

Webinar presented by Human Resources Professionals Association

**OOTR: Tips from Top Scorers: Helping Candidates Succeed on the CHRP ELE and CHRL ELE
January 11, 2024**

1. Is it possible that not all 10 pieces of legislation will be required for the exam, or should we expect that all will be covered? Is this something better explained in the weighting section in the Blueprints?

Shireen: It is important to have a basic understanding of all relevant pieces of legislation with a thorough knowledge of the more SA, OHSA, OHRC, CLC, and PEA. You do not need to memorize the content as the law pdfs will be available to you during the exam. The blueprint will help you understand what topics are covered but doesn't necessarily state the weight for each legislation.

Stacey: If you use the blueprint, you'll have a good idea of what legislation is covered the most. I think all were touched on but some far greater than the others. Spend your time where it makes the most impact. I can't stress enough that the blueprint is the best tool for that.

Tyson: You should be familiar with all pieces of legislation. It is not necessary to memorize the legislation, but knowing which piece of legislation to reference for all questions is important.

2. Do you have to remember the section numbers of the Acts assigned to each topic? For leaves of absence, do we need to know the number of weeks an employee is entitled to?

Shireen: You do not need to memorize the specific section numbers or even the different entitlements for leaves and termination notices. I do not remember being tested on a section number at all, and for questions specific to a leave entitlement, I was able to search the law pdf to confirm my answer.

Stacey: You don't have to remember the section numbers but do know your way around the legislation. I would be very familiar with various types of leave (maternity, paternity, bereavement, etc.) and terminations/layoffs.

Tyson: For the first part of this question, you do not have to know section numbers, but knowing where to find the information in the legislation will save you time. As for the second part, yes, you will need to know the content of the legislation like leave of absence entitlements.

3. Is there an expectation to remember case names, or just knowing the decisions or applicable legislations would suffice?

Shireen: It is good to know names of the noteworthy cases that have had a profound impact on the profession of HR, like the Meiorin case. Here's some others you may find helpful: [Top 10 Employment Case Laws in Canadian History](#). The Captus course also does a great job of reviewing the most important case laws. That said, the exam isn't heavily focused on you knowing the specific case names, but more importantly an understanding of the rationale behind the decisions.

Stacey: I studied the most notable cases that supported change in legislation and knew the names.

Tyson: You do not need to know the cases or the specific results. Knowing how the law is applied and when common law has set precedence is what is important. There are a couple of cases that set standards in the country that are good to know. For example, in British Columbia (Public Service Employee Relations Commission) v. BCGSEU (A.K.A the Meiorin case), it is not necessary to know the name of the case. Still, it is important to know that setting employment standards like physical testing that is higher than necessary for safe work performance may be grounds for discrimination. These cases are all in both the textbook and within the course.

4. HRPAs: How many multiple-choice questions are there, and can you explain further about the case questions?

The employment law exams consist of 110 questions. The format is 3-option multiple choice questions. This exam is application based, so you are given an HR scenario and asked to apply the appropriate legislation in each scenario.

5. Do you know if there are major differences between the Filsinger 4th edition textbook and the 3rd edition? Is the 3rd edition still a good reference?

I would not recommend the 3rd edition as it is too old. There have been many changes to legislation over the last few years, and those changes will not be incorporated into the 3rd edition.

6. Is there non-compensatory scoring in the CHRL Employment Law exam, like the CHRL-KE?

The Employment Law Exams use compensatory scoring, where you need to achieve an overall score required to pass.



7. If you did the practice exams in the Captus Press preparatory product, did you find the score you achieved on the practice exams were like the score you achieved on the actual exam?

Shireen: Yes! Though the diagnostic exam is more a review of the content and does not align with the actual exam structure but the two practice exams were very helpful and reflective of the score I achieved on the actual exam. To replicate the testing environment, I made sure to time the practice exams and allow myself access to the same materials (the law pdfs, a paper for notes, etc.). The only issue I faced in the actual exam is the lag in navigating between the case study, the question, and the law pdfs. The pdfs are large and can take a couple seconds to load so I would advise to not heavily rely on it and use it wisely, so you don't feel pressed for time.

Stacey: I used the practice exams several times and found them so helpful. I did better on the real exam than I did on the practice. They gave me the foundation and showed me what I needed to better study.

Tyson: Yes, I think so. The actual exam was more difficult, but I think the prep course did a good job of dividing up topics and pinpointing what you need to focus on.

8. If you wrote the Knowledge Exam, did you find you were more, less, or about equally pressed for time in the ELE in comparison?

Shireen: I felt more pressed for time in the first half of the law exam as I was second guessing my answers and trying to refer to the law pdfs more often than I needed. I even had to rush through the last couple questions. The second half was more comfortable, but I took up the entire time. In contrast, I completed both sections of the Knowledge Exam early. It does make sense cause the duration of the CHRL knowledge exam was 5 hours with single scenario- and theory-based questions, while the CHRL employment law exam was 3.5 hours long with majority case-based questions, which takes more time to read and apply.

