



Human Resources  
Professionals  
Association

## **The Coursework Requirement Explained**

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# Office of the Registrar 2020 Fall Webinar Series

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Wednesday, October 14, 2020	Writing CKE1/2 – Advice from the Registrar
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<b>Wednesday, October 21, 2020</b>	<b>CHRP/CHRL Coursework Requirement Explained</b>
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Wednesday, October 28, 2020	The Continuing Professional Development (CPD) Requirement Explained
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Wednesday, November 4, 2020	The Requirement to Notify the Registrar of Bankruptcies and Insolvency Events
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# On-Demand Webinars

- Our previously aired regulatory and how-to webinar series can be found on the [Regulatory Webinars](#) page of our website.
  - Listen to the recording
  - Download the presentation slides
  - View the Questions & Answers



# Agenda

- HRPAs Certification Framework and HRPAs Professional Competency Framework
- Meeting the Coursework Requirement
  - Course-by-Course Approach
  - Alternate Route – Academic and Experience Streams



# What is Certification?

- Certification is a benefit for members (e.g., help in landing a first job in HR) but that is not the primary purpose
- The primary purpose of certification is to promote and protect the public interest by identifying those professionals who have met specific standards of qualifications, knowledge, skill, competence, ethics, etc.



# Our Certification Framework



**CERTIFIED  
HUMAN RESOURCES  
PROFESSIONAL**

- Contributing role in a larger HR function or sole HR practitioner in a small HR function
- Role is mostly administrative in nature
- Responsibilities may include, but not limited to, supporting HR initiatives, executing tasks passed down from management, and operating at the tactical and transactional levels
- These roles could be understood as “technologist” or “technician” roles



**CERTIFIED  
HUMAN RESOURCES  
LEADER**

- May be either specialist or generalist positions
- Responsibilities may include, but not limited to, managing projects, programs, and initiatives; implementing plans passed down from senior management; and delegating tasks to entry-level staff
- In professional matters, individuals at this level can act independently.

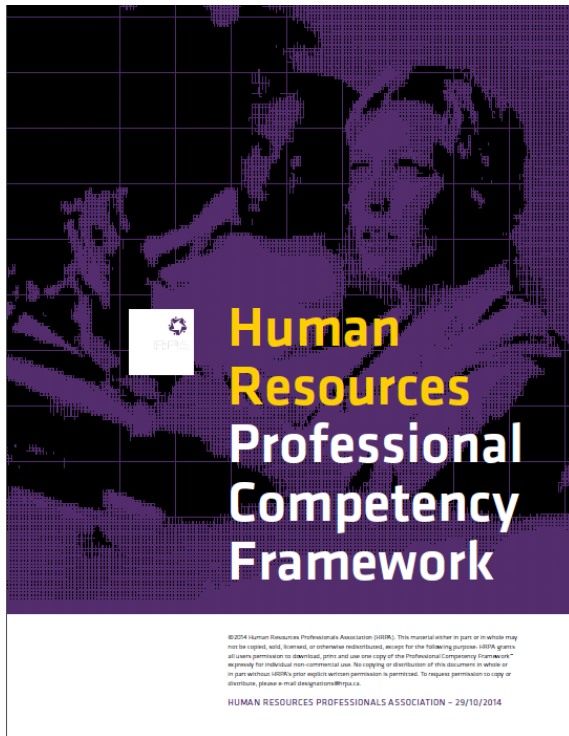


**CERTIFIED  
HUMAN RESOURCES  
EXECUTIVE**

- May be either specialist or generalist positions but have a high level of experience and responsibility.
- Responsibilities may include, but not limited to, leading the HR function and developing and executing significant HR projects.



