**CERTIFIED HUMAN RESOURCES PROFESSIONAL (CHRP)**

**NATIONAL RECERTIFICATION LOG**

Please forward completed Recertification Log by mail or email to:

HRMA 1101-1111 W Hastings St., Vancouver, BC V6E 2J3 or [**CHRP@hrma.ca**](mailto:CHRP@hrma.ca).

|  |  |  |
| --- | --- | --- |
| **First Name:** | **Middle Initial:** | **Last Name:** |
| **Please send correspondence to:** 🞎 Business Address🞎 Home Address 🞎 Email Address | | |
| **Company Name:** | | **Title:** |
| **Business Email:** | | **Personal Email:** |
| **CHRP ID Number:** The CHRP ID Number can be found on your CHRP Certificate or when you log in to your profile on HRMA.ca. Please contact [**CHRP@hrma.ca**](mailto:CHRP@hrma.ca) if you have any questions. | | |

**Recertification Points Summary**

|  |  |
| --- | --- |
| Attain a minimum of 100 points total, in two or more developmental categories, over the three-year period.  **Tip:** include points beyond the minimum to avoid delays or deferral of submission. | |
| **Development Category** | **Recertification Points Submitted** |
| A: Significant Work Projects/Initiatives |  |
| B: Leadership |  |
| C: Instruction |  |
| D: Continuing Education |  |
| E: Research or Publication |  |
| **Combined Total** |  |

**National Code of Ethics**

**1. Preamble:**

As HR practitioners in the following categories, Certified Human Resources Professionals, CHRP candidates, or CHRP Exam Registrants, we commit to abide by all requirements of the Code of Ethics of the Canadian Council of Human Resources Associations (CCHRA), as listed in this document.

**2. Competence**

1. Maintain competence in carrying out professional responsibilities and provide services in an honest and diligent manner.
2. Ensure that activities engaged in are within the limits of one’s knowledge, experience and skill.
3. When providing services outside one’s level of competence, or the profession, the necessary assistance must be sought so as not to compromise professional responsibility.

**3. Legal Requirements**

1. Adhere to any statutory acts, regulation or by-laws which relate to the field of Human Resources Management, as well as all civil and criminal laws, regulations and statutes that apply in one’s jurisdiction.
2. Not knowingly or otherwise engage in or condone any activity or attempt to circumvent the clear intention of the law.

**4. Dignity in the Workplace**

1. Support, promote and apply the principles of human rights, equity, dignity and respect in the workplace, within the profession and in society as a whole.

**5. Balancing Interests**

1. Strive to balance organizational and employee needs and interests in the practice of the profession.

**6. Confidentiality**

1. Hold in strict confidence all confidential information acquired in the course of the performance of one’s duties, and not divulge confidential information unless required by law and/or where serious harm is imminent.

**7. Conflict of Interest**

1. Either avoid or disclose a potential conflict of interest that might influence or might be perceived to influence personal actions or judgments.

**8. Professional Growth and Support of Other Professionals**

1. Maintain personal and professional growth in Human Resources Management by engaging in activities that enhance the credibility and value of the profession.

**9. Enforcement**

1. The Canadian Council of Human Resources Associations works collaboratively with its Member Associations to develop and enforce high standards of ethical practice among all its members.

|  |  |
| --- | --- |
| **I agree to abide by the CHRP Code of Ethics and declare that all information submitted through this application is accurate and true**. | |
| **Signature:** | **Date:** |

**Agreement**

In making this application for CHRP recertification, I understand that HRMA reserves the right to further question or interview me and/or any acclaimed source of credentials with regard to this application.

I also understand that I must be a member of HRMA in good standing. In addition, I must normally be resident of British Columbia or the Yukon, or in a geographical area where there is no provincial/territorial association.

