



Human Resources
Professionals
Association

The Validation of Experience Requirement Explained

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Office of the Registrar 2019 Fall How-To webinar series

Thursday, September 19, 2019	The Validation of Experience Requirement Explained
Thursday, October 3, 2019	Accommodations
Thursday, October 17, 2019	Preparing to write the CKE1 or CKE2: Advice from the Registrar
Thursday, October 29, 2019	Let's Talk Exams

Office of the Registrar 2019 Fall Understanding Regulation webinar series

Wednesday, October 9, 2019	HRPA's Appeals Process
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On-demand webinars

- ▶ Our previously aired regulatory and how-to webinar series can be found on the [Regulatory Webinars](#) page of our website
 - ▶ Listen to recording
 - ▶ Download the power point slides
 - ▶ View the Questions & Answers

Housekeeping

- ▶ Webinar will be recorded and posted online
- ▶ This webinar is NOT eligible for CPD
- ▶ We will post the transcript of the Q&A online afterwards with 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 details that are not provided with the question
- ▶ Please contact the Office of the Registrar registrar@hrpa.ca with questions involving specific individual circumstances

About HRPA

- ▶ The Human Resources Professionals Association protects the public interest by governing and regulating the professional practice of its more than 24,000 member registrants.
- ▶ In enhancing its status as a regulatory association, HRPA advances the professionalization of HR and acknowledgment of the profession as a key driver of organizational success by:
 - ▶ ensuring competent and ethical HR practice,
 - ▶ creating compelling value propositions for all in HR to become members,
 - ▶ providing strong and respected designations based on a globally recognized body of knowledge, and
 - ▶ validation of that capability through rigorous examination and supervision of experience.

Three Designations



CERTIFIED
HUMAN RESOURCES
PROFESSIONAL

The CHRP is an entry level designation, but it is also the best-known HR designation. It is intended for HR professionals in roles that are mostly administrative in nature, such as a contributing role in a larger HR function, or a sole HR practitioner in a small HR function.



CERTIFIED
HUMAN RESOURCES
LEADER

HR professionals at the CHRL level hold responsibilities such as: managing projects, programs, and initiatives, implementing.

In professional matters, individuals at this level can act independently.



CERTIFIED
HUMAN RESOURCES
EXECUTIVE

Human Resources professionals at the CHRE level holds high level of experience and responsibility such as leading the HR function in large organizations, developing and executing significant HR projects, working with Boards or HR Committees, dealing with executive compensation, and having responsibility for HR strategies in support of long-term organizational goals.

The CHRL Experience Requirement

- ▶ To be earn the right to use the Certified Human Resources Leader (CHRL) designation, individuals must have accumulated at least three years of demonstrated experience in HR at a professional level
- ▶ HRPA has had an experience requirement since 1989
- ▶ In order to meet the CHRL experience requirement, you must submit the [Validation of Experience Application form.](#)

What are we looking for?

- ▶ The experience must be in the **scope of practice for human resources**.
- ▶ Be at an **appropriate professional level**.
- ▶ Add up to a minimum duration of three years (please note that extensive leaves [e.g. parental leaves] are not credited towards time for the experience requirement).
- ▶ Be acquired within the previous 10 years with at least three months experience in the previous two years (recency requirement).

What does scope of practice 'in HR' mean?

The scope of practice of HR includes the following:

- ▶ The development and implementation of human resources policies and procedures
- ▶ Consultation in the area of human resources management
- ▶ Providing advice to clients, managers, and employees in matters pertaining to management of human resources
- ▶ The representation of clients and organizations in proceedings related to human resources management
- ▶ Program development and evaluation in the area of human resources management
- ▶ The supervision of other human resources professionals whether registered or non-registered
- ▶ Coaching of employees, managers, and other individuals in matters relating to work and employment
- ▶ The conduct of research in the area of human resources management
- ▶ Teaching in the area of human resources management

What does 'professional level experience' mean?

- **Independence of actions** — the amount of planning, self-direction, decision-making and autonomy involved in the work experience
- **A depth of work requirements** — the extent to which work experience requires data-analysis and interpretation
- **Level of interaction** — the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers
- **Responsibility for work outcome** — the accuracy and extent to which the individual is held accountable for his/her work and decisions.

All 4 dimensions must be present for the experience to be considered at a professional level

Validation of Experience Application

You must submit:

1. Validation of Experience application form
2. Resume
3. Job description
4. Organizational chart

Registrant Information

- ▶ Name should be the same as in your registration profile
- ▶ Must be an active registrant of HRPA
- ▶ Daytime contact information (e-mail and phone #)

REGISTRANT INFORMATION:

Name (First, Middle Initial, Last)	
HRPA Member Number (active membership is required to apply)	
Address	
Primary Phone Number	
Email	

Questionnaire

- ▶ Position title
- ▶ Time spent in position (month and year)
- ▶ What proportion of your time is spent doing HR work (must be at least 51%, time is pro-rated accordingly)

Current or most recent position:

Position title: _____

Time spent in position: _____ (Month/Year to Month/Year)

In this position, what proportion of your time is spent doing HR work or supervising the delivery of HR services? _____ *(Must be a minimum of 51% to qualify)*

Questionnaire

Question 1:

Describe the level of autonomy in your position. What kind of decisions or actions are you empowered to make?

- ▶ Think about the HR processes or functions you work on:
 - ▶ Do you manage, create or develop HR processes? (manage in this sense refers to ownership of an HR process or procedure, e.g. the full cycle of recruitment)
 - ▶ How much planning is involved in your role?

Questionnaire

Question 2:

Describe the kinds of data analysis and interpretation you are typically required to do in your position.

