

Validation of Experience

Frequently Asked Questions:

CPHRNL's experience requirements

Q: When does the new validation of experience (VOE) criteria come into effect?

A: The new validation of experience (VOE) criteria has come into effect in 2016, with the first VOE review process using the new criteria being February 28, 2016.

Q: What is considered Human Resource experience?

A: HR experience is experience exhibiting the competencies defined in the CHRP Competency Framework. To qualify, an applicant must have experience in at least two of the nine functional knowledge areas or be a specialist in one. In addition, experience in three of the five enabling competencies is also required.

Q: What is included in the CPHR Competency Framework?

A: There are nine functional knowledge areas, five enabling competencies, forty-four professional competencies, and approximately 614 required professional capabilities that define the knowledge and skills required.

Q: What are the nine functional knowledge areas?

A: The nine functional knowledge areas include:

1. Strategy
2. Professional Practice
3. Engagement
4. Workforce Planning and Talent Management
5. Employee and Labour Relations
6. Total Rewards
7. Learning and Development
8. Health, Wellness, and Safe Workplace
9. Human Resource Metrics, Reporting, and Financial Management

Q: What are the five enabling competencies?

A: The five enabling competencies include:

1. Strategic and Systems Thinking
2. Professional and Ethical Practice
3. Critical Problem-solving and Decision Making
4. Change Management and Cultural Transformation
5. Communication, Conflict Management, and Relationship Management

Q: What types of activities would be included within the CPHR Competency Framework?

A: Activities included within the CPHR Competency Framework include, but are not limited to, the following:

- Developing and implementing policies and procedures relating to a functional dimension;
- Consulting in the area of a functional dimension;
- Providing advice to clients, managers, and employees in matters pertaining to management of a functional dimension;
- Representing clients and organizations in proceedings related to a functional dimension;
- Developing and evaluating programs in the area of a functional dimension;
- Supervising other human resources professionals whether registered or non-registered;
- Coaching employees, managers, and other individuals in matters relating to work and employment;
- Conducting research in the area of a functional dimension; and
- Teaching in the area of a functional dimension.

Q: What if I am a specialist?

A: Applicants who choose to specialize in one functional area may have significant depth and breadth of knowledge through experience in that one functional area, however may have limited experience in other functional areas due to the nature of being a specialist. The validation of experience process recognizes this by requiring a specialist applicant to have experience in all the competencies within that functional knowledge area.

Q: As a specialist, am I still required to meet the enabling competencies requirement?

A: Yes, the requirement of at least three of the five enabling competencies is still required and is separate from functional knowledge area requirements.

Q: What is considered a “professional level”?

A: Professional level experience refers to experience gained through intermediate and senior level positions of influence involving independence of action and decision making, depth of analysis and interpretations, level of interaction, and responsibility and accountability for outcomes. In determining whether HR experience is at a professional level, the following factors are taken into consideration collectively:

Independence of actions	Relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience
A depth of work requirements	Relates to the extent to which work experience requires data-gathering, analysis and interpretation
Level of interaction	Relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers

Responsibility for work outcome	Relates to accuracy and extent to which the individual is held accountable for his/her work and decisions
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Professional level does not:

- Mean Supervisory or managerial;
- Distinguish between an individual working in a specialist position or in a generalist position;
- Distinguish between an individual working as an independent practitioner or as an employee of a company;
- Mean that one has overall responsibility for the HR function; or
- Mean that one is performing administrative functions.

Q: How are the three cumulative years within ten years computed?

A: A cumulative duration of three years means that the HR experience at a professional level needs to be attained:

- Within the previous ten years from the date the Validation of Experience Application form is submitted.
- That the individual has worked in HR within the last two years.
- That fifty percent (50%) or more of an applicant’s time within a position has been in HR.
- Beyond the 50%, time will be credited proportionally. For instance, an applicant for whom seventy-five percent (75%) of their time is dedicated to HR activities as defined above will have their time multiplied by 0.75. It would take four years of experience in such a position to be equivalent to three years at 100%.

Examples include:

<p>(2) Cameron Compensation</p> <p>Employer: Company A Title: Compensation Specialist Dates: January 1, 2011 – January 1, 2013 Description: Worked 20 hours a week, core activities included: maintaining market date, answering inquiries, interpreting policies, and administering the compensation processes Counted months: 24 months / 50% = 12 months</p> <p>Employer: Company B Title: Owner of HR Consulting Firm Dates: November 15, 2006 – November 15, 2010 Description: Managed the operation of the business including: 50% of time spent on financials, legal, accounts payables, and sales and 50% on billable client work on various HR topics Counted months: 48 months / 50% = 24 months</p> <p>Total months: 12 + 24 = 36</p>	<p>(1) Stephanie Staffing</p> <p>Employer: Company A Title: Employment Lawyer Dates: January 1, 2013 – June 1, 2013 Description: Advised clients on legal matters pertaining to employment and conducted litigations. Counted months: 6 months * 0% = 0 months</p> <p>Employer: Company B Title: Employment Lawyer Dates: September 15, 2008 - December 15, 2012 Description: Conducting labour negotiations, downsizing and upsizing activities, and HR compliance audits. Counted months: 51 months * 100% = 51 months</p> <p>Total months: 0 + 51 = 51</p>
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Q: During what period of time is it necessary to have accomplished three cumulative years of human resource experience at a professional level?

