



CPHR Alberta Registration Manual

People Leading Business.™

Chartered Professionals in Human Resources – Alberta
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1. OFFICE OF THE REGISTRAR

The Office of the Registrar is the centre of regulatory activity at CPHR Alberta. CPHR Alberta is the sole designating body for the Chartered Professional in Human Resources (CPHR) designation in the province of Alberta. CPHR Alberta protects the public interest by ensuring that human resources professionals registered with and Chartered by CPHR Alberta are competent and act in an ethical manner.

CPHR Alberta has applied to the Alberta government for the self-regulation of the human resources profession which would grant CPHR Alberta certain legal and regulatory tools to ensure the public interest is protected.

The Registrar oversees the registration process of the human resources profession, ensuring that applicants seeking the designation meet the minimum professional standards set by CPHR Alberta's Board of Directors.

The Office of the Registrar includes a combination of staff, acting on behalf of the Registrar, and standing regulatory committees including volunteer CPHRs that assess applications and conduct audits of Continuing Professional Development (CPD) logs as well as Experience Validation Assessments (EVAs). The Registrar ensures the smooth operation of each committee by acting as the record keeper and facilitator.

The Registrar is also tasked with assisting the Discipline Committee to review complaints against CPHRs made by the public or other Members of the profession. In this role, the Registrar ensures that each party to a complaint is treated fairly, and that due process is applied at all times.

In addition, the Registrar is responsible for maintaining CPHR Alberta's Register of Members.

2. POLICIES AND PROCEDURES FOR ALL MEMBERS

2.1 Yearly Membership Dues Policy

Pursuant to section 3.9(b) of CPHR Alberta Bylaws, annual membership fees/dues must be paid within 60 days of the due date. The due date is interpreted as the date dues are issued. Failure to pay yearly membership dues may result in termination of membership. The Registrar will notify Members who have not paid their annual dues that their membership has been terminated.

All emails and mailed invoices are sent to the preferred emails and mailing addresses as indicated in the Member's profile. Letters returned undeliverable will be sent to the alternative Member mailing address on file if there is one recorded.

Below is the general timeline for the membership renewal process:

Dates	
Early December	Annual dues for following calendar year are issued and notice sent to all Members via email.
March 1	Late Fee issued to those with outstanding annual dues and Members notified.
April 1 (Revocation)	Those with outstanding annual dues inactivated and online access removed. Membership terminated and status revoked at this time. Registered letter sent to revoked Chartered and Candidate Members with loss of designation and progress towards achieving the designation.

2.2 Reduced Dues

Members who are unemployed, on parental leave or temporary medical leave during the membership renewal period (January 1st to February 28th) may apply for reduced membership dues for that year.

A Member applying for reduced dues is required to provide documentation to substantiate his or her application (i.e., record of employment obtained by Service Canada, letter from employer confirming parental leave or medical leave). If approved, the Member's dues would be reduced by 65% (rounded to the nearest ten). Members who become unemployed after the dues renewal period will not be issued a partial refund. Members in independent practice do not qualify for Reduced Dues.

A Member may only qualify for reduced dues two (2) out of every four (4) years.

A Member paying reduced dues retains his or her right to use the designation and have access to all Member benefits.

A Member must apply for reduced dues prior to March 1st and submit payment prior to March 31st of each calendar year to qualify for reduced dues. If a member has his or her membership terminated for non-payment of dues, the Member is no longer eligible for reduced dues and must apply for reinstatement under the reinstatement policy.

2.3 Good Character Attestation

Most professional associations have a reputation test as part of the registration process that includes the completion of several questions regarding an individual's background and an attestation or affirmation of his or her good character. CPHR Alberta uses seven good character questions to verify the good character of current Members and new applicants.

The Registrar makes the final decision whether a new applicant or current Member meets the ongoing requirement of this Good Character Attestation (GCA), subject to a potential appeal to the Registration Committee. Decisions are made based on precedent; a point-in-time assessment of the reputation of a member or applicant; whether the situation would bring disrepute to the profession; and/or whether there is an ongoing risk to the public by having an applicant Chartered or a current Member continue to hold designated status.

Failure to pass the GCA in any given year does not prevent future applications. As circumstances change and applicants or members present a convincing case that their character has changed or improved, then a new decision can be made. However, there are circumstances associated with failing the GCA that, because of the severity or type of offence, prevent an applicant or member from ever being a Member of the human resources profession.

If an applicant answers "yes" to any of the seven (7) GCA questions, CPHR Alberta will notify the individual via email asking him or her to communicate the following:

1. The circumstances surrounding the situation to which one replied "Yes" on the attestation. This should include a brief outline of the incident or situation and any follow-up or consequences that resulted from the situation.
2. An explanation as to why the situation or incident will NOT affect his/her ability to provide competent and ethical HR services to the public (i.e. organizations, clients, employees, etc.).
3. A statement as to why his/her continued membership should be accepted by the Registrar, given the situation or incident that prompted the "Yes" response on the attestation.
4. Any supporting documentation that is relevant to an appeal. In instances of a criminal conviction or finding of unprofessional conduct with another professional body, description of the situation and supporting documents must be provided.

If necessary documents are not received by the deadline noted in the email, CPHR Alberta will send a reminder via email to offer a new deadline by which one must submit this documentation.

Finally, after those two attempts to obtain a response have failed, a letter will be sent via courier with a required signature notifying the applicant or current member that his or her membership application has been rejected or membership revoked. Only current Members will be sent a letter via courier. Prospects will be notified via a letter through regular mail that they cannot apply for membership with CPHR Alberta.

2.4 Members in Independent Practice

CPHR Alberta strongly recommends Members in independent practice, also known as independent consultants, hold adequate Professional Liability Insurance, also known as errors and omissions insurance (E&O). This recommendation is pursuant to Chapter V Division IV Specific Duties regarding Professional Liability and Insurance of the Code of Ethics and Standards of Professional Conduct and could become a requirement when CPHR Alberta becomes a self-regulating body.

The reason CPHR Alberta recommends that members in independent practice carry professional liability insurance is because it is in the public interest to do so. It is also in the members' interest to carry professional liability insurance. All professionals in independent practice have some exposure to claims of liability, whether these claims are ultimately found to be groundless or not. The cost of defending oneself against such claims, let alone the cost of any settlement, can be devastating to independent practitioners.

The Common Law in Canada imposes standards upon the professional and performance is required to meet a much higher level than that expected of an ordinary person. When a professional fails to meet the expected standard then the professional can be held liable for the losses sustained through that failure.

