

2017



Human Resources
Professionals
Association

GUIDE TO THE CHRL DESIGNATION

HRPA | OFFICE OF THE REGISTRAR



GUIDE TO THE CHRL

The Human Resources Professionals Association (HRPA) is the regulatory authority for human resource (HR) professionals in Ontario. The overarching objective of HRPA's certification processes is to ensure that HR professionals who are certified by HRPA possess sufficient knowledge and skills to perform important occupational activities at a level of competence that is required to protect the public interest.

There are a number of interests to balance in setting the certification standard. It's important to exclude individuals who are deemed not qualified to do the work, but the standards must not be so strict as to unduly restrain the right of qualified individuals to offer their services to employers or clients.

HRPA's Office of the Registrar is the contact point for all matters relating to certification. Should you have any questions, please contact the [Office of the Registrar](#).

Please note that HR is not a licensed profession in Canada. As such, being a registrant of HRPA and/or holding a designation are not prerequisites for working in HR.

AN OVERVIEW OF HRPA'S CERTIFICATION PROCESSES

HRPA offers three core designations to meet the needs of HR professionals at each level of their career:

| Entry Level | Professional Level | Executive Level |
|--|--|---|
| Certified Human Resources Professional (CHRP) | Certified Human Resources Leader (CHRL) (Formerly the CHRP Designation) | Certified Human Resources Executive (CHRE) (Formerly the SHRP Designation) |

The Certified Human Resources Professional (CHRP) is the entry level designation. Completion of the CHRP requirements confers the right to use the title Certified Human Resources Professional and the right to use the initials CHRP after your name. For more information about this designation, please visit the [CHRP section of our website](#).

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.

Completion of the CHRL requirements confers the right to use the title Certified Human Resources Leader and the right to use the initials CHRL after your name.

The Certified Human Resources Executive (CHRE) is the executive level designation. Completion of the CHRE requirements confers the right to use the title Certified Human Resources Executive and the right to use the initials CHRE after your name. For more information about this designation, please visit the [CHRE section of our website](#).

Use of designation

‘Certified Human Resources Professional’, ‘Certified Human Resources Leader’ and ‘Certified Human Resources Executive’ are protected titles under the *Registered Human Resources Professionals Act, 2013*. It is an offence to use the CHRP, CHRL or CHRE if you are not a designated member of HRP.

CHRL DESIGNATION REQUIREMENTS

The foundation of HRP’s certification framework are the [Registered Human Resources Professionals Act, 2013](#) and the [HRPA By-laws](#).

There are currently six requirements to obtain the CHRL designation:

- Active HRP [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](#)

Most of these requirements are currently interchangeable in sequence, with the exception of the coursework requirement and the exams. You must meet the coursework requirement before you are eligible to write CKE 2. Completing CKE 2 is required before you are eligible to write the CHRL Employment Law exam.

You should also be aware that you do need to be an active registrant before you can officially start the process to obtain the CHRL. While you can take courses, earn a degree or obtain relevant work experience before becoming an active registrant, active registration in good standing is required before you can submit your first transcript, application or sign up for CKE 2.

Please Note: Updates related to the new certification framework means that **additional requirements for the CHRL designation will be added to over the next four years:**

1. Professional program – expected implementation in 2018
2. Final Performance exam – expected implementation in 2018
3. Supervised experience **expected implementation in 2019**
4. **Program accreditation/updated coursework requirement – expected implementation in 2020**

Depending on when you meet the current requirements for the CHRL, additional requirements may apply. Please consult the CHRL section of our website for the most up-to-date information regarding the timing and implementation of the upgraded CHRL requirements or contact the Office of the Registrar..

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

- Maintain your active registration in good standing with HRPAA annually
- Meet the ongoing [continuing professional development \(CPD\) requirement](#)

For an overview of any fees related to a certification requirement, please take a look at the [Office of the Registrar Price List](#).

REGISTRATION REQUIREMENT

In order to obtain and maintain a designation you need to be an active registrant of HRPAA. This requirement follows directly from the *Registered Human Resources Professionals Act, 2013*. Professions require that the regulatory body have ongoing jurisdiction over its registrants. HRPAA registrants are bound by HRPAA's [Rules of Professional Conduct](#) and are subject to discipline by the Association.

HRPAA's registration year runs from June 1 to May 31 each year. Fees are pro-rated, ensuring that new registrants who join throughout the year do not pay for months that have already passed. Please visit the [Member Centre](#) section of our website for more information about types of registration, fees, and to become an active registrant of HRPAA.

