



Human Resources
Professionals
Association

HRPA - Alternate Route Application Form – Education, HR Designations & Experience Stream

The HRPAs Alternate Route (Education, HR Designations & Experience Stream) is designed to allow HRPAs members to submit their education, HR designations and previous professional HR experience (can use experience from within the past 10 years) as consideration for eligibility to write the Comprehensive Knowledge Exam (CKE1 or CKE2). Submissions are review by the HRPAs Experience Assessment Committee. Upon successful review, members are then granted permission to write the CKE1 or CKE2 under the Alternate Route provisions. This application can be submitted at any time to HRPAs and will go with the next submission deadline batch (submission deadlines are the last business day of each month). A Transcript Submission Form is not required to be submitted with this application. **To be considered for eligibility to write the next sitting of the CKE1 or CKE2, the application must be submitted approximately three months before the CKE 1 or CKE 2 registration deadline dates.** If you have questions, please contact HRPAs at registrar@hrpa.ca or 1-800-387-1311.

PLEASE NOTE: In order for this application to be considered complete, items must be accompanied by their respective supporting documentation as outlined in SECTION C of this form. Please note that only complete applications will be reviewed.

APPLICATION INFORMATION:

First and Last Name:	
HRPA Member Number (Active membership is required to apply):	
Address:	
Primary Phone Number:	
Email:	

ALTERNATE ROUTE FEE**Application Fee (non-refundable):**

\$500 + HST (\$565.50)

Method of Payment:Cheque Visa MasterCard AMEX **TOTAL:** _____ **HST #R104154273**

Credit Card Number: _____

Expiry Date (MM/YY): _____

Name as it appears on card (please print): _____

DECLARATION

I hereby apply to have my Alternate Route application reviewed for the purposes of meeting HRPAs coursework requirement in the context of HRPAs certification process. I attest that all information on this form or in any supporting documentation is accurate, complete and fairly represents my education. I understand that it is a breach of HRPAs Rules of Professional Conduct to provide false or misleading information.

Signature: _____ **Date (DD/MM/YY):** _____**Send completed form and all supporting documentation to:**

HRPA - Office of the Registrar
150 Bloor Street West, Suite 200
Toronto, ON., M5S 2X9

*All correspondence is sent to your preferred contact information as per the HRPAs membership database. It is the responsibility of each HRPAs member to ensure that their individual member profile is up to date with the most current contact information at all times, including email address. It is also the responsibility of each member to ensure that their email server accepts incoming emails from HRPAs. To update your member profile, log in at www.hrpa.ca.

ALTERNATE ROUTE POINTS SUMMARY

Use the following reference chart to complete the application.

Alternate Route	Points
Other HR-related designation (see Appendix)	10 or 20
Responsibility for overall HR function in a medium to large organization	10/year
Practice in employment law	10/year
Experience at a professional level in HR	5/year
Experience at a managerial level with significant HR responsibilities (51% of time or more)	5/year
Experience as an independent HR consultant	5/year
Experience teaching an HR course at an accredited institution	5/year
Completion of any of the nine required courses in HR	5/course

Please indicate the total number of points you wish to submit for each item in the chart below. **Please note that each position can only be put into ONE of the categories below.** See SECTION D for definition related to “professional-level” experience in HR. Any experience deemed to meet the professional level criteria for the alternate route may be applied towards meeting the 36 months of professional experience required, provided it meets the conditions within the Experience Requirement.

	Category	Points Submitted	Points Approved (Office Use Only)
1.	Other HR-related designation (see APPENDIX A for point calculation summary) – Must be a current holder.		
2.	Responsibility for overall HR function in a medium to large organization. State the position(s) to which you are referring:		
3.	Practice in employment law:		
4.	Experience at a professional level in HR. State the position(s) to which you are referring:		
5.	Experience at a managerial level with significant HR responsibilities (51% of time or more). State the position(s) to which you are referring:		
6.	Experience as an independent HR consultant. State the position(s) to which you are referring:		
7.	Experience teaching an HR course at an accredited institution. Please refer to our ‘School Search Tool’ for a list of current HRPA approved courses.		
8.	Completion of any of the nine required courses in HR. Approved courses can be found using the ‘School Search’ tool on our website. Note that these individual courses must have been taken within the last 10 years and meet the required grade level.		