- Describe what is being analyzed
- How is the information retrieved?
- Do you provide an interpretation of the data?
- Do you make any decisions as a result of the data interpretation?

Questionnaire

Question 3:

Describe the level of your interactions both within and outside of your organization. Who do you typically interact with?

- Who in the organization do you interact with daily?
- Describe the influence your role has over other decision-makers within the department and the organization
- How does this interaction fulfill HR or organizational objectives?

Questionnaire

Question 4:

Describe your accountabilities. What does your organization hold you accountable for?

- What are the inputs of your role and, as a result, what are the outputs?
- Do you provide HR advice or training to team members or others in the organization?
- Do you develop or create policies, procedures or HR practices?
- Do you ensure work outcomes are accurate, correct and support the organization or HR objectives?
- Do you have the authority to make inputs more efficient and effective?

Questionnaire

- ▶ These questions should be answered for ALL positions which make up the three-year (36-month) time period
- ▶ Experience must have been obtained within the last 10 years from when application is submitted
- ▶ Includes a 'recency' requirement of at least three months experience practicing HR at a professional level within the last two years

Supporting Documentation

Chronological Resume:

- ▶ Must include employment history with start and finish dates (month and year) for each listed position
- ▶ Should be listed by most recent position held and then go backwards
- ▶ Is usually the same as a resume you would provide to a prospective employer

Supporting Documentation

Job Description:

- ▶ Detailing current and relevant positions/roles
- ▶ Employer documents are preferred; if not available, you must develop your own for consideration

Important note: Make sure the job description is an **accurate** representation of your **current** job responsibilities, accountabilities and qualifications; **if it's not, have it updated either by your employer or update it yourself, as long as it reflects the position worked at that time**

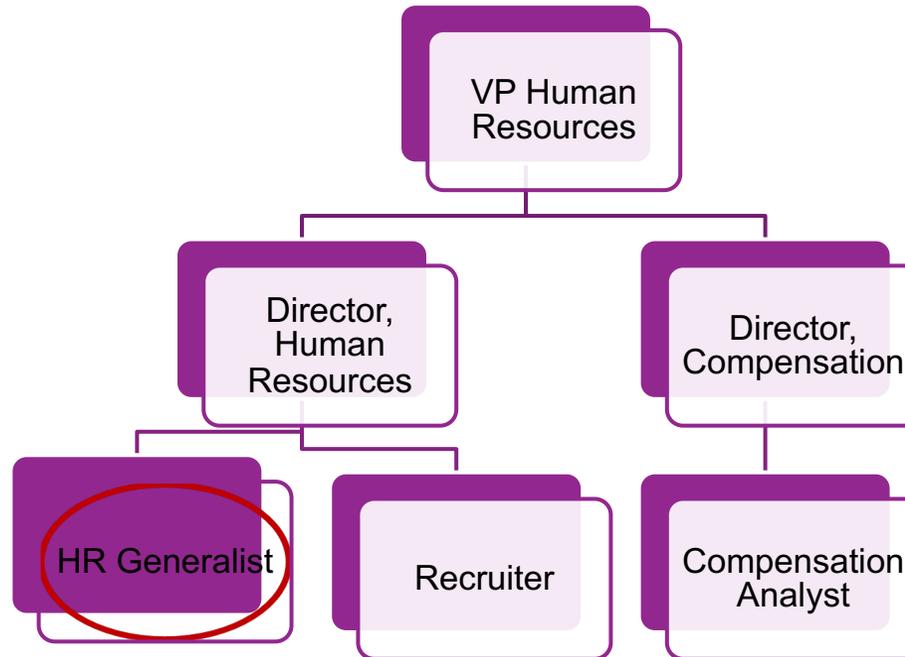
Supporting Documentation

Organization Chart:

- ▶ Who you report to
- ▶ Who your manager reports to
- ▶ Your direct reports
- ▶ The size of the organization (number of staff)
- ▶ Circle or indicate your position

Sample: Organization Chart

ABC Company Human Resources



Size of
Organization:
2,000
employees

Additional Resources

Review the following to ensure you have all information regarding the Validation of Experience:

- [Guide to the Validation of Experience](#)
- [Guide for Assessors](#)
- [FAQs](#)

Tips to Remember ...

- ▶ Keep answers direct and to the point but provide enough information to give the committee a good idea of your daily responsibilities/duties
- ▶ If you need more space, use a separate sheet of paper
- ▶ Spell out any business or organizational acronyms
- ▶ Make sure the job description is an accurate representation of your current job responsibilities, accountabilities and qualifications; **if it's not, have it updated or create your own**
- ▶ Have another person review your application and ask them to describe your jobs back to you, if any important details are left out, be sure to add them to your application (remember, **the committee doesn't know you**)
- ▶ Other documents that would support your application, such as a letter from your employer, may also be submitted

Cost

The cost for the Validation of Experience is \$500 + HST

- ▶ Initial application fee = \$100 + HST
- ▶ Successful 36 months granted = \$400 + HST

Payment can be made by:

- ▶ Cheque, made payable to HRPA
- ▶ Credit card
 - ▶ VISA
 - ▶ MasterCard
 - ▶ American Express

Submission Deadlines

- ▶ Monthly submission deadline (last business day of each month)
- ▶ Experience Assessment Committee is committed to approximately an eight-week turnaround from the submission deadline
- ▶ Results are sent via e-mail
- ▶ Submissions can be sent directly to HRPA's office or by e-mail to registrar@hrpa.ca



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Suggestions for webinar topics?
Feedback?
registrar@hrpa.ca