HR Consultants likely understand that there are many situations where a failure or just an alleged failure could give rise to a claim. For these reasons, we feel it is of the utmost importance that our consultants have the necessary insurance. Each year, while completing the annual Good Character Attestation, Members are required to disclose if they are in independent practice and confirm possession of professional liability insurance. CPHR Alberta, as part of the compliance process, conducts biennial audits of Members in independent practice. The audit verifies the status of professional liability insurance and helps to ensure compliance with the Code of Ethics and Standards of Professional Conduct. Members who do not have the adequate professional liability insurance will be noted as non-compliant with this recommendation and will be informed that it is in their best interest to obtain the correct insurance.

To facilitate the acquisition of this type of insurance, CPHR Alberta offers professional liability insurance, through Rogers Insurance, to its members at a discount from market rates. To request a quote for insurance, please visit www.rogersinsurance.ca/cphrab. Please note that you can obtain the necessary insurance from the provider of your choice and are in no way bound to use Rogers. CPHR Alberta brokered this deal with Rogers Insurance to benefit members only and we receive no monetary compensation for any purchases made.

CPHR Alberta offers, as a member-only benefit for Candidate and Chartered members, a complementary listing on our online HR Consultant Directory. Consultants who wish to list their service in the Directory must provide proof of carrying E&O insurance to CPHR Alberta.

2.5 Appeals of Registrar Decisions

A Member or membership applicant may appeal Registrar decisions directly to the Registration Committee within 30 days of receipt of the decision. A panel of three Members of the Registration Committee, including a combination of assessors and auditors, will be struck for the review of the

appeal. The Chair of this panel will determine whether the appeal is in order and whether to proceed with a hearing.

An applicant may choose either an oral in-person hearing or a written hearing where they do not need to appear in person. The Panel of the Registration Committee would be tasked with determining whether the Registrar acted properly in making his or her decision. They will consider whether there were any errors in the administration of the decision or whether there was bias in the decision-making that would violate the principles of natural justice. An appeal is not a re-hearing of the decision. The Panel Members will determine whether a reasonable person, presented with the facts as they are, would have made a similar decision.

The Panel Chair may choose not to hear the appeal if he or she believes there are insufficient grounds to proceed or if the appeal request is frivolous or vexatious.

3. PROSPECTIVE MEMBERS

Applications for membership with CPHR Alberta can be submitted at any time of year and are reviewed once all supporting documentation is received. Every application will be treated fairly and objectively, and all applications will receive a response from CPHR Alberta regardless of the outcome. Submitted membership applications can take up to 30 days to be reviewed and processed.

There are three membership categories that prospective Members can apply to:

- General
- Associate
- Student

CPHR Alberta has a residency requirement. If you live in Canada, you should become a member in the provincial CPHR Canada Association in which you reside and work. To pursue the CPHR designation with CPHR Alberta, one should be living or working in Alberta, N.W.T or Nunavut. **Exceptions are made for individuals who do not reside in a territorial jurisdiction offering the CPHR designation.** One principal focus of self-regulated professions is the protection of the public in the jurisdiction of registration which is best achieved by ensuring that Chartered professionals work or live near their regulator. **You must live in Alberta, NWT or Nunavut to:**

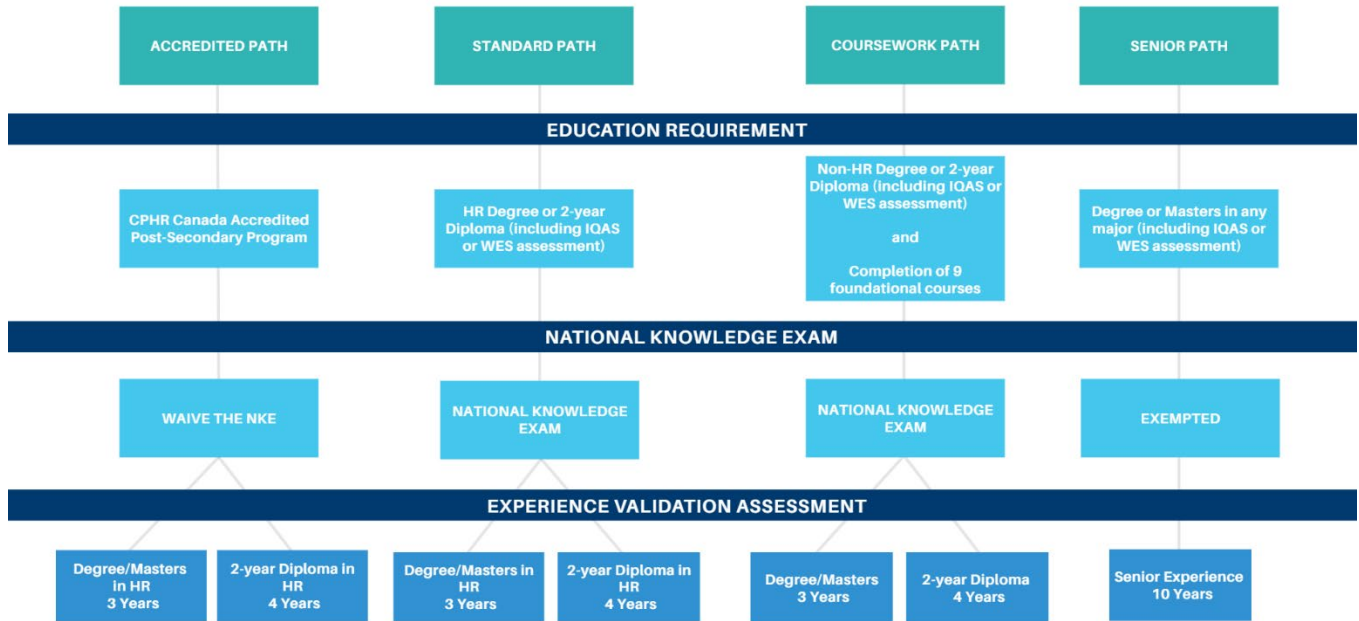
1. Write the National Knowledge Exam or
2. Submit a Senior Path or Standard Experience Validation Assessment

Members who achieve the CPHR designation in Alberta can maintain the designation even if they move outside of Alberta, Nunavut or NWT if their new jurisdiction does not offer the CPHR designation. Chartered Members can maintain their CPHR with CPHR Alberta if they move outside of Canada as long as they continue to:

1. Meet CPD requirements and
2. Pay annual membership Dues

3.1 Paths to the CPHR Designation

PATHS TO THE CPHR IN ALBERTA



There are Four Paths to the CPHR Designation.

