



March 31, 2025, Vol. 9, Issue 46

2025 Renewal

We're thrilled to announce that the HRPAs renewal period is opening on April 1, 2025, and will run until May 31, 2025. Your new registration year begins on June 1, 2025, so now's the perfect time to renew and continue enjoying all the benefits of your HRPAs registration.

Expect an email in early April with instructions for completing your renewal. If you have any questions about renewal, please email renewal@hrpa.ca – we're happy to help!

Are you required to submit your CPD log by May 31, 2025?

Check your Dashboard to see if your Continuing Professional Development (CPD) log is due by May 31, 2025. If it is, submit your log online through your Dashboard on or before May 31, 2025.

Each year, three percent of registrants who have a CPD log submission due are randomly selected for a CPD audit. If you were selected for an audit this year, the HRPAs sent an email on March 20, 2025, to the email address that is listed under your contact information in your Dashboard.

The Continuing Professional Development [section of our website](#) provides detailed information about the CPD requirement, CPD log submission requirement, and CPD audit response requirement. These requirements only apply to members with an HRPAs designation (CHRP, CHRL, or CHRE).

Professional Liability Insurance

If you are currently providing human resource services on an independent basis, you are required, on an annual basis, to [submit](#) your professional liability insurance information to the HRPA.

You are also required to submit new or revised information when you do any of the following:

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

Further information on the professional liability insurance requirement is available in the HRPA's [Professional Liability Insurance Guidebook](#).

Governance Updates

SAVE THE DATE: Annual Meeting on May 22 from 1:00 – 2:00 pm

The Annual Meeting is an important event for eligible members (those with a CHRP, CHRL, or CHRE designation). Hear directly from the Board Chair and CEO about plans for 2025 and beyond and have your voice heard by voting on important proposals.

This year's Annual Meeting will be held virtually and will take place on May 22, 2025. More information, including meeting materials, procedures, and details on how to register, will be provided closer to the date.

Results of the HRPA Board Election

We are pleased to share the results of our 2025 Board of Directors election, which officially closed on February 21. Thank you to all the candidates who put their names forward and those who participated in the election process.

Welcome to:

- **Morgan Bello, MIR, MBA, CHRP, C. Med.**
- **Alison Staples, CHRE, MBA, Prosci®, CCIP**

Each of our new Board members brings a wealth of professional experience and expertise. These visionary leaders will be pivotal in fostering a growth mindset, introducing diverse perspectives, and driving innovative ideas. They will provide strategic direction while ensuring robust oversight of the regulation and governance of the human resources profession in the public interest.

Their terms will begin at the Annual Meeting on **May 22, 2025**.

To view the Directors' biographies, please visit [HRPA 2025 Board of Directors - HRPAs](#).

Tips for Registrants

The importance of reflecting before speaking

Communication issues are a common cause of regulatory complaints in many professions. In our last newsletter, we offered some tips to consider when engaging in written communication. In this newsletter, we are focusing on spoken communication, and the importance of the adage "think before you speak."

Spoken communication carries both risks and benefits as compared with written communication, and remaining attuned to your options while in a conversation can help you avoid common pitfalls.

There are a number of ways that spoken communication can be an area of risk for an HR professional. For example, a professional could

- succumb to pressure to respond to a question without taking the time to do the necessary research;
- become ensnared in an angry dispute;
- inadvertently use language that is considered discriminatory; or
- fail to realize that someone is able to overhear a confidential discussion about an employee.

Specific tips you may wish to consider when engaging in spoken communication include the following:

- When asked for information, take the time to do the necessary research, even in the face of a request to provide an immediate response.
- Avoid being pressured by the speed of a conversation. While spoken communication is by its nature faster than written communication, consider slowing down your own pace of speech or pausing to ensure you have time to reflect before responding.
- Stay positive and avoid matching someone else's negative tone with your own negative tone. It is better to politely suggest that a conversation continue at a later time or date than to allow yourself to become part of a confrontational interaction.
- Stay up to date on changes in language and ensure your word choices are respectful.
- Be mindful of your surroundings and ensure that you take the necessary steps to keep confidential conversations private.

If you do become involved in a challenging communication, document important elements in writing and save your notes in a systematic way so that you can find them if needed. For example, you may want to capture what was said, by whom, to whom, when, why, where, and how.

Taking the time to pause and reflect when communicating will help you maintain your professionalism and ensure clear, thoughtful, and accurate communication. For detail on the rules of professional conduct that apply to registered HR professionals, review the [Code of Ethics and Rules of Professional Conduct](#) as well as the [Practice Standards](#).

Designation Exams

For those seeking to achieve their designation, the 2025 exam schedule and registration links are available.

- [Click here](#) for the **2025 CHRP and CHRL Knowledge Exams Schedule**
- [Click here](#) for the **2025 CHRP and CHRL Employment Law Exams Schedule**

HRPA Practice Exams

Are you getting ready to write exams for your HRPA designation in 2025? You're on the right track! An HRPA designation carries value and sets you apart, equipping you to learn more, earn more, and advance your career.

If you're writing the **CHRP** or **CHRL Knowledge Exam**, we offer **fully-calibrated practice exams** – with real questions from past exams!

[Register Today!](#)

Professional Conduct

We are committed to promoting and protecting the public interest by governing and regulating the practice of members and students registered with the HRPA 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.

Registrants are reminded to periodically review the following documents and to abide by all requirements in these documents:

[By-laws](#)

[Practice Standard: Conducting Workplace Investigations](#)

[Practice Standard: Addressing Workplace Violence, Including Domestic Violence](#)

[Practice Guidelines](#)

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

The Complaints Committee received 13 referrals and issued 8 decisions in the first quarter of 2025. Complaint matters are not posted on the HRPAs 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 practise under the spirit and rule of relevant laws and regulations, including the HRPAs [Code of Ethics and Rules of Professional Conduct](#);
- Failing to abide by the HRPAs Practice Standard: Conducting Workplace Investigations;
- Retaliating or condoning retaliation or reprisal against employees for exercising their rights under applicable employment standards, occupational health and safety, or human rights legislation, including their right to file a complaint or grievance, report serious misconduct in good faith, participate in an investigation, or question a registrant's practices;
- Failing to promote and maintain a healthy, safe and inclusive workplace;
- Engaging in or condoning acts of harassment, intimidation, discrimination, or physical or psychological violence.
- Failing to develop, administer, and advocate for policies and procedures that foster fair, consistent, inclusive, and equitable treatment for all; and
- Practising or performing HR-related services, acts, or responsibilities under conditions or in situations that could impair the dignity of the profession or the quality of services provided.

Need Assistance?

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