



Human Resources
Professionals
Association

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

The HRPAs Alternate Route (Education & HR Designations Stream) is designed to allow HRPAs members to submit their education and HR designations as consideration for eligibility to write the Comprehensive Knowledge Exam (CKE). **Individuals who have experience, education and HR designations should apply under the Education and Experience Stream.** Submissions are reviewed by the HRPAs staff. Upon successful review, members are then granted permission to write the CKE1 or CKE2 under the Alternate Route provisions. A Transcript Submission Form is not required to be submitted with this application. **This application can be submitted at any time to HRPAs; however, it must be approved on or before the CKE1 or CKE2 registration deadline in order to be considered as part of the eligibility to write the CKE1 or CKE2.** 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:	

*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
Advanced degree in HR or IR	50
Approved executive program in HR	50
Senior Professional in Human Resources (SPHR) Senior Professional in Human Resources (SPHRi)	50
Chartered Member of CIPD	50
Other HR-related designation	10 or 20
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.

	Category	Points Submitted	Points Approved (Office Use Only)
1.	Advanced degree (Masters level or higher) in HR or IR. Internationally Educated Professionals must have their degree evaluated by a recognized degree credentialing authority prior to submitting their application to HRPA. *Please note the transcript or credential assessment report must indicate a Master's degree or higher in HR or IR or indicate a major/specialty in HR or IR.		
2.	Approved executive program in HR.		
3.	Senior Professional in Human Resources (SPHR) designation – Must be a current holder.		
4.	Chartered Member of CIPD – Must be a current member.		
5.	Other HR-related designation (see APPENDIX for point calculation summary) – Must be a current holder.		
6.	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.		

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.	Advanced degree in HR or IR.	An official hard copy original transcript from the educational institution must be submitted with this application. Internationally Educated Professionals must submit an official hard copy original degree assessment from a recognized credentialing body.
2.	Approved executive program in HR.	The approved executive programs include those offered by the Rotman School of Management (University of Toronto), Sprott School of Business (Carleton University), and Telfer School of Management (University of Ottawa). An official hard copy original transcript from the educational institution must be submitted with this application.
3.	Senior Professional in Human Resources (SPHR) designation – Must be a current holder. Senior Professional in Human Resources- International (SPHRI)	Proof of current certification must come in the form of an email or letter of good standing sent directly from HRCI to HRP.
4.	Chartered Member of CIPD – Must be a current member.	Proof of current Chartered Membership status must come in the form of an email or letter of good standing sent directly from CIPD to HRP.
5.	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 email or letter of good standing sent directly from the organization to HRP.
6.	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.

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

\$55+ HST (\$62.15)

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): _____

SECTION E: 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

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](#)