In order to be admitted as an active registrant, you must:

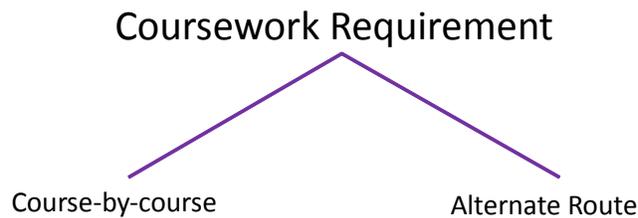
1. Meet the criteria for a category of registration;
2. Complete an application form including questions related to good character;

3. Attest that you have read and agree to abide by the Act, HRPAs By-laws and the Rules of Professional Conduct; and
4. Pay registration dues.

COURSEWORK REQUIREMENT

The purpose of the coursework requirement is to ensure that potential CHRLs have the required discipline-specific knowledge foundation that CHRLs must possess. Formal training requirements are also a fundamental aspect of what it means to be a profession.

While formal training is the best way to acquire foundational knowledge and skills in HR, HRPAs actually offers two ways to meet the coursework requirement for the CHRL: the course-by-course approach or the Alternate Route.



The course-by-course approach to fulfilling the coursework requirement

The course-by-course approach to meeting the coursework requirement consists of successful completion of courses in nine subject areas which form the core curriculum in HR:

- Human Resources Management
- Organizational Behaviour
- Finance and Accounting
- Human Resources Planning
- Occupational Health and Safety
- Training and Development
- Labour Relations
- Recruitment and Selection
- Compensation

There are various ways of getting credit for these nine courses:

- Successful completion of approved courses offered by colleges and universities across Ontario;
- Successful completion of courses offered through HRPAs Online Academic Program;
- Achievement of equivalent score on HRPAs challenge exams; or
- Any combination of the above.

Courses must be completed within 10 years before writing the knowledge exam in order to be considered for eligibility.

HRPA maintains a [School Search Tool](#) which lists all courses that have been approved by HRPA at each school. Individuals may find that the course codes listed in HRPA's list of approved courses do not match their course codes. The list of approved courses includes the most recent information provided to HRPA. The course code may also refer to a course that was approved in the past but is no longer offered by the school. If your course codes do not match the course codes listed on the website, please contact the [Office of the Registrar](#).

Required grades

HRPA requires that an average of 70% or better is achieved across all nine courses with no single course grade below 65%.

Some courses are approved as course combinations due to how a school has structured its courses. This means that more than one course would need to be completed to meet the course requirement for that subject area, which is indicated with a '+' sign in our School Search Tool. Where courses are approved as a course combination, HRPA takes the average of the grades. The average for the course combination needs to be a minimum of 65% to count towards meeting the coursework requirement.

Some schools use letter grades rather than numerical grades. Where letter grades are used, HRPA refers to the numerical range assigned by the school to each letter grade. HRPA will accept the highest numerical value within the assigned range.

Advanced standing/transfer credit granted for previous courses

HRPA accepts advanced standings or transfer credit for courses when they are granted by a school whose HR courses are approved by HRPA. To be accepted, you must forward both an original transcript from the school that granted the exemption and the school where the original course that the exemption was based on was taken.

The original course on which the exemption was based must have been taken within the last 10 years and the grade achieved must be at least 65%.

Credit for non-approved courses

The fact that a course does not appear on HRPA's list of approved courses does not necessarily mean that the course cannot be counted towards the coursework requirement. If you have taken equivalent courses in another jurisdiction, you can apply to have your courses approved by submitting a Course Approval Application form along with the required supporting documentation to HRPA for review by the Academic Standards Committee.

Approval is based on two criteria:

1. That the course has a robust assessment or grading component; and

2. That the content of the course covers 80% or more of the required topics in the standard course template.

You must be a registrant of HRP if you wish to have your course(s) reviewed. Requests for review of courses should be sent to the Office of the Registrar. Individuals who, for legitimate reasons, do not have access to the documentation required in the application should contact HRP's [Office of the Registrar](#).

HRP will only grant approval status to courses offered by accredited educational institutions. The criteria that must be met for a course to be approved are available on the [Course Approval section of our website](#).

HRP's Online Academic Program

HRP's Online Academic Program provides the courses required to meet the coursework requirement in a convenient, online format. Please note that HRP is not an educational institution and we will not be able to grant you a diploma or certificate in HR upon completion of the courses via the Online Academic Program. For more information please visit the [Online Academic Program section of our website](#).

