



**Webinar presented by Human Resources Professionals Association
OOTR – Preparing to write the CHRP-KE or CHRL-KE: Tips from Top Scorers
September 8, 2022**

I am looking for additional practice questions, what resources did you use for questions?

Krista - Course quizzes (the ones found at the end of each unit)

Taylor: "Did not use additional resources- only used the forward captus material"

Kelly: I used the practice questions from Captus and HR Press books.

Where do we get the Monica Belcourt, "Managing Human Resources" textbook?

You can purchase this book through AMAZON, Kijiji or directly through the publisher. You may also want to try Facebook study groups as often; registrants are selling a used copy they no longer need.

Does "Managing Human Resources" by Monica Belcourt cover all the competencies?

No, it does not, it is meant as an overview only and does not provide the depth of knowledge needed in the nine functional areas.

**In general, how many months before the exam did each of you begin studying?
Did you feel this was sufficient? (All of you to respond)**

Krista - 2.5-3 months- yes it was sufficient

Taylor: " I started 3 months ahead of the exam. I feel 3-4 months is sufficient as long as you schedule it accordingly to your current lifestyle. 3 months was perfect for me to finish the modules and review the content a few times"

Kelly: I gave myself about 5 months to prepare. My approach was to study approximately two functional areas (and competencies) per month with the final month to review. I felt it was sufficient time for me. I work a full-time job, so it may be less for those who don't have similar time constraints.



Were there any questions about specific case studies? Should I study and memorize case studies?

We cannot respond to this question directly without violating the confidentiality agreement we have all signed, but what we can say is that you should be aware of the high-profile cases.

If someone has only been working in HR for 1.5 years, would the CHRL-KE be too advanced? Is it possible to pass by studying well or does work experience play a large factor?

Taylor: Not too advanced. I took my CHRL-KE with less than a year experience

How closely did you stay to the Blueprint? For example, team dynamics is not a part of the CHRP-KE blueprint. Did you skip this section or study, so you had a cursory knowledge?

Krista: Used the Blueprint as a guide initially, but did not “skip” sections based on this guide

Kelly: I followed it closely, but I didn’t pay close attention to what is not included. I focused on the functional areas as a “general theme” and weight (%) of each functional area so that the time invested will provide the most benefit. If there was a specific functional area that I knew was my weakness, I’d review the competencies to get a general idea of what I need to know.

Was the amount of time provided to write the exam a challenge? What did you find was the biggest challenge while writing the exam?

Krista: There is sufficient time to complete the exam, I did not find time to be an issue. Biggest challenge is length of the exam and staying focused. Use the 15 - minute break to re-group

Taylor: there was plenty of time to complete the exam. It’s not a time crunch. The biggest challenge for me was exam fatigue in the final hour. Be prepared to push through the second half.



Kelly: I did not find the amount of time challenging. HRPA provides Technical Reports on previous exams, and I noted that most people found there was plenty of time. The biggest challenge for me while writing the exam was dealing with technology issues as a Mac user. I viewed the remote exam writing webinar, downloaded and tested the remote proctoring application the day before without any issues. But on the day of the exam, I could not get the application to work. There is help desk available for troubleshooting, but the unexpected technology issues were stressful. If you're writing your exam remotely, I'd log in for the exam as early as you are allowed.

Is there somewhere that breaks down what to expect in each of the nine functional areas?

Yes there, and it is referred to as HRPA's Competency Framework. It can be found here

<https://hrpa.s3.amazonaws.com/uploads/2020/10/Professional-Competency-Framework.pdf>

Does going through the glossaries in the textbooks help in your understanding or is this too basic?

Krista: I used it as an overview at the end of my studying to ensure I understood all the concepts/terms

Kelly: I personally did not read through the glossaries. Instead, I focused on definitions/key terms in functional areas/competencies that I felt I needed to study more by reading in-depth explanations. The exam does not ask you to define a term - you need to be able to apply the concept - so just knowing the basic definitions may not be sufficient if you're not familiar with the concept

What advice do you have for people who failed the exam in the past and are trying again?

No advice to offer for this question. As none of these individuals are in the position of re-writing the exam.

What is your study strategy or style?

Krista: Focus on your "weaker" areas and continue to review the content



Taylor: create a game plan and weekly study schedule. Try to determine how much content you want to finish at certain points in time leading up to the exam and use the practice exam material from forward captus to get a sense of what the questions are like

Kelly: I studied by taking the diagnostic test through Captus to determine what my areas of strength and weaknesses are. From there, I compared which functional area required most studying and their relative weight on the exam to prioritize. I made notes as I was going through Captus, then studied my own notes that were supplemented with information from previous studies, answers from discussion areas in Captus, etc. Lastly, I used the practice exams a few times to identify any questions that I repeatedly answered incorrectly.

