

A webinar presented by the Office of the Registrar

'The Validation of Experience Requirement Explained'

September 19, 2019

Does the experience have to be paid work or can it be work on a non-paid not for profit board of directors as HR Advisor?

Volunteer and co-op experience can be submitted if you determine that it was done on a full-time basis and is at the required level in HR. It is up to the Experience Assessment Committee to determine if it meets the requirements to be counted towards the 36 months of professional level HR experience.

What is the consideration for experience gained outside of Canada?

Experience outside of Canada can be counted towards the three years if it falls within the parameters required. The requirement is three years of professional level HR experience within the last 10 years, of which a minimum of three months must have been completed within the last two years.

Does a talent acquisition role at staffing agency qualify as experience for the last 2 years?

It does not matter whether one is working in a specialist position or a generalist position or if you are an independent practitioner or an employee of a company. If you determine that your work falls into one of the nine dimensions of HR and is at the required professional level, you can submit this experience for review. It is up to the Experience Assessment Committee to determine if it meets the requirements to be counted towards the 36 months of professional level HR experience.

I heard that the requirements for CHRL will change (e.g., a new component will be added). What's the new component? When's the effective date?

We will implement additional requirements in the new future. Once the date is confirmed, we will be providing notice to all our members.

Does volunteering for HRPAs communications/programs committees count?

Please refer to the answers on question #1

Can you elaborate about "independence of actions"?

Independence of actions — relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience

On the 1st page of the form, about the organizational chart, we have to write the size of the organization. What organization do you refer to? Because my org. chart includes the EMEA HR team, and I don't know the size of the whole EMEA group (and I'm not sure I can have this info).

Please provide the approximate size of the whole organization.

What if the company no longer exists?

Employer copies of documents are not required. Employer documents are preferred, but you can develop your own descriptions and organizational charts for consideration.

I have 3 years of experience in HR, but I have only had my CHRP for one year. Am I eligible to apply for the CHRL?

Absolutely! Having a CHRP designation is not a prerequisite to pursue your CHRL designation.

Do I need to submit the JD and Org chart for all the organizations I worked before or only 1 company info is adequate if I worked there for more than 5 years?

You must submit: questionnaire, JD & org chart for each positions you are submitting for a review.

What is the limit for all answer? Should it be long answers or short and brief?

Each answer should be direct and to the point but should provide enough information to give the Experience Assessment Committee a clear picture of your daily responsibilities/duties. Point-form answers are preferred over paragraph style. If more space is required, a separate sheet can be used. You can type the questions into a Word document and then type out your answers there and submit these pages with your application.

Do we answer these 4 questions for EACH position?

Yes!

What if the organization did not have job descriptions or organization charts?

Please refer to the answers on question #1

If you submit your application and it's not approved, will you be given feedback on what additional work you need to do?

You will receive e-mail with the results of your application it will state how much time you were granted for your experience (if any) and why some or all of your experience did not meet the requirements of being at the professional level or in HR.

Is there a written exam involved in the process, or is the CHRL granted based on validation of relevant professional experience as you've described?

Please refer to the CHRL Designation Requirements page: <https://www.hrpa.ca/hr-designations/chrl>

I worked as a contractor for the government. I was not a gov't employee. Technically I was employed by the staffing agency. Who do I indicate as my employer?

Please indicate the name of your staffing agency and indicate that you worked for the gov't.

Define in the process of obtaining the Certification

Please refer to the CHRL Designation Requirements page: <https://www.hrpa.ca/hr-designations/chrl>

I have close to 20 years of HR experience with the last 3 in Managerial role. I do not possess a degree. Is a University degree required to gain CHRL designation?

Currently, having a degree is a requirement to obtain your CHRL designation. However, you may be interested in the CHRE designation. For more information: <https://www.hrpa.ca/hr-designations/chre>

Where can I find the "job classification codes"?

If your organization does not use these codes, you may disregard this submission requirement.

Does maternity leave, or not working to pursue higher education count within those 3 years?

It doesn't. You have 10 years after passing the exam to submit and pass the Validation of Experience. If you need more time to meet the experience requirement, this period can be extended for another 10 years by re-writing and passing the exam before the end of this validity period. If you have a significant absence from work (not including vacations), you should note this absence on your application as time spent away from the job cannot be counted towards meeting the 36 months.

Do we need to submit answers for questions for last 3 years or any of the 3 years within 10years experience?

The requirement is three years of professional level HR experience within the last 10 years, of which a minimum of three months must have been completed within the last two years.

To answer the questions, can we use bullet points, or must we write sentences?

The Experience Assessment Committee has no preference!

Can Reference Letter be submitted?

It can be submitted as a supplementary document. However, it is not a required document.

The PDF document is hard to type in. Can we hand write on the application?

If it's legible. If more space is required, a separate sheet can be used. You can type the questions into a Word document and then type out your answers there and submit these pages with your application.

Do we need to provide the employee names on the org chart or just the position names?

The position titles will suffice.

What if your job was not considered HR, but your role required that you take on responsibilities that would qualify (e.g. providing HR advice to team)? What if someone added more HR responsibilities beyond what was required of the role (e.g. provided training on HR processes, or provided advice to managers on other teams, etc.)?

To be credited toward the experience requirement, fifty-one percent (51%) or more of an applicant's time must be in human resources at the professional level.

What if I did not have a job description at one of the jobs!?

Employer copies of documents are not required. Employer documents are preferred, but you can develop your own descriptions and organizational charts for consideration.

