

# Fair Registration Practices Report

## Human Resources Professionals (2016)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

## Index

1. [Qualitative Information](#)
2. [Quantitative Information](#)
3. [Submission](#)

## 1. Qualitative Information

### a) Requirements for registration, including acceptable alternatives

#### i. Describe any improvements / changes implemented in the last year.

HRPA amended its By-laws to combine the General membership category with the Practitioner membership category. The rationale for the decision was straightforward enough—with the 2014 changes to the designation framework, the distinction between ‘general’ members and ‘practitioner’ members no longer had any relevance. Indeed, ‘general’ members and ‘practitioner’ members had exactly the same duties and obligations and the same privileges. The fees for both categories was also the same. As such, combining the categories made the most sense.

#### ii. Describe the impact of the improvements / changes on applicants.

It is easier for applicants to determine which membership category is applicable to them. Having a separate General and Practitioner membership category was confusing to new registrants since there were no obvious difference with respect to the requirements for each category.

#### iii. Describe the impact of the improvements / changes on your organization.

The registration process has become more streamlined. Rather than having two membership categories fulfilling the same function, by combining the General and Practitioner membership category we ensured that going forward each of our membership categories is clearly defined and has its own specific set of requirements.

### b) Assessment of qualifications

#### i. Describe any improvements / changes implemented in the last year.

HRPA added the following requirements to the process for obtaining the Certified Human Resources Professional (CHRP) in 2016:

1. CHRP Employment Law Exam

## 2. Job Ready Program

The CHRP Employment Law Exam is a situation-based multiple choice exam, consisting of about 100 questions, solely focused on employment law in Ontario. Completion of the CHRP Employment Law Exam follows successful completion of the Comprehensive Knowledge Exam 1 (CKE 1), which does not include an employment law component.

The Job Ready Program is the last step to obtain the CHRP and follows successful completion of the CHRP Employment Law Exam. It consists of about four hours worth of online modules and required readings, including the *Registered Human Resources Professionals Act, 2013*, the HSPA By-laws and the Code of Conduct. All that is required to pass the Job Ready Program is to complete it.

HSPA added the following requirement to the process for obtaining the Certified Human Resources Leader (CHRL) designation in 2016:

### 1. CHRL Employment Law Exam

The CHRL Employment Law Exam is a situation-based multiple choice exam, consisting of about 100 questions, solely focused on employment law in Ontario. Completion of the CHRL Employment Law Exam follows successful completion of the Comprehensive Knowledge Exam 2 (CKE 2), which does not include an employment law component.

Because it is a higher level exam, the CHRL Employment Law Exam can be used towards meeting the employment law exam requirement for the CHRP as well as the CHRL.

HSPA has also moved into online testing. The Comprehensive Knowledge Exam 1 (CKE 1), the Comprehensive Knowledge Exam 2 (CKE 2), the CHRP and the CHRL Employment Law Exams are now all offered as online exams in testing centers around the world.

With respect to the Certified Human Resources Executive (CHRE) designation, HSPA changed the process as follows:

1. Removed the initial review. Previously, an applicant who had successfully completed the CHRE online self-assessment had to submit a resume and organizational chart for their most senior HR position to a panel of the CHRE Review Committee for review. Only applicants who passed the initial review were permitted to submit a Phase II Written Application for the CHRE.

2. Added a step whereby all Phase II Written Applications are first reviewed by an organizational psychologist before being submitted to a CHRE Review Panel. The assessment report from the organizational psychologist is provided to the CHRE Review Panel as part of the application, but the final determination is up to the panel. Unsuccessful applicants are provided with the assessment report from the organizational psychologist as part of their result letter.

## ii. Describe the impact of the improvements / changes on applicants.

The CHRP Employment Law Exam was added to the requirements for the CHRP to ensure designated members have a basic knowledge and understanding of employment law in Ontario. This was not a component that was previously tested as part of the Comprehensive Knowledge Exam 1 (CKE 1) but is essential for HR professionals. The cost for the exam is \$200 plus HST and there is currently no limit on the number of times the exam can be attempted.

The purpose of the Job Ready Program is to ensure applicants for the CHRP understand their professional and ethical obligations, as well as to ensure they are familiar with the *Registered Human Resources Professionals Act, 2013*, the HSPA By-laws and the Rules of Professional Conduct. It is offered free of charge.

