



# THE REGULATORY AFFAIRS NEWSLETTER



May 25, 2020

The Human Resources Professionals Association (HRPA) is the professional regulatory body for Human Resources professionals in Ontario. Regulatory Affairs is HRPAs bi-monthly publication focusing on the legal, regulatory, governance, and ethical aspects of the profession. *Regulatory Affairs* includes all regulatory notices including summaries of complaints and discipline proceedings. Regulatory Affairs is distributed to all members and students registered with HRPAs.

## Important Message from the Registrar

Hello Reader,

Despite the challenging times we are currently experiencing, I hope this message finds you well. As of the writing of this message, the state of emergency declared in Ontario has been extended as the province and the rest of the world hope to slow the spread of the COVID-19 pandemic. At HRPAs, we continue to work remotely and to conduct business as (mostly) usual. We recognize this is not an opportunity all industries and organizations have, and we are here to support our registrants during this challenging time.

HRPA has temporarily closed our Corporate Office in Toronto until further notice. All staff will continue to work remotely during the office closure. This means that we will not be able to accommodate in person inquiries, but we can still be reached in all other usual ways.

We are available via phone and email from **8:00 AM – 4:30 PM, Monday to Thursday, and 8:00 AM – 1:00 PM Friday**; so if you require assistance or have any questions please contact us and we would be happy to help.

In the meantime, here are some things you should know:

## Renewals



To assist our registrants who may have been financially impacted by the COVID-19 pandemic, we are extending our annual renewal deadline from May 31 to July 31, 2020. We appreciate that you and your families are currently facing unique and unexpected challenges, and we are here to support you during this difficult time.

Renewal remains open and available [online](#). Once your 2020 registration is renewed your registration will expire on May 31, 2021. Due to COVID-19, to avoid delays, we would encourage you to pay your renewal dues via credit card if possible. While we are collecting mail weekly, due to the current office closure it will take longer than usual for us to process cheque payments. For any assistance please contact [renewal@hrpa.ca](mailto:renewal@hrpa.ca).

Registrants who are currently unemployed, on parental leave, on contract or retired may be eligible to apply for HRPAs Renewal Dues Assistance Program (RDAP). For more details about the program including the application form, please click [here](#).

## Important Note Concerning COVID-19 and CPD Log Deadline

HRPA recognizes that completing Continuing Professional Development (CPD) logs by the May 31, 2020 deadlines may be a concern. With respect to COVID-19, we have updated our CPD policy and submission date to **July 31, 2020**.

Despite the extended deadline of July 31, 2020, if your CPD log is due May 31, 2020, please be advised that your CPD period remains unchanged. Only activities within your CPD period (e.g. June 1, 2017 to May 31, 2020) will qualify to meet the requirement of 66.67 CPD hours. Therefore, you have additional time to input activities you participated in and submit your log.

Detailed information about the CPD requirement can be found on the [Continuing Professional Development](#) section of our website.

If you require an extension to your CPD period past May 31, 2020, please complete and submit the [CPD Extension Request Form](#) by July 31, 2020.

For COVID-19 related extension requests (e.g. courses canceled due to COVID-19), we are waiving the requirement to submit documentation in support of the request for an extension, and a professional development plan. However, you must complete and submit the CPD Extension Request Form by July 31, 2020.

If you have any questions, please contact the Office of the Registrar at [registrar@hrpa.ca](mailto:registrar@hrpa.ca).

## Exams Update

As the situation with COVID – 19 is rapidly evolving, HRPAs made the difficult decision in late March to cancel the spring series of exams. HRPAs remains committed to offering exams and is moving forward with a dual modality delivery for the remainder of 2020. Candidates will have the choice of writing their exams remotely via the online delivery model, or via computer-based testing, which will require candidates to physically go to a test centre to write their exam, provided that test centres are open for business at that time. As Public Health measures regarding social distancing remain in place indefinitely, HRPAs is unable to confirm

when test centres will re-open, but all candidates will be able to test remotely should the test centres remain closed. The Comprehensive Knowledge Exam 1 (CKE 1) and Comprehensive Knowledge Exam 2 (CKE 2), as well as the CHRP and CHRL Employment Law Exams, will be offered in the fall.

