

OOTR 2018 Summer webinar series

**Renewal, Resignation,
Suspension, Revocation,
Reinstatement and Re-achievement**





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Office of the Registrar

2018 Summer webinar series

**Thursday,
July 12, 2018**

**Renewal, Registration, Suspension, Revocation, Reinstatement and
Re-achievement**

**Thursday,
July 19, 2018**

**The requirement to notify the Registrar of bankruptcies and
insolvency events**

**Thursday,
July 26, 2018**

What to do if a Complaint is About YOU?



Housekeeping

- Webinar will be recorded and posted online
- The CPD code for this webinar will not be given in the webinar itself, rather it will be sent to each webinar attendee as part of the post-webinar survey
- Will post answers to questions that we could not answer in the webinar

Questions involving specific individual circumstances

- This webinar is not the appropriate place and time to address specific individual circumstances
- Sometimes the correct answer depends on some details that are not provided with the question
- Please contact the Office of the Registrar with questions involving specific individual circumstances

Agenda

- HRPAs' Renewal Cycle
- Common Misconceptions
- Resignation vs. Revocation
- The Suspension – Revocation Cycle
- Reinstatement or Re-achievement?
- Q & A

Registration and Registrant

- Why the awkward terminology?
- As per our *Act*, students aren't members
- Students, however, do appear on the *register*
- *Registrants* is the correct term that refers to both members and registered students
- If the *Registrar* places your name on the *Register*, then you have *registered* with HRPAs and you are a *registrant*
- That is also why our *Act* is called the *Registered Human Resources Professionals Act, 2013*

HRPA's Renewal Cycle

- HRPA's registration years runs from June 1st to May 31st
- Every active registrant is required to either renew or resign their registration by May 31st annually
- First renewal notice is sent out via email by the Membership Department on the first day of the Annual Conference every year – about 4 months before the renewal deadline

Renewal

- Renewal is something that one cannot leave to anyone else
- The attestations in the renewal application are a legally binding covenant between the registrant and the HRP A—and only the registrant can give these attestations
- Paying is not enough, signing off on the attestations is key
- Even if someone else pays your dues, you are responsible for your renewal process (registration is personal not organizational)
- If someone promises that they will complete your renewal process on your behalf, don't trust them... they can't

Common Misconceptions

- *“If I no longer want to be part of HRPAs, I’ll just stop paying my dues just like a subscription service.”*
- *“I can rejoin HRPAs at any time and pick up right where I left off – including getting my designation back.”*
- *“I have my designation for life – regardless of my registration status.”*

Resignation vs. Revocation

- Resignation: active, personal choice to end registration with HRPA
- Revocation: done by HRPA due to non-payment of dues, incomplete renewal application, non-compliance with the CPD requirement or as the result of a disciplinary proceeding

The Resignation Process

- There are two resignation options:
 1. Resign registration
 2. Resign CHRP, CHRL or CHRE designation but stay Practitioner member
- To resign, a completed Resignation Form has to be submitted to the Office of the Registrar at registrar@hrpa.ca
- **Resignations cannot be processed over the phone – always follow up in writing by submitting the Resignation Form!**

Resignation Form

- The following information needs to be provided as part of your resignation:
 1. Scope of resignation (registration or designation only)
 2. Registrant Information (i.e. name & registration number)
 3. Notice of Resignation
 4. Reason for resignation (i.e. retirement, leaving province/country, changing professions)

“This is to officially notify HRPA of my decision to resign my registration in the Human Resources Professionals Association. I understand that my resignation means that I no longer enjoy the rights and privileges of registration in HRPA and do not have the right to use any designation granted by HRPA. I understand that if I wish to re-apply for registration in the future, I must submit a new Application Form and re-achieve any designation I previously held.”



Things to Keep in Mind Before Resigning

- Why are you considering resigning your registration?
 - If it is for financial reasons, reach out to our Membership Department to obtain information about reduced dues and/or the Member Disability Assistance Program (MDAP) at membership@hrpa.ca
- Do you have a designation?
 - If you have a designation, consider whether you may require the designation in the future and what would be involved for you to re-achieve the designation at that time
- The By-laws and the Reinstatement and Re-achievement Policy reflect the current process and may change at some time in the future – there is no guarantees as to what the reinstatement and re-achievement processes will be in the future