Adding two additional requirements to the process for obtaining the CHRP means that the process takes slightly longer to complete. To offset the additional time, HSPA has moved to offer all of its exams three times per year rather

than twice. Also, access to the Job Ready Program is provided to all applicants who successfully passed the CHRP Employment Law Exam as part of their result letter. This guarantees they have immediate access to the Job Ready Program and can complete the process for the CHRP designation on the same day they receive their pass results for the CHRP Employment Law Exam.

The CHRL Employment Law Exam was added to the requirements for the CHRL to ensure designated members have a basic knowledge and understanding of employment law in Ontario. This was not a component that was previously tested as part of the Comprehensive Knowledge Exam 2 (CKE 2) but is essential for HR professionals. The cost for the exam is \$200 plus HST and there is currently no limit on the number of times the exam can be attempted. Because it is a higher level exam, the CHRL Employment Law Exam can be used to meet the employment law exam requirement for the CHRP. As such, all successful applicants are provided with access to the Job Ready Program for the CHRP designation as part of their CHRL Employment Law Exam result letter. This allows them to obtain the CHRP while continuing their pursuit of the CHRL if they wish.

Adding an additional requirement to the process for obtaining the CHRL means that the process takes slightly longer to complete. To offset the additional time, HRPA has moved to offer all of its exams three times per year rather than twice.

Moving the Comprehensive Knowledge Exam 1 (CKE 1), the Comprehensive Knowledge Exam 2 (CKE 2), the CHRP and the CHRL Employment Law Exams online has a variety of advantages for applicants:

1. The exams are now offered three times a year rather than twice.
2. The exams are now offered over two week windows for each sitting, rather than on a single Saturday, allowing applicants more flexibility regarding the date and time they would like to write the exam on.
3. Our vendor has exam sites set up around the world, meaning the process for applicants to write outside of Canada is much simpler. Previously, applicants had to make their own arrangements if they wanted to write an exam in another country and carry the additional costs associated with booking an exam location and hiring a proctor. Now the set-up is being handled through our vendor the same way as registration for one of the exams within Ontario and there are no additional costs for the applicant.

With respect to the CHRE process, removing the initial review has streamlined the process and applications are being reviewed more quickly. Furthermore, providing unsuccessful applicants with a copy of the assessment report from the organizational psychologist allows them to gain a better understanding of where their experience falls short of the CHRE requirements.

**iii. Describe the impact of the improvements / changes on your organization.**

HRPA is now administering four separate exams. Each exam is offered three times a year within two-week windows. HRPA now also administers the Job Ready Program and liaises with an organizational psychologist to ensure CHRE applications are reviewed in a speedy manner.

**c) Provision of timely decisions, responses, and reasons**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

#### **d) Fees**

##### **i. Describe any improvements / changes implemented in the last year.**

HRPA's registration fees were raised an average of \$4 annually for new registrants within Ontario. For new registrants residing outside of Ontario the fees were raised an average of \$2 annually. The fees for new registrants residing outside of Ontario are slightly lower since they do not belong to a Chapter and won't be able to take advantage of Chapter offerings, such as events, etc. Overall, there are five membership categories (Practitioner, Allied Professional, CHRP, CHRL and CHRE member) plus a student registration category. While there is no separate category for IEPs, there is a separate price level they are eligible for their first year of membership. For IEPs, the fees were raised from \$149.00 to \$150.49 for new registrants within Ontario and from \$84.49 to \$85.33 for new registrants residing outside of Ontario.

With respect to the employment law exams, the fee for the CHRP Employment Law Exam and the CHRL Employment Law Exam is \$200 plus tax.

##### **ii. Describe the impact of the improvements / changes on applicants.**

New registrants joining HRPAs had to pay a slightly higher fee to sign up for their initial registration.

Applicants pursuing the CHRP and/or the CHRL designation had to pay \$200 plus HST to write the CHRP Employment Law Exam or the CHRL Employment Law Exam.

##### **iii. Describe the impact of the improvements / changes on your organization.**

The raise in registration fees did not have a significant impact on HRPAs. The fees for the CHRP Employment Law Exam and the CHRL Employment Law Exam are based on a cost-recovery basis.

