can be used as a prompt for further reading in the textbook, so you aren't having to spend extra time reading every chapter in full.

**11. Did you use any practice questions outside of the material provided by HRP?**

**Lindsay** - No, the only practice used was within Captus prep, however these were reviewed multiple times.

**Amanda** - I didn't, as the Captus Press course contained hundreds of practice questions.



**12. After studying and writing the exam, were there any areas you felt you were not adequately prepared for based on the questions?**

**Lindsay** – Not particularly, the practice exams allow you to see areas you may need improvement on. Based on my actual test results, the practice exams proved to be reflective of those same areas.

**Amanda** – I felt adequately prepared for all the areas in a general sense. The questions I found more difficult had to do with areas I haven't come across as much in my working life, such as labour relations.

**13. How did you prepare for the Professional Practice portion of the exam?**

**Lindsay** – This portion of the exam was studied the same way as the other units. It can also be useful to be aware of best practices in HR and to consult those with experience which you may not have so that you can further understand what is meant by professional practice.

**Amanda** – I reviewed the Captus Press course slides on Professional Practice and read through a few of the recommended readings on the topic.

**14. Did either of you utilize the break time, and if so, did you find it helpful to have that breather or would it be better to stay on task?**

**Lindsay** – I utilized the break time as it allows for a breather in between sections. However, I only used a portion and not the full time.

**Amanda** – I did use a few minutes of the break time. My exam was in person and I wasn't allowed to have water with me in the test centre so I took the break time to rehydrate and give myself a few minutes to breath, which I found helpful.

**15. Did you study through individual preparation or via group preparation?**

**Lindsay** – I studied primarily using individual preparation, however I had a friend who I designed the study schedule with, and this allowed us to hold each other accountable for completing units and confirming topic understanding.

**Amanda** – I studied by myself. This gave me more flexibility to arrange my study schedule around my work schedule.

**16. Does HRPA provide accommodations for people who get anxiety attacks during exams?**

As accommodations are individualized, please review HRPA's Examinations Accommodations Policy on the HRPA website [here](#). HRPA provides accommodations to individuals who have a disability.

**17. Did you study one topic at a time and go through all your resources to make notes, so they were organized by subject?**

**Lindsay** - My notes were organized by unit (as outlined in Captus). Practice exams were grouped as "general overview".

**Amanda** - Yes. I found it easiest to have all my study notes organized by the nine subject areas that would be on the exam. The Captus Press course is structured so that you can go through each subject one at a time. For the amount of information there is to go over, it would be a bit overwhelming for me to try and tackle multiple topics at a time.

**18. Do you have any tips for memorizing the information more effectively?**

**Lindsay** - The best tip would be to understand not just memorize, when you understand information, it is easier to recall and apply it. A specific method I used was rewording information and seeing if I could teach it to someone, this helped me to test my understanding and not just memorization.

**Amanda** - Try to test your recall of the content as often as possible, whether that's through practice questions, cue cards, having someone else prompt you with questions, etc. The repeated practice will make the content feel more familiar to you while you're writing your exam. I found practice exams were an effective tool for memorization and they also mimic the experience of writing a real multiple-choice exam.

**19. Do you have any tips for managing exam anxiety?**

**Lindsay** - Prepare yourself mentally that the exam is long, and it will likely be difficult for you as it is a difficult exam. This does not necessarily reflect on your abilities as it is the nature of any exam to be stress inducing. Try to prepare in advance as much as possible, eat some food, have some water handy, and clear your exam area ahead of time (if completing remotely). Try to space your study schedule out even more if this helps.

**Amanda** - Try not to cram. Give yourself plenty of time to space out your studying (the ideal preparation time for this exam is three months according to the Registrar). I found that



making a study schedule ahead of time helped me to manage deadlines and stay disciplined. On the days leading up to your exam and the day of, try to get lots of rest and do something that will put you in a good, relaxed mood. Recognize when you're telling yourself unhelpful stories.

**20. Once you finished writing your exam, were you confident you would get a passing score?**

**Lindsay** - I actually was not confident in passing, however this is typical for me with any exam. The best advice for when you are done writing the exam is to forget about it until you receive your results (which will be a long time). Stressing about it will not change your answers, your outcome, or help your mental health.

**Amanda** - I wasn't confident that I passed. I think this is a common experience for those who write this exam; it's meant to be moderately challenging for most people. Though I do tend to overthink situations like this, so that may have affected how I was feeling after writing the exam.

**21. Now that you have finished your exam, what is one area you wish you had studied more in?**

**Lindsay** - Although I did well in the sections, I wish I would have realized how reflective the practice exams are of my weaker areas. Those weak areas were shown through in my exam results and therefore they should have received more attention given the breakdown of how the pass/fail is determined for the exam.

**Amanda** - I think it would have benefited me to explore more of the topics I'm not as experienced with, such as labour relations and international HR.

**22. Is there a specific pass mark to achieve on the CHRP-KE/CHRL-KE?**

No, the pass mark is not set until after an exam has been written and analysis done on the responses to all questions. You can view the Technical Reports and the pass marks for previous sittings on the CHRP-KE/CHR-KE webpage [here](#).

**23. How many people usually test during each window?**

That depends on the sitting - it can be between 200-400 per sitting.