I certify that information contained within this application is a true and valid representation of professional development activities I have engaged in during the past 3 years (36 months), since the date of first receiving my CHRP or my last successful recertification. If my recertification is granted, I understand that I must retain for 18 months thereafter records for any activity that I have claimed credit for as part of this recertification, since my recertification application may be one of at least three percent of those randomly selected to be verified through an audit of the Certification Committee. I understand that any misrepresentation by me in this application, or in any documentation I provide, will be sufficient cause for removal of my certification status and/or termination of my membership with HRMA.

***If my recertification application is unsuccessful or the designation otherwise revoked, once notified, I agree to cease using the initials CHRP.***

|  |  |
| --- | --- |
| **I agree to abide by the terms outlined in the above Agreement**. | |
| **Signature:** | **Date:** |

**Why Recertification Is Important**

The Certified Human Resources Professional (CHRP) designation is a nationally recognized level of achievement signifying a practitioner meets specific professional criteria, keeps current in the field, and adheres to a professional Code of Ethics. It represents both an achievement and a responsibility for the individual practitioner. It also reflects a conviction that the professional practice of human resources management can safeguard the interests of the employer, employees and the general public.

Recertification represents your commitment to continuous learning in a profession impacted by economic, social, business and legislative changes.

**How to Maintain Certification**

The designation of “Certified Human Resource Professional” (CHRP) is awarded for a thirty-six (36) month period. **Members must recertify their designation on or before their expiry date.** The recertification process commences when a member in good standing submits their completed Recertification Log.

1. Be a member in good standing of the provincial association where you reside or work, annually pay your association membership dues, and any applicable CHRP renewal fees. For HRMA members this normally means a resident of British Columbia or the Yukon, or in a geographical area where there is no provincial/territorial association, and all fees and dues are up to date.
2. Document your professional practice – in the attached Recertification Log – every three years and attain a minimum of 100 points in two or more developmental categories over this three-year period. (Extensions to the three-year timeframe may apply if the applicant has had parental, disability or other leave(s) during the recertification period. Please email [**CHRP@hrma.ca**](mailto:CHRP@hrma.ca) for specific information or requests.
3. Submit the following information on or before your recertification expiry date:
   1. Your completed CHRP Recertification Log.
   2. Payment of any recertification dues as determined by HRMA.

**Please note:** CHRP members who had a parental, disability or retirement leave during their recertification period which prevented them from accumulating the required CHRP points within their 3-year recertification period may apply for an extension of the lesser of the duration of the period affected or 12 months. Requests for extension should be submitted at least 30 days before the CHRP member’s expiry date. Requests must be in writing and must include a general description of the circumstances. Requests must be accompanied by a written confirmation from the workplace of the type and term of leave granted in order to be approved. Send requests for extension by email to [**CHRP@hrma.ca**](mailto:CHRP@hrma.ca), by fax to (604) 684-3225, or by regular mail to: HRMA, 1101-1111 W Hastings Street, Vancouver, BC V6E 2J3.

**HRMA Recertification Process**

Upon receipt of the recertification log:

1. The HRMA ensures all documentation and payment of fees are in order before submitting the recertification application for review.
2. The information submitted is reviewed.
3. The CHRP member is notified in writing that their recertification has been ‘granted’ or, in the case of insufficient information to obtain the required 100 recertification points, that their log has resulted in a ‘decision deferred’. In the case of a ‘decision deferred’, the letter will outline what is required to achieve or verify the 100 points and the timeframe to submit the updated log (up to 30 days, depending on what is required).
4. If the CHRP member responds with sufficient information, they are notified by email that their recertification has been approved. However, if no further information is received or the information received is still insufficient to grant recertification, they will be notified by the registrar that additional information is required. The CHRP member has the option to appeal this decision.

**Appeal Process**

Despite an applicant’s best effort to complete the Recertification Log, applications may be denied, at which time the applicant has the option to appeal the decision. For the appeal, the applicant must provide either additional information related to the points claimed in their original application, or new information to obtain additional points, in order to reach the required 100 CHRP points. The applicant must submit a written appeal within thirty (30) days of the date on the decision letter which provides notification of the decision to deny recertification. An impartial committee will review the appeal. The Appeal Committee makes recommendations to the HRMA CEO and the HRMA CEO’s decision is final and binding on all parties. The applicant will be notified of the outcome in writing.