Stacey: I studied very hard for the CKE and had much more anxiety about it! Once that was completed, I had more confidence in my study ability and felt comfortable with the process. That allowed me to focus all my attention on the material rather than the other details and so I didn't have to study as long for the ELE.

Tyson: You will definitely feel more time pressure in the law exam. This is not just my opinion; before I took my exam, I asked for advice from many of my peers, and everyone mentioned that time was an issue for the law exam. This is especially true if you find yourself having to search through the legislation.

9. Do you have a link for Quizlet?

Stacey: <https://quizlet.com/>. You should be able to choose the Canadian site when you join (free) search for flash card sets using the various terms or sections (ELE exam, Terminations etc.)

10. I am currently considering which ELE to write, is there any difference between the two Captus Press preparatory products?

There are no significant differences between the prep products. The blueprints for these exams are very similar. The big difference is pass mark expectations for the CHRP vs. the CHRL.

11. Are there any other helpful resources used to help better understand Common Law? If you used Canlii, how did you utilize it to make it not as overwhelming?

Shireen: I used some articles and videos by HR journals and law firms to review the major case laws. Here's some links you may find useful:

- [Top 10 Employment Case Laws in Canadian History](#)
- [Webinar series: Legal updates for Canadian employers](#)
- [Day 1 – Ontario Employment and Labour Fall webinar series](#)
- [Ontario Employment and Labour Fall seminar](#)

Stacey: I googled a lot, but nothing specific I can share! I did not use Canlii as I have used it before and found it impossible to find anything.

Tyson: It is not necessary to know the specifics of individual cases. Just knowing how the law is applied and the hierarchical order of laws in Canada is sufficient. I would not concern myself with going over Canlii regarding the exam. I used Canlii a lot at school, but not for the exam. Any major cases that may impact on the test were covered in both the text and the course.

12. Were there any helpful strategies you used to help separate Provincial Law from Federal Law? Specifically, the way you laid out your notes.

Shireen: For common topics such as terminations, leaves of absence, human rights, etc. across the provincial and federal legislations, I created comparison tables to understand the different nuances for each.

Stacey: I separated my notes into each section and made a comparison between. I laid it out with Federal on one side and Provincial on the other. Then down the left side of the

page I asked several questions – Who does it apply to? How does it apply? When does it apply? And answered for both.

Tyson: Not specifically. It is vital to know when federal applies and when provincial is applied. For every question I try to identify if the scenario is federal, provincial, unionized or non-unionized. The questions will not tell you this.

13. Would knowing definitions be necessary given the exam does not require memorization?

Shireen: You would need to know the fundamental HR definitions and concepts to understand the questions and case studies. I feel preparing for the knowledge exam laid the groundwork for a vast number of HR concepts. For this exam, I mainly focused on any new concepts that came up through the Captus modules, practice exams, and the glossary terms.

Stacey: I think knowing definitions is always a good idea, they can guide you to use the meaning to answer a question. Use the Glossary sections in textbooks or study using the Quizlet flashcards.

Tyson: I'm not sure what definitions this question is referring to.

14. How much time did each of you have to study for the Law Exam?

Shireen: I studied for about 6-8 hours each weekend for a period of two months. This entailed covering the Captus modules and supplementary content, taking notes alongside, reviewing the pieces of legislation, and taking practice exams on the three Sundays leading up to my exam. I also spent some time reviewing the materials during weekdays after work in the last 2-3 weeks before the exam.

Stacey: I studied for 3 months on weekends until the last 2 weeks where I was doing quite a bit more review each day.

Tyson: I did at least 2 hours a day every day for 4 months. I know it is a lot. I don't think you would have to study that much, but that is what I did. Basically, I tried to go over one module per day, except some of the modules were large, so I did those over 2 days. This includes going over each unit in the module and making notes. Once I went over the whole course, I read 1 chapter in the textbook per day until it was done. Then after that I did the practice quizzes and went over the units that I needed to study more based on the practice exam results.



15. How did you develop your schedule to study for the Law Exam? What did you find worked with work/life balance?

Shireen: I started preparing about 10 weeks before the exam and used the first 6 weeks to review the Captus modules and take notes. In the last couple of weeks, I took a practice exam each weekend, and reviewed the Captus discussion threads, decision trees, and some external resources like employment law webinars.

Being completely honest, taking the CHRL KE and ELE back-to-back definitely took a toll on work/life balance as I was working full-time throughout the process. I mostly studied on weekend mornings, to keep the rest of my day open. I also took a weekend off during my prep timeline.

Stacey: I had to use weekends primarily, mornings in particular. I was freshest at that time and could retain the material.

Tyson: For me, it was easy, as I work straight midnights. My study time was after I got home from work. I had no other life beyond work and studying. I planned my test time so that I had the summer vacation (not in school), to study. When I did my knowledge exam, I was in both school and work, and that was too overwhelming.

16. Please suggest where to begin as there are multiple pieces of legislation. I am clueless as to where and how to begin.