Processing of Resignations

- If you are certain that you want to resign your designation or end your registration with HRPAs, complete and submit the Resignation Form to registrar@hrpa.ca
- Resignations can be submitted at any time during the year and are processed upon receipt
 - If you would like to complete the current registration year before your resignation takes effect you **must** indicate on the Resignation Form that you wish for the resignation to occur as of the upcoming May 31st

Processing of Resignations

- Once your resignation has been processed, you will receive a confirmation email either (i) confirming the resignation of your designation and your new status as a practitioner member or (ii) confirming the resignation of your registration with HRPAs and a thank you for your time with HRPAs
- The Public Register will be updated to reflect the resignation of your designation or the resignation of your registration
 - In accordance with the By-laws, HRPAs is obligated to include this information on the Public Register for all current members or students, as well as for a period of 10 years for all former members or students – **resigning does not mean that you can be removed from the register!**

The Suspension – Revocation Cycle

- Registration renewals are due by May 31st of every year
- Designated members whose three-year Continuing Professional Development (CPD) period is up are required to submit their CPD log by May 31st as well
 - The May 31st deadline also applies to the 3% of designated members randomly selected for the CPD audit each year
- Once May 31st has passed, HRPA starts its annual suspension-revocation cycle, which consists of three steps:
 1. Notice of Impending Suspension
 2. Notice of Suspension and Impending Revocation
 3. Notice of Revocation

The Suspension – Revocation Cycle

- **Please note:** on a case-by-case basis, HRPAs may go through a suspension-revocation cycle for individual registrants at other points during the year, for example for non-compliance with the CPD Audit

The Suspension – Revocation Cycle

- All Notices are sent out both via mail and email
- Failure to provide up-to-date contact information or unsubscribing from HRPAs emails **does not invalidate the notification** – it is the registrants obligation to ensure their contact information is up-to-date and that they are able to receive communications from HRPAs!
- To ensure that you are able to receive the suspension-revocation notices, please:
 - Ensure that HRPAs has your up-to-date contact information on file
 - Do not unsubscribe from HRPAs emails – if you unsubscribe, you will not be able to receive the email notifications
 - If you are on parental leave or are otherwise on a leave of absence from work ensure that HRPAs has your personal contact information
 - Check your firewall settings to ensure emails from HRPAs are not being blocked and that HRPAs has been added to your white list/approved contacts list

For What Reasons May a Suspension or Revocation Notice be Issued?

- Registrants may be caught in the suspension-revocation cycle for a variety of reasons:
 - Non-payment of dues
 - Failure to submit a CPD log
 - Combination of non-payment of dues and failure to submit a CPD log
 - Any outstanding fees
 - Failure to comply with the CPD Audit
 - Incomplete renewal application (missing mandatory information such as the attestations, self-reporting obligations and Education Questions)
- Any Notice of Impending Suspension, Notice of Suspension and Impending Revocation and Notice of Revocation will state the reason(s) for the Notice as well as provide instructions on how to resolve the issue

Notice of Impending Suspension

- This is the first Notice in the suspension-revocation cycle
- Notices of Impending Suspension are issued about 2 weeks after the May 31st deadline (mid-June)
- Recipients of a Notice of Impending Suspension are provided with 30 days to resolve whatever reason the Notice was issued for (i.e. pay their outstanding registration dues) before the suspension will take affect
- The Notice of Impending Suspension will set out the specific date & time the suspension will occur
- Until such time as the suspension takes affect, registrants remain in good standing and enjoy all the rights and privileges of registration, including the right to use any designation(s) granted by HRP

Notice of Suspension and Impending Revocation

- This is the second Notice in the suspension-revocation cycle
- Notices of Suspension and Impending Revocation are issued about 30 days after the Notices of Impending Suspension (mid-July)
- Recipients of a Notice of Suspension and Impending Revocation are provided with 60 days to resolve whatever reason the Notice was issued for (i.e. pay their outstanding registration dues) before the revocation will take effect
- The Notice of Suspension and Impending Revocation will set out the specific date & time the revocation will occur
- Once suspension occurs, registrants are no longer in good standing and do not enjoy any of the rights and privileges of registration, including the right to use any designation(s) granted by HRPAs
 - continued use of a designation granted by HRPAs once suspended constitutes a misuse of the designation in accordance with the *Registered Human Resources Professionals Act, 2013* and the HRPAs By-laws

