



HRPA Designation Reinstatement and Re-achievement Policy

The HRP Designation Reinstatement and Re-achievement Policy originates from the following provisions in the By-laws. A copy of the applicable By-laws can be found in the Appendix at the bottom of the Policy:

- S.3.02** – Failure to Comply
- S. 9.37** – Resignation.
- S. 9.38** – Effect of Resignation on Designation.
- S. 9.40** – Effect of Suspension, Revocation and Reinstatement on Designation.
- S. 9.42** – Suspension and Revocation for Non-Payment of Dues.
- S. 9.43** – Reinstatement Following a Suspension Imposed under Section 9.37.
- S. 11.21** – Reinstatement, Active Members within Two Years of Revocation per s. 11.09.
- S. 11.22** – Reinstatement, Active Members After Two Years of Revocation per s. 11.09.
- S. 11.23** – Reinstatement, Active Members within Two Year of Revocation per s. 11.17.
- S. 11.24** – Reinstatement, Active Members After Two Years of Revocation for Non-Compliance with the CPD Audit.

Reinstatement refers to the reinstatement of a designation to a member who maintained membership but lost the right to use their designation due to non-compliance with the continuing professional development requirement (including the CPD audit) or as the result of a discipline process, or who was granted Retired status for the designation.

Re-achievement refers to the re-achievement of a designation by former members whose membership was revoked for non-renewal or who resigned their membership.

Re-achievement of designation after a lapse of membership due to revocation for non-payment of dues or resignation of membership

Former members whose membership was revoked for non-renewal or who resigned their membership may rejoin at a later date by submitting a **new application for membership**. If the former member wishes to **earn back a designation** previously granted by HRP, they **must meet the designation requirements** in place at the time they rejoin the association. Any requirements previously met that are still valid do not need to be repeated.

Reinstatement of designation revoked as a result of a failure to meet the CPD requirement

Members who maintained their membership but have lost the right to use a designation due to failure to meet the CPD requirement for **no more than two renewal dates** can apply for reinstatement of their designation by completing the following steps:

- Submitting a CPD log for the outstanding CPD period
- If deemed necessary, submitting supporting documentation for the activities included in the CPD log

- and successful audit of the CPD log and supporting documentation by the CPD Committee
- The member’s original CPD schedule remains in effect.

The member’s designation will be reinstated once the CPD log and, if required, the supporting documentation have been received pending the outcome of the audit. If required, the audit will occur during the summer of any given year to align with HRPAs annual audit cycle.

Reinstatement of active designation after being granted Retired status:

Members who maintained their membership but were granted Retired status for their designation for **no more than two renewal dates** can apply for reinstatement of their active designation by completing the following steps:

<p>If the member has not missed a CPD period:</p>	<ul style="list-style-type: none"> • Providing written notice to the Office of the Registrar at registrar@hrpa.ca • The member’s original CPD schedule remains in effect
<p>If the member missed a continuing professional development (CPD) Deadline they would have had to meet if they had not Retired, they must:</p>	<ul style="list-style-type: none"> • Submit a CPD Log for the outstanding CPD period • If deemed necessary, submit supporting documentation for the activities included in the CPD log and successful audit of the CPD log by the CPD Committee • The member’s original CPD schedule remains in effect

Members who maintained their membership but were granted Retired status for their designation for **more than two renewal dates** must meet the designation requirements in place at the time they wish to have their designation put back to active status. Any requirements previously met that are still valid do not need to be repeated.

Reinstatement after suspension or revocation as the result of a discipline proceeding

If, as the result of a discipline proceeding, a member’s right to use a designation granted by HRPAs was suspended or revoked for a defined period, the member may apply to the Discipline Committee to request the reinstatement of the designation. If a member’s right to use a designation granted by HRPAs was suspended or revoked for an indefinite period of time, the member must apply to the Discipline Committee for a review of their decision.

Appendix – Applicable By-laws:

3.02 Failure to Comply.

Applicants for initial registration with HRPAs, shall not be considered for registration as Members or Students unless the application is complete.

For greater clarity, applications shall be deemed complete only when they include; (1) all requested information, (2) all necessary supporting documents and, (3) all required attestations.

Members and Students who fail to complete the written attestation upon renewal of their registration have failed one of the requirements for continued membership in the Association and the Registrar shall give the Member or Student notice of intention to suspend the Member or Student and any designation that the Association has granted the Member for failure to complete the written attestation 30 Days after notice is given pursuant to s. 24.01.