APPENDIX: OTHER HR-RELATED DESIGNATION POINTS CALCULATION SUMMARY

The following designations are worth 20 points:

- Canadian Payroll Manager (CPM)
- Canadian Registered Safety Professional (CRSP)
- Certified Benefits Professional (CBP)
- Certified Compensation Professional (CCP)
- Certified Employee Benefits Specialist (CEBS)
- Certified Health & Safety Consultant (CHSC)
- Certified Training & Development Professional (CTDP)
- Global Professional in Human Resources (GPHR)
- Human Resource Business Professional (HRBP)
- Human Resource Management Professional (HRMP)
- Professional in Human Resources (PHR)

The following designations are worth 10 points:

- Certified Training Practitioner (CTP)
- Compensation Management Specialist (CMS)
- Global Remuneration Professional (GRP)
- Group Benefits Associates (GBA)
- Payroll Compliance Practitioner (PCP)
- Registered Assessment Specialist (RAS)
- Registered Professional Recruiter (RPR)
- Retirement Plans Associate (RPA)
- Work-Life Certified Professional (WLCP)

Please complete [Certificate of Standing for Alternate Designations](#)

SUPPORTING DOCUMENTATION

The following is a list of required supporting documentation that must be submitted for each of the items listed in the chart above. Please note that in order for this application to be considered complete, supporting documentation must be submitted with this application.

	Alternate Route Category	Required Supporting Documentation
1.	Other HR-related designation (see APPENDIX for point calculation summary) – Must be a current holder.	Proof of current designation must come in the form of an e-mail or letter of good standing sent directly from the organization to HRPA.
2.	Responsibility for overall HR function in a medium to large organization.	The Experience Questionnaire, Job Description and Organizational Chart.
3.	Practice in employment law.	The Experience Questionnaire, Job Description and Organizational Chart.
4.	Experience at a professional level in HR.	The Experience Questionnaire, Job Description and Organizational Chart.
5.	Experience at a managerial level with significant HR responsibilities (51% of time or more).	The Experience Questionnaire, Job Description and Organizational Chart.
6.	Experience as an independent HR consultant.	The HR Consultant/ Contractor Questionnaire, Job Description and Organizational Chart.
7.	Experience teaching an HR course at an accredited institution.	The Experience Questionnaire, Course Syllabus/ Outline and Organizational Chart.
8.	Completion of any of the nine required courses in HR.	An official hard copy original transcript from the educational institution must be submitted with this application. Approved courses can be found using the 'School Search' tool on our website, www.hrpa.ca . Note that these individual courses must have been taken within the last 10 years and meet the required grade level.

CERTIFICATION QUESTIONNAIRE:

For each position you have held, starting with the most recent and moving back in time as far back as is needed, complete the following questions. You are not limited to the space provided and may include your answers in a separate document attached with your application.

Current or most recent position

Position title: _____

Size of the company/ Organization: _____

Company/Organization: _____

Length of Service in Above Position (month/year – month/year): _____

In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services.

NOTES:

- Must be a minimum of 51% to qualify

-HR work does not include: payroll, office/line management on non-HR teams, corporate finance/bookkeeping, business development/marketing).

_____ %

Describe and provide specific examples on the level of independence in your position. What kinds of decisions or actions in professional level HR capacity are you empowered to make?

Describe the type of analysis and interpretation, and the resulting recommendations and/or implementation you are required to do in your position. Please provide specific examples:

Describe the level of your interactions with decision makers and/or stakeholders both within and outside of your organization. Who do you typically interact with? Please provide specific examples:

Describe your professional HR accountabilities. What does your organization hold you accountable for? Please provide specific examples:

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