#### **e) Timelines**

##### **i. Describe any improvements / changes implemented in the last year.**

By moving the Comprehensive Knowledge Exam 1 (CKE 1), Comprehensive Knowledge Exam 2 (CKE 2), CHRP Employment Law Exam and CHRL Employment Law Exam online HRPAs was able to extend the registration window for the exams. Previously, the registration deadline for any of these exams was set two months before the actual exam date. Applicants can now register for any of these exams, provided they have been deemed eligible, up to and including the first day of the two-week exam window. To accommodate the longer registration window for CKE 1 and CKE 2, HRPAs has reduced the time it takes to review and assess transcripts from about four weeks to two to four days to confirm applicants have met the coursework requirement and are eligible to write either CKE 1 or CKE 2.

##### **ii. Describe the impact of the improvements / changes on applicants.**

Applicants have more flexibility with respect to registering for an exam and are less likely to miss an important registration deadline. They are also informed much more quickly if there is an issue with their transcript (i.e. if a required course is missing, etc.) that affects their ability to write either the Comprehensive Knowledge Exam 1 (CKE 1) or the Comprehensive Knowledge Exam 2 (CKE 2).

##### **iii. Describe the impact of the improvements / changes on your organization.**

HRPA hired an Exam Coordinator to ensure transcripts can be assessed within the shorter timeframe.

**f) Policies, procedures and/or processes, including by-laws**

**i. Describe any improvements / changes implemented in the last year.**

HRPA amended its By-laws to bring them in line with the *Registered Human Resources Professionals Act, 2013*. The following changes were made:

- Enabling the implementation of the bankruptcy and insolvency sections of the Act
- Registration of firms
- Changes to make By-laws consistent with Ontario Regulation 55/16
- Publication of information in regards to discipline and review proceedings
- Amendment to appeal proceeding to allow for disposition without a hearing in some cases
- Amendments to the governance complaints process
- Amalgamation of Practitioner and General member categories
- Consequential amendments to register
- Updated terms of reference for regulatory decision making and adjudicative committees
- Clean-up of HRPA Code of Conduct for Board Directors, Committee Members, and Officers
- Regulatory Newsletter
- Re-ordering the By-laws to follow the same order as the Act
- Eliminating redundancies between the Act and By-laws
- Amendments to the mandatory self-reporting obligations
- By-law enabling practice inspections
- Clarifications to the professional liability insurance by-law
- Continuing Professional Development by-law

The Office of the Registrar also implemented a new Communications Policy.

**ii. Describe the impact of the improvements / changes on applicants.**

The By-laws are more comprehensive and detailed and more clearly set out an applicant's rights and obligations.

The Communications Policy provides valuable information about how HRPA communicates with applicants and registrants.

**iii. Describe the impact of the improvements / changes on your organization.**

The By-laws are more comprehensive and detailed and more clearly set out an applicant's rights and obligations.

The Communications Policy provides valuable information about how HRPA communicates with applicants and registrants.

**g) Resources for applicants**

**i. Describe any improvements / changes implemented in the last year.**

HRPA revised the Guides for the CHRP and CHRL designations, as well as the Guide for Internationally Educated Professionals and the Guide to Continuing Professional Development.

**ii. Describe the impact of the improvements / changes on applicants.**

The revised Guides allow applicants to more easily access important information regarding obtaining and maintaining a designation.

**iii. Describe the impact of the improvements / changes on your organization.**

The revised Guides function as a good resource to provide to applicants and assist them with their pursuit of a designation.

**h) Review or appeal processes**

**i. Describe any improvements / changes implemented in the last year.**

Based on legal advice, HRPAs revised its By-laws to allow appeals to proceed either via a review or via a hearing depending on the process by which the original decision was made. Only decisions made via a hearing by the Discipline Committee, the Capacity Committee or the Review Committee are subject to hearings upon an appeal. Decisions made by all other committees or the Registrar will be handled via reviews based upon written submissions by the Appellant and HRPAs.

**ii. Describe the impact of the improvements / changes on applicants.**

The appeals process is more efficient since hearings will only be required if the decision being appealed was made via a hearing by the Discipline Committee, the Capacity Committee or the Review Committee. Also, since the review process is less formalized it is less daunting for appellants and does not require them to take time off from work or school to participate in an appeal.