1. Standard Path
 - a. Obtain a Degree, Masters or two-year Diploma in HR
 - b. Write the National Knowledge Exam
 - c. Complete the Experience Validation Assessment process:
Three years of HR experience required for Degree holders;
Four years of HR experience required for Diploma holders
2. Accredited Path
 - a. Complete a CPHR Canada Accredited post-secondary program within noted timeframe and with the minimum GPA
 - b. Waive the National Knowledge Exam
 - c. Complete the Experience Validation Assessment process:
Three years of HR experience required for Degree holders;
Four years of HR experience required for Diploma holders

3. Senior Path
 - a. Obtain a Degree or Masters in any major
 - b. Complete the Senior Path Experience Validation Assessment process:
Ten years of HR Experience with at least five years in a Senior Leadership HR role
4. Coursework Path
 - a. Obtain a Degree, Masters or two-year Diploma in a non-HR program
 - b. Complete required nine Foundational HR Courses
 - c. Write the National Knowledge Exam
 - d. Complete the Experience Validation Assessment process:
Three years of HR experience required for Degree holders;
Four years of HR experience required for Diploma holders

3.2 Required Documents for Associate, General and Student Applications

(1) Associate Member

An Associate Member is one who wishes to obtain the CPHR and is preparing to take the National Knowledge Exam (NKE).

Associate Members are individuals who have either:

1. Completed a post-secondary two-year Diploma or Degree in HR or
2. Completed a non-HR two-year Diploma or Degree AND have completed the nine required HR Foundational Courses.

Applications for Associate membership must include verification of the completion of:

1. Three-year (90 credit) Undergraduate degree or
2. Four-year (90 credit) Bachelor's Degree (any field) or
3. Two-year Diploma

CPHR Alberta requires official transcripts from an accredited Canadian post-secondary institution. Transcripts must come directly from the university in the original sealed envelope or via email directly from the university.

Mailing Address:

320, 105 – 12 Ave SE
Calgary, Alberta Canada T2G 1A1

Email Address:

registrar@cphrab.ca

Associate Members must also provide documentation that they have met the Foundational HR Coursework requirement. Official transcripts will also suffice for this documentation. Post-secondary education from a university outside of Canada (including the U.S.) will require an [IQAS](#) or [WES](#) assessment. Only original assessments mailed from the assessment centre will be accepted.



A basic (document-by-document) assessment is acceptable, however, a course-by-course assessment is recommended for individuals who have completed non-HR education but may have HR-related courses that could be eligible for credit towards coursework path. It is also suggested if you're unsure whether the assessment will clearly state Human Resources as the field of study. A course-by-course assessment allows us to evaluate and potentially credit specific HR courses you've completed.

(2) General Member

The general membership category is open to all persons wishing to become members of CPHR Alberta. Professional corporations and businesses may not apply for membership. Applicants must apply as an individual to conform to the purposes of the Society Act and the maintenance of the Member Register.

Individuals interested in pursuing the CPHR Designation through the Coursework Path will apply as General Members and can transfer to Associate Membership when they have completed the required Foundational HR Coursework.

(3) Student Member

Student membership is valid for individuals who fall into one of the below categories:

- i. Enrolled in full-time or part-time studies, with two (2) or more courses per semester, in any HR degree program at an accredited post-secondary institution.
- ii. Enrolled in a continuing education program, taking two (2) or more courses per semester towards an HR certificate or diploma;
- iii. Internationally educated professionals in Human Resources enrolled in a career bridging program, Language Instruction for Newcomers to Canada (LINC) program at a recognized post-secondary institution or immigrant-serving agency.

Acceptable documents for Student membership that verify current student status include:

- a) letter of enrollment from the university showing enrollment in 2 or more courses
- b) screenshot of the person's current schedule or
- c) official working transcripts.

The document will only be accepted if it shows the student's name, the school in which he/she is enrolled, the name of the program and courses in which he/she is currently enrolled, and the date that he/she is enrolled.

Accredited Student is a member category for students who can show they are currently enrolled in a CPHR Canada Accredited post-secondary program. Transcripts will confirm status as either an Accredited Student or Student member.

Student Members will be contacted and asked to show proof of their continuing status as a Student Member every two years. If not able to prove they are still active students, their status will be changed to General.

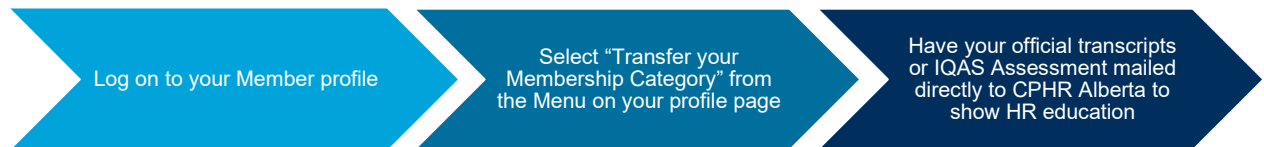
Student Members can request to be changed to Associate Members by choosing the option to "Transfer Membership Category" through their member profile and submitting official transcripts directly from the institution to CPHR Alberta which confirm they have now completed their degree or diploma and have met the Coursework Requirement.

4. STUDENT MEMBERS

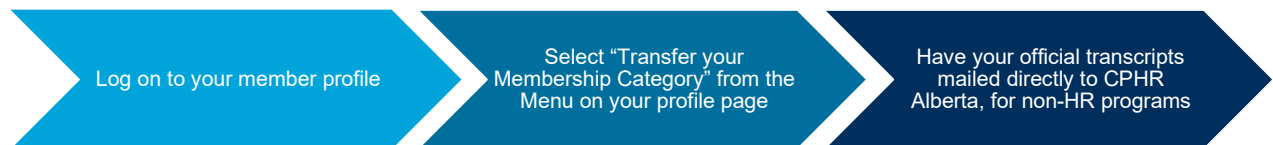
4.1 Transferring Your Membership Category

Student Members are eligible to transfer to one of two categories: General or Associate.