A: The three years must have been accumulated within the previous ten years of the date the Validation of Experience Application form is submitted.

Q: What degrees qualify towards your CPHR?

A: To be certified by CPHRNL, and earn the right to use the CPHR designation, applicants must have a degree from a recognized educational institution. The degree need not be in Human Resources.

Advanced degrees also count as degrees for the purposes of the degree requirement.

Non-Canadian degrees count toward the degree requirement, as long as they are deemed equivalent to a Canadian degree. HRPNL does not conduct such assessments. CPHRNL accepts credential equivalency assessment reports from the credential evaluation agencies and organizations. An original copy from the service will be required. Please be advised that reports must advise of equivalency of a completed degree. Partial completion will not be accepted.

There is no time limit on the validity of academic credentials in the context of the degree requirement.

CPHRNL will accept an original transcript from the recognized educational institution, or original documentation from the recognized credential assessment services noted earlier. Original transcripts are ordered through the Registrar's Office of the degree granting institution, and may be sent directly to HRPNL. Please notify HRPNL if your name has changed since achieving a degree. Proof of name change documentation will be required by HRPNL before degree credit will be accepted.

Q: I'm self-employed; does this qualify as HR experience?

A: Small business owners may gain suitable work experience towards the experience requirement provided that the business is established to provide HR advice. Time spent on business development (e.g. supervising staff, finance, accounting, procurement, logistics, and/or operations) is not applicable towards the experience criteria. The remainder of the HR work will be prorated accordingly and must add up to at least 50% of the overall effort.

Q: What if some or all of my experience was completed outside Canada?

A: It does not matter where the experience has occurred; if it meets the criteria, it may count towards the experience requirements.

The application process

Q: Before I apply to have my experience validated, what do I need to have completed?

A: Before you apply to have your experience validated, you will need to be a member of HRPNL in good standing order and have passed the NKE.

Q: Who would make a valid reference?

A: A valid reference is a person who is in a position to verify the accuracy and completeness of the information provided on the form and supporting documents. Ideally, this person has their CHRP designation, but it is not a requirement. To avoid biases, this person should not be related to you.

The validation process

Q: What are the potential outcomes of the validation of experience process?

A: The panel of certification members may make one of three decisions regarding an application:

- The position(s) meets the criteria for experience;
- The position(s) do not meet the criteria for experience;
- The information provided is such that a decision cannot be made.

Q: Under what circumstances might the panel of certification members not have enough information to make a decision?

A: The panel of certification members may not have enough information to make a decision if the information provided on the application and corresponding documentation is incomplete, ambiguous, or inconsistent. It needs to clearly answer the following questions:

1. Is the experience in HR as defined by the CPHR Competency Framework?
2. Is the experience in two of the functional knowledge areas or a specialist in one?
3. Is the experience in three of the five enabling competencies?
4. Is the experience at a professional level?
5. Are there three years or 36 months of experience within the last ten years?
6. Has the applicant worked in HR in the last two years?

Q: If there is not enough information to make a decision, what is the process, timing and cost for me to respond?

A: If you have been informed by the Director of Certification that you have not provided sufficient information to make a decision, you will also be told what information is missing, ambiguous, or inconsistent. That way, if you have it, the information can be packaged up and submitted for consideration.

If the information is submitted within three weeks from the date your notification letter was issued, there are no additional costs. If your response is submitted after the three week period, it will be treated like an original application and the \$100 application fee will apply.

Q: How much time do I have to attain my CPHR?

A: A CPHR Candidate has ten years from the date they pass the NKE to complete their CHRP.

Costs**Q: What types of costs are associated to the validation of experience process?**

A: See the table below:

Title	Cost	Description
Information webinar	\$25 - \$40	\$25 for member \$45 for non-members
Validation of experience	\$500	The \$500.00 fee is broken down into two parts. Each applicant must pay an initial application fee of \$100.00 + HST, which is non-refundable. A \$400 + HST remittance is due upon success of the application.
Additional information requested	\$0 - \$100	If the missing information is returned within three weeks of the date of the request letter, then there is no charge. If returned after the three weeks, it will be considered an original request and the \$100 application fee will apply.
Appeal	\$50	Appeals can be made within three weeks of the date the decision letter was written.

Appeal process**Q: Why might someone appeal a decision?**

A: An appeal must be justified and cannot be made simply because the decision was not a desired one. An appeal is a petition to set aside the decision based on either denial of natural justice or a defect in the decision.