Challenge exams

For the purposes of meeting HRP's coursework requirement, an alternative to specific course requirements are the challenge exams. Challenge exams are similar to a final exam in the subject. They enable you to achieve credit in a required subject area without completing or re-taking a full academic course, thereby crediting you for previous academic or experiential knowledge in a subject.

The challenge exam sittings are typically held three times per year in February, May and September. Challenge exams for all nine courses are offered at each sitting, however a maximum of three subjects can be written per sitting.

Challenge exams are typically recommended when:

- A course grade does not meet HRP's minimum grade requirement
- A course was taken more than 10 years ago
- An individual has extensive job-related or academic experience in a subject area

Please review the [Challenge Exam section of our website](#) for more information about the exams, administration, deferral and withdrawal policies.

The Alternate Route to fulfilling the coursework requirement

The alternate routes for meeting the coursework requirement 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 the knowledge exam.

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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 the Comprehensive Knowledge Exam 2.

There are two streams for Alternate Route applications:

1. Education and HR Designations
 - No adjudication required, processed by the Office of the Registrar
 - Can be submitted at any time

2. Education, HR Designations and/or Experience
 - 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
 - May be used to meet both the coursework requirement and the experience requirement at the same time

Detailed information about the Alternate Route streams and how to apply is available in the [Alternate Route section of our website](#).

EXAM REQUIREMENT

The exam requirement was established to ensure that those individuals certified by HRP A have the requisite discipline-specific knowledge to perform in human resources roles at the required level. The exam requirement ensures that all individuals certified by HRP A have the discipline-specific knowledge to perform as a human resources professional at the required level. There are no exceptions or alternatives to the exam requirement. All individuals seeking to earn the CHRP designation from HRP A must pass the Comprehensive Knowledge Exam 1 (CKE 1). Those individuals seeking the CHRL designation from HRP A must pass the Comprehensive Knowledge Exam 2 (CKE 2).

Should you fail the knowledge exam, there are no limits on the number of times the exam may be re-written as long as you continue to meet the eligibility requirements.

Please note: the knowledge exam required for the CHRL designation is the Comprehensive Knowledge Exam 2 (CKE 2). Because it is a higher level exam, CKE 2 can also be used to meet the exam requirement for the CHRP. For information about the CHRP, please visit the [CHRP section of our website](#).

The Comprehensive Knowledge Exam (CKE 1) and (CKE 2)

The CKE 2 is based on the [HRPA Competency Framework](#) which features nine functional dimensions as it relates to academic knowledge. Academic knowledge refers to basic facts, policies, practices, methods, legislation, etc. It is information that can be written into procedures and transferred fairly accurately during the learning process. Examples of academic knowledge include: the rights and responsibilities of management and labour during union organizing and negotiation processes; the various methods of training and developing staff; and human rights, employment equity and pay equity legislation.

The CKE 1 and CKE 2 exam consists solely of multiple choice questions. Detailed information about the format, structure and content of the CKE 1 and CKE 2 is available on the [CKE 1/CKE 2 Exam Central section of HRPA's website](#).

Applying for the exam

Starting in 2017, HRPA administers its exams, including the CKE 2, via computer-based testing (CBT) at test centre locations throughout the world. Test-takers will be able to schedule their exam time within a two-week window offered three times a year. Upcoming registration dates are available on the [CKE 1/CKE 2 Exam Central section of HRPA's website](#).

To register for an upcoming sitting of the exam you have to complete the following steps:

1. Establish your eligibility with HRPA (be an active registrant in good standing of HRPA and meet the coursework requirement).
2. Register for the exam with HRPA.
3. Schedule your seat and testing window directly on the exam vendor's site at: www.prometric.com/hrpa.

For more information about registering for the exam and the applicable registration fees please visit the [CKE 1/CKE 2 Exam Central section of HRPA's website](#).

Accommodations for disabilities

It is HRPA's policy to provide reasonable testing accommodations for individuals with documented disabilities. Reasonable accommodation refers to any adjustment to the examination materials or testing environment that permits a qualified applicant with a disability to perform, without undue hardship to the institution providing accommodation. Documented disabilities are those for which there is a diagnosis by a qualified professional.

The purpose of accommodations is to provide equity, not advantage. Any requested modification that would substantially alter essential elements of the examination will not be granted. As a general principle, it is desirable to retain as much of the original examination materials and testing environment and make the accommodations specific to the disability or disabilities in question.

Please review HRPAs' [Accommodation Policy](#) for more information.