To transfer your membership category to Associate



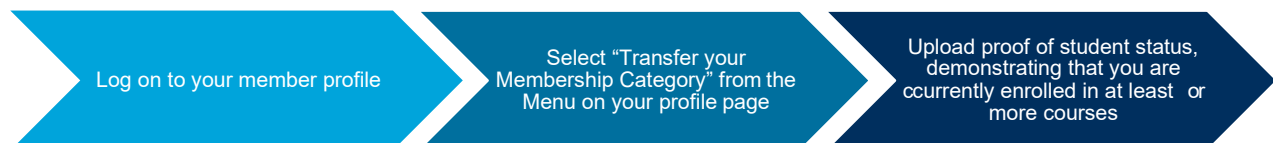
To transfer your membership category to General



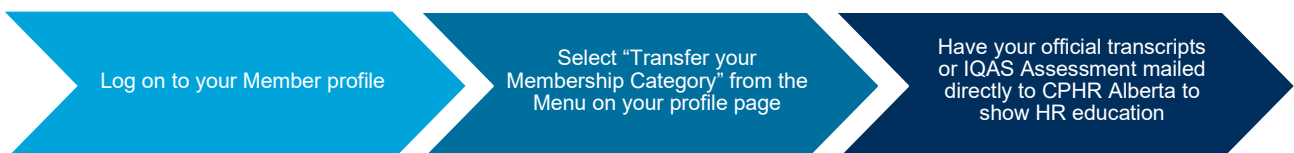
5. GENERAL MEMBERS

5.1 Transferring Your Membership Category

To transfer your membership category to Student



To transfer your membership category to Associate



6. ASSOCIATE MEMBERS

6.1 Coursework Requirement

The first step in pursuing the CPHR is to meet the foundational Coursework Requirement. To write the National Knowledge Exam, a member must complete nine courses focused on the CPHR Canada Competency Framework.

These nine courses are:

- Accounting & Financial Management
- Human Resources Management
- Industrial Relations
- Organizational Behaviour
- Occupational Health and Safety
- Recruitment and Selection
- Strategic Compensation
- Strategic Human Resources Planning
- Training and Development

To write the National Knowledge Exam, one must have a degree or diploma. If your degree or diploma is in HR, you have met the coursework requirement.

If you do NOT have a degree or diploma in HR, the foundational requirement may also be met in the following ways:

- Completion of an HR Certificate that covers the foundational courses
- Continuing Education courses in HR
- HR courses already completed within your non-HR post-secondary program OR
- The [CPHR Canada Program with Captus Press](#)

Members interested in pursuing the CPHR designation but who do not have an HR degree or diploma must apply as General Members. Once they have met the coursework requirement, they will become Associate Members and can then register for the National Knowledge Exam.

Please note that [CPHR Canada Accredited Post-Secondary Programs](#) allow you to both meet the coursework requirement AND waive the NKE.

6.2 Assessing Coursework

Applicants without education in HR (degree or diploma) will have their courses reviewed by CPHR Alberta. CPHR Alberta will assess the courses you have completed for gaps in foundational knowledge of the CPHR Competency Framework. HR Certificates will be assessed accordingly. Not all HR Certificates cover all required courses so completion of an HR Certificate may not be sufficient. Any section of the Competency Framework NOT covered in applicant's courses will be required coursework. You will only need to complete sections of the Competency Framework that were not covered in your education.

Transcripts and assessments will only be reviewed for those who have submitted a General Membership application. Coursework reviews will not be completed for those who have not submitted a membership application.

CPHR Alberta has compiled [a list of courses from post-secondary institutions](#) across Alberta that are equivalent to the CPHR Canada required courses. You can use this list to self-assess and to make decisions about which courses to take.

For a course to meet the requirement, the applicant must have achieved a grade of C+ or 65% in the required course.

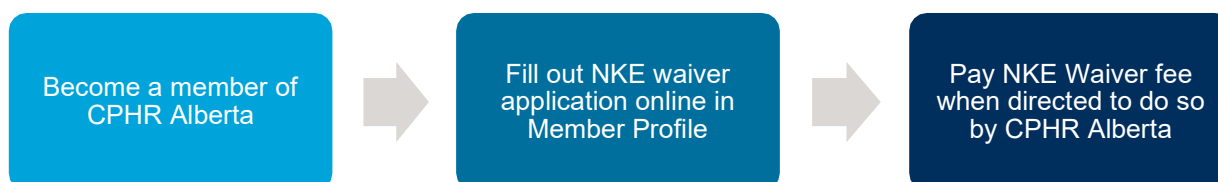
CPHR Alberta may not be able to assess your coursework if you have courses not on our pre-approved equivalency list. In this situation, you would need to apply for a Prior Learning Assessment Record (PLAR) through Captus Press. Captus Press would perform your assessment and notify CPHR Alberta of the results. There are fees associated with this assessment and you can contact Captus Press directly for [details](#).

6.3 Applying for the NKE Waiver

Associate Members may apply to waive the National Knowledge Exam (NKE) requirement for the CPHR if:

1. They graduated from a CPHR Canada accredited HR Program and
2. They graduated from said program within the time frame outlined in the Accreditation Agreement for that program and
3. They maintained an overall average grade of at least 70% from a CPHR Canada accredited HR program.
4. Completed and met all the requirements from CPHR Academic Program
 - All nine courses in the CPHR Academic Program must be completed.
 - The Grade requirement is an average of at least 70% over the nine courses, in addition to achieving the 65% or greater passing grade in each course.
 - You must have a minimum post-secondary education of a 2-year diploma or undergraduate degree and member in good standing.

To apply for the waiver an individual must:



The NKE waiver fee must be paid within 30 days of approval, or the Associate member may need to submit a new waiver application. Once the NKE waiver is approved and the fee paid, the Associate Member will be transferred to Candidate membership. As a Candidate Member you then have 10 years from the year that the waiver was granted to complete the Experience Validation Assessment.

Note: A list of CPHR Canada accredited programs/institutions is available on [CPHR Alberta's website](#).

6.4 National Knowledge Exam

The National Knowledge Exam (NKE) assesses the comprehension of academic knowledge related to professional competencies across nine functional areas of the human resources profession. Examples of academic knowledge tested in the exam include the rights and responsibilities of management and labour during union organizing and negotiation processes; the various methods of training and developing staff; human rights; and, employment equity and pay equity legislation.



The NKE is made up of 160 questions, including 10 questions that are added to the exam to allow new questions to be pre-tested. These pre-test questions are randomly placed into the exam and will not count towards your total score. The 160 questions are all multiple choice.

Exam writers have 3 hours and 15 minutes to complete the computer-based examination

You may obtain further information at www.CPHR.ca

The NKE is run once per year in the fall and is completed virtually. CPHR Alberta does its best to accommodate exams in any location in Alberta, the NWT and Inuvik and can make accommodations for writing exams in person where possible.