**Audit**

To ensure the integrity and standard of professionalism reflected in the granting of the CHRP designation, your provincial association is required to audit recertification applications. Selection of recertification applications for the purposes of auditing is made on a random basis. It is important to retain supporting documentation to validate your submission; however do not submit your supporting documentation unless requested to do so.

**Reporting Professional Development Activities**

When recording professional development activities in this log, please remember that they should be related to the Canadian Human Resources Professional’s Body of Knowledge. The Body of Knowledge lists the competencies and groups them into nine functional areas: Strategy; Professional Practice; Engagement; Workforce Planning and Talent Management; Labour and Employment Relations; Total Rewards; Learning and Development; Health, Wellness and Safe Workplace; Human Resources Metrics, Reporting and Financial Management. For more information on the HR Competency Framework, you can visit the CHRP website at [**www.chrp.ca**](http://www.chrp.ca)**.**

**Please note:** In order to be a strategic partner in an organization, general (or “non-HR”) business knowledge is essential. As such, when professional development activities are evaluated in this log, the applicability of the activity to an HR professional’s role in the business community will be taken into consideration. If there is not a clear line connecting the professional development activity to one or more competencies, it is the responsibility of the HR professional to indicate in the log how this activity has contributed to his/her professional development.

In addition, specific recertification activities can only be counted once in the log. If a specific activity is listed more than once, points will only be awarded the first time it is listed, assuming it is eligible.

**Tips for Completing Your Log**

* It is the applicant’s responsibility to provide sufficient information to support points claimed. This includes: relevant dates, duration, course/company names, and descriptions for each recorded activity. Incomplete or inadequate applications, as well as applications with illegible handwriting and/or insufficient linkage to the basic principles and section guidelines risk being denied.
* It’s a good idea to record information on the log well beyond the required 100 points. This will save time in ‘deferred decision’ communications in case one or more activities you claim points for are not credited. Also, during an audit, uncorroborated entries will not be credited and may risk disqualification.
* Don’t wait until the last month when your CHRP recertification is due to start to recall and record events. Use a copy of the log to record of activities as you complete them throughout your 3-year recertification period.
* Keep a hard copy of the log you submit with your supporting information in case you are called upon to submit more information or you are selected for an audit.

**Privacy Policy**HRMA is committed to protecting the privacy of your personal information. Information collected from this form will be used for recertification purposes only.

**Retention & Destruction Policy**Hard copies or soft copies of logs are kept for 24 months post recertification date and then destroyed.

**Instructions**

* 100 Points required per 3-year period for Recertification. If possible submit information for more than 100 points in case some items are not considered appropriate.
* Please keep copies of receipts and supporting documentation in the event that supplementary information is requested by the Recertification/Certification Committee at the time of your submission for audit purposes. Please note that logs audited by this committee will require supporting documentations.
* Submit application before the end of the month in which your designation expires.

