



Certified Human Resources Professional

Frequently Asked Questions

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General

Dates, evidence, HR Competency Framework and audit related questions.

Do you need to have points in each of the five categories of activity?

You need to include evidence in a minimum of two categories.

Can excess points be carried forward to another year?

No, points cannot be carried over the three year recertification period.

Do we have to refer to the competencies for every single activity, or can some be implied?

You should at a minimum include the functional area (e.g., professional practice, total compensation, etc.) as this will make it quicker and cleaner to review your log.

Does the Human Resource Management Association (HRMA) track participation points for webinars/events attended? Does HRMA keep records of their workshops, etc. offered where members have attended in the past three years?

In our online system, you will be able to view the events attended through HRMA when you login and view your profile. You can also add additional events taken through other providers to this online tracking system. This online storage is not a substitute for the log and you are still required to transfer both your verified and unverified points into the recertification log document.

Would I submit the slide deck for the workshop I created?

Please keep the slide deck as evidence, should you be asked for it during an audit.

Is it required to put in the full description of the competency or can I reference it by number? Can I just indicate the overall category (ie Professional Practice)?

Please include at a minimum the functional area as this will make it quicker and cleaner to review your log.

When submitting, will the log be enough or will supporting documentation be required (i.e. program logs, certificates, etc)? Do we include that info in the log, or attach something to the log? Should we send the completed log by email or print it out and mail it?

Supporting documentation is required, but you do not need to submit it unless you are audited. Please keep it handy. Submit your log by email or print and mail to HRMA. Remember to sign the log, complete the recertification application and include your recertification fee.

How much time do you have to respond to an audit?

30 days.

If you're up for re-certification in June 2015, do the activities I participated in Jan-May 2015 count (or would that get carried over to the 2018 recertification). How does the cycle work?

Yes they count. Cycles are based on the date of your certification, and you need to complete your professional development activities within the 36 month period.

This is a little bit unrelated but what if your name has changed since original certification?

Please inform HRMA and we will update our database.

How does confidentiality work for audit purposes? A lot of the information may be proprietary?

Anyone involved in reviewing or auditing logs is bound by formal confidentiality agreements.

What if I'm on maternity leave?

A professional member who is granted parental or disability leave from their place of employment may apply for suspended membership and recertification extensions. We will ask for a letter / email from the employer confirming the time of the maternity leave and extend for that duration.

Section A (Work Duties)

Can we use projects that are still "in progress" when we need to submit the log?

A project submission requires there to be a specific result from the project, therefore, if it has produced results but is still in progress it counts. However, if a project is in early stages and has yet to deliver an outcome then it will not count.

If there are several related projects, could this constitute as a problem? Can we break them into actual projects or should we submit them as one big one?

How you choose to submit projects is up to you. The reviewers will look to make sure that the projects are discrete and not a sub-activity of a bigger piece of work.

To enter a project you need to specify the results of the work. If you can clearly identify results based on project-type work, that project can be entered as a discrete item.

Staffing is one of my regular duties, but in the past year I had to develop a whole new staffing plan for a new contract which functions quite differently than contracts that we have had in the past (staffing levels have to be flexible now).

Yes, that counts as an improvement to a system or a process (category A2).

What if you've been involved in significant projects for the same organization? Do I list only the first project in my log?

The first time you do a new project you can claim a number of points (category A1). For updates to the projects, you can also claim points as per the specifications in the log (category A2).

You can claim points for more than one first-time project in the same organization.

What if you're with the same employer for the duration of the 3 years and you've made significant contributions to the launch of various HR programs/projects. How/where would you log the consecutive projects in the log?

You can list and claim credits for all of the new projects that you work on. Let us know if it is a small, med or large project depending on the hours you worked on it. Also include the date range you worked on the project, brief description of the project and the number of points you are claiming for each project.

What about HR Consultants? A lot of what we do could be considered "our job" but could still be considered new learning to complete projects for clients. Still applicable?

Yes, these are applicable as new projects.

How about doing an HR project for a company outside of Canada? Does this count?