(1) Deferral, Cancellation and No Show Policies

60 days or more prior to the exam	New exam registrants (no previous deferral) can cancel their exam and receive a full refund. All exam registrants can defer their exam, up to a maximum of two times, to the next examination date at no cost to registrant.
30 – 60 days prior to the exam	All Exam registrants can cancel their exam registration, but <u>will not</u> receive a refund. Exams cancelled during this period <u>will not</u> count as an exam attempt. Exams can still be deferred, up to a maximum of two times, to the next examination date at no cost to registrant.
7 – 30 days prior to the exam	All Exam registrants can cancel their exam registration, but <u>will not</u> receive a refund. Exams cancelled during this period <u>will not</u> count as an exam attempt. All exam registrants can defer their exam, up to a maximum of two times. The \$200.00 deferral fee will apply.
Within 7 days of the exam	All Exam registrants can cancel their exam registration, but <u>will not</u> receive a refund. Exams cancelled during this period <u>will not</u> count as an exam attempt. Exam registrants can only defer their exam for serious medical reasons. Documentation to support medical must be provided to CPHR Alberta. Deferrals approved in this time may be subject to a deferral fee of \$200.00.
No Shows	Exam registrants who choose not to defer and who do not show up for the exam will be considered a "no show" and will forfeit the exam fee. Their exam will be recorded as "failed" and will count as an exam attempt. *If an exam registrant becomes ill on the day of the exam and cannot attend, they have a maximum of two weeks following the exam to submit a doctor's note to CPHR Alberta to confirm the medical situation. If a doctor's note is received in this time, the exam can be deferred to the next exam session and may be subject to a deferral fee of \$200.00. If a doctor's note is not received within two weeks following the exam

date, the registrant will be recorded as a “no show,” their exam recorded as “failed,” and it will count as an exam attempt.

Exam deferred two times and unable to write exam

A maximum of two deferrals are allowed per exam. If a registrant has reached the maximum of two deferrals and cannot write the exam, they can request to cancel the exam but will not be reimbursed any part of the exam or deferral fee. Exam cancellations prior to the exam date will not count as an exam attempt against the registrant.

(2) Accommodations for Exams

Please note that with clear documentation provided by a medical professional, CPHR Alberta can make accommodations for exam writers. CPHR Alberta will work to meet requests for accommodation and create a reasonable accommodation without causing undue financial hardship to the association.

All requests for accommodation must be made during the online exam registration process no later than eight (8) weeks in advance of the exam date. Proctors selected by applicants as part of the accommodation process must prove their qualifications to oversee the exam writing and submit to any other such requirements as CPHR Alberta or CPHR Canada may require.

(3) Refunds

According to the national standards, exam registrants are able to request to cancel or defer their exam online and will be reimbursed as follows:

60 days or more prior to the exam

100% refund for exam cancellation for new exam registrants only

30 – 60 days prior to the exam

No refunds will be offered for cancellations. Exams can be deferred at no cost in this time period and the exam fee is transferred to the new exam date.

7 – 30 days prior to the exam

No refunds will be offered for cancellations. Exam can be deferred. The \$200.00 deferral fee will apply.

Within 7 days of the exam

No refunds will be offered for cancellations. Exams can only be deferred for serious medical reasons and documentation must be provided to CPHR Alberta. Deferrals approved in this time can be subject to the same deferral fee of \$200.00.

(4) Limited Attempts to Pass the National Knowledge Examination

Associate Members are allowed three initial attempts to pass the exam. If after three attempts they have not passed, they must take a one-year break before they may sit for the examination a fourth and final time.

Those who had written the National Knowledge Exam prior to this policy's introduction will not have past sittings of the exam counted toward these three failures.

7. CANDIDATE MEMBERS

CPHR Candidate Members are members who have:

1. Passed the National Knowledge Exam or
2. Waived the National Knowledge Exam with an Accredited post-secondary program or
3. Been approved for the Senior Path to the CPHR through a Pre-Screen Questionnaire process

Candidates have a period of ten (10) years from the time they pass or waive the NKE to apply for the Experience Validation Assessment (EVA). Any Member who does not submit his or her EVA before the ten (10) year period will have status reverted to Associate or General Member, depending upon education and other CPHR Alberta requirements in those categories.

7.1 Experience Validation Assessment

The purpose of CPHR Alberta's designation process is to assure its members, employers, and the public that HR professionals who obtain the Chartered Professional in Human Resources (CPHR) designation possess the knowledge and skills required to practice competently and ethically. An important distinction between an academic credential and a professional designation is that an academic credential attests to knowledge of theory and having passed a particular course of study, while a professional designation attests to a certain warranty of competence or expertise.

Requirements to Apply for the EVA	Requirements to Pass the EVA
1. A. Completion of a Canadian degree or, a degree from an international institution that has been assessed as the equivalent of a Canadian degree by IQAS or another recognized assessment organization; or B. No degree; must have completed a post-secondary diploma program	1. A. Minimum of three (3) years of paid Human Resources experience where up to one year can be at the administrative level. At least two years must be at the advisory level; or B. Minimum of four (4) years of paid Human Resources experience where up to one year can be at the administrative level. At least three years must be at the advisory level. All experience must have been acquired within the ten years preceding the submission of the application
2. Successful completion or waiver of the National Knowledge Examination (NKE);	2. Proficiency in 8 of the 49 competencies;
3. Membership in good standing with CPHR Alberta; and successful completion of the Good Character Attestation.	

(1) Submitting your EVA Application

An Experience Validation Assessment application is decided on the merits of the written application and supporting documentation. The assessors assigned to assess an applicant's experience can only judge the merit of an application based on its contents and the quality of the presented documentation within the guidelines set by CPHR Alberta's board of directors.

Applicants who have completed their NKE would apply for the standard EVA application. Applicants should be aware that they may be contacted for further information if required by the Registrar, and that they may be asked to provide a reference to verify information about their experience. Assessors may refer to publicly available information to validate certain information contained in an application.

Applicants are required to submit the following documents for assessment:	
i.	Online Experience Validation Assessment Form
ii.	A chronological resume without name, email, or home address
iii.	Job descriptions detailing current and relevant responsibilities for all roles cited in the EVA;
iv.	A completed supervisor signature page
v.	Any other such document as necessary to prove or validate an entry in the form.

Note: Employer created documents are preferred; however, if you cannot obtain an up-to-date job descriptions, you are able to create your own as long as you have a manager for that role sign off on it.

