

Registration FAQ

General

1. How do I join HRPA?

You can join HRPA online at any time throughout the year by completing our [online registration application](#). If you are unable to join online for any reason, please email registration@hrpa.ca for assistance.

Please note while the online registration application can be accessed on most current mobile devices, unfortunately it will not work on some older models. As such, we would recommend using a computer instead.

2. How much are the registration dues for HRPA?

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

HRPA's registration year runs from June 1st - May 31st and dues are charged on a monthly pro-rated basis. This means your initial registration dues are reflective of the number of months you are signing up for, up until the next May 31st. All registrations expire each year on May 31st and renewal is required should you wish to continue your registration with HRPA. If you do not wish to renew your registration, then you should complete and submit a [Resignation Form](#) prior to May 31st.

3. What is the tax I should include with the registration dues?

Applicants residing in Ontario must add 13% HST to their registration dues. For example: \$200 x 13% HST (\$26) = \$226.

Applicants living in another Canadian province other than Ontario should calculate the tax in their respective province.

Applicants residing outside of Canada do not have to pay any applicable tax.

4. What are the different classes of registration?

As a new applicant there are three classes of registration you may be eligible for: Allied Professional, Student, and Practitioner. Please read the eligibility criteria for each registration class before proceeding. For detailed information about each registration class please click [here](#).

5. How do I pay my registration dues as part of my application?

HRPA accepts Visa, Mastercard and American Express through our online registration.

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 unfortunately cannot be accepted and will be returned to sender. Please note: Once your cheque is deposited, it takes approximately 10 – 12 business days for the bank to clear it before staff can manually apply the payment to your registration invoice.

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

Please follow the instructions below.

- Click on "Member and Student Login"
- Enter the email address you used when you created the account and your password
- Click on "Your Profile". 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"
- A receipt will be sent via email once the payment is processed

7. What happens after I submit my application?

Once your payment is processed a receipt will be sent via email. Your application will then be reviewed by the Office of the Registrar. If everything is in order, your application will be approved (approximately 5-10 business days) and 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 a staff member will contact you regarding next steps.

8. What happens if I answer Yes to one of HRPAs Good Character Questions?

If you answered yes to one of the good character questions in your application, a staff member will contact you regarding next steps.

Positive responses to any of the good standing questions are reviewed by the Associate Registrar and could be referred to the Registration Committee for a final decision.

When the Registrar forwards a registration application to the Registration Committee it is because there may be some doubt as to the good character of the applicant. The panel of the Registration Committee that considers the matter will consider the applicant's answers to the following items:

- The nature of the conduct and the parties involved
- The length of time that has elapsed since the conduct
- The applicant's attitude toward the conduct
- Any rehabilitative treatment undergone since the conduct
- Whether the conduct would be considered a breach of HRPAs By-laws or Rules of Professional Conduct
- Any explanation provided by the applicant
- Any extenuating circumstances contributing to the conduct

9. What does the Registration Committee do?

The Registration Committee is a standing committee established pursuant to Section 8.04 of the By-laws.

The Registration Committee shall review every application referred to it by the Registrar to determine the suitability of an applicant for registration or the appropriateness of the category of registration being applied for.

After considering the application and the submissions, the panel may direct the Registrar to:

- Admit the applicant to Registration in the Association
- Impose specified terms, conditions, and limitations on the applicant's Registration
- Refuse to admit the applicant Registration with HRP

The Registration Committee also considers applications for removal or modification of any term, condition or limitation previously imposed on a registrant's registration with HRP.

The Registration Committee does not have the authority to deem that an applicant has met the requirements for registration where the registration requirement is prescribed as non-exemptible.

10. I am not working in HR and I know I am not eligible for the Student and Allied Professional registration classes. What class should I register for?

You may register under the Practitioner registration class, which is the general registration class with HRP. Please note that applicants do not have to practice HR to apply for the Practitioner class.

11. Do you offer a reduction in dues for new immigrants that want to join HRPA?

If you are new to Canada, meaning you have received permanent resident status or an open work permit within the last two years, you may be eligible for **International Educated Professional (IEP)** dues for your initial registration. IEP dues give you the opportunity to establish yourself in the Ontario HR community and get to know HRPA. Please note that IEP dues are a special price-point only and you would join as a Practitioner.

For an overview of the IEP dues, as well as information on how to apply, please [click here](#).

12. What happens if I change my mind about joining HRPA?

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 HRPA 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 HRPA cannot accept resignations over the phone.

13. I was previously a registrant of HRPA, how do I rejoin?

To rejoin HRPA, please follow the instructions below:

- Click on "Member and Student Login"
- Enter the email address you used when you created the account and your password
- Click on "Your Profile". 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"
- 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 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.

14. I am not an independent consultant. Why do I need the Professional Liability Insurance?

If you are not an independent practitioner or consultant, please answer "No" to question "Do you practice HR as an Independent practitioner/consultant?" and the Professional Liability Insurance section will not be presented when you renew online. See screenshot below for reference.

Do you practice HR as an independent practitioner / consultant?

Do you practice HR as an independent practitioner? *

No, neither full-time, part-time, nor occasionally



Student

1. Who is eligible to register as a student?

If you are looking towards a career in HR but are still in college or university, you can join as a student and start interacting with our community of HR professionals. There are two main requirements to be eligible for student registration:

(a) you need to be enrolled in an HR program at an accredited post-secondary institution* with a course load of at least three courses per semester, and

(b) you cannot work full-time. To confirm your eligibility, please submit of your course registration, a letter from your school or an unofficial transcript together with your application.

* For present purposes, HRPAs Online Academic Program qualifies.

2. I am currently completing my internship/co-op. Can I still join as a student?

Yes, you can still join as a student. Please provide supporting documents showing that you are currently enrolled in an HR program and fulfilling your co-op term.

3. How much are the dues to join as a student?

Please click [here](#) for an overview of HRPAs registration dues, including student dues.

HRPA's registration year runs from June 1st – May 31st and dues are charged on a monthly pro-rated basis. This means your initial registration dues are reflective of the number of months you are signing up for, up until the next May 31st. All registrations expire each year on May 31st and renewal is required should you wish to continue your registration with HRPAs. If you do not wish to renew your resignation, then you should complete and submit a [Resignation Form](#) prior to May 31st.

4. How do I join?

You can join HRPA online at any time throughout the year by completing our [online registration application](#). If you are unable to join online for any reason, please email registration@hrpa.ca for assistance.

Please note while the online registration application can be accessed on most current mobile devices, unfortunately it will not work on some older models. As such, we would recommend using a computer instead.

5. I recently graduated from my program. Can I still join as a student?

If you have already graduated from your program, unfortunately you are no longer eligible for student registration. Please register as a Practitioner instead, which is HRPA's general registration class.

6. I am currently enrolled full-time in a non-HR program (i.e. Political Science).

Can I join as a Student?

No but you may still join under the Practitioner registration class which is HRPA's main registration class.

Login

1. What should I type as my username?

Your username is the email address we have on file for you, and where you receive all HRPA communications, including the HRPA newsletter.

2. I forgot my username and password. How do I reset it?

Please use HRPA's Sign In Help feature by clicking [here](#) or email itsupport@hrpa.ca

3. How do I update the email address or username you have on file?

Please follow the instruction below.

1. Click on "Member and Student Login"
2. Enter your email address and password.
3. Click on "Your Profile". In your Dashboard, click on "Edit My Contact Information" and update the necessary information. Click on "Save"

Email is HRPAs primary mode of communication, so please ensure you keep your email/username up-to-date and check your inbox regularly for communications from HRPAs.