**iii. Describe the impact of the improvements / changes on your organization.**

The appeals process is more efficient since hearings will only be required if the decision being appealed was made via a hearing by the Discipline Committee, the Capacity Committee or the Review Committee.

**i) Access to applicant records**

**i. Describe any improvements / changes implemented in the last year.**

While our access provisions did not change, HRPAs added information to its website regarding the different ways in which applicants as well as registrants can access their records.

**ii. Describe the impact of the improvements / changes on applicants.**

Applicants and registrants are more easily able to find information regarding how they can gain access to their records.

**iii. Describe the impact of the improvements / changes on your organization.**

Adding information regarding access to records to its website allows HRPAs to be more transparent with respect to how applicants and registrants can access information held by HRPAs.

**j) Training and resources for registration staff, Council, and committee members**

**i. Describe any improvements / changes implemented in the last year.**

HRPA updated two of its training modules for committee members and required all regulatory decision-making and

adjudicative committee members to review the updated modules:

- Professional regulation at HRP
- Introduction to regulatory decision-making and adjudication

**ii. Describe the impact of the improvements / changes on applicants.**

Committee members are properly trained with respect to professional regulation and regulatory decision-making and adjudication.

**iii. Describe the impact of the improvements / changes on your organization.**

Committee members are properly trained with respect to professional regulation and regulatory decision-making and adjudication.

**k) Mutual recognition agreements**

**i. Describe any improvements / changes implemented in the last year.**

HRPA will recognize a CPHR designation granted in another province as equivalent to a CHRP in Ontario as long as the applicant:

1. Successfully completed the NKE
2. Holds a Degree
3. Has met the validation of experience requirement (3 years of professional level HR experience)

**ii. Describe the impact of the improvements / changes on applicants.**

Applicants who obtained the CPHR in another province but have relocated to Ontario are able to gain a designation in Ontario by having their CPHR recognized as a CHRP by HRP if they meet the requirements.

**iii. Describe the impact of the improvements / changes on your organization.**

Applicants who obtained the CPHR in another province but have relocated to Ontario are able to gain a designation in Ontario by having their CPHR recognized as a CHRP by HRP if they meet the requirements.

**l) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

In 2016, HRP began issuing its *Regulatory Affairs* newsletter on a quarterly basis. As set out in the By-laws, the Regulatory newsletter shall include but is not limited to:

1. Notices of annual meetings;
2. Election results; and
3. All information as set out in Section 13.08 and Section 13.13 with respect to discipline or review proceedings. Where there is a dissenting opinion prepared by a member of the panel and the decision, finding or order of the Discipline Committee or the Review Committee is to be published, in detail or summary, any publication will include the dissenting opinion.

**ii. Describe the impact of the improvements / changes on applicants.**

The *Regulatory Affairs* newsletter functions as an official communication vehicle to convey important information including legal notice where such notice is required by by-law. It is also a valuable resource for applicants and registrants with respect to any important policy changes that may affect them.

**iii. Describe the impact of the improvements / changes on your organization.**

The *Regulatory Affairs* newsletter functions as an official communication vehicle to convey important information including legal notice where such notice is required by by-law. It provides another opportunity for HRPAs to ensure applicants and members are provided with important information regarding all regulatory matters at HRPAs.

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

Ontario Regulation 55/16 came into force on July 1, 2016. This Regulation sets out the list of protected titles and initials under the Act and now includes the Certified Human Resources Leader (CHRL) designation and the Certified Human Resources Executive (CHRE) designation.

[BACK TO INDEX](#)

## 2. Quantitative Information

### a) Languages

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No

Other (please specify)

Additional comments:

### b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	208
Female	1198
None of the above	0

Additional comments:

For the purpose of this section, applicants are defined as members or student registrants who registered to write either the Comprehensive Knowledge Exam 1 (CKE 1) or the Comprehensive Knowledge Exam 2 (CKE 2) in 2016 as part of the process to obtain either the Certified Human Resources Professional (CHRP) or the Certified Human Resources Leader (CHRL) designation. Applicants registered to write one of the exams in June 2016 were asked to complete a pre-exam survey, but the survey was not mandatory. Out of 1075 writers 729 filled out this survey but not all completed the question related to gender. Only applicants who identified their gender as part of the pre-exam survey for the June 2016 exams have been included in the table above. For the November exam, we updated the registration process to include demographic data such as gender, whether the applicants were IEPs, how they qualified for the exam, etc. rather than utilizing a pre-exam survey. Since these questions

were part of the registration process, we have data for all of the 741 members and student registrants who wrote CKE 1 or CKE 2 in November 2016.