Important Note: Reviews of EVA applications are anonymous and to keep reviews fully anonymous, we request that you remove identifying information (name, address, LinkedIn URL, etc) from your resume before uploading it into the system.

(2) Defining Advisory HR Experience

The scope of HR practice is the creation and implementation of all policies, practices and processes to effectively organize and manage human capital in the workplace with the ultimate goal of enhancing business outcomes. Human resources management involves maintaining changing relations between employees, employers and other parties where applicable.

The practice of human resources management includes, but is not limited to, one or more of the following:

1. The development and implementation of human resources policies and procedures.
2. Consultation in the area of human resources management.
3. Providing advice to clients, managers and employees in relation to management of HR.
4. Representation of clients and organizations in proceedings related to HR management.
5. Program development and evaluation in the field of human resources management
6. The supervision of other Human Resources professionals.
7. Coaching employees, managers, and individuals in relation to work and employment.

8. The conduct of research in the field of human resources management; and,
9. Teaching in the field of human resources management.

In determining whether HR experience is at the advisory level, the following factors are taken into consideration:

Independence of actions	Relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience.
Depth of work requirements	Relates to the extent to which work experience requires data 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.

Administrative roles within a human resources department that involve primarily clerical tasks can only count for up to one year of your HR experience. Advisory HR experience can be obtained whether one is in a specialist position or a generalist position.

The following chart can assist you to determine if your specialized HR role is at the advisory level.

Specialized Field	Administrative Level Tasks	Advisory Level Tasks
Recruitment	Posting Jobs Writing Job Descriptions Creating Interview Questions Assisting in Interviews Attending career fairs Tracking applicants 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 Talent mapping Conduct or lead interviews with candidates Analysis of talent needs and gaps Train and supervise recruiters

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 Conduct and ensure integrity of overall system infrastructure 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 Evaluate existing learning and development priorities and programs and work to evolve them to meet current needs of business Develop an organizational culture that enhances the learning of all employees Create workshops, learning assessment tools, and other training programs. Research field of methodologies and programs to keep up to date on current organizational trends and use this info to improve program
Health & Safety	Performing onsite safety checks Providing safety training Maintaining records Coordinating, implementing, and monitoring safety program	Develop health, safety & wellness policies/programs Track and analyze accident trends and rates Provide recommendations/guidance to operations to make maintain safe environment Review compensation data and work with company representatives to resolve workers' compensation issues Research and rewrite recommendations for existing Health and Safety programs, policies and procedures

To be credited toward the experience requirement, at least 51% of an applicant's time must be in human resources to qualify for the experience validation assessment.

The next chart can assist you to determine if your non-HR specific role meets the requirements to receive credit towards your three or four years of HR advisory experience.

Non-HR Specific Fields	Non-HR Level Tasks	HR Advisory Level Tasks
General Managers may be considered if the human resources work comprises at least 50% and there is no HR department in the workplace.	Transactional/administrative work Line management: <i>Supervising staff</i> <i>Assigning work</i> <i>Setting pay</i> <i>Approving sick days/vacations</i> Acting on the HR advice of other professionals	Direct responsibility, supervision, and accountability for strategy, design implementation and coordination of one or more HR functional areas for the organization.
Small Business Small business owners/operators may gain suitable work experience towards the experience requirement provided their business is established to provide HR advice	Time spent on business development or operations Transactional/ administrative work Line management: <i>Supervising staff</i> <i>Assigning work</i> <i>Setting pay</i> <i>Approving sick days/vacations</i> Acting on the HR advice of other professionals	Direct responsibility, supervision and accountability for strategy, design implementation and coordination of one or more HR functional areas for the organization.
Labour Union Representatives	Elected labour representatives Union employees	Non-elected Labour Union Representatives where position is clearly identified as an HR position
Lawyers Employment lawyers and lawyers with advisory HR work experience may be able to meet the experience requirement	Advising clients or conducting litigation writing out a contract at the direction of a client	Conducting labour negotiations Mediation

depending on the type of work they do. Activities identified as practicing human resources must be a significant part of the applicant's work experience and will be prorated accordingly.		Conducting downsizing activities Negotiating the terms of a contract
Non-HR Specific Fields	Non-HR Level Tasks	HR Advisory Level Tasks
Chief Executive Officers and Chief Administrative Officers May meet the experience requirement if the organization they are leading does not have an HR department or HR position and if they are spending at least 50% of their time performing professional HR work.	Line management: <i>Supervising staff</i> <i>Assigning work</i> <i>Setting pay</i> <i>Approving sick days/vacations</i> Acting on the HR advice of other professionals	Responsible for strategy, supervision, design implementation and coordination of one or more HR functional areas for the organization. Note: CAOs may wish to submit the municipal bylaw outlining their duties and responsibilities to properly assess their experience.
Instructors and Professors Teaching in the field of human resources is a practice of human resources. Academic research conducted by professors in the field of human resources may be eligible for experience validation if it is a significant part of their work and/or replaces a course.	Non-HR courses Non-HR academic research	HR courses taught at an accredited college/university. • <i>Teaching one HR course per semester – 1/3 of 100%</i> • <i>Teaching two HR courses per semester – 2/3 of 100%</i> • <i>Teaching three HR courses per semester – 3/3 of 100%</i> Note: Faculty will need to send in a course outline and/or syllabus with their application. Academic Research: primary research in the field of human resources only

HR Volunteer Positions All volunteer work for which a Candidate Member is not receiving monetary compensation/financial reward is not eligible work experience	N/A	N/A
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Important Note on Co-op Programs:

Members who completed a paid Human Resources co-op/internship/apprenticeship or practicum program while in school can claim this HR experience on the Experience Validation Assessment as administrative level experience. Members can claim no greater than one year of administrative experience for these programs for the EVA.

For a practicum/internship to qualify for the EVA, it should:

- Be completed in your 3rd or 4th year of school.
- Be paid
- Be for one academic year or greater.

(3) HR Specific and General Competencies

The [CPHR Competency Framework](#) outlines 49 discipline-specific professional sub-competencies that candidates, for the designation must demonstrate in order to obtain the designation. The 49 competencies are grouped by HR Competency (below). Applications will be assessed by comparing the competencies an applicant believes they have acquired to the content of their application. Applicants must be able to demonstrate the level of proficiency required in a given competency through their application.