Confirmation of Eligibility

Once you register for the exam with HRPAs, you should receive a Confirmation of Eligibility email within 48 hours. The email will provide you with information regarding what to bring to the exam, the security measures in place, etc. The email will also include a link to Prometric's site to allow you to select your testing location and seat.

Withdrawing from or rescheduling the exam

For information regarding HRPAs' policy on withdrawing from or rescheduling the exam please refer to [HRPAs' Exam Withdrawal Form](#).

Exam results

The exam results for the CKE 1 and CKE 2 exams are released via email approximately six weeks after the two-week exam window has closed.

Validity period of exam result

Once you have completed CKE 1 or CKE 2, your exam result is valid until December 31st ten years after you passed the exam. This means that you have to complete the CHRP or CHRL Employment Law Exam and the Job Ready Program within that ten year timeframe.

For more information about the exam please visit our [CKE 1/CKE 2 Exam Central section of HRPAs' website](#).

CHRL EMPLOYMENT LAW EXAM (JURISPRUDENCE)

The CHRL Employment Law exam assesses your understanding of the applicable employment law legislation in Ontario. Specifically, the CHRL Employment Law exam will test the ability to correctly apply the knowledge of employment and workplace law to various situations.

Please note: the employment law exam required for the CHRL designation is the CHRL Employment Law exam. Because it is a higher level exam, the CHRL Employment Law exam can also be used to meet the employment law exam requirement for the CHRP. For information about the CHRP designation, please visit the [CHRP section of our website](#).

The CHRP Employment Law exam and CHRL Employment Law exam consist solely of scenario-based multiple choice questions. Detailed information about the format, structure and content of the CHRP Employment Law Exam and the CHRL Employment Law exam is available on the [CHRP/CHRL Employment Law Exam Central section of HRPAs' website](#).

Applying for the exam

Starting in 2017, HRPAs administers its exams, including the CHRL Employment Law exam, via computer-based testing (CBT) at test centre locations throughout the world. Test-takers will be able to schedule their exam time within a two-week window offered three times a year. Upcoming registration dates are available on the [CHRP/CHRL Employment Law Exam Central section of HRPAs website](#).

To register for an upcoming sitting of the exam you have to complete the following steps:

1. Establish your eligibility with HRPAs (must have passed the Comprehensive Knowledge Exam 2 (CKE 2)).
2. Register for the exam with HRPAs.
3. Schedule your seat and testing window directly on the exam vendor's site at: www.prometric.com/hrpa.

For more information about registering for the exam and the applicable registration fees please visit the [CHRP/CHRL Employment Law Exam Central section of HRPAs website](#).

Accommodations for disabilities

It is HRPAs policy to provide reasonable testing accommodations for individuals with documented disabilities. Reasonable accommodation refers to any adjustment to the examination materials or testing environment that permits a qualified applicant with a disability to perform, without undue hardship to the institution providing accommodation. Documented disabilities are those for which there is a diagnosis by a qualified professional.

The purpose of accommodations is to provide equity, not advantage. Any requested modification that would substantially alter essential elements of the examination will not be granted. As a general principle, it is desirable to retain as much of the original examination materials and testing environment and make the accommodations specific to the disability or disabilities in question.

Please review HRPAs [Accommodation Policy](#) for more information.

Confirmation of Eligibility

Once you register for the exam with HRPAs, you should receive a Confirmation of Eligibility email within 48 hours. The email will provide you with information regarding what to bring to the exam, the security measures in place, etc. The email will also include a link to Prometric's site to allow you to select your testing location and seat.

Withdrawing from or rescheduling the exam

For information regarding HRPAs policy on withdrawing from or rescheduling the exam please refer to [HRPAs Exam Withdrawal Form](#).

Exam results

The exam results for the CHRP Employment Law exam and CHRL Employment law exam are released via email approximately six weeks after the two-week exam window has closed.

Validity period of exam result

Once you have completed CHRP Employment Law exam or the CHRL Employment Law exam, your exam result is valid until December 31st ten years after you passed the exam.

For more information about the exam please visit our [CHRP/CHRL Employment Law Exam Central section of HRPAs website](#)

EXPERIENCE REQUIREMENT

To earn the right to use the CHRL designation, you must have accumulated at least three years of demonstrated experience in HR at a professional level. The experience requirement was established to ensure that you have demonstrated the capability to operate at a professional level in an area of HR for a sufficient length of time.