**c) Gender of members**

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	0
Female	0
None of the above	0

**Additional comments:**

Members or student registrants are not asked as part of the registration process to identify their gender. As such, this data is not available for members or student registrants.

**d) Jurisdiction where applicants obtained their initial education**

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			India 21		
			U.K. 16		
			Pakistan 4		
			China 3		
			United Arab Emirates 3		
			Syrian Arab Republic 1		
			Philippines 1		
			Romania 1		
			Brazil 1		
1441	51	7	Colombia 1	0	1558
			Sri Lanka 1		
			Uzbekistan 1		
			Lebanon 1		
			S Arabia 1		
			Viet Nam 1		
			Australia 1		
			Korea, Republic Of 1		
			Total 59		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

Because there are no training or educational requirements for registration with HRP A and because it is possible to be certified by HRP A without any discipline-specific training, HRP A does not necessarily know the country in which certificate holders were initially trained in the profession or, indeed, if they had any profession-specific training in their country of origin.

As part of the exam registration process, applicants are asked to self-identify whether they are internationally educated professionals or not during the completion of a voluntary pre-exam survey. Here, internationally educated professional is defined as "an individual whose main educational experience occurred outside of Canada". However, 'main educational experience' could refer to any educational experience not only training in the profession. Applicants who identify as internationally educated professionals may not have had any discipline-specific training in their country of origin. Furthermore, applicants who identify as internationally educated professionals may have completed discipline-specific training within Canada.

As part of the exam registration process applicants are also asked to indicate where they received their profession-specific training. However, the HRP A coursework requirement is met on a course-by-course basis, which means that training may have been across multiple academic institutions in multiple jurisdictions. Similarly, applicants applying via the Alternate Route for meeting the coursework requirement may have experience or training from multiple jurisdictions as well. Applicants are asked to identify the jurisdiction in which they completed their profession-specific training only when 75% or more of their profession-specific training was from the same jurisdiction.

In 2016, 1817 applicants wrote CKE 1 and CKE 2, of these 155 self-identified as internationally educated professionals. Not all of these self-identified internationally educated professionals used their foreign credentials to qualify for the exam. Of those self-identified internationally educated professionals who used their foreign credentials to qualify for the exam, the breakdown is as shown above.

The breakdown also includes any applicants who used experience gained outside of Ontario to qualify for the Certified Human Resources Executive (CHRE) designation, as well as applicants who obtained a designation in one of the other provinces and had their designation recognized in Ontario in 2016.

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
0	0	0	n/a 0 Total 0	0	0

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

Because (1) registration does not require any training in the profession and (2) it is possible in some cases to be granted use of the protected title or professional designation in Ontario by HRP A without any discipline-specific training, HRP A does not know in many cases in which countries its registrants were initially trained in the profession or even if a given registrant has any training in the profession.

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
0	0	0	n/a 0 Total 0	14719	14719

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

Because (1) registrants do not require any training in the profession and (2) it is possible in some cases to be granted use of the protected title or professional designation in Ontario by HRP A without any discipline-specific training, HRP A does not know in many cases in which countries its registrants were initially trained in the profession or even if a given registrant has any training in the profession.

At the end of 2016 HRP A had 14,719 designated members, as well as 5789 undesignated members and 2861 student registrants.

Please note that a member may hold more than one designation. For example, a member may have been granted both the CHRL and the CHRE. For the total number of designated members, members were only counted once regardless of whether they hold more than one designation.