HRPA remains dedicated to supporting its exam candidates in their pursuit of the CHRP and CHRL Designations with the least amount of disruption, as reasonably possible. We thank you for your patience while we make this transition for our exams. The fall schedule will be posted on the relevant exams-related webpages of our website by the end of May 2020, and we anticipate opening registration in early June. If you are looking to schedule your exam, we ask that you check the relevant webpages listed below for the most up-to-date information:

[www.hrpa.ca/hrdesignations /Pages/CKE1-CKE2-Comprehensive-Knowledge-Exam.aspx](http://www.hrpa.ca/hrdesignations/Pages/CKE1-CKE2-Comprehensive-Knowledge-Exam.aspx)

[www.hrpa.ca/hrdesignations /Pages/CHRP-CHRL-Employment-Law-Exam.aspx](http://www.hrpa.ca/hrdesignations/Pages/CHRP-CHRL-Employment-Law-Exam.aspx)

## Receiving Transcripts during COVID-19

HRPA will accept transcripts electronically from post-secondary institutions until schools reopen. Transcripts will only be accepted electronically if sent directly from the post-secondary institution's Office of the Registrar. Please visit the HRPA website for more detailed information on the [Transcript Policy COVID - 19](#).

## Temporary adjustment to HRPA's Coursework requirement during COVID – 19

As a result of the disruption to the academic year brought about by the COVID-19 pandemic, a number of academic institutions have decided to modify their grading policies for courses impacted by this disruption. Due to the modifications to these grading policies, some students will be given the choice of having courses graded on a pass/fail or credit received basis instead of the usual numerical grade.

For information on how HRPA will be accepting grades during this time please visit the HRPA website and consult the [Temporary adjustment to HRPA's Coursework Requirement during COVID – 19](#).

## Live Webinar

### Remote Proctoring and Online Delivery of the CKE 1/CKE 2 and CHRP/CHRL Employment Law Examinations.

**June 4th, 2020 at 12:00p.m. – 1:00 p.m.**

HRPA will be delivering a complimentary webinar on remote proctoring and the online delivery of our exams. This webinar will discuss the availability of remote proctoring and online delivery of our upcoming administrations of the CKE 1 and CKE 2, as well as the

CHRP and CHRL Employment Law Exams. Due to COVID-19, HRPA has made the decision to deliver our exams online via remote proctoring for the remainder of 2020. We will go over the security protocol, check-in procedure, environmental scan and system requirements to be able to write your exam, and what you can expect on the exam day.

To register for this webinar, please click [here](#).

## Exam Prep

In time for the upcoming Comprehensive Knowledge Exams (the CKE 1 and CKE 2), HRPA is offering live webcast exam prep sessions, led by York University Human Resources Professor Ron Alexandrowich. This series of eight live webcast sessions will provide a comprehensive review of the nine functional areas tested on the CKE 1 and CKE 2. There will also be a final review, as well as a mock examination, included in the eight sessions.

The webinars can be purchased individually for \$65.00 plus HST, or as a package for \$495.00 plus HST.

Below are the dates and times for the webinar sessions:

<b>Live Webcast Sessions (6:00 p.m. to 9:00 p.m.)</b>
July 21 <sup>st</sup>
July 23 <sup>rd</sup>
July 28 <sup>th</sup>
July 30 <sup>th</sup>
August 4 <sup>th</sup>
August 6 <sup>th</sup>
August 11 <sup>th</sup>
August 13 <sup>th</sup> (Mock Examination)

Registration for these live webcast sessions will be opening soon. For more information, please click [here](#).

## Discipline Matters

There are currently no new referrals to the Discipline Committee.

To read full decisions of the Discipline Committee, please visit our [Current & Past Discipline Proceedings section of HRPA's website](#).

## Summary of Complaints Between March 1, 2020 – May 31, 2020

There were four open complaints prior to the start of the second quarter (March 1, 2020 – May 31, 2020) and one disposed of in the second quarter.

There was one new referral to the Complaints Committee in the second quarter of 2020, it is currently in the information gathering stage.

Details for each case can be found below:

Case	Date complaint filed	Nature of allegations	Date of disposition of complaint and decision of Complaints Committee
C-2020-4	March 18, 2020	It is alleged that the registrant breached the following rules of professional conduct 1) Dignity in the workplace. 2) Balancing Interests.	TBD

## Call for Volunteers – Professional Standards Committee

We are currently looking for seven designated registrants with a solid understanding of the impact of the practice of human resources on individuals and organizations to join our newly reconstituted Professional Standards Committee (PSC).

The PSC is a policy and oversight committee with the mandate to oversee the establishment, maintenance, development, and enforcement of professional standards including:

1. Standards of qualification
2. Standards of practice
3. Standards of professional ethics
4. Standards of knowledge, skill and proficiency

If you are interested and are not currently sitting on another statutory or standing regulatory committee, please check out the [PSC posting in iVolunteer](#) for more information. Applications are due by May 31st, 2020.

## Feedback Regarding this Newsletter?

If you have any questions, comments, or suggestions for future publications, please let us know!

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