**Recertification Log**

**Professional Development Categories and Definitions - For Recertification of CHRP designation**

| **Development Category** | **Development Activity** | **Recertification Points** | **Points Acquired**  **List the Following:**  The activity, the name of institution/organization, dates, duration, Provide a brief explanation of how the content is considered professional development and how it relates to the HR Competency Framework and Points Acquired. | **For Office Use Only**  Recertification Points Granted |
| --- | --- | --- | --- | --- |
| **A: Significant Work Projects / Initiatives** | **A1: First time significant contribution to your organization in the development, application or implementation of a program or project related to the RPCs®.**  Includes secondments/assignments outside your normal job duties.  For each program or project, you must provide the following in your description:   * What was the mission of the project? * What were the objectives of the project? * What was the outcome of the project? * What was the impact on the organization? | Small project (less than 100 hours) – 15 points  Medium project (101 – 199 hours) – 20 points  Large project (200+ hours) – 25 points  Maximum 25 points per project | For example, outline each entry as follows:  *Activity:*  *Organization:*  *Dates:*  *Duration:*  *Description (include a description of requirements as outlined in the Development Activity Column):*  *Points:* |  |
|  | **A2: Significant updates/process improvements**  Includes courses, projects, programs or services provided. | Maximum 5 points. per occurrence to max. 20 points. per 3 year period |  |  |
| **B: Leadership** | **B1.Mentoring\***  Acting as a mentor one on one, typically outside job duties (i.e. not direct reports). There must be a signed agreement between mentor and mentee.  **\* For B1, B2 and B3 activities, include the following in your description:**   * Name Mentor/Mentee/Student (Optional) * Duration of the Program * Frequency of meetings * Length of meetings * Examples of mentoring activities | 1 point per hour of mentor contact as outlined in agreement  Maximum of 20 points per mentee |  |  |
| **B2:\***  Being mentored one on one under a formal agreement to develop specific skills. There must be a signed agreement between mentor and mentee.  Please see \* note in B1. | 1 point per hour of mentor contact as outlined in agreement  Maximum of 20 points per mentor |  |  |
| **B3.\* Supervising HR Student in the Workplace**  During a formal co-op, internship or work-experience placement where written appraisal is provided along with regular feedback.  Please see \* note in B1. | 1 point per week of full-time employment or equivalent as outlined in contract |  |  |
|  | **B4. Chair/Co-Chair or President of an HR Association**  For a **minimum term of one year.** With demonstrated responsibilities for meeting organizational objectives. Must be able to demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. This is in addition to board membership. | 40 points annually |  |  |
| **B5. Conference Chair/Co-Chair**  For a chapter, local, provincial, regional or national conference lasting a **minimum of 2 days**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees.  **Conferences lasting 1 day would receive half the annual point allotment.** | 30 points annually per conference |  |  |
| **B6. Board Membership (in an HR Association)**  For a **minimum of the usual term and/or 24 hours commitment per year including meetings and meeting preparation**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees | 20 points per year |  |  |
|  | **B7. Task Force Member**  Representing an HR organization on a public or government Task Force for a **minimum of 24 hours per year**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. | 15 points per year  per Task Force |  |  |
| **B8. Chair/Co-Chair of an HR Committee (in an HR Association or other organization outside current employer)**  For a period of no less than a year and/or a **minimum of 24 hours per year including meetings and meeting preparation**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. **This includes chapter/regional/executive level involvement.** | 15 points per year  per committee |  |  |
| **B9. Active Committee Membership in an HR Association, or other organization outside current employer (local, provincial, regional or national)**  For a period of **no less than a year and/or minimum 24 hours per year including meetings and meeting preparation**. Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. | 10 points per year per committee |  |  |
|  | **B10. Active Volunteer or Board Member in Non-profit Organization (not restricted to HR).**  For a period of **no less than a year and/or minimum 24 hours per year including meetings and meeting preparation**.Must be able to demonstrate responsibilities for completing project work and/or leading sub-committees. | 5 points per year per committee |  |  |