The breakdown of the total number of designations granted is as follows. The total number of designations granted is slightly higher than the total number of designated members because members may hold multiple designations:

CHRP and CHRP (retired): 14,309

CHRL and CHRL (retired): 9,460

CHRE and CHRE (retired): 254

HRP A also has 6 members who were granted the honorary title Fellow of the Human Resources Professionals Association (FHRP A)

With respect to non-designated members, they fall within the following categories:

Practitioner members: 5,572

Allied Professionals: 217

**g) Applications processed**

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	1441	51	7	59	0	<b>1558</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	0	0	0	0	0	<b>0</b>

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

There are a number of factors which make the table above difficult to complete:

1. At HRPAs, individuals can become registrants without pursuing certification.
2. HRPAs offer three designations, each with their own requirements.
3. HRPAs recognize designations granted in another province, provided that the applicant successfully passed the National Knowledge Exam (NKE), holds a degree and has met the validation of experience requirement (3 years of professional level HR experience). As part of this process, applicants are not required to submit information regarding their professional training.
4. Individuals pursuing certification with HRPAs do not have to declare that they are pursuing certification. For applicants pursuing the CHRP or the CHRL they usually don't declare that they are pursuing certification until they decide to write either the Comprehensive Knowledge Exam 1 (CKE 1) or the Comprehensive Knowledge Exam 2 (CKE 2). Also, there is no mechanism in place whereby individuals who have written the exam need to reconfirm whether they are still actively pursuing the designation.
5. Exam results are valid for 10 years. This means applicants have 10 years in which to complete other outstanding requirements (such as the experience requirements for the CHRL). Applicants can go 'dormant' for 10 years.
6. The experience requirement has a duration of three years. Even applicants who are actively engaged in pursuing the CHRL designation would not necessarily have any reason to have contact with HRPAs in regards to their pursuit of the designation for long periods of time.
7. Applicants may qualify to write CKE 1 or CKE 2 for the CHRP or the CHRL without any formal training in the profession. Indeed, applicants with formal training in human resources could still choose to qualify to write the exam on the basis of experience. As a result, for many applicants, HRPAs do not know whether they have formal training in the profession or where this training was completed.
8. Applicants who meet all of the requirements for the CHRP or the CHRL designations are automatically certified (they are already members). It is not possible for applicants who have met all requirements for the CHRP or the CHRL not to be certified.
9. For the CHRE, the process starts with an online self-assessment. The results are valid indefinitely so it can be difficult to determine at any given time if applicants are still actively pursuing the designation.
10. Membership is not required to pursue the CHRE until the applicant has passed all the steps of the application process. Membership is required though before the designation can be granted.
11. HRPAs do not have alternative classes of license or certification.

The data in the table above is based upon the following parameters:

1. In 2016, 1817 applicants wrote the exam for the CHRP and/or the CHRL, of these 155 self-identified as internationally educated professionals as part of a voluntary pre-exam survey for the June sitting of the exams and as part of the exam registration process for the November sitting of the exams. Not all of these 155 self-identified internationally educated professionals used their foreign credentials to qualify for the exam. Those

self-identified internationally educated professionals who used their foreign credentials to qualify to write the exam are included above.

2. In 2016, 47 applicants applied for the CHRE. Of those, 11 used foreign credentials to qualify. As part of the application process they were required to submit a resume which was used to determine where they completed their professional training and the data was included above.

3. In 2016, HRPA recognized the CHRP or CHRL designation of 38 applicants who obtained a designation in a different province and the data was included above.

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	Certified Human Resources Professional (CHRP)	<p style="text-align: center;"><b>Description (a)</b></p> <p>The Certified Human Resources Professional (CHRP) is the entry level designation. Human Resources professionals at entry level act in roles that are mostly administrative in nature, such as a contributing role in a larger HR function, or a sole HR practitioner in a small HR function. Individuals at this level would have responsibilities such as supporting HR initiatives, executing tasks passed down from management, and operating at the tactical and transactional levels. They often have titles such as Human Resources Assistant, Staffing Coordinator, Human Resources Clerk, or Human Resources Coordinator.</p> <p>In 2016, to obtain the CHRP applicants had to meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Active HRPA registration in good standing</li> <li>• Successful completion of the coursework requirement</li> <li>• Successful completion of either Comprehensive Knowledge Exam 1 or Comprehensive Knowledge Exam 2               <ul style="list-style-type: none"> <li>• Successful completion of either the CHRP Employment Law exam (Jurisprudence 1) or the CHRL Employment Law exam (Jurisprudence 2)                   <ul style="list-style-type: none"> <li>• Successful completion of the Job Ready Program</li> </ul> </li> </ul> </li> </ul> <p>Once applicants have been granted the CHRP designation, the requirements for maintaining the designation are as follows:</p> <ul style="list-style-type: none"> <li>• Maintain active registration in good standing with HRPA annually</li> </ul>

