

## Validation of Professional Experience in Human Resources Application Checklist

### Notes

- Ensure that your CPHRNL membership fees are up-to-date and that you are a member in good standing.
- Ensure that you passed the National Knowledge Exam (NKE).
- Ensure that you have visited the CPHRNL website ([www.cphrnl.ca](http://www.cphrnl.ca)) to pay for the Validation of Experience application process.
- Ensure that submitted applications are **typed**. Hand writing/printing is hard to read and will not be accepted.
- Ensure you have demonstrated a **minimum of three years** HR experience in at the professional level in at least **two of the nine** Functional Knowledge Areas from the CHRP Competency Framework, OR:
  - For HR Specialists who have specialized depth of experience in one Functional Knowledge Area - ensure you have demonstrated proficiency in each of the competencies within that Functional Knowledge Area.
- Ensure you have demonstrated experience in a minimum of three of the five enabling competencies.
- Ensure your included experience has all been within the **past 10 years** from the submission date.
- Ensure you have proven that you have worked in human resources within the **last two years**.
- Ensure your included experience accounts for 50% or more of your work effort in human resources at a professional level.

### Mandatory components:

- Populate all mandatory sections of the Validation of Professional Experience in Human Resources Application Form.
- Include a detailed resume.
- Include an organizational chart detailing the size of the organization, what position you reported to and the positions reporting to you for each experience noted on the application.
- Ensure your current employer completes the Employer Verification section.
  - If you're currently unemployed, please obtain employer verification from your most recent employer.
- Include proof of a degree (if obtained).

### Optional components:

- Relevant job descriptions.
- Relevant job codes with the detail descriptions included.

Forward your application package to HRPNL at [admincoordinator@cphrnl.ca](mailto:admincoordinator@cphrnl.ca). Payment can be made via credit card at [www.cphrnl.ca](http://www.cphrnl.ca).