



HRPA Renewal, Resignation, Suspension, Revocation, Reinstatement and Re-Achievement Webinar

Delivered: May 14, 2019

The following questions were taken from the record of questions submitted during the live webinar. Questions that were similar in nature have been answered only once below.

1. On the public register, why does the Registration History not include my initial registration category?

The public register is based on HRPAs current database, which went live in its current format in 2012. As such, there is unfortunately some historic information that was previously not collected in the same manner and as such is not available to be added to the public register.

2. Why does HRPAs ask during the renewal process whether we are also registered with another regulatory body?

In accordance with the Human Resources Professionals Act, 2013, HRPAs is required to promote and protect the public interest. That includes making sure we are aware if our members and students are registered with any other regulatory bodies and requiring them to notify us if they are involved in a proceeding for professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction, and whether it is in relation to the Human Resources Management profession or another related profession, or if a finding has been made against them.

3. What is a Practitioner member and how much are the dues?

Practitioner is a class of registration under the HRPAs By-laws and encompasses all registrations who are not students, designated members or allied professionals belonging to another regulatory body as well. For up-to-date information about the renewal dues for each class of registration, please go [here](#).

4. How is staying on as a Practitioner member different from maintaining your designation(s)?

Practitioner members are not required to meet the Continuing Professional Development (CPD) requirement and are not entitled to vote in HRPAs Board elections. You will also no longer be able to use any designation(s) granted to you by HRPAs, but you retain all other rights and benefits of registration.

5. If I was suspended but not revoked, will the suspension appear on my registration history?

Yes. In accordance with the By-laws any suspension and revocation will appear on your registration history, which forms part of your profile on the public register. The reason for the

suspension and revocation will also be listed to clearly differentiate between administrative and disciplinary suspension and revocations.

6. Will receiving a Notice of Impending Suspension affect my good standing?

No, receiving a Notice of Impending Suspension does not affect your good standing with HRPAs and you can continue to use any designation(s) you have been granted. If you receive a Notice of Suspension and Impending though, that means your registration with HRPAs is no longer in good standing and you are no longer authorized to use any designation(s) granted by HRPAs until the suspension has been lifted.

7. What happens if someone passes away?

Unfortunately, HRPAs has no way of determining whether a registrant has passed away unless we receive notification from a relative or friend. Once notified, HRPAs retires that registrant's record and ensure that no further communications are being send.

8. Can registration with HRPAs be put on hold for a period of time?

No, your HRPAs registration cannot be put on hold. HRPAs has different programs in place though to assist registrants who are experiencing difficulties, such as health issues or a prolonged absence from work. These programs include our Reduced Dues Policy as well as our Deadline Extension Policy. For assistance with your dues, please contact our Membership team at: membership@hrpa.ca. For assistance with your CPD requirement, please contact the Office of the Registrar at: registrar@hrpa.ca.

9. Under what circumstances can reduced dues be granted?

Information about reduced dues is available [here](#). Usual grounds for reduced dues include parental leave and periods of unemployment. To discuss your situation and determine whether you may qualify for reduced dues please contact our Membership Department at: membership@hrpa.ca

10. Can I retire my designation and/or registration?

HRPAs offers both retired dues as well as retired status for the designations. Please note that these are separate processes. For information about retired dues, please contact our Membership Department at: membership@hrpa.ca. With respect to retired status for your designations, you can apply for retired status provided that you no longer provide HR services, either full-time, part-time, pro bono or on a volunteer basis. Once your designations are retired you will no longer be required to meet the CPD requirement, but you will also no longer be able to vote in Board elections or at the Annual General Meeting. To maintain your retired designations you have to remain an active registrant of HRPAs.

11. What can I do if I retired my designation but would like to put it back on active status?

Members who have been granted retired status for their designation have two renewal periods to change their mind and put their designation back on active status. If they missed a CPD period while their designation was retired, they would need to submit the outstanding CPD log before the designation could be reinstated. Once the two renewal periods have passed though, members who retired their designation would have to go through the re-achievement process, meeting all of the current requirements for the designation(s) they previously held.

