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EVA GUIDE

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ABOUT THE EXPERIENCE VALIDATION ASSESSMENT

The Chartered Professional in Human Resources (CPHR) designation, is a mark of excellence in the HR profession. It assures members, employers, and the public that individuals who hold the CPHR designation possess the necessary knowledge, skills, and ethical standards to practice human resources effectively.

Passing the Experience Validation Assessment grants the right to use the title Chartered Professional in Human Resources and the post-nominal initials CPHR.

The Experience Validation Assessment (EVA) represents the final step in the certification process. CPHR Alberta offers three annual intake deadlines for EVA submissions: January 30, May 31, and September 30.

This guide provides an overview of the requirements for the Experience Validation Assessment. HR professionals may fulfill the experience requirement across all sectors of the economy, including government, education, healthcare, and more.

For comprehensive details regarding the EVA process including application fees, resubmission procedures, the review process, and appeals, please consult the official EVA **Registration Manual**.

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REQUIREMENTS TO PASS THE EVA

Experience submitted for the EVA must have been obtained within the **ten years preceding the submission deadline**. The number of years required is based on the level of education, as listed below:

Education	HR Experience Required
Degree	**3 years** work experience with 51% or more being in HR, where: 2 years of the 3 years should be in an advisory HR role, A maximum of 1-year can be at the administrative HR level
Diploma	**4 years** work experience with 51% or more being in HR, where: 3 years of the 4 years should be in an advisory HR role, A maximum of 1-year can be at the administrative HR level

- Applicants must successfully demonstrate a minimum of 8 competencies at the advisory HR level and examples given align with the competencies
- Membership in good standing with CPHR Alberta
- Agree to abide by the CPHR Alberta's Code of Ethics & Standards of Professional Conduct

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DEFINING ADVISORY HR AND ADMINISTRATIVE HR EXPERIENCE

- The nature of the work at the **Advisory level** in HR involves the exercise of independent judgment to establish a diagnosis in human resources, making recommendations and influencing decisions, as well as program development and implementation of activities, policies or practices in human resources management. The role would allow for autonomy in decision-making, analyzing and interpreting information and being accountable to make decisions and take responsibility for decisions. Some administrative tasks are part of all jobs, but a role that consists of more than 51% of the time of administrative duties, even within an HR department, will not be considered as qualifying.

- The nature of work at the **Administrative level** involves work that is prescribed and transactional in nature. Autonomy and execution with direction is clearly defined at this level. Diagnosing problems and giving advice would not be the majority if any of the responsibilities of the role. It may include HR tasks that are routine in nature, lower in complexity and/or autonomy and executed with direction that is clearly defined.

***** In determining whether a candidate's experience is at the "Advisory HR" level, the following factors are taken into consideration: *****

1. **Independence of actions** – the amount of planning, self-direction, decision- making and autonomy involved in the work.

2. **Complexity of Work Requirements** – The extent to which the role involves analytical thinking, interpretation of information, and problem-solving.

3. **Accountability for Outcomes** – The level of responsibility assumed for the accuracy, quality, and consequences of decisions and work performed**.**

DEFINING WHAT IS NOT ADVISORY HR EXPERIENCE

- Performing functions within the human resources department that are clerical or administrative in nature, with limited judgement, analysis or interpretation done to data or information. Position(s) has limited influence, autonomy, and authority.

- Work experience gained while serving as a labour union representative or a union employee (such as a Grievance Officer) is not considered to meet the criteria towards the experience requirement unless these activities fall within a position clearly identified as an HR position.

- Supervisory duties such as assigning tasks, conducting performance evaluations, approving leave requests, and similar responsibilities are considered line management functions and do not contribute toward meeting the experience requirement. Furthermore, line management experience gained in non-Human Resources fields does not qualify as relevant experience for the purposes of this assessment.

The chart below illustrates language used to distinguish advisory roles and administrative roles

Specialized Field	Administrative Level Tasks	Advisory and Senior Level Tasks
Recruitment	Posting Jobs Creating Interview Questions Assisting in Interviews Attending career fairs Checking references and background checks Candidate Phone screening Screen resumes for managers	Creating Workforce Plans Implementing policies and processes around Talent Management Making final decisions on hiring Implementing innovative strategies for recruitment or interviewing Conduct or lead interviews with candidates Analysis of talent needs and gaps
HR Analysts	Collect and organize information in report format Develop presentations based on info collected	Manage technical, analytical and audit functions of HR department Responsible for HR quality control protocols Develop HR policy, analytics, job analysis, recruitment plans etc. based on info collected
Learning & Development	Tracking learning needs and training progress of employees Presenting pre-existing workshops or learning lunches to employees Coordinating training for colleagues or employees	Identify organizational learning priorities aligned with business strategy Implement learning and development programs Assess current learning priorities and programs, to align with the changing needs of the business Develop an organizational culture that enhances the learning of all employees Research emerging organizational trends apply these insights to enhance and refine existing initiative

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TIME WORKING IN HR

To be credited toward the experience requirement, **51% or more of an applicant's time in a position must involve work in human resources**. If a position is less than 51% HR, this experience will not be credited towards the years of experience required to pass the EVA.

To be credited towards the experience requirement, relevant experience must have been acquired within the ten years preceding the submission deadline. For instance, if the submission deadline is May 2025, only experience obtained from May 2015 onward will be deemed eligible.