# HRPA's Professional Competency Framework



- Describes a profession that is complex and which requires a high degree of competence
- Identifies three levels of practice in HR: an administrator level, a professional level, and a senior practitioner level



# Designation Requirement Overview

CHRP	CHRL	CHRE
Membership	Membership	Membership
Coursework Requirement	Coursework Requirement	Minimum of ten years of professional experience in HR
Pass the Comprehensive Knowledge Exam (CKE) 1	Pass the Comprehensive Knowledge Exam (CKE) 2	Documented strategic contribution in HR role (panel review of portfolio)
Pass the CHRP Employment Law Exam	Pass the CHRL Employment Law Exam	
Job Ready Program	A degree	
	Validation of Experience	



# CHRP Designation Requirements

- Membership
- Coursework Requirement
- Comprehensive Knowledge Exam (CKE) 1
- CHRP Employment Law Exam
- Job Ready Program (Online Program, 4 Modules and available through HRPA at no cost to registrants)

**Note: You must be a registrant of HRPA and meet the Coursework Requirement in order to register for the CKE 1**



# CHRL Designation Requirements

- Membership
- Coursework Requirement
- Comprehensive Knowledge Exam (CKE) 2
- CHRL Employment Law Exam
- Validation of Experience
- Degree

Note: You must be a registrant of HRPAs and meet the Coursework Requirement in order to register for the CKE 2



# Course-by-Course Approach

## **Nine functional areas:**

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



# Course-by-Course Approach

- Each course must be completed within the last ten years before writing the CKE 1/CKE 2
- An overall average of 70% is required in all nine courses, with no individual mark below 65%
- Courses must be completed from an accredited academic institution in Ontario and the courses must be approved by HRP
- HRP's School Search Tool: <https://apps.hrp.ca/schoolsearch/>
- Official transcripts are required
- Transcript Assessment Form and assessment fee of \$80.00 + HST



# Alternate Route

- This system gives 'points' for HR experience, formal training, coursework, and other relevant designations
- A total of 50 points is required to be successful
- Two types of applications:
  - Education and HR Designations (Academic Stream)
  - Education, HR Designations and Experience (Experience Stream)

**Note: You must be a registrant of HRP A in order to apply for the Alternate Route.**



# Alternate Route (Academic Stream)

## **Alternate Route Application - Education & HR Designations Stream**

Education and HR Designations Stream used by individuals applying with the following only:

- Advanced degree in HR or IR
- Approved executive program in HR
- Senior Professional in Human Resources (SPHR) or Senior Professional in Human Resources - International (SPHRI)
- Chartered Member of CIPD
- Other HR-related designation (see application for details)
- Completion of any of the nine required courses in HR from the approved list (must have been taken within the past 10 years and meet the required grade level)
- The cost is \$55.00 + HST – this does not include the fee(s) you may need to pay for transcripts, credential assessment reports or mailing costs.



# Alternate Route (Experience Stream)

## **Alternate Route Application - Education, HR Designations & Experience Stream**

Education, HR Designations and Experience Stream used by individuals who do not qualify for 50 points via the Academic Stream and are applying using any of the following:

- Other HR-related designation (see application for details)
- Responsibility for overall HR function in a medium to large organization
- Practice in employment law
- Experience at a professional level in HR
- Experience at a managerial level with significant HR responsibilities (51% of time or more)
- Experience as an independent HR consultant
- Experience teaching an HR course at an accredited institution
- Completion of any of the nine required courses in HR from the approved list (must have been taken within the past 10 years and meet the required grade level).
- The cost is \$500.00 + HST – this is a non-refundable fee and does not include the fee(s) you may need to pay for transcripts, letters of verification, mailing costs, etc.



# What does 'in HR' mean?

- The development and implementation of human resources policies and procedures
- Consultation in the area of human resources management
- Providing advice to clients, managers, and employees in matters pertaining to management of human resources
- The representation of clients and organizations in proceedings related to human resources management
- Program development and evaluation in the area of human resources management
- The supervision of other human resources professionals whether registered or non-registered
- Coaching of employees, managers, and other individuals in matters relating to work and employment
- The conduct of research in the area of human resources management
- Teaching in the area of human resources management



# What is 'professional level' HR?

- **Independence of actions** — the amount of planning, self-direction, decision-making and autonomy involved in the work experience
- **Depth of work requirements** — 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
- **Responsibility for work outcome** — relates to accuracy and extent to which the individual is held accountable for his/her work and decisions

All four dimensions must be present in each position for the experience to be considered at a professional level





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# Questions?

**HRPA Website:** [www.hrpa.ca](http://www.hrpa.ca)