12. If I move to another province or country, can I maintain my registration with HRPA and my designation?

HRPA has no residency requirement. As such you can always maintain your registration with HRPA. With respect to your designations, you can also maintain your designations with HRPA regardless of where you reside, but there are limitations with respect to using the designation(s) in another province. If you move to any province other than Quebec you are currently able to remain a registrant of HRPA and use any designation you have been granted by HRPA in that province. Quebec is the only exception because the Ordre des conseillers en ressources humaines agréés (ORHRI) is the only other regulatory body for HR in Canada. As such, if you move to Quebec you would need to have your designation(s) recognized by ORHRI in order to be able to use the designation(s) in Quebec.

13. Would the resignation process also apply to students?

Yes. Students who decide not to renew their registration must submit a Resignation Form to officially resign their registration and avoid revocation.

14. If I resign my registration, can I still use my designation(s)?

No. Under the Registered Human Resources Professionals Act, 2013, maintaining your registration with HRPA is required in order to be authorized to use the CHRP, CHRL and/or CHRL. Once you stop being an active registrant, you lose your authorization to use any of the designation. Continued use of the designations after your registration has been suspended or lapsed is a contravention of the Act and if we become aware of continued use of the designation we will issue a cease and desist notification.

15. Are there any processes in place to ensure that a person cannot impersonate a HRPA member/designation holder and send in a resignation form?

Members are required to provide their registration ID as well as their signature on the Resignation Form to confirm their identity. If, for any reason though, a registrant is resigned incorrectly because another individual impersonated them HRPA would correct the issue and reactive the individual's registrations once made aware that the resignation was not submitted by the registrant him- or herself.

16. How many registrants resign on average each year?

In 2017, HRPA processed around 800 resignations.

17. If I renew my registration and submit my CPD log, if applicable, by May 31st, will I still receive a Notice of Revocation?

If you renew your registration by May 31st and meet all other renewal requirements, such as submitting your CPD log and audit documentation, if application, you will not be part of the suspension-revocation cycle and receive any of the Notices related to that cycle.

18. What if I accidentally miss my CPD submission deadline – will my designation be revoked and will the revocation appear on the public register?

As long as HRPA has updated contact information on file for you, you should not accidentally miss your CPD submission deadline. We send out curtesy reminders that your CPD log is due via email six-months, three-months and one month before the applicable May 31st deadline. If you miss the May 31st deadline, we will mail and email you a Notice of Impending Suspension in mid-June and a Notice of Suspension and Impending Revocation in mid-July. Revocation does not

actually occur until September 30th or, if September 30th falls on a weekend, until the following Monday. As such, even if you miss the May 31st deadline you have another four months grace period to submit your outstanding log and you will be advised as such. That being said, both the suspension in mid-July, as well as the revocation should your log not have been submitted by the revocation deadline of September 30th at 5:00 p.m., will be added to your registration history and will appear on the public register.

19. Can I apply for a CPD extension more than once?

Yes. Any extension to your current CPD cycle beyond one year though will need to be reviewed and approved by the CPD Committee. You should also know that for extensions beyond one year, you will be borrowing time from your next 3 year CPD cycle.

20. If a designation has been revoked but it has been less than two renewal dates, can we simply submit the CPD Log as usual online or is there another procedure?

Members whose designation was revoked due to non-compliance with CPD but who have maintained active registration in HRPAs in the interim, have two years to submit their outstanding CPD log to have their designation reinstated. While the log can still be submitted online, the member must contact HRPAs once the log has been submitted so the designation can be reinstated. On a case-by-case basis, members may be asked to submit supporting documentation so their log can be audited by the CPD Committee before the designation can be reinstated.

21. If I lose my designation, would I still be able to indicate on my resume that I held the designation for a specific period?

Yes. While you no longer would be able to use a designation once it has been suspended, revoked or resigned, you can still indicate on your resume that you held the designation, but you need to ensure that it is clear when the designation was granted and when it lapsed, and that you no longer hold the designation at that time.

22. If I hold more than one designation, can I use all of them or should I use the highest designation I was granted?

We generally recommend using the highest designation you were granted but there is no policy preventing you from using more than one designation at this time.

23. Is the CHRP designation granted by any other regulator or association in Canada?

No. At this time only HRPAs grants the CHRP.