***If a leave of absence was approved, please indicate on the Experience Validation Assessment Application the total number of months. ***

FULL TIME VS PART TIME WORK

Full-time is considered 30 hours or more per week. Less than 30 hours per week will be pro-rated.

Education	Experience required	Hours per week	Calculation
Degree	3 years	25	25 hrs/30 hrs x 3 years = 2.5 years Requires another 6 months to meet 3-year time requirement
Diploma	4 years	20	20 hrs/30 hrs x 5 years = 3 years Requires another 1 year to meet 4-year time requirement

CALCULATING HR TEACHING EXPERIENCE

•Teaching one HR course per semester – 1/3 of 100%,

•Teaching two HR courses per semester – 2/3 of 100%

•Teaching three HR courses per semester – 3/3 of 100%

100% is equivalent to 12months of continuous work

Note: Faculty will need to send in a course outline and/or syllabus with their application.

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RESPONDING TO COMPETENCIES

Use the STAR method, **provide a minimum of 8 specific examples** where HR work is at the **advisory level and aligned to the HR competencies**.

Competencies should be answered using advisory level work.

When responding to competency questions, avoid the use of 'we' and instead focus on your individual contributions to Human Resources. The EVA is designed to assess your personal experience and impact. Even if the competency was demonstrated as part of a group project, your response must clearly articulate your specific role and responsibilities within the group context

Using the CPHR Competency Framework, Appendix 1, review the "Knowledge and Skills expected of a CPHR designation holder" in sections of the specific COMPETENCY you are selecting (i.e. Employee and Labour Relations, Inclusion, Diversity, and Human Connections, Total Rewards, etc.). This will help you structure your example.

For each competency selected please provide your position or employer followed by specific examples in the text boxes provided of the work that you are responsible for and have completed including the impact that it has on the organization. It is important for assessors to understand your role.

STAR METHOD

HOW TO STRUCTURE YOUR EXAMPLE USING THE STAR METHOD	
Situation	Describe a specific situation that you were in (not a generalized one) Provide brief context, including where and when the situation occurred. Keep your description concise and focused
Task	What needed to be done and why? Avoid using acronyms. Briefly describe the task, its purpose, and the criteria for success. If the work was completed as part of a group, outline the group's objective but emphasize your specific role and contributions. Keep your explanation succinct.
Action	Describe the specific actions you took to address the situation, ensuring the focus remains on your individual contributions. Include sufficient detail to clearly demonstrate what you did and how you did it. Specify any tools, methods, or resources you used. Be direct and specific. This should be the most detailed and substantial part of your response
Result	Describe the outcome of your actions, focusing on what you accomplished. If possible, quantify the results to demonstrate impact (e.g., cost savings, efficiency gains, improved outcomes). Clearly explain the significance of the results.

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EXAMPLE USING THE STAR METHOD

1.6.3 Support the development of a workforce plan by identifying current and future talent needs of the organization.

S: XYZ Company planned to expand into two new regional markets within 18 months, which would require filling talent gaps

T: As HR manager, I was tasked with developing a plan that aligned with our 3-year strategic roadmap, focusing on identifying current skill gaps and forecasting future talent needs.

A: I conducted a company-wide skills inventory, interviewed department heads to understand future project demands, and analyzed attrition trends. With the data collected, I designed a framework for recruitment, assessing them against market trends and company demand. I then collaborated with operations and customer service leaders to forecast headcount, identifying opportunities for automation and cross-training. Based on this analysis, I developed a phased hiring and training plan, including a pipeline for bilingual talent in target regions

R: The plan enabled a smooth expansion, with 90% of roles filled on time and a 25% reduction in onboarding time due to pre-launch training. The proactive planning also improved employee retention by 18% in the first year.

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EMPLOYER VERIFICATION

In the EVA Application, under Employer Verification, the candidate's current Employer must review and attest to the accuracy of information provided related to **the current experience only** even though past experience may also be included. If not currently employed, the past Employer can attest to the experience required. If only submitting information from a previous position and not the current position, the previous Employer must review and attest to the accuracy of information provided.

If needed, the Committee may request additional information from current and previous employers.

IMPORTANT!

1. It is strongly advised to submit your application at least a week ahead of the deadline. This allows time to address any issues or requests for additional information.

2. Applications must be completed in full and follow the provided instructions and format. Failure to comply will result in delays or rejection.

3. Applications are reviewed by the Professional Standards Team for completeness before being forwarded to the Assessors for review.

4. Any application that is incomplete as of the submission deadline will not be reviewed. It will be deferred to the next submission period once completed. No exceptions will be made. Incomplete application would include applications that do not have proper documents uploaded, applications that contain the applicant's name as this information should be redacted.

5. Upon submission, the application status must display as "STAFF REVIEW." If it does not, your application has not been properly submitted.

6. The review process takes 8 weeks from the submission deadline. Status inquiries during this period will not receive a response.

7. **Only the applicant's name, phone number, and email address are to be redacted** from the application. Documents with applicant's name may include resumes, job descriptions, employer-issued documents and organizational charts. Do not redact company names, job titles, or other identifying information. It is the applicant's responsibility to thoroughly review all documents to ensure proper redaction. Improperly redacted applications may be delayed or rejected