Notice of Revocation

- This is the third and final Notice in the suspension-revocation cycle
- Notices of Revocation are issued about 60 days after the Notices of Suspension and Impending Revocation (September 30 or the following Monday if September 30 falls on a weekend)
- Recipients of a Notice of Revocation are provided with the reason for the revocation as well as information regarding how to rejoin HRPAs and/or how to reinstate and/or re-achieve their designation(s), if applicable
- The Notice of Revocation will set out the specific date & time the revocation occurred
- Once revocation has occurred, registrants are no longer part of HRPAs and do not enjoy any of the rights and privileges of registration, including the right to use any designation(s) granted by HRPAs
 - continued use of a designation granted by HRPAs once revoked constitutes a misuse of the designation in accordance with the *Registered Human Resources Professionals Act, 2013* and the HRPAs By-laws


Suspension/Revocation and the Public Register

- Any suspension or revocation is recorded on the Public Register in accordance with the By-laws:
 - For members, s. 13.01 states that: “The Registrar shall keep a register in which shall be entered the following information in respect of Members and, for a period of 10 years, of former Members: (9) any dates after initial Membership when the Member’s Membership or was suspended or revoked and the reasons for the suspension or revocation”.
 - For students, s. 15.34 states that: “The Registrar shall keep a register in which shall be entered the following information in respect of Students and, for a period of 10 years, of former Students: (4) any dates after initial registration when the Student’s registration was suspended or revoked and the reasons for the suspension or revocation”.

Suspension/Revocation and the Public Register

- The Public Register is akin to a legal document – as such, a suspension or revocation can only be removed if the suspension or revocation was due to a procedural error on part of HRPA
- A suspension or revocation will remain in the registrant's record as well as on the Public Register as part of the registrant's registration history even if the registrant subsequently rejoins HRPA and is back in good standing

The HRPA Designation Reinstatement and Re-Achievement Policy

- The HRPA Designation Reinstatement and Re-Achievement Policy sets out the process to re-obtain a designation after a resignation or revocation
 - The policy flows directly from the By-laws
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By-Laws

- There are variety of By-laws that inform the Reinstatement and Re-Achievement 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 9.42.
 - 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

- Active Practitioner members of HRPA who previously held a designation have a two-year window to reinstate their designation(s) once the designation(s) are resigned or revoked
- Reinstatement of a designation is only possible for **current** registrants of HRPA
 - Registrants who resigned their designation but remained active Practitioner members of HRPA
 - Registrants whose designation was revoked for non-compliance with the CPD requirement or non-compliance with the CPD audit but who remained active Practitioner members of HRPA

Reinstatement After Resignation or Revocation of Designation for Active Practitioner Members

- Practitioner members who resigned their designation or whose designation was revoked can reinstate their designation within two years by doing the following:
 - a) If no CPD period was missed: contacting the Office of the Registrar and requesting that their designation(s) be reinstated
 - b) If a CPD period was missed: submitting the outstanding CPD log for the period that was missed and, if deemed necessary, supporting documentation for each activity listed in the CPD log
 - The CPD log may be audited by the CPD Committee
 - The registrant's designation(s) will be reinstated once the CPD log and, if required, the supporting documentation have been submitted pending the outcome of the audit
 - c) If the revocation was due to non-compliance with the CPD audit: submitting the outstanding supporting documentation for the audit and completing the audit process

Reinstatement

- Reinstatement is only available for active Practitioner members for two years after a designation was resigned or revoked – once the two years have passed Practitioner members who used to hold a designation would have to go through the re-achievement process to re-obtain that designation

Reinstatement After Retiring a Designation

- For designated members who retired their designation but remained members of HRPAs and who would like to have their designation become active again the same timeframe and process applies as for Practitioner members whose designation was resigned or revoked

Re-Achievement

- Re-achievement describes the process former designated registrants of HRPAs must complete in order to re-obtain a designation they previously held
- Re-achievement is required whenever a registration with HRPAs lapses regardless of whether the registrant resigned or was revoked
- Re-achievement means that all current requirements in place for a designation need to be met, taking into consideration any requirements that were previously met that are still valid

What Does Re-Achievement Entail?

- The requirements that need to be met in order to re-achieve a designation will vary from individual to individual depending on a variety of factors, including but not limited to:
 - Is the applicant's exam result still valid?
 - If the exam result is still valid, when was the exam completed (i.e. does it qualify for any exemptions to current requirements)?
 - If the exam result is no longer valid, how was the coursework requirement met and is it still valid?
 - For the CHRL, when and how was the experience requirement met? Is a submission for recency (three months of professional level HR experience in the past two years) required or does the requirement have to be met anew?
 - Does HRP A have a degree on file?
 - What new requirements have come into effect that now would need to be met to obtain the designation (i.e. Employment Law Exam, Job Ready Program, Professional Program, Final Performance Exam)?