The nine HR Competencies are:

- Organizational Change & Development
- Total Rewards
- Innovation
- Learning, Development and Succession Planning
- Workforce Planning & Mobility
- HR Technology and Analytics
- Employee and Labour Relations
- Total Health and Wellness
- Inclusion, Diversity and Human Connections

Candidates are required to demonstrate a minimum of 8 of the 49 competencies for which your current or previous roles demonstrate advisory experience at a proficient level. Administrative experience may **not** be used to fulfill the competency requirements. Competencies that are marked but for which examples are not provided may not be reviewed for counting towards the requirement.

Examples of competencies are best structured using the STAR method, situation, task, action, and result.

Situation: Describe a specific situation that you were in (not a generalized one). Provide context. Where? When? Keep this description short.

Task: What needed to be done and why? Avoid using acronyms. Briefly explain what it is that you had to do and what the success criterion was. If you were working as a group, explain what the overall task of the group was, but **be clear** about **YOUR** own role. Keep this explanation brief.

Action: Describe the actions you took to address the situation, including an appropriate amount of detail, and keep the focus on **YOU**. What did **YOU** do and how did **YOU** do it? What tools did **YOU** use? Be direct and specific. Make this the most substantial part of your example.

Results: What was the outcome? What did you accomplish? If you can quantify the results, do so. Explain the results (i.e. accomplishments, recognition, savings, etc.).

(4) General Competencies

The General Competencies include capabilities that an HR professional should possess to operate successfully in their professional practice and are not specific to the HR profession. They are categorized into 12 General Competency Areas which in turn comprise 48 General Competencies. The Validation of Experience does not require examples of a Candidate's work aligned to the General Competencies. General Competencies are not required for the standard EVA application.

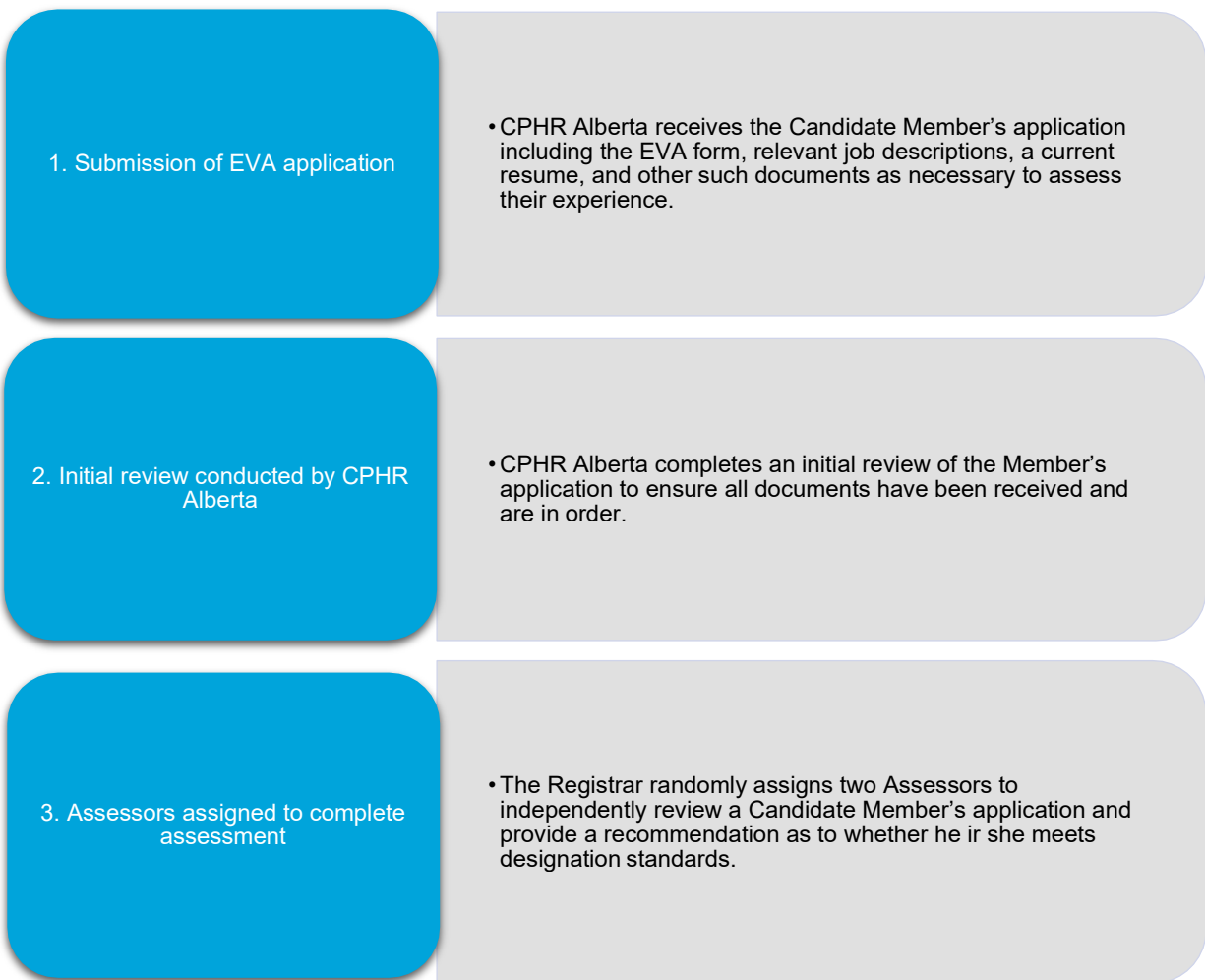
The 12 General Competency Areas are:

Personal Agility	Relational Intelligence
Continuous Learning	Collaboration and Communication
Leadership	Guide, Coach and Advise
Business Acumen	Working Digitally

Data and Sensemaking	Systems Thinking
Leading Projects	Ethical Practice

(5) Experience Validation Assessment Process

All Experience Validation Assessments (EVAs) are completed by trained EVA assessors using Board approved guidelines. Assessors use their professional judgment to determine whether an applicant has the requisite type of experience to earn their CPHR. Assessors use CPHR Alberta Board approved designation standards and policies when reviewing each and every application.





(6) EVA Reassessment Process

1. Member has 2 weeks to request a reassessment of their EVA application.	• The Candidate must submit a request for reassessment within 2 weeks of receiving the outcome. The request must indicate the reason why the initial assessment was incorrect.
2. Reassessment subject to approval by the Registrar	• Reassessment requests are approved by the Registrar at his/her sole discretion subject to Board guidelines. • Reassessment requests lacking reasonable cause or purpose will result in rejection of the reassessment request.
3. Approved Reassessment requests will be assessed by two new assessors in the next EVA intake	• Approved Reassessment requests will be assigned and assessed by two new assessors with no knowledge of the initial assessment in the next EVA intake to ensure fairness and consistency in the process. • Reassessment outcomes are deemed the final.