24. Will HRPAs start granting the Chartered Professional in Human Resources (CPHR) designation?

No. Unlike most of the other provinces, with the exception of Quebec, HRPAs is a regulatory body which has been granted a public act by the government to regulate its members, students and firms. The Registered Human Resources Professionals Act, 2013, establishes the designations that HRPAs can grant, which are the CHRP, CHRL and the CHRE. The CPHR is not part of that list and as such will not be granted by HRPAs.

25. How are the HRPAs designations recognised by other provinces in Canada?

To determine whether your HRPAs designation will be recognized by an HR association in another province you should always contact that association directly. In HRPAs's experience though, the

CHRP is recognized by other provincial HR associations as a CPHR Candidate status, while the CHRL and the CHRE are generally recognized as the CPHR.

26. Where can I find policies such as the CPD Extension Policy or the Deadline Extension Policy?

You can find all regulatory policies via the HR Designations menu under the [Policy tab](#) on our website.

27. If my registration was resigned or revoked and I had to re-achieve my designation upon rejoining HRP, what happens to my CPD period?

If you re-achieve a designation after your registration was resigned or revoked you will be provided with a new CPD period once the re-achievement is complete.

28. How will I be notified that I have been granted a designation so I can start tracking my CPD hours?

Currently, HRP's policy is to mail and email a granting letter once a designation has been granted. The granting letter will contain information regarding your first CPD period.

29. How to I obtain a certificate for my designation(s)?

Each registrant is provided with a certificate when he or she is granted a designation. If you were granted a designation but have not received a certificate, please review our [Designation Certificates website](#) on how to order a certificate.

30. I passed my knowledge exam before 2016 and was granted the CHRP, what additional requirements would I need to complete to obtain the CHRL?

All registrants who passed the knowledge exam before 2016 are exempt from the new requirements for the CHRL, such as the CHRL Employment Law Exam, until November 30, 2018 or until 10 years from when the exam was passed, whichever is earlier. This means those registrants only have to meet the former CHRL requirements: 1. Registration, 2. Coursework Requirement, 3. Knowledge Exam, 4. Degree and 5. Experience. For information which requirements are still outstanding for individual registrants, please contact the Office of the Registrar at: registrar@hrpa.ca

31. Do I have to submit a CPD log every year?

No. Your CPD log is due every three years on May 31st. You will receive a six-months, three-months and one-month reminder via email before your log is due.

32. As Practitioner member, do I have to meet the CPD requirement?

No. At this time the CPD requirement only applies to designated members.

33. When are CPD logs due to be submitted?

CPD logs must be submitted by May 31st every three years. Which year your CPD log is due will depend on when you were granted your first designation by HRP.

34. What happens if I am granted my first designation throughout the year?

If your first designation is granted throughout the year, your first period will be slightly longer than three years to align it with a May 31st ending date three years in the future.

35. Can I submit my CPD log before it is due?

Yes, you can submit your CPD log at any time. Submitting your CPD log early does not change your next CPD period though and you cannot carry over activities from one CPD period to the next.

36. If I submit my CPD log early, why can't I start logging CPD hours for my next period immediately?

As a matter of policy HRP A does not permit activities to be carried over from one period to the next. The main reason is that the continuing professional development is supposed to be just that – continuous. If registrants were permitted to carry over activities, it would be possible to meet the CPD requirement for more than one CPD period in a short amount of time and the stop participating in CPD for years, which would defeat the purpose of the requirement.

37. If I submit my CPD log early, can I submit my log for my next period during my current CPD period as well?

No, you cannot submit a CPD log for a future CPD period during your current CPD period. You can also not log CPD hours completed within your current CPD period for your next CPD period.

38. Why does it take about eight weeks after I submitted my log to be provided with a new CPD period?

Reviewing CPD logs and updating each record with the new CPD period is a manual and time-consuming process. Since per year between 3,000 – 9,000 logs are submitted, with the majority being submitted between January and July, HRP A is unfortunately not able to shorten this process beyond the eight week time-frame currently in place.

39. If I submit my CPD log early, when will it be reviewed and my CPD period set for the next cycle?

HRP A makes every effort to ensure CPD logs are reviewed within 8 weeks of receipt. Your next CPD cycle is updated in your registration record once the review is complete. Please note that a successful review does not exempt you from being selected for the CPD audit and that all registrants should maintain their supporting documentation for at least two years after the log was due or submitted, whichever is later.

40. What happens if I submitted my CPD log and then subsequently made changes and submitted again? How can I get the first submission to be disregarded?

