

# Certification by HRP A: Guide to the Alternate Route

March 2017

This document is intended to provide useful information about the Alternate Route as part of HRP A's certification process. This document is not meant to replace HRP A's Designation Handbook. This document does not provide details of all the policies and procedures that apply to the certification process; it is intended to focus on those aspects that are likely to be of most interest to those who wish to pursue the Alternate Route. For more information about the requirements to earn the CHRP and CHRL designations, please visit the [Regulation and HR Designations section](#) of our website.

## **The Alternate Route to Fulfilling the Coursework Requirement**

HRPA has provided alternate ways of meeting the coursework requirement. These alternate routes are intended for experienced HR professionals or those with advanced education in HR. To provide the greatest flexibility, a points-based system was developed. This system gives points for experience, formal training, coursework and other relevant designations. Fifty points are needed to pass the Alternate Route and meet the coursework requirement to be eligible to write either the CKE1/CKE2 exams.

## **Requirements that can be met through the Alternate Route**

Successful Alternate Route applicants are:

- Deemed to have met the coursework requirement
- Eligible to write the Comprehensive Knowledge Exam 1 (CKE1) or Comprehensive Knowledge Exam 2 (CKE2); depending on which designation you are looking to pursue.

Successful Alternate Route applicants who have a minimum of 3 years of professional level HR experience approved through the Alternate Route are deemed to have also met the experience requirement, which is a requirement in order to pursue the CHRL designation, as well if the experience has occurred within the past 10 years with at least three months experience from within the past two years.

## The Alternate Route: Two Streams

### Stream 1: Education and HR Designations (Academic Stream)

- No adjudication required
- Can be submitted at any time

### Stream 2: Education, HR Designations and/or Experience (Experience Stream)

- Must be reviewed by a panel of the Experience Assessment Committee (adjudication required for the experience component)
- Deadline for submission is the last business day of each month

## Points Breakdown and Supporting Documentation

In filling out the application, one must determine what categories their experience/credentials fall under and then assign the points accordingly. Please note that each item can only fall under **ONE** category. A minimum of 50 points are required to submit the application.

Activity	Points
<p>Advanced degree (Masters level or higher) in Human Resources (HR) or Industrial Relations (IR)</p> <ul style="list-style-type: none"> <li>• The transcript or credential assessment report <i>must</i> indicate a Master’s degree or higher in HR or IR, or indicate a major/specialization in HR or IR.</li> <li>• Internationally Educated Professionals must have their degree evaluated by a recognized degree credentialing authority prior to submitting their application to HRP. Please see appendix for a list of approved credentialing bodies.</li> <li>• An official hard copy original transcript from the educational institution must be submitted with the application. Internationally Educated Professionals must submit an official hard copy original degree assessment from a recognized credentialing body.</li> </ul>	50
<p>Approved executive program in HR</p> <ul style="list-style-type: none"> <li>• Must have been taken within the last 10 years.</li> <li>• 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).</li> <li>• An official hard copy original transcript from the educational institution must be submitted with the application.</li> </ul>	50
<p>Senior Professional in Human Resources (SPHR) or Senior Professional in Human Resources – International (SPHRi)</p> <ul style="list-style-type: none"> <li>• Must be a current holder in good standing.</li> <li>• Proof of current certification must come in the form of an email or letter of good standing sent directly from HRCI to HRP.</li> </ul>	50
<p>Chartered Member of CIPD</p> <ul style="list-style-type: none"> <li>• Must be a current member in good standing.</li> </ul>	50

<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<p>Other HR-related designation (see application for a detailed list)</p> <ul style="list-style-type: none"> <li>• Must be a current holder in good standing.</li> <li>• Proof of current designation must come in the form of an email or letter of good standing sent directly from the organization to HRP.</li> </ul>	10 or 20
<p>Responsibility for overall HR function in a medium to large organization</p> <ul style="list-style-type: none"> <li>• To meet this requirement you would need to be the most senior person in HR for the organization with no other HR employee above you.</li> <li>• A medium organization is 20+ employees.</li> <li>• A large organization is 500+ employees.</li> <li>• Need to submit the questionnaire, job description and org. chart for each position being submitted in this category.</li> </ul>	10/year
<p>Practice in employment law</p> <ul style="list-style-type: none"> <li>• Employment lawyers are able to meet the experience requirement, however, work experience advising clients or conducting litigation is not eligible.</li> <li>• Applied human resources work experience for the law firm or a client, such as conducting labour negotiations or conducting downsizing activities, would be considered. Such activity must comprise at least 51% or more of the applicant's work experience and will be prorated accordingly.</li> <li>• Need to submit the questionnaire, job description and org. chart for each position being submitted in this category.</li> </ul>	10/year
<p>Experience at a professional level in HR</p> <ul style="list-style-type: none"> <li>• Need to submit the questionnaire, job description and org. chart for each position being submitted in this category.</li> </ul>	5/year
<p>Experience as an independent HR consultant</p> <ul style="list-style-type: none"> <li>• Need to submit the questionnaire, job description and org. chart for each position being submitted in this category.</li> </ul>	5/year
<p>Experience teaching an HR course at an accredited college or university</p> <ul style="list-style-type: none"> <li>• Courses taught must be HRP-approved courses (Please refer to the '<a href="#">School Search</a>' tool on our website for a list of current HRP approved courses.), or HR courses taught at an accredited college or university.</li> <li>• If your course and corresponding academic institution are not currently pre-approved, you will need to <a href="#">complete an application</a> through <a href="#">Comparative Education Services</a> to determine if the college or university where you provided HR instruction was accredited at the time you were teaching. Once you have received the report from Comparative Education Services, you will need to send it in along with your application.</li> <li>• Need to submit the questionnaire, job description and org. chart for each position being submitted in this category.</li> <li>• Need to include the course outline for the course taught.</li> </ul>	5/year
<p>Completion of any of the nine required courses in HR</p> <ul style="list-style-type: none"> <li>• Approved courses can be found using the '<a href="#">School Search</a>' tool on our website.</li> <li>• Courses must have been taken within the last 10 years and meet the required grade level (minimum 65%).</li> <li>• An official hard copy original transcript from the educational institution must be submitted with the application.</li> </ul>	5/course

## Criteria for the Alternate Route Experience

Work experience must be in HR at a professional level. International experience is considered the same as Canadian experience, provided it meets the requirements for relevant experience.

