



Webinar presented by Human Resources Professionals Association
Preparing to Write the CHRP-KE or CHRL-KE: Advice from Regulatory Affairs
March 7, 2024

1. What happens if I do not pass the CHRL-KE? When can I write it again?

The exam is offered twice per year in the Spring and in the Fall. You can write again at the next sitting.

2. For the accounting questions, are we going to be expected to complete calculations or do we just need to know what the formulas are, what balance sheets are, etc.?

There are no complex calculations required on this exam. A calculator has been built into the platform for all to use. I cannot comment on what formulas would be on the exam due to confidentiality, however there will only be simple calculations.

3. When you say review textbooks, is the recommendation to read the entire book for each subject? How do we know what to review in each textbook?

If you have your course notes from when you took your HR courses, you can use those notes to guide your studying in terms of chapter coverage in the textbooks. You can also use the competency framework as a guide, as the same competencies are listed with the textbooks and you can align them to what you need to study.

4. What tools are we allowed in the exam (ex. calculators, etc.)?

All exams are closed book, and you are not permitted any materials, and this includes a calculator, notes, textbooks, cellphones etc. If you are writing remotely there is a virtual whiteboard built into the platform and if you are writing in-person, scrap paper is available upon request at the test centre. You are not permitted to bring your own calculator; one has been built onto the platform.

5. Do the examination preparatory courses provide enough information to pass the exam, or do I need to review other outside information, as well?

The exam prep products are created to be a mechanism to help prepare you for the exam. All prep products should be supplemented with your course notes and relevant textbooks. As this is where the bulk of your knowledge will

come from. I would recommend posting this question on our Tips from Top Scorers webinar as they might have some useful information.

6. Are the calibrated practice tests for the CHRP-KE on the HRPAs website the same as the ones available in the Captus Press preparatory product?

No, the stand-alone practice tests are different exams than those questions in the Captus Press product. The stand-alone practice exams are questioned that have been retired and no longer in use and were used on previous exams. The Captus Press Product prep product's questions were developed to align with the blueprint and the competency framework but are not fully calibrated exams.

7. If you do not pass one section of the CHRL-KE, do you fail the entire exam?

Yes, you will fail this exam, a with non-compensatory scoring, you must meet the overall score required to pass and achieve the passing mark within each of the nine functional areas.

8. When you say there might be content that is not required to cover in the exams that are learned during coursework, how do we know which topics are or are not covered? Is there an outline of the topics covered?

The outline of what is covered on the exam comes from HRPAs Competency Framework. This document can be found on our website here:

<https://www.hrpa.ca/wp-content/uploads/2020/10/Professional-Competency-Framework.pdf>

9. Does HRPAs offer group study groups?

HRPA does not facilitate any study groups, you may want to try finding these groups on social media i.e. Facebook. These groups are formed outside of HRPAs.

10. If we do not meet the pass mark for the CHRL-KE. but do meet the pass mark for CHRP-KE, would we still be granted a designation, or would we need to pay and take the CHRP-KE separately?

The CHRP and CHRL Knowledge exams are separate exams with separate pass marks, so if you do not pass the CHRL-KE, you would need to write the CHRP-KE separately.



11. Could you please share the link for the Professional Competency Framework and blueprints for the CHRP-KE?

All this information can be found on the knowledge exam page of our site:

<https://www.hrpa.ca/wp-content/uploads/2020/10/Professional-Competency-Framework.pdf>

The blueprints can be found here:

<https://www.hrpa.ca/wp-content/uploads/2021/04/CHRP-KE-Blueprint-branded-for-the-website-2021.pdf>

<https://www.hrpa.ca/wp-content/uploads/2021/05/HRPA-CHRL-KE-Blueprint-Rebranded.pdf>

12. What is the overall score required to pass CHRP-KE?

The score required to pass is not set until after an exam has been written, however if you want to view the pass rates and the previous pass marks you can do so on our knowledge exam page. At the bottom of the page is a chart with this information including our technical reports.

13. How significant do you believe it is to connect the competencies outlined in the Professional Competency Framework to the content?

It is very significant as this framework is the basis for which the knowledge exams are built upon and align to.

14. With a separate exam for HR law, does that mean there will not be many questions about legislation on the CHRP-KE/CHRL-KE?

There are no questions on HR law and/or legislation on the knowledge exams. With the introduction of the law exam in 2017 all those types of questions have been moved to the law exam.

15. Do the exams include, "which is most right, or which is most wrong" type of questions?

There will be no questions of this nature in our exams. We also do not use negative wording, double negatives.

16. I did my HR course 10 years ago, but I am struggling to start again with all the learning. Does HRPA offer any courses that help to restart studying again?

HRPA does offer prep products that contain a content review through

Captus Press, however this product is not designed to re-teach you the material. All our exam prep resources can be found here:
<https://www.hrpa.ca/designations/exams-prep-programs/>.

17. Can we leave questions blank if we are not sure of the answer without any penalty?

Yes, you can leave questions blank, there is no penalty for incorrect responses so if you leave a question blank, although we do encourage you to answer all questions on the exam.

18. Once you answer a question, can you go back to change the answer or is your answer submitted?

If you are still within the section and have not submitted your responses, you can go back and review questions and change your responses.

19. Will we know which questions we answered incorrectly after the exam has been marked?

No, this information is not shared with you, as it would compromise exam confidentiality.

20. When do we get the exam results, and can we retake the exam within the same testing window?

The exam results are released approximately three weeks from the end of the testing window. No, you cannot re-take the exam within the same testing window.

21. Where are the Prometric test centres located?

Please consult the prometric website for this information.

<https://www.prometric.com/test-takers/search/hrpa>

22. To clarify, do we pass or fail solely on the pass rate threshold, not weighted against (curved) our peers?

High stakes credentialing exams do not bell curve, and so therefore HRPA does not bell curve any of its certification exams. You are required to meet the threshold or the established pass mark to pass the exam.



23. Are there any breaks included while writing the exam to go and use the bathroom? Are we allowed to have a water bottle or go grab a snack during the exam?

The exam is divided into 2 content sections and there is one fifteen-minute break between the two sections. You can go to the washroom and grab a snack during this break. You are permitted water in a clear glass or bottle if testing remotely. You are not permitted food in the room you are taking your exam, nor are you allowed to eat on your break in front of the camera, you must exit the room you are taking your exam if you want to grab a snack.

24. While writing the exam, will we be aware of which section we are in? For example, will we know if the next 15 questions are specific to the Recruitment and Selection functional area?

No, the exam is not divided into functional areas. All nine functional area questions are scattered randomly throughout the exam.

25. There are test centres in the US that are closer to me than ones in Ontario. Can you foresee any issues with writing my exam in the US?

There are no issues with you taking an exam in the US, if you have no issues crossing the border.

26. What are testing (non-scored items) questions?

These questions are scattered randomly through the exam and are non-scored and are used to gather statistics on well they perform to be used on future forms of the exam.

27. Will we be alerted by the examiner regarding the time counting down? Are we permitted to bring our own watch?

You are not permitted to bring a watch, and there will be a timer that counts down built into the exam platform. You are also given 30, 15, 5-minute warnings so you can manage your time accordingly.

28. Do I have to bring my own laptop if I decide to write my exam at a test centre, or am I given a paper-based exam? What happens if I arrive on time, but the examiner arrives late to the test centre?

If you are testing in-person, you are not required to bring your own

laptop. The test centres will have a computer for you to use and to take your exam. The test centres do not open late, and there will be no issue with you taking your exam at the time that you have scheduled.