| **C: Instruction** | **C1. Developing a new and first time University, College or Institute Course**  Courses related to the competency framework for which students receive credits towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. **The course must be offered at an accredited post-secondary institution**. Credit will be granted for the first time the course is developed. Courses may include:   * Continuing Education Programs * E-learning/online courses * Executive/Management or Development Programs * University Transfer Courses * Undergraduate Courses * Graduate Courses * Certificate Courses | 45 points per new course developed |  |  |
| **C2. Teaching a University, College or Institute Course for the first time**  Courses for which students receive credit towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. Credit is granted for the first time the course is taught. **The course must be taught at an accredited post-secondary institution.** | 30 points per new course taught |  |  |
|  | **C3. Developing a new Course, Workshop or Seminar**  Credit is only granted for the first time the course, workshop or seminar is developed for a non-post-secondary institution, workplace or client. | 30 points for > 3 days  20 points for > 1 and ≤ 3 days  10 points for ≤  1 day |  |  |
| **C4: Facilitating new Course, Workshop or Seminar**  Credit is only granted for the first time the course, workshop or seminar is facilitated for a non-post-secondary institution, workplace or client. | 15 points for > 3 days  10 points for > 1 and ≤ 3 days  5 points for ≤  1 day |  |  |
| **C5. Keynote Speaker**  At a national, provincial or regional conference.  Credit is only granted for the first time the presentation is given. | 10 points per presentation |  |  |
| **C6. Guest Lecturer/Conference Presentation**  Credit is only granted for the first time the new lecture/ presentation is given. | 5 points per lecture/ presentation |  |  |
|  | **C7: Panel Member**  At a national, provincial or regional conference/seminar. | 1.5 points per hour of participation per conference/  seminar |  |  |
| **D: Continuing Education** | **D1. University, College and Institute Courses**  Successful completion of post-secondary course(s) from an accredited institution. **(Please note: You must demonstrate competence in order to obtain credit or "pass") You may be required to produce proof of transcript if audited.** This may include:   * Distance Education Equivalents/face-to-face or online hours excluding study, project, and research time * Continuing Education Programs * University Transfer Courses * Undergraduate Courses * Graduate Courses | 1.5 points per hour of instruction to a maximum of 45 points per course (hours excluding study, project, and research time) |  |  |
| **D2. Certificate Courses with formal evaluation**  Attendance at course including formal evaluation which leads to a designation.  **Please see note in D1.** | 1.5 points per hour to a maximum of 45 points per course |  |  |
| **D3. Executive/Management Development Program**  Attendance in an executive/management development program. **The program must include a formal evaluation.** | 1.5 points per hour to a maximum of 10 points per day |  |  |
| **D4. Certificate Courses without formal evaluation**  Attendance at courses that lead to a certificate. | 1 point per hour to a maximum of 10 points per day |  |  |
| **D5.Seminars/Workshops/**  **Conferences/Roundtables**  Participation in seminars, workshops, conferences, roundtables – **online or in person, offered internally or externally**. This includes chapter/regional seminars, breakfast meetings or dinner speakers with educational components. | 1 point per hour to a maximum of 10 points per day |  |  |
|  | **D6. Self-directed Learning**  Readings which include (but not limited to):   * Subscriptions to HR and Business magazines * HR and Best Practice books * White Papers * Research in preparation for sharing of your learning at discussion groups, "brown-baggers", e-learning, and/or online discussion forums that have learning outcomes but do not result in workshop development. Outline how knowledge was applied or shared. | 1 point per activity to a maximum of 15 points per 3 year period (Must list each activity.) |  |  |
| **E: Research or Publication** | **E1.Conducting Research**  Related to the HR Competency Framework but not part of normal responsibilities, culminating in either a significant client or company report or published work (e.g. white paper). **This is also applicable to HR consultants, both internal and external.** | 10 points per project |  |  |
| **E2. Authoring Journal, Case Study**  Credit is only granted for the first time the piece is published. | 10 points per project |  |  |
| **E3. Publishing a New Text** | 50 points per text |  |  |
| **E4. Publishing a New Edition of an Existing Text** | 20 points per text |  |  |
|  | **E5. Co-authoring or Editing a Major Work** | 30 points per text |  |  |
| **E6. Acceptance of Master's Thesis or Graduating Paper at a Master's Level**  Must be in an area directly related to one or more of the competencies or a business related subject. | 30 points |  |  |
| **E7. Acceptance of Doctoral Dissertation in an area directly related to one or more of the competencies or a business related subject** | 50 Points |  |  |
|  | **E8. HR Related Book Review, Editorial or Article submitted for publication -- related to the competencies** | 5 points per article |  |  |