Shireen: It makes the most sense to begin with ESA, as this legislation carries the lengthiest and carries a significant weight in the exam. Following this, you can focus on OSHA, OHRC, CLC, and PEA. You need to familiarize yourself with the remaining pieces of legislation, but it doesn't require the same level of know-how. That said, do not focus on memorizing the different sections or leave entitlements, but instead the application of the legislation in various scenarios. Much of the exam is case-based, and you will need to know which legislation is applicable in that scenario and in what way. I feel the Captus practice tests were incredibly helpful in preparing me for the exam questions.

Stacey: I would start with the blueprint and study the legislation that supports the largest section of material. Terminations feature heavily on the blueprint, so ESA is where I started.

Tyson: Begin with either the course or the textbook. You do not have to read through the legislation itself. It is a good idea to follow along by referencing the legislation along with whatever material you are studying so that when the time comes to take the exam, you know where to look. ESA, the Human Rights Act, and OSHA are probably the most important.

17. Any chance that HRP A will allow for the purchase of practice exams soon just like you do for the Knowledge Exams?

HRPA has no immediate plans to offer stand-alone practice exams for the Employment Law Exams. The Captus Press product does have practice exams that you can use.

18. How do I know which legislation to refer to for which question?

Shireen: If you have reviewed the legislations and understand the different sections they cover, you should be able to identify the right legislation in the exam. Some key concepts you should understand well include:

- Provincial vs. Federal jurisdictions
- What does ESA entail? (terminations, leaves of absence, vacation, holidays, etc.)
- Where is OHRC relevant? (human rights violations, duty to accommodate, etc.)

The Captus prep course also does a great job at breaking down different pieces of legislation and providing examples to better understand their applicability.

Stacey: Read the question or case study very carefully and it will lead you to the right legislation. The details will be within. Look for key words like Federal (study what industries/business that applies to), Provincial, plus the length of service/size of business. That will guide you.

Tyson: For every question, I try to identify if the scenario is referring to a federal or provincial place of employment and whether the case is unionized or non-unionized. This will narrow it down significantly. I just made a mental checklist.

19. If a candidate does not use the Captus Press preparatory product, and uses other sources to prepare, is it sufficient to pass the Law Exam, or is it recommended to purchase the Captus Press preparatory product?

Shireen: I used the Captus Press course, which made my prep easier by breaking down the material into different modules. It is certainly possible to study using just the textbook and law pdfs, but I reckon that would take more time and effort to organize the material and take notes.

Stacey: I think the Captus Press course is a great tool and worth investing in, but I do think you can pass the ELE without it. Especially if you're recently taken the Employment Law course at College/University. Using the Filsinger Employment law text is your best bet if you're not going to use Captus. You'll miss out on the excellent practice tests though and that's a big miss.

Tyson: It should be sufficient to pass the exam using other sources. Many people have. One of the top scores from the prep seminar I attended only used the textbook. I do recommend the Captus, but you can do well without it.

20. How different is the CHRP Law Exam in comparison to the CHRL Law Exam?

There are no significant differences. The main difference is in pass mark expectations. The pass mark will be different for the CHRP vs. CHRL.

21. If I do the Law Exam in-person, will the pieces of legislation be provided to me in paper format versus if I were to write the exam online?

The legislation has been built into the platform and is available for use on every question. It has all the same functionality as any PDF document.

22. Do any of you feel as though there is such a thing as giving yourself too much time to study for this exam? Might there be a risk of forgetting content?

Shireen: I spent a little over two months for my prep and that felt sufficient. I can imagine you may start to forget certain concepts with time, which I feared for the materials I reviewed in the first week of prep. To overcome this, I reviewed all my flashcards in the two weeks leading up to the exam to recap the material and jog on memory.

Stacey: Yes, I do believe that studying too long isn't wise. A few months is ideal.

Tyson: No. However, keep in mind that I was in my 4th year of school when I wrote it, so I was in a student mindset and very accustomed to studying all the time. Someone who may not be used to writing exams and is coming back to studying after being away from that environment for several years may find it to be the way you described. For me, however, it is not.

23. Is the search function (CTRL + F) available like normal during the exam in the PDF files provided?

Yes, you can use the search function and access all the same features as any normal PDF document. There is a tutorial at the beginning of the exam that will outline the functionality of the PDF documents.

24. What is the ratio of questions related to the Provincial legislation versus Federal legislation?

You will need to refer to the blueprints for the exam for this information. The blueprints can be found on the Employment Law Exam webpage page here:

CHRP ELE: <https://www.hrpa.ca/wp-content/uploads/2020/10/HRPA-CHRP-ELE-Blueprint.pdf>

CHRL ELE: <https://www.hrpa.ca/wp-content/uploads/2021/04/CHRL-Employment-Law-Exam-Blueprint-rebranded-for-website.pdf>

25. Will there be any unscored test items like the Knowledge Exam?

Yes, there are unscored about 10-12 scattered randomly throughout the exam.

26. What is URL for the webinars by law firms that Shireen watched online?

Shireen:

- [Webinar series: Legal updates for Canadian employers](#)
- [Day 1 – Ontario Employment and Labour Fall webinar series](#)
- [Ontario Employment and Labour Fall seminar](#)