



HRPA Student Registration Frequently Asked Questions

1. What are the benefits of registration?

A key pillar of HRPA's mission is to advance the careers of our members and students.

HRPA membership provides you with access to the designations, education, resources and tools to help you bring real value to the HR role in your organization; career resources like job search, networking, and professional development to help you establish and grow your career; plus regulatory oversight to protect the public and heighten credibility around the HR profession.

For a list of benefits, click [here](#).

2. What is the cost of registration?

The dues are based on your registration class. Please click [here](#) for an overview of the different classes and dues.

HRPA's registration year runs from June 1st - May 31st. Dues are charged on a monthly pro-rated basis, so the price is reflective of the number of months remaining until May 31st when renewal is required.

3. Do I qualify for the Student Registration class?

Applicants who are currently enrolled in an HR program within an accredited post-secondary educational institution with a course load of three (3) courses per semester, and who are not working full-time either in HR or in another capacity, are eligible for student registration*.

Supporting documents are required, including

- A copy of your course registration
- A letter from your educational institution or unofficial transcript confirming that you are taking three HR courses per semester as part of their application.

4. I forgot to renew my registration; how do I rejoin?

To rejoin HRPA, please follow the instructions below:

- Visit <https://www.hrpa.ca/>
- Click on "Login" below the Menu

- Enter your email address associated with your previous record and password
- Click on "Dashboard" below the Search icon
- From your Dashboard click on the " Not Registered? Start a New Registration Application" button and go through the five (5) steps until you reach the check-out page
- Click on "Express Check-Out" and enter payment information then click on "Submit Order"
- A receipt will be sent via email once the payment is processed

Once your payment is processed your application will be reviewed by the Office of the Registrar. Upon approval (approximately 5-10 business days) your name will be added to HRPAs online Public Register and we will update your registration status from "Pending" to "Active". At that time, you will receive a welcome email and you will begin to enjoy all of the benefits of HRPAs registration.

Please note: If you previously held a designation with HRPAs, please review HRPAs Designation Reinstatement and Re-achievement Policy. Rejoining HRPAs will not automatically reactivate your designation(s). For specific questions, please contact registrar@hrpa.ca.

5. How can I join?

HRPA offers convenient online registration, accessible [here](#).

You can also submit a paper application. To requests a PDF copy of the application form (PDF), please email us at registration@hrpa.ca.

6. I accidentally closed the online registration. How do I continue where I left off?

Please follow the instructions below.

- Visit <https://www.hrpa.ca/>
- Click on "Login" below the Menu
- Enter the email address you used when you created the account and your password
- Click on "Dashboard" below the Search icon
- From your Dashboard, click the "Not Registered? Start a New Registration Application" button and go through the five (5) steps until you reach the "Check-Out" page
- Click on "Express Check-Out" and enter payment information then click on "Submit Order"
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7. What payment types does the HRPAs accept with online applications?

The HRPAs accept Visa, Mastercard and American Express through our online registration. The HRPAs also accept cheque payments, however processing times apply and a work-around process is required.

If you wish to submit a cheque payment, please register online but close down the application once you've reached the check-out page. Then, email registration@hrpa.ca to request a copy of your invoice.

All cheque payments must be accompanied by a printed invoice. Cheques that arrive without a copy of an invoice, cannot be accepted and will be returned to the sender. Please note: Once your cheque is deposited, it takes approximately 10 – 12 business days to process, before your account will reflect your payment.

8. How do I request a refund?

Please be advised that registration dues are non-refundable. However, you may resign your registration at any time by submitting a completed Resignation form. You may send the completed form via email to renewal@hrpa.ca or mailing it to HRPAs 200-150 Bloor St West Toronto, ON M5S 2X9. For designated members, we would strongly advise you to review our Reinstatement and Re-achievement Policy before submitting your resignation form. Please note that HRPAs cannot accept resignations over the phone.

9. How long does it take to become a member?

Once your payment has been processed a receipt will be sent via email. Your application will then be reviewed by the Office of the Registrar. Upon approval (approximately 5-10 business days) your name will be added to HRPAs online Public Register. At that time, you will receive a welcome email and you will begin to enjoy all of the benefits of joining HRPAs.

Please note: If there is outstanding supporting documentation required for your registration class or if you answered yes to one of the good character questions in your application, a staff member will contact you regarding the next steps.

10. I forgot my username and password. How do I access it?

To reset your password, please use HRPAs Sign In Help feature by clicking [here](#).

11. How do I connect with my local Chapter?

Please contact your Chapter Experience Coordinator and they will connect you to the correct person. For a list of the Chapters and the Chapter Experience Coordinators contact information, click [here](#).

12. How do I volunteer?

HRPA members are involved in a variety of volunteer opportunities, including charting the direction for the Association and the Profession by:

- Serving on HRPAs Board of Directors;
- Regulating the profession through the work of our Statutory and Standing Committees; and
- Supporting the HR Community through local Chapters and committees as well as steering professional development and conference design and support.

Click [here](#) for more information on volunteering

13. How do I log into HRPAs Online Community Platform?

You can access HRPAs Online Community platform here: <http://communities.hrpa.ca>.

Use the same username and password as you would use to access your HRPAs profile.

If you're not sure what your login information is, click on the 'Forgot my User Name or password' link and follow the prompts.

If you are already logged into HRPAs website, you are automatically logged in and you do not have to log in again to visit the community.

Important: When you log in to the Online Communities for the first time, please be sure to read over the Volunteer Code of Conduct, Community Rules & Etiquette and Privacy Guidelines and Privacy Policy and click on the 'I Accept' box at the bottom of the page. You will need to agree to these rules before continuing to our Online Community.

If you run into any issues logging in, or have any questions or comments about the community as a whole, please call 1-800-387-1311, or email us at ivolunteer@hrpa.ca.

14. Where can I find a list of HRPAs and Chapter Events?

Click [here](#) to access the calendar of events.

15. What kind of student events does HRPAs offer?

HRPA is very passionate about student engagement and is always also monitoring for ways to better engage and improve the experience for our students. Some key HRPAs programs and initiatives include the following:

- HR Student province-wide Case Competition
- All-Day Student events at our Annual Conference
- Regional Chapter student conferences
- Virtual Student Recruitment events
- Virtual Coffee/Career Chats & Workshops
- Resume Clinics
- Online Student Community

- Student Mentoring Program (alongside seasoned HR professionals)

16. Where can I get more information about the HRP/CKE Exam?

Click [here](#) to review the FAQ.

17. Where can I get more information about the CHRP/CHRL Employment Law Exam?

Click [here](#) to review the FAQ.