- Meet the ongoing continuing professional development (CPD) requirement

**Description (b)**

The Certified Human Resources Leader (CHRL) is the professional level designation. Individuals at this level have responsibilities such as, but not limited to, managing projects, programs, and initiatives; implementing plans passed down by senior management; and delegating tasks to entry-level staff. In professional matters, individuals at this level can act independently. Individuals at this level will often have position titles such as Director of HR, Human Resources Manager, Human Resources Generalist, and Human Resources Specialist.

In 2016, to obtain the CHRL applicants had to meet the following requirements:

- Active HRP A registration in good standing
- Successful completion of the coursework requirement
- Successful completion of the Comprehensive Knowledge Exam 2 (CKE 2)
- Successful completion of the CHRL Employment Law exam (Jurisprudence 2)
  - Successful completion of the experience requirement
- Proof of having met the degree requirement

Once applicants have been granted the CHRL designation, the requirements for maintaining the CHRL are as follows:

- Maintain active registration in good standing with HRP A annually
  - Meet the ongoing continuing professional development (CPD) requirement

**b)** Certified Human Resources Leader (CHRL)

**Description (c)**

The CHRE is the executive level designation. HR professionals at the executive level can be found in either specialist or generalist positions but with a high level of experience and responsibility such as leading the HR function in large organizations, developing and executing significant HR projects, working with Board or HR Committees, dealing with executive compensation, and having responsibility for HR strategies in support of long term organizational goals. Typical position titles will be Senior/Executive/Vice

**c)** Certified Human Resources Executive (CHRE)

President HR or CHRO.

In 2016, to obtain the CHRE applicants had to meet the following requirements:

1. Successful completion of the prescribed online self-assessment.
2. Successful completion of the prescribed written application.
3. HRPAs membership in good standing.

Members with the CHRE designation must maintain their membership with HRPAs and must meet the ongoing continuing professional development (CPD) requirement in order to maintain their designation.

**Additional comments:**

HR is not a licensed profession in Ontario. While HRPAs offers three levels of the designations, HR professionals are not required to hold a designation to practice HR in Ontario. Holding a designation is also not a requirement for registering with HRPAs. Applicants can register with HRPAs without holding or pursuing a designation. Both registration with HRPAs as well as the pursuit of one of the designations is completely voluntary.

**i) Reviews and appeals processed**

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	0	0	0	0	19	19
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

**Additional comments:**

New applicants for registration are referred to the Registration Committee only if they answered yes to one of

the good character questions on their registration application. If they answered yes, a staff member from the Office of the Registrar contacts the applicant to request further information and clarification for review by the Registration Committee. In most cases, information regarding the applicant's profession-specific training is not provided as part of that information. As such, it is unknown where the applicants that were referred to the Registration Committee in 2016 obtained their profession-specific training.

Because signing up for registration does not require any training in the profession, where a registrant obtained their profession-specific training is not ground for referral to the Registration Committee.

#### j) Paid staff

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
<b>Total staff employed by the regulatory body</b>	51.8
<b>Staff involved in appeals process</b>	2
<b>Staff involved in registration process</b>	2

#### Additional comments:

The Appeal Committee is supported by a staff member from the Office of the Registrar who functions as the liaison between the Appeal Committee, the Appellant and HRP. The Registrar or a delegate represent HRP during the process.

The Registration Committee is supported by a staff member from the Office of the Registrar who functions as the liaison between the Registration Committee and the applicant. The Registrar or a delegate may provide an opinion to the Registration Committee regarding the possible admission of the applicant, including whether admission should be denied, granted or granted but with limitations.

[BACK TO INDEX](#)

### 3. Submission

**I hereby certify that:**

**Name of individual with authority to sign on behalf of the organization:**

Mara Berger

**Title:**

Associate Registrar

**Date:**

2017/02/24