### What is professional experience?

In determining whether HR experience is at the professional level, the following factors are taken into consideration:

- Independence of actions — relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience;
- Depth of work requirements — relates to the extent to which work experience requires information analysis and interpretation of relevant information;
- Level of interaction — relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers; and
- Responsibility for work outcome — relates to the level of accountability for work and decisions.

### What is HR experience?

The definition of HR experience is any experience which falls within the scope of practice delineated in HRPA's Rules of Professional Conduct.

The Scope of HR Practice is the creation and implementation of all policies, practices and processes to effectively organize and manage all human capital resources in the workplace in service of the ultimate goal of enhancing business outcomes. Human resources management involves maintaining or changing relations between employees, between employers or between employers and employees.

The Practice of Human Resources Management includes, but is not limited to, one or more of the following:

1. The development and implementation of human resources policies and procedures;
2. Consultation in the area of human resources management;
3. Providing advice to clients, managers and employees in matters pertaining to management of human resources;
4. The representation of clients and organizations in proceedings related to human resources management;
5. Program development and evaluation in the area of human resources management;
6. The supervision of other human resources professionals whether registered or non-registered;

7. Coaching of employees, managers and other individuals in matters relating to work and employment;
8. The conduct of research in the area of human resources management;
9. Teaching in the area of human resources management.

To be credited, fifty-one percent (51%) or more of the position's activities must be in human resources as defined above. Beyond this, time will be credited proportionally. The experience must have occurred within the last 10 years.

Both the Alternate Route and the Validation of Experience give credit for experience. The experience requirements have been harmonized in the sense that the definition and criteria for experience are the same in the Alternate Route and in the Validation of Experience.

For more information about submitting HR experience and the requirements, please review the [Experience Requirement](#) section of HRPA's website.

### **Alternate Route Application Fees and Submission Information**

#### **Stream 1: Education and HR Designations (Academic Stream)**

- No adjudication required (administrative process)
- Can be submitted at any time
- Cost: \$55 +HST (\$62.15)

#### **Stream 2: Education, HR Designations and/or Experience (Experience Stream)**

- Must be reviewed by a panel of the Experience Assessment Committee (adjudication required for the experience component)
- Deadline for submission is the last business day of each month
- Cost: \$500 +HST (\$565.00), non-refundable fee

\*Please refer to our website for more information about submission deadlines to be eligible to write the CKE1 or CKE2 exams.

Applications can be submitted along with payment and all supporting documentation, by mail, fax or email to:

HRPA - Office of the Registrar  
150 Bloor Street West, Suite 200  
Toronto, ON M5S 2X9  
Fax: 416-923-8956  
Email: [registrar@hrpa.ca](mailto:registrar@hrpa.ca)

For more information and to download the Alternate Route application, please visit the [Alternate Route](#) section of our website, [www.hrpa.ca](http://www.hrpa.ca).

## Appendix: Approved Credentialing Bodies

HRPA accepts credential equivalency assessment reports from the credential evaluation agencies and organizations listed below. The agencies and organizations listed below adhere to the General Guiding Principles for Good Practice in the Assessment of Foreign Credentials and the Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications adopted under the 1997 Lisbon Recognition Convention.

### **Comparative Education Service (CES) School of Continuing Studies University of Toronto**

158 St. George Street

Toronto, Ontario M5S 2V8 Canada

Tel.: +1 416 978-2400

Fax: +1 416 978-7022

Email: [learn@utoronto.ca](mailto:learn@utoronto.ca)

Website: <http://learn.utoronto.ca/ces.htm>

### **International Credential Assessment Service of Canada (ICAS)**

Ontario AgriCentre

100 Stone Road West, Suite 303

Guelph, Ontario N1G 5L3 Canada

Tel: +1 519 763-7282

Toll-free: +1 800 321-6021

Fax: +1 519 763-6964

Email: [info@icascanada.ca](mailto:info@icascanada.ca)

Website: <http://www.icascanada.ca/>

### **World Education Services-Canada (WES Canada)**

45 Charles Street East, Suite 700

Toronto, Ontario M4Y 1S2 Canada

Tel.: +1 416 972-0070

Fax: +1 416 972-9004

Toll-free: +1 866 343-0070 (from outside the 416 area code) Email: [ontario@wes.org](mailto:ontario@wes.org)

Website: <http://www.wes.org/ca/>

\*Upon requesting a degree assessment report from WES, an e-report (electronic report) is automatically generated in addition to a hard copy. Once the assessment is complete, HRP A is notified by WES and is able to access the e-report. HRP A will accept the degree assessment in this format instead of requiring applicants to submit the hard copy of the report. The HRP A will also accept hard copy reports from WES.

Please note that this is only an option through WES, and not through CES or ICAS at this time.

For more information on this process, please contact WES directly using the contact information above.