Can you use non-professional level roles that included some professional level projects or duties? Would it just be pro-rated?

To be credited toward the experience requirement, fifty-one percent (51%) or more of an applicant's time must be in human resources at the professional level.

Can I take the CKE2 exam before I have 3 years of HR professional experience? Or do I have to get my 3 years' experience before taking the CKE2 exam?

You can submit your VOE at any time. However, please note that the VOE results are valid up to two years. This means that you must meet all the other requirements within that two-year period.

What are next steps after validation?

You will receive the next steps upon successful completion of the VOE.

If the first-time submission is not successful, will it be negatively impact my record with HRP? Do I need to wait for certain period to submit for the second time?

No. It will not negatively impact you as the resubmission will be presented to the panel as a new application to avoid any biases.

You do not need to wait a certain period to resubmit your 36 months of professional experience in HR.

Are you going to talk about how you retain your designation once you achieve it?

Requirements for maintaining the CHRL designation are:

- Maintain continuous membership with HRP registration in good standing;
- Meet the ongoing Continuing Professional Development (CPD) requirement.

- Abide by the Registered Human Resources Professionals Act, 2013, HRPAs By-Laws and HRPAs Rules of Professional Conduct.

Do you need to obtain CHRP before obtaining the CHRL or CHRE?

No. You do not need to have the designation in sequence.

If my experience is approved or recognized by HRPAs, do I still have to take the exam?

Yes. All individuals pursuing CHRP and CHRL must write and pass the CKE and Employment law exam.

Does experience with payroll processing and decision-making count toward HR experience?

It does not matter whether one is working in a specialist position or a generalist position or if you are an independent practitioner or an employee of a company. If you determine that your work falls into one of the nine dimensions of HR and is at the required professional level, you can submit this experience for review. It is up to the Experience Assessment Committee to determine if it meets the requirements to be counted towards the 36 months of professional level HR experience.

If my submission is returned and is shown that my documentation does not fulfill the requirements to proceed to the next phase (exam), can I provide additional backup information at that point or would I have to go through the appeal process?

Your options are to resubmit with additional information or to appeal. However, in order to appeal, there must be a legitimate reason or 'grounds' to request an appeal; simply disagreeing with a decision does not constitute grounds for an appeal. The purpose of an appeal is not to retry or re-decide the case. Individuals wishing to get a 'second opinion' should submit a new application or request for consideration. Generally, for an appeal to be considered, there must have been:

A denial of natural justice, e.g.:

- The individual did not have a fair opportunity to present their case,
- The panel or individual making the original judgment was not/were not impartial, and/or
- The process, policy or rule that was applied is flawed, unfair, or unreasonable. Here the process or rule itself is challenged rather than the specific application of the process.

An error in the decision itself, e.g., the committee or Registrar:

- Failed to consider the correct facts, and/or
- Failed to apply the correct rule or policy in making their decision.

Will you call each of our previous employer to confirm the job description and org chart and let them know the purpose is for CHRL designation?

No.

If a previous submission was denied is it possible to resubmit the same jobs but with more information? Assuming that it was denied due to insufficient support.

Yes absolutely.

If I worked for the same organization in multiple positions, can I submit 1 org chart that indicates all positions?

Yes. However, it may be helpful to provide the org chart over the years.

Do you consider part time work or is it pro-rated?

Yes, those who are working part-time at the professional level in HR can apply to have their experience evaluated using the following criteria:

Part-time work must add up to a minimum of 36 months of professional level HR experience using the guide of a minimum of 30 hours per week = one week of work.

Regardless of how many hours are worked each week above 30 hours, one week = one week. For example, if two part-time jobs add up to 50 hours per week, those 50 hours constitute one week and the applicant will be given credit for one week of experience. Part-time work will be pro-rated accordingly based on how many hours/days of work/week and how much time is spent doing HR. For example, at 2.5 days per week it takes two weeks to get one week of work experience.

Whether full-time or part-time, the position must be at least 51% in HR to be submitted. For example, two days per week in a position that is 60% HR could be used, but a full-time position that is only 30% HR does not meet the requirement.

Example - Job A is 80% HR for three years. Please confirm that additional experience would be required to demonstrate the experience. (Job B & C - etc.)

Yes. 80 % of HR for 36 months will be prorated to 28.8 months.

I will only complete 36 months next month. Am I still eligible to apply for validation and then CKE?

You may consider the Early Assessment Opinion application. The Early Assessment Opinion application can be completed by members who have at least one year but less than three years of HR experience and would like to receive feedback from the Experience Assessment Committee as to whether their experience is at the professional level.

A previous position of mine had been renamed to higher job title with the same responsibilities after I had left the organization. Am I able to list the new title for the Validation of Experience or do I have to list the job title I held while I was there?

Please only refer to your own experience at the time you've held the specific position.

What if the job description does not show a professional level, but my answers to the 4 questions makes it clear that it is professional level?

The job description, organizational chart, questionnaire and the resume should portray the same information.

Can you submit the request for validation of experience BEFORE you write the CKE2 exam?

Absolutely. However, the VOE results are valid for two years. Meaning, you must meet all the requirements for CHRL within that two-year period.

1. If my initial application was unsuccessful, will I have to pay another \$100 + HST when I submit a new application?
Submitting a revised application costs \$100 plus HST. If your application is successful, you would then be required to pay the remaining \$400 plus HST balance.
2. What is the office of the registrar's email? Can you please share that...?
registrar@hrpa.ca