Specific criteria have been established that define what is meant by ‘HR experience’ and ‘professional level.’ Determinations as to whether a given candidate’s experience meets the established criteria are made by panels constituted from HRPAs Experience Assessment Committee.

There are four aspects to HRPAs experience requirement: experience must be (1) in HR, (2) at an appropriate level, (3) for a cumulative duration of three years, and (4) acquired within the previous 10 years with at least three months’ experience in the previous two years.

The Validation of Experience

What is HR experience?

The definition of HR experience is identical to the definition provided in the scope of practice delineated in HRPAs [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.

What is professional experience?

Apart from being within the scope of HR Management, the experience must also be at the professional level. 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.

To be clear, professional does not mean supervisory or managerial. Also, it does not matter whether one is working in a specialist position or a generalist position. It does not matter whether one is working as an independent practitioner or as an employee of a company. Professional does not require that one has overall responsibility for the HR function.

Junior levels in a human resources department performing administrative functions are not considered to be at the appropriate level; time spent in these positions will not be credited against the experience requirement.

Detailed information regarding what constitutes professional-level HR and how time is credited towards the experience requirement is available in [Experience Requirement section of HRPA's website](#).

The Experience Assessment Committee

Determinations with respect to the experience requirement are made by panels of three constituted by the Chair of the Experience Assessment Committee from among the members of the Committee. The Committee also evaluates alternate route applications for equivalency to the coursework requirement.

The Experience Assessment Committee consists of volunteers with the CHRL designation with representation from the public and private sector. Members can include university instructors, consultants and HR managers.

Timing and sequence of the Validation of Experience

The Validation of Experience may occur before or after other requirements with the exception that one must be an active registrant of HRPAs to submit an application for the Validation of Experience.

The experience requirement and Internationally Educated Professionals (IEPs)

It doesn't matter where the experience has occurred; if it meets the criteria elaborated above, it can be submitted towards the experience requirement.

Applying for the Validation of Experience

An application for Validation of Experience is decided on the merits of the written application and supporting documentation. Accordingly, you must submit all requested information, explanations and materials supporting the contention that experience requirements have been met.

All applicants for the Validation of Experience must attest that all information provided is accurate and complete.

Detailed guidance for completing a Validation of Experience application is available in the [Experience Requirement section on HRPAs website](#).

If you do not meet the three year requirement, the panel will give the time credited in months (e.g. 18 months credit) if any time is granted. Should your experience be found to fall short of the requirement, the committee will provide feedback to you and the application will be kept on file. In the future, you can re-submit your application for a fee.

Deadlines for Validation of Experience applications

The Experience Assessment Committee accepts applications monthly with submission deadlines being the last business day of each month. Applications are processed and results sent to you via email approximately eight weeks from the submission deadline.

Resubmissions and appeals

If the Experience Assessment Committee determines that your experience falls short of the established standard, you have two options:

1. Resubmit a validation of experience application. A resubmission allows you to review and revise the application based on the feedback you have received from the panel and re-submit your application for another assessment.
2. Appeal the decision: In an appeal, the idea is to consider the possibility that the initial decision was somehow flawed, that pertinent facts were not appropriately considered, or that the

appropriate process was not followed. It is not an opportunity to get a second opinion on the same set of facts that were assessed for the original decision. Simply disagreeing is not sufficient grounds for an appeal. Detailed information about the appeal process is available in the [Appeals section of our website](#).

DEGREE REQUIREMENT

To earn the right to use the CHRL designation, you must have a degree from a recognized educational institution. The degree doesn't need to be in human resources.

The degree requirement was established to ensure that CHRLs possess the generic competencies necessary to perform in human resources roles at the required level. The degree requirement was not established to ensure that candidates possess discipline-specific knowledge and skills.

Certificates and diplomas do not meet the degree requirement. Degrees which are awarded by colleges are degrees. Degrees from non-Canadian educational institutions are acceptable as long as they are deemed equivalent to a Canadian degree. This equivalency must be established by an approved accreditation service. Degrees include advanced degrees.

There is no time limit on the validity of academic credentials in the context of the degree requirement.

The degree can be completed before or after you write the Comprehensive Knowledge Exam 2.

Non-Canadian degrees

Non-Canadian degrees count toward the degree requirement as long as they are deemed equivalent to a Canadian degree. HRP does not conduct such assessments. HRP accepts credential assessment reports from the credential evaluation agencies and organizations listed below. Be advised that reports must advise of equivalency of a completed degree, partial completions will not be accepted. Please also be aware that the agency or organization conducting the assessment will charge a fee for the assessment. For information about the fees, please contact the agency or organization directly.