If the Member or Student does not complete the written attestation that was set out in the notice within 30 Days after notice is given the Registrar:

- (1) shall suspend the Member or Student and any designation that the Association has granted the Member;
- (2) shall give the Member or Student notice of intention to revoke the Member or Student; and
- (3) may revoke the Member or Student and any designation that the Association has granted the Member for failure to complete the written attestation 30 Days after the notice to revoke is given.

A Member or Student whose registration is revoked for failure to complete the written attestation must re-apply as a new applicant and meet all of the current registration requirements for registration with the Association in order to be registered with HRPAs after his or her revocation.

9.37 Resignation.

A Member who resigns his or her Membership must re-apply as a new applicant and meet all of the current registration requirements for Membership in the Association in order to be granted Membership after his or her resignation.

9.38 Effect of Resignation on Designation.

- (a) If a Member resigns his or her Membership, that Member shall no longer hold a designation as set out in Section 10 or identify himself as a designation holder.
- (b) Re-applying for Membership after it has been resigned does not automatically re-grant a designation.
- (c) Members whose Membership was resigned and who re-apply for Membership have to meet all of the requirements in place at the time of application to be granted a designation.
- (d) Notwithstanding Subsection 9.38(c), if a Member resigns his or her Membership with HRPAs but has their designation recognized by another provincial HR Association and maintains his or her designation with that provincial HR Association, upon rejoining HRPAs any designation previously granted by HRPAs may be reinstated without requiring the former Member to complete any additional requirements for the designation in place at that time.

9.40 Effect of Suspension, Revocation and Reinstatement on Designation.

- (a) If a Member's Membership is suspended or revoked that Member shall no longer hold a designation as set out in Section 10 or identify themselves as a designation holder.
- (b) Reinstatement of Membership after it has been suspended or revoked does not automatically re-

instate a designation.

(c) Members whose Membership was revoked and who re-apply for Membership have to meet all of the requirements in place at the time of application to be granted a designation.

9.42 Suspension and Revocation for Non-payment of Fees.

If a Member fails to pay a fee that he or she is required to pay in accordance with the Act or the By-laws, the Registrar shall give the Member notice of intention to suspend the Member and any designation or specialist status that the Association has granted the Member for failure to pay the fee 30 Days after notice is given.

If the Member does not pay the fee that was set out in the notice within 30 days after notice is given the Registrar:

- (a) shall suspend the Member and any designation or specialist status that the Association has granted the Member; and
- (b) shall give the Member notice of intention to revoke the Member; and
- (c) may revoke the Member and any designation or specialist status that the Association has granted the Member for failure to pay the fee 30 Days after the notice to revoke is given.

A Member whose Membership is revoked for non-payment of fees must re-apply as a new applicant and meet all of the current registration requirements for Membership in the Association in order to be granted Membership after his or her revocation.

9.43 Reinstatement Following a Suspension Imposed under Section 9.42.

A Member whose Membership has been suspended under section 9.42 who seeks reinstatement before revocation occurs must:

- (a) pay all fees the Member failed to pay;
- (b) pay any applicable late fees;
- (c) pay any applicable reinstatement fees; and
- (d) provide evidence of having completed the required Continuing Professional Development Activities, if applicable.

11.21 Reinstatement, Active Members within Two Years of Revocation per s. 11.09.

A member whose designation has been revoked per s.11.09 may reinstate their designation within two years of the revocation date by submitting the outstanding CPD log and, if deemed necessary, supporting documentation for each activity listed in the log for an audit of the log by the CPD Committee.

11.22 Reinstatement, Active Members After Two Years of Revocation per s. 11.09.

A Member whose designation has been revoked per s. 11.09 for more than two years may re-achieve the designation by meeting all of the requirements in place at the time of application.

11.23 Reinstatement, Active Members within Two Year of Revocation per s. 11.17.

A Member whose designation has been revoked per s. 11.17 may reinstate their designation by completing

the audit process if submitted within two years of the revocation date.

11.24 Reinstatement, Active Members After Two Years of Revocation for Non-Compliance with the CPD Audit.

A Member whose designation has been revoked per s. 11.17 for more than two years may re-achieve the designation by meeting all of the requirements in place at the time of application.