Yes, this counts if it meets the project criteria in the log.

If I was working on a large project three years ago prior to officially becoming a CHRP but the project rolled over in to the first few months of my CHRP; how much of that project can I claim?

Only the time since you received your designation can be claimed; previous work prior to CHRP certification is not accepted.

Participating in HR audit teams?

Yes, this would be a project or a process improvement depending on your role, the context and outcome.

Section B (Leadership)

I am a mentor in the Mosaic workplace connections program. I help new arrivals to Canada navigate the Vancouver job market and I help them learn how to be successful here in their job search. Does my mentoring time with Mosaic count towards recertification?

Yes.

I am a director of a non-profit training organization (B10) which would be 15 pts (5 per year) for the work as a director. Through this organization I am chair of a subcommittee. Can I claim 15 (5 per year) points also for the work done as chair of that sub committee?

As long as you are putting in the required amount of time and effort on each committee then they both count. Remember you need points in at least two categories of the Recertification log.

I am on 4 different program advisory committees for post-secondary education but none of them require 24 hours, but combined they do. Can I claim 5 points per year with the combination of committee work on the different committees?

Yes; however you would need to detail the amount of time required by each committee and /or length of your service.

How about being on a volunteer board of directors for a non-profit?

Yes (B10).

Does chairing of safety committees and/or employee councils count towards Leadership?

This does not count if it is internal to your organization.

If you are part of a mentorship program, do you get points for being the mentee?

Yes, check log description for details.

For mentoring under category B, does it have to be through the HRMA program, or could it be through a mentorship program with another local charity organization?

Points are associated with mentoring the activity not limited to HRMA's program.

I've been trained as a coach for other managers within the organization where signed agreements are completed. Would that be counted as mentoring?

No, that would be part of your job and on this basis not eligible for points.

If you become a union shop steward within a professional environment assisting employees with HR/union contract interpretation, and it is a voluntary role, does that count?

No because you are fulfilling this role within your current role with your employer. Even though there is not additional recompense, invariably employers provide time for this

work to be done so technically it is not considered voluntary or work outside of your organization.

Section C (Instruction)

Would developing a leadership development program from scratch count? If yes, how many points?

Yes, need to work out the hours to determine the appropriate points.

Where would a train the trainer workshop go? (Instruction or Continuing Education?)

If you design and/or deliver the workshop, it falls under the Instruction section. If you attend, it would fall under Continuing Education. Please review the log descriptions for details.

We use the Insights Discovery knowledge management tool and I am the client practitioner. I lead the workshops - does this count towards recertification?

Yes, it counts under instruction.

Would training team members on processes count?

This would actually fall into job duties. It's my duty to know how to perform the processes associated with my job, and if someone new joins and also needs to know these processes, it's part of my job to teach them.

Perhaps if there was a process improvement and this was a component of the improvement you would note this in section A.

Section D (Continuing Education)

Can you also address external CE credits (those taken outside of HRMA)? For example, I have taken some Training & Development courses (total of 8 credit hours) through Human Resources IQ.

Yes as long as the activities participated in are in alignment with the activities outline in the log and the competencies.

For continuing education...if you're taking a course related to your role but not necessarily categorized as "HR" can I log that as a professional development---e.g. course in Business Writing, Marketing?

Courses that are not directly related to technical HR practice or the area of professional practice do not count toward recertification. For example, a course in marketing or Excel skills would not count toward recertification.

I have had to attend several training session on safety and quality standards at my organization. Would those hours count towards my CHRP log? What about business related training - i.e.: if you have to learn about your product or service to help and be strategic as a business partner?

Internal training counts if it is HR related and not if it is product or service related. It can be delivered either by someone internal or external.

If you attended a sufficient variety of HR Roundtables in excess of the 100 points and that cover different competencies, would that suffice, or do you still need other activities?

You are required to demonstrate CHRP credits in a minimum of two categories.

Section E (Research)

What about research/surveys for preparing for collective bargaining? Would collective bargaining fall under the significant work projects section?

No, if it's your role you don't get points, unless you have been in a different area and seconded to bargaining.