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

Web site: <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
Fees and Services
Web site: <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
Web site: <http://www.wes.org/ca/>

Please note that the credential assessment discussed here is in the context of the degree requirement. If you wish to get credit for specific courses in the context of the coursework requirement, you need to apply for course approval directly with HRP.

Degree requirement documentation

HRP will accept an original transcript from a recognized school, or original documentation from a recognized credential assessment service agency (noted above). Original transcripts can be ordered through the registrar's office of the degree granting institution and may be sent directly to HRP. Please notify HRP if your name has changed since achieving a degree. Proof of name change documentation will be required by HRP before degree credit will be accepted.

Information on degree granting programs

Individuals pursuing a degree are recommended to visit the website of, and to contact the Ontario Ministry of Training, Colleges and Universities to find out what degree programs are offered.

Individuals pursuing certification who have already completed academic courses in human resources are encouraged to contact the degree granting educational institution(s) of choice to determine if these courses may be used for credit towards a degree program. Please note that this would be at the sole

discretion of the degree granting educational institution and based on their specific program policies and requirements.

OFFICIAL NOTIFICATION OF CERTIFICATION STATUS, REGISTER ENTRY AND THE CERTIFICATE

Once you have met the CHRL requirements, official confirmation is sent to you granting you the designation. The granting letter is an official document and can be used wherever confirmation of status is required.

At the same time as the granting letter is sent, your information is updated in HRPAs' [online public register](#). The register is a record of all registrants of HRPAs with their registration status, business contact information, registration history, etc.

Finally, a certificate is issued attesting to the fact that you met all the requirements for the CHRL. The name on the certificate must be your legal name and will be the same as the name in the HRPAs database. The certificate remains the property of HRPAs and must be returned if you cease to be certified.

For more information about certificates please visit the [Designation Certificates section of HRPAs' website](#).

HRPA POLICY ON RECOGNITION OF HR DESIGNATIONS GRANTED IN OTHER JURISDICTIONS

The requirements and standards for any of the designations granted by HRPAs are the same regardless of the candidate's jurisdiction of origin. HRPAs will recognise equivalent designations where mutual recognition is mandated by applicable inter-provincial labour mobility agreements. In all other cases, candidates must meet all the requirements and standards for the designation for which they are applying. For more information, please contact the Office of the Registrar.

MAINTAINING THE DESIGNATION - CONTINUING PROFESSIONAL DEVELOPMENT

Once you have been granted the CHRL, you need to remain a registrant in good standing as well as meet the continuing professional development (CPD) requirement to maintain the designation. The purpose of HRPAs' CPD requirement is to ensure that designated members participate in ongoing professional development activities that:

- Enhance their abilities as an HR practitioner and strategic business partner
- Contribute to the acquisition of new knowledge
- Build familiarity with contemporary HR issues

- Reinforce essential skills related to HR practice
- Contribute to the development of new skills that enhance performance as a HR professional

CHRL members are required to obtain 66.67 hours of professional development activities for every three-year CPD cycle. There is no requirement to obtain a certain number of hours each year but certified members are strongly encouraged to design a personal professional development plan that outlines an annual schedule. Advanced planning is very strongly encouraged and will ensure that meeting the CPD requirement is manageable and a professionally enriching experience.

CPD hours can be earned through continuing education, leadership activities, instructional activities, completion of significant work projects and/or initiatives, and research or publication. Members are expected to choose professional development activities that will best meet their own professional development needs.

For more information about CPD, please visit the [Continuing Professional Development section of HRPAs website](#).

REINSTATEMENT AND RE-ACHIEVEMENT OF DESIGNATION

HRPA has a [Designation Reinstatement and Re-Achievement Policy](#). The policy outlines the steps you would need to take to re-achieve or reinstate your CHRP designation if your designation is revoked for non-payment of dues and/or non-compliance with the CPD requirement, as well as the steps required to re-achieve your designation if you resigned your designation. If you have any questions about the Designation Reinstatement and Re-achievement Policy please contact the [Office of the Registrar](#).

PRIVACY POLICY

As a regulatory body, HRPAs is responsible for safeguarding the personal information that it collects in the context of its certification processes. Please refer to our website for more information on HRPAs [Privacy Policy](#). Any concerns regarding the privacy of information collected, stored, and accessed in the context of HRPAs certification process should be directed to HRPAs Chief Privacy Officer, [Claude Balthazard](#). Please note that by law, HRPAs register must be accessible to the public and may be consulted on-line.