How to Apply for Re-Achievement

- Former designated registrants should contact the Office of the Registrar if they would like to rejoin HRPAs at registrar@hrpa.ca
- Staff will consult the individual's record and provide a comprehensive overview regarding what requirements would need to be met in order to re-achieve a designation
- The first step is to rejoin HRPAs
 - Former registrants are treated like new applicants, meaning they have to complete a new registration application and pay the pro-rated registration dues depending on when they rejoin
 - Former registrants must quote their previous registration number on the registration application to ensure their old record is re-opened

How to Apply for Re-Achievement

- Once they are signed up as an active registrant again, all outstanding requirements for the designation(s) would need to be completed before the designation(s) is/are granted again
- It is not necessary to re-achieve all designations that a registrant held previously – it is up to the registrant to determine which designation to re-achieve
 - Previously designated registrants that rejoin HRPAs can also choose not to pursue re-achievement and simply remain active registrants without a designation
- Once a designation has been re-achieved, an official granting letter will be sent and a new certificate is issued

Exception to the Re-Achievement Process

- The only exception to the re-achievement process is for former registrants of HRPAs who **resigned** their registration with HRPAs but had their designation recognized by another provincial HR association and are a designated member in good standing of that HR association at the time they apply to rejoin HRPAs
- For those individuals, the following process applies:
 - Obtain a Confirmation of Good Standing Form from their current provincial HR association
 - Submit the Confirmation of Good Standing Form to HRPAs and rejoin as a member
 - Providing that everything is in order, HRPAs will reinstate the designation(s) previously held through HRPAs
- This exception does not apply to former registrants of HRPAs whose registration was **revoked** regardless of whether they had their designation recognized by another provincial HR association and maintained a designation with that association – those individuals will have to pass through the regular re-achievement process

Why this Matters

- HRPAs are professional regulators – as such, our purpose is to promote and protect the public interest
- Being a registrant of HRPAs means holding oneself to a high ethical and professional standard in accordance with the *Act*, the By-laws and the Rules of Professional Conduct – it is a serious commitment to join and it is a serious decision to leave
- There are serious consequences to letting your registration lapse, either by resigning or through revocation – it is not a decision that should be made lightly or without being well-informed
- There is a proper way to leave HRPAs through a written resignation – even if you do not want to be a registrant anymore there is no reason to let your registration be revoked and have that displayed on the Public Register

Why this Matters

- Overall, HRPAs have a very generous renewal process:
 - The first renewal notice is sent out about four months before the May 31st deadline and HRPAs have maintained May 31st as the renewal date consistently to avoid confusion
 - Once the May 31st deadline has passed, we provide an additional four months grace-period, during which we email and mail a Notice of Impending Suspension, a Notice of Suspension and Impending Revocation and a Notice of Revocation to the contact information we have on file to ensure registrants who may be revoked are well aware of the revocation deadline and how to avoid revocation
- Overall, registrants have about eight months to either renew and/or submit their CPD log or resign – because HRPAs' renewal period is quite extensive, we adhere strictly to the revocation deadline and no exceptions are made unless there was a procedural error made by HRPAs or the registrant has medical documentation showing that they were fundamentally incapable of renewing their registration or submitting their CPD log during that time period due to a serious, debilitating illness or mental health issues
 - This is an extremely high threshold to meet – being on parental leave for example would not be sufficient

Why this Matters

- Providing HRPA with updated contact information and ensuring you are able to receive our communications is essential – you do not want your registration to be revoked because you missed the Notices and then have to pass through the re-achievement process

What to do if you Have Trouble Maintaining Your Registration

- Sometimes it can be difficult to maintain registration with HRPAs due to various circumstances but before resigning or letting your registration be revoked, reach out to HRPAs and ask for assistance
- HRPAs have the following programs in place to assist registrants:
 - Reduced Dues
 - Member Disability Assistance Program
 - CPD Extension Policy
 - Accommodation Policy
 - Deadline Extension Policy for Designation Requirements
- Remember – we can't help you unless you ask

Questions

**Suggestions for webinar topics?
Feedback?**

registrar@hrpa.ca

