



NEWS AND EVENTS

Professional Liability Insurance

If you are currently providing human resource services on an independent basis, you are required to annually [submit](#) your professional liability insurance information to HRP. This includes resubmitting your information when you do any of the following:

- [renew](#) an existing policy;
- [change](#) insurance providers; or
- [cancel](#) an existing policy.

Changes to your professional insurance liability information must be submitted within 30 days of the change. A copy of your insurance certificate, along with a completed Professional Liability Insurance Information Form, should be sent to registrar@hrpa.ca.

We encourage you to review the [Guide to Professional Liability Insurance](#) for additional details.

Are you required to submit your CPD log by May 31, 2024?

Submit your Continuing Professional Development (CPD) log using the online CPD log, which is accessible through your Dashboard, if you are due to submit your log by May 31, 2024.

The Continuing Professional Development [section of our website](#) provides detailed information about the CPD requirement.

GOVERNANCE UPDATES

HRPA 2024 Board of Directors Election

Exercise your right to vote for the candidates nominated for the HRP Board of Directors. Eligible members can vote online between January 15, 2024 and February 16, 2024 at 5:00 pm EST.

In accordance with the *Registered Human Resources Professional Act, 2013* and the HRPAs By-laws, this year members will be electing to fill up to three positions on the Board. Each successful candidate will each be elected for a three-year term.

Voting is an important expression of your participation in the governance of regulated human resources in Ontario. You can also **earn 1 hour of CPD credit** by participating in this important democratic activity.

Voting Eligibility

In accordance with the HRPAs By-laws, only eligible members may vote in Provincial Board elections. You must hold a status of “active” in one of the following membership classes: CHRP, CHRL, or CHRE.

Voting Process

To establish strict confidentiality with the online voting system, the HRPAs has procured a secure third-party, Internet-based voting service for the election. All eligible voting members would have already received an email from our vendor, *YesElections!*, sharing a unique access code and outlining next steps with how to proceed with voting.

For questions regarding the election, please contact us at governance@hrpa.ca.

PROFESSIONAL GUIDANCE

Professional Guidance

Professional guidance has **three major objectives**:

- **To help protect the public** (e.g., jobseekers, employers, employees, and the general public) from potential harms caused by the practice of HR;
- **To provide directional support** to our registered members, firms, and students regarding ethical and professional HR practice; and
- **To assist the public** in understanding what they should be able to expect from registered members and students.

If you are a registered member or student, you are expected to be aware of professional guidance issued by HRPAs – and to comply with any guidance relevant to your practice. Your compliance helps to ensure competent and ethical HR practice that promotes and protects the public interest – and Ontario workplaces.

HRPA's New Practice Standard: Workplace Violence, including Domestic Violence

According to Statistics Canada, in 2019, for one in four victims of violent crime, the violent crimes occurred in the workplace. HRPAs new practice standard, [Addressing Workplace Violence, Including Domestic Violence](#), offers guidance to HRPAs members, students, and firms regarding

- workplace violence;
- domestic violence and its connection to workplace violence;
- potential signs of domestic violence; and
- expectations of HR members and students with respect to workplace violence.

Not sure what to post on social media?

Let the HRPAs Practice Guideline on [Social Media Use](#) be your guide.

The HRPAs regulates registered HR professionals in the public interest, and HRPAs members, students, and firms are expected to abide by the HRPAs by-laws, [Code of Ethics and Rules of Professional Conduct](#), and related professional guidance.

Some key takeaways are

- recognize the risks of social media use;
- exercise good judgment;
- consider how your post might reflect on you and the HR profession;
- know and abide by your legal obligations; and
- ensure that your post/re-post doesn't violate the Code of Ethics and Rules of Professional Conduct.

CERTIFICATION AND DESIGNATIONS

Exam Prep Webinars are Back!

[OOTR: Advice on Preparing to Write the CHRP-KE and CHRL-KE](#)

March 7, 2024 from 12:00 p.m. – 1:30 p.m.

This webinar will look at what the exams are measuring, what they look like, and how to prepare for them. This webinar will also provide an in-depth overview of the Competency Framework and test blueprints and information on how to best utilize these resources. In addition, the webinar will review editorial standards and two important aspects of exam preparation: mastery of content and test-taking skills.

March 21, 2024 from 12:00 p.m. – 1:30 p.m.

This webinar will be facilitated by three individuals who have recently written and passed the CHRP-KE or the CHRL-KE who were amongst our high scorers on these exams. They will be sharing strategies and study tips that worked for them, and there will be an opportunity to ask them questions on how they were successful on the exam.

MISCONDUCT COMPLAINTS

We are committed to promoting and protecting the public interest by governing and regulating the practice of members and students registered with the HRP in accordance with the [Registered Human Resources Professionals Act, 2013](#) and our [by-laws](#). Providing information related to discipline and complaints facilitates transparency regarding our processes and is intended to help our members and students better understand their duties and adjust their own practices as appropriate.

There were no discipline matters during this quarter. Information regarding discipline matters is posted on the HRP [website](#).

The Complaints Committee received four referrals and issued two decisions in the fourth quarter of 2023. Complaint matters are not posted on the HRP website, but a summary of allegations in complaints referred to the Complaints Committee for review this quarter is set out below. Please note that one complaint may contain several allegations. No determination has been made with respect to the allegations. The allegations include the following:

- failing to understand the registrant's obligations to meet and practice under the spirit and rule of relevant laws and regulations, including the [HRP's Code of Ethics and Rules of Professional Conduct](#);
- failing to recognize or further investigate workplace allegations of harassment and violence;
- failing to promote and maintain a healthy, safe, and inclusive workplace, and failing to be alert to, or make accommodations for, those who are vulnerable, who have suffered trauma, or who are entitled to accommodations under the law;
- restricting access to mental health support and other means of support;
- failing to respect principles of equity, diversity, inclusion, and belonging, and failing to foster an environment that offers safety, belonging, and inclusion for all; and
- failing to recognize relevant laws and regulations in relation to allegations of harassment and violence.

CONTACT US

Need Assistance?

We are available via phone, email, and scheduled phone appointments, Monday to Friday from 8:30 AM to 5:00 PM. If you require assistance or have any questions, please contact us and we will be happy to help.

416.923.2324 | Toll-Free: 1.800.387.1311 | [Phone Appointment](#) | registrar@hrpa.ca