

2016



CERTIFICATION GUIDE FOR INTERNATIONALLY EDUCATED PROFESSIONALS

HRPA | OFFICE OF THE REGISTRAR

Certification by HRP A: A Guide for Internationally Educated Professionals (IEPs)

This document is intended to provide useful information about HRP A's certification process for Internationally Educated Professionals (IEPs). This document is not meant to replace HRP A's Guides to the [Certified Human Resources Professional \(CHRP\) designation](#), the [Certified Human Resources Leader \(CHRL\) designation](#) or the [Certified Human Resources Executive \(CHRE\) designation](#). 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 IEPs. For more information about the requirements to earn the CHRP and CHRL designations, please visit the [HR Designations section](#) of our website.

Fair Registration Practices

HRPA is committed to removing any unnecessary barriers to certification for IEPs. To this end, HRP A has implemented the following policies:

1. Reduced registration dues for recent immigrants
2. Recognition of coursework completed in non-Canadian academic institutions
3. Recognition of foreign academic credentials
4. Alternatives to coursework in order to qualify for the exam
5. Recognition of experience regardless of where this experience was acquired

The certification process

There are five requirements that must be met to earn the CHRP:

1. [Registration in HRP A](#) (must be a registrant in good standing to write the exam)
2. [Coursework requirement](#)
3. [Comprehensive Knowledge Exam](#) (must meet the coursework requirement before writing the exam)
4. [CHRP Employment Law Exam](#)
5. [Job Ready Program](#)

The first two requirements are interchangeable in sequence – meaning you can complete your courses first and then become an active registrant of HRP A or vice versa. All other requirements have to be completed in sequence once the registration and the coursework requirements have been met.

There are six requirements that currently must be met to earn the CHRL:

1. [Registration in HRP A](#) (must be a registrant in good standing to write the exam)
2. [Coursework requirement](#)
3. [Comprehensive Knowledge Exam](#) (must meet the coursework requirement before writing the exam)
4. [CHRL Employment Law Exam](#)
5. [Experience requirement](#)
6. [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.

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 CHRP and/or the CHRL designation, the requirements for maintaining the designation(s) are as follows:

- Maintain your active registration in good standing with HRP A 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

Becoming a registrant of HRPAs makes sense for more than just achieving the designation; you will find the networking and professional development opportunities to be invaluable in becoming a part of the professional HR community. To assist recent immigrants to Canada, HRPAs has instituted reduced fees for recent immigrants to Canada. For more information about our reduced fees for IEPs, please contact our [Membership Department](#).

Coursework requirement/Alternate Route

There are two main approaches to meeting the coursework requirement: the course-by-course approach and the alternate route. If you have recently completed your education but do not have much experience in HR you will find the course-by-course approach best.

If you have significant experience in HR or if you have an advanced degree in HR or Industrial Relations (Master's degree or higher) you may be eligible to meet the coursework requirement via the Alternate Route. To provide the greatest flexibility, a points-based system was developed for the Alternate Route. Fifty points are needed to pass the Alternate Route and meet the coursework requirement to be eligible to write the exam. For detailed information about the Alternate Route, including information regarding how the points are allocated, please visit the [Alternate Route section of our website](#).

Credit for non-approved courses

For those taking the course-by-course approach to the coursework requirement, coursework completed in educational institutions outside of Canada may be credited towards the coursework requirement.

To apply to have your courses approved you would need to submit a Course Approval Application along with the required supporting documentation to HRPAs for review by the Academic Standards Committee. You must be a registrant of HRPAs 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 HRPAs' [Office of the Registrar](#).

HRPAs 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](#).

Comprehensive Knowledge Exam

All candidates for the CHRP and CHRL designations must write a comprehensive knowledge exam. The knowledge exam for the CHRP is the Comprehensive Knowledge Exam 1 (CKE 1). The knowledge exam

required for the CHRL is the Comprehensive Knowledge Exam 2 (CKE 2). Please note that because it is a higher level exam, CKE 2 can also be used to meet the exam requirement for the CHRP. As such, if you are interested in pursuing your CHRL but plan to obtain the CHRP first, you should write CKE 2.

Detailed information about both comprehensive knowledge exams, including the format, structure and content of the exams, is available in the [Exam Central section of our website](#).

Employment Law Exam (Jurisprudence)

The employment law exam assesses your understanding of the applicable employment law legislation in Ontario. All applicants for the CHRP and the CHRL designations must write an employment law exam. The employment law exam for the CHRP is the CHRP Employment Law Exam. The employment law exam for the CHRL is the CHRL Employment Law Exam. Please note that 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. As such, if you are interested in pursuing your CHRL but plan to obtain the CHRP first, you should write CKE 2.

Detailed information about both employment law exams, including the format, structure and content of the exams, is available in the [Employment Law Exam Central section of our website](#).

Job Ready Program

The last step to obtain the CHRP is the [Job Ready Program](#). The purpose of the Job Ready Program is to assist registrants with the transition into the workplace including training around professionalism and ethics. The Job Ready Program consists of four online modules as well as required readings.

Participation in the Job Ready Program is mandatory for those wishing to qualify for the CHRP designation but it is not intended to be a hurdle. There is no fee for the Job Ready Program and it is only required that you complete the program in order to pass.

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 applies only to the CHRL. A degree is not required for the CHRP designation.

Non-Canadian degrees count toward the degree requirement as long as they are deemed equivalent to a Canadian degree. HRPA does not conduct such assessments. HRPA 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

Website: <http://learn.utoronto.ca/international-professionals/comparative-education-service-ces>

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

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

Website: <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.

Experience requirement

To earn the right to use the Certified Human Resources Leader designation, applicants must have accumulated at least three years of demonstrated experience in HR at a professional level.

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 HRP's 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.

Generally, you would need to apply to have your experience assessed by submitting a validation of experience application. If you apply to meet the coursework requirement via the Alternate Route – Experience stream though, you actually may meet the experience requirement at the same time as the coursework requirement via the alternate route process.

For detailed information about the experience requirement, please visit the [Experience Requirement section of our website](#).