I am taking the CHRP Captus Press preparatory course, and it is recommended to also go through the reading list and class notes. This has proven to be impossible; it is just too much to go through. How can I study smarter and not harder? I am a very hard worker, but also a slow learner. There is just so much information to go through and I am wondering how exactly to pick out the important things.

Kelly: Instead of trying to know everything about every functional area, I'd recommend you go through the diagnostic test and review the exam blueprint to see which functional areas you need to focus on that will benefit you the most with the amount of time you have. For example, I knew Organizational Effectiveness was a functional area I needed to study more based on the diagnostic testing that would also be worth about 14% of the exam. So, I prioritized that section over another area I felt quite comfortable with.

For someone who does not have the background of courses taken in Canada, what approach would you suggest being adequately prepared?

Kelly: My suggestion would be to take the Captus course and build your knowledge from there. It is less important to know exactly how to define a term or conceptual words, but you need to be able to identify the concept/issue and determine how that impacts the question. So instead of memorizing specific words or definitions, focus on the general concepts and how that impacts the workplace as an HR professional.

Would you recommend studying the glossary on the HR Press textbook



Taylor: forward captus material was sufficient for me.

Kelly: Only if you have not heard of the term before or need to know the precise definition to compare/contrast with other terms (e.g., construct validity, criterion validity, etc.).

The Captus Press preparatory product has many disclaimers that its test questions may not reflect questions found on the actual exams. How applicable did you find the style of questions within the product to the actual exam questions?

Krista: They are not intended to reflect questions on the actual exam. It is still a good guideline for testing if you understand the material.

Kelly: I found the questions from Captus to be similar in content and style - meaning the types of questions (i.e., concepts) and how they're presented (i.e., format) were reflective of the actual exam. The actual exam was less difficult than some of the questions on Captus.

Is the Captus Press core study material the same for both the CHRP-KE and CHRL-KE?

There is a preparatory product designed for the CHRP-KE and a separate one for the CHRL-KE. They both are available for purchase.

For the financial management component, is it necessary to go back to coursework from previous courses? What coursework did you find covered the financial management components?

The financial reporting and management components are covered in your financial and managerial accounting courses.

Can you please provide specific link where to purchase the HR Press Study Guide so that we purchase the correct book?

Kelly: <https://www1.earningthroughlearning.com/exam-prep-for-the-chrp/ontario-hr-exams/>

Where can I find the "blueprint"?



The blueprint and all relevant exam materials can be found on the HRPA website on the knowledge exam page - <https://www.hrpa.ca/designations/cke1-cke2-comprehensive-knowledge-exam/>

I am not planning on using the Captus Press product as I just completed my HR education, and the information is relatively fresh in my mind. Do you think I would be at a disadvantage for writing the CHRL-KE?

Krista: No, I believe your course knowledge/material would be sufficient

Taylor: You would miss out on using the practice exams and I felt those were the most useful resources in prepping for the exam

Kelly: No, if you have recent HR education, you should be fine. I think the value of Captus would come from being able to see the types of questions asked on the exam, and to discuss those questions with your fellow exam writers via the discussion board.

My education is 15 years old, and I used the Alternate Route – Experience stream to qualify for the CHRP-KE/CHRL-KE. Will I have difficulty writing my exam?

Kelly: In addition to the Captus product, my heaviest reliance was on my work experience. It served me well. I think if you have been working in the HR field and have previous education, you should be fine.

What advice do you have for people who are taking the exam after completing the courses six years ago, and no longer have the textbooks?

Taylor: textbooks are not required. The forward captus modules should be enough of a refresher to pass.

Kelly: I studied my HR courses part-time over a 5-year period. Therefore, I may not have had the most “up to date” knowledge in some functional areas. However, using Captus, I was able to focus on areas that I needed to study the most and for those specific areas, I utilized the discussion area within Captus to learn from others and refer to a textbook as needed (some of these books may be available at your local college/university/public library).

Any tips for writing the 20–30 test questions that are not multiple-choice? I saw that they are not scored on the HRPA website, but how can we prepare for that?

There is no way in which to prepare to answer these questions as they are scattered randomly throughout the exam.

What is the best way to form or find study groups?

Krista - Check the Facebook groups- there are many people looking for study groups

Kelly: I did not use study groups.

How long before your exam date did you all do the Captus Press practice exams?

Taylor: started 3 months out

Kelly: I did the diagnostic test about 5 months ago to plan out my studies. I did the practice exams about 1 month before the exam.

For those who have been out of school for years, but have worked in HR for years, how many months/weeks do you recommend studying to be prepared?

Krista: 3 months should be sufficient if you dedicate time each day to study/review information/read a chapter of a textbook

Kelly: I was in a similar boat when I wrote the exam - I had been out of school for a few years but worked in HR for several years. I gave myself 5 months to study while working full-time. I found it was about the right amount of time.