Generally we would ask registrants not to submit their log more than once. Regardless of when the log was originally submitted, the log we will access for the review will be the log that was most recently updated, so we would be aware of any changes that have been made. If you submit your log more than once by accident and would like to have previous submissions removed, please contact the Office of the Registrar for assistance at: registrar@hrpa.ca.

41. Is it ok if I continue to log CPD hours even after I have reached the required 66.67 CPD hours?

Absolutely. 66.67 hours is the minimum but you can definitely log additional hours.

42. Is there a fee for submitting your CPD log?

No.

43. If I am on parental leave, can I delay my CPD submission deadline?

Yes. HRPAs has a CPD Extension Policy that allows registrants who are on parental leave, experiencing a prolonged illness or who are unemployed to borrow time from their next CPD period to extend their current submission deadline.

44. How long can I request a CPD extension for?

Generally, the length of a CPD extension is based on the reason for the request – for example for a one year parental leave an extension for up to one year can be granted. If you require a longer term extension, you can request such an extension and your request will be considered by the CPD Committee. HRPAs also grants ongoing extensions to registrants experience prolonged illness, disability or mental health issues. Ongoing extensions remain in place until such time as the registrant is able to return to work, at which point he or she will be referred to the CPD Committee to develop a plan to bring the CPD requirement up-to-date.

45. As long as I maintain my registration and meet the CPD requirement, am I required to work or volunteer in HR to maintain my designation?

No. There is no requirement that you need to work or volunteer in HR to maintain your designation.

46. What happens if my CPD log is audited and the CPD Committee questions some of the activities I have submitted?

If your CPD log is one of the 3% of CPD logs randomly selected for an audit every year and the CPD Committee raises questions about any of the activities you submitted, as a first step the committee will ask you for more information and clarification regarding how the activity benefited your skills as an HR practitioner. If the additional information does not satisfy the CPD Committee, you would have the opportunity to provide additional CPD hours or to develop a plan to get your CPD requirement up to date.

47. Is there a Guide that outlines what activities qualify for CPD and how many hours can be claimed for each activity?

Yes. There is a PDF version of the CPD log that can be downloaded from our CPD requirement website. It contains detailed information about the different categories and activities and how to calculate the appropriate CPD hours.

48. How many hours can be logged in each CPD category maximum?

For information about how many hours can be logged for each CPD category and activity, please review the PDF version of the CPD log posted on our CPD Requirement website.

49. Do activities need to be pre-approved by HRPAs to qualify for CPD hours?

No, activities do not need to be pre-approved by HRPAs to qualify for CPD hours. Registrants are encouraged to consider the following question when selecting their continuing professional development activities: "Does this activity further my abilities as an HR practitioner?" If the answer is 'Yes', then log the activity.

50. What if I am employed overseas, how can I complete the CPD hours to maintain the designation?

CPD hours can be completed anywhere in the world as long as they further your skills as an HR practitioner. There is no requirement that CPD hours have to be completed in Ontario or Canada.

51. Will I be penalized if my CPD hours are heavily concentrated in one area?

No, you will not be penalized if your CPD hours are heavily concentrated in one area.

52. How do I know if an activity has been pre-approved for CPD hours?

HRPA has a CPD pre-approval logo that will appear on all pre-approved CPD activities.

53. If I have a CPD Code to log an activity, is there a deadline by which I need to use the code or it expires?

No. CPD codes do not expire.

54. If I log an activity by using a CPD code, do I need to enter any other information?

No, entering the CPD code will populate all the relevant information.

55. I no longer have the CPD code for a pre-approved activity I completed – can I still log the CPD hours?

Yes, you would simply need to log the activity manually.

56. Can on-demand webinars be used for CPD hours?

Yes. All webinars – whether live or on-demand – can be used for CPD hours provided that they were pre-approved by HRPA or that you can make the connection between the learning objectives of the webinar and how it furthers your HR skills.

57. Can you provide an example of self-directed learning?

Self-directed learning includes readings of periodicals and research in preparation for sharing of your learning at discussion groups or “brown-baggers”, which have learning outcomes but do not result in workshop development.

58. If we have questions about CPD, who can we contact at HRPA?

Please contact the Office of the Registrar at: registrar@hrpa.ca.