(7) EVA Appeals Process

1. Member has 30 days to submit an appeal of the EVA reassessment decision.	• Appeals of the reassessment must be sent to the Registrar within 30 days of receipt of the decision. • The Registrar will appoint three members of the Registration Committee, a mix of Assessors and Auditors who have not been involved in the review of the case file, to consider the appeal as a Panel. • The Chair of the Panel will rule whether the appeal is in order and accepted to be heard by the Panel.
2. Appeal is heard by the Appeals Panel if accepted by the Chair.	• If the appeal request is accepted, this Panel will decide if the Registrar erred in process or in fairness when making the final decision. • Fairness can be determined by whether the person requesting the appeal was singled out for refusal, was treated differently from others or was treated more harshly than another similar applicant. The fairness or justness of the decision can be also assessed on whether there was bias in the decision. • This Panel will also review the process of assessment to ensure that no errors were made in the assessment process.
3. Appeal Panel will deliver one of three possible outcomes:	• 1. The final outcome was found to be fairly assessed, and the process was carried out correctly. The final outcome stands; or, • 2. An error was made in the processing of the assessment, or the outcome was influenced by bias. Two more assessors would be asked to do one more final assessment; or, • 3. A clear error or bias is apparent, and the outcome is overturned to be replaced with the Panel's decision.

(8) Reassessment and Appeal Guidelines

Please note that reassessments and appeals are a review of your **ORIGINAL** EVA application. A request for reassessment or appeal is based on the assumption that there was an error in process or an apparent bias in the original assessment. You will not be permitted to make updates or changes to your EVA application for reassessment or appeal purposes. You are permitted to submit one letter of clarification along with your original EVA application. Letters of clarification are written and signed by your supervisor/manager to clarify or highlight any additional responsibilities or special projects you completed in your role with them. Do not reference the fact that this is a reassessment in your letter of clarification as that will tell the new assessors that this is a reassessment of a failed outcome and could unintentionally bias the assessors.

After an appeal:

The outcome of an Appeal is considered final. Candidates who have failed the initial assessment, the reassessment and the appeal can apply for an experience assessment again only when and if:

1. They have completed the additional amount of time at the professional level in HR recommended in their previous EVA outcome
2. They have switched roles and feel they now have the required breadth or depth of experience
3. There has been significant change in a current role so it would now qualify as professional level experience

CPHR Alberta reserves the right to not accept new EVA applications from Candidates who have gone through the appeal process but who do not meet at least one of the above prerequisites.

(9) EVA Fee Schedule

EVA Fee	Payment Due by
Initial EVA Fee of \$225 +GST	This fee must be paid by the submission deadline in order for the EVA to be submitted for review to the Registration Committee. There are three submission deadlines – January 31, May 31 and September 30.
2nd EVA Installment of \$375 +GST	This fee is paid if the Candidate passes the EVA and within 2 weeks of the notification that the order has been created. Note: Candidate Members are not updated to Chartered and are not sent the Certificate until they have paid the second EVA fee.

(10) EVA Frequently Asked Questions

Is foreign experience accepted as part of the three- or eight-year experience validation requirement?

CPHR Alberta does not have a Canadian experience requirement and does not limit the amount of international experience that may be submitted towards experience validation, as long as the experience falls within the 10-year eligibility period.

How do I fill out the online EVA form if I have had multiple positions within the same organization?

It is required to indicate different positions within the same organization separately. This helps you provide more detail for each of the positions you have held and also clarifies the progress you have made in your HR career.

How do I fill out the experience section in the EVA form, and who signs my form if I am currently unemployed?

Candidates are requested to fill out their experience using their most recent past employer if they are currently unemployed. This employer can also complete the Employer Verification section of the EVA form.

How do I answer the question "*Provide a description of this role*" in the 'employment history' section of the EVA form?

Candidates should keep the information succinct and emphasize not only their tasks and responsibilities, but also the impact that their work has or had on their organization. The information provided in these descriptions ought to reflect the competencies you indicated on the EVA form.

How do I answer the question "*Describe the amount of autonomy... and indicate impact to organization*" in the 'employment history' section of the EVA form?

Candidates should indicate the types of decisions you are authorized to make without consulting a supervisor when describing your level of autonomy in an organization. Simply quantifying the level of autonomy by saying "a high level" is too vague and subjective.

How do I answer the question "*Who do you interact with on a regular basis... influence and guidance of those interactions*" in the 'employment history' section of the EVA form?

Candidates should indicate whether they are giving or receiving directions, providing advice to managers and executives, or responding to inquiries from staff members to further clarify their role and contribution to the organization.

How do I answer the question "*Describe the analysis, interpretation and indicate the purpose of the analysis*" in the 'employment history' of the EVA form?

Indicate the actions or decisions that follow from your analysis and their impact on the organization when describing the analysis and interpretation you do.

7.2 Senior Path Experience Validation Assessment

The purpose of CPHR Alberta's designation process is to assure its members, employers, and the public that HR professionals who obtain the Chartered Professional in Human Resources (CPHR) designation possess the knowledge and skills required to practice competently and ethically. An important distinction between an academic credential and a professional designation is that an academic credential attests to knowledge of theory and having passed a particular course of study, while a professional designation attests to a certain warranty of competence or expertise.

Requirements to Apply for the SPEVA	Requirements to Pass the SPEVA
Completion of a degree from a Canadian University or, a degree from an international institution that has been assessed as the equivalent of a Canadian degree by IQAS or another recognized assessment organization;	A Minimum of ten (10) years of professional-level experience in Human Resources obtained within the past fifteen (15) years; AND Five (5) years of the ten (10) years HR experience is at the Senior level.
Membership in good standing with CPHR Alberta; and	Proficiency in the one (1) Required Functional Dimension (Organizational Change & Development) AND Proficiency in three (3) additional Functional Areas
Successful completion of the Good Character Attestation.	Qualify in all six (6) General Competencies AND Demonstrate a high level of Independence, Decision-Making Authority and Autonomy

(1) Submitting your SPEVA Application

A Senior Path Experience Validation Assessment application is decided on the merits of the written application and supporting documentation. The reviewers assigned to assess an applicant's experience can only judge the merit of an application based on its contents and the quality of the presented documentation within the guidelines set by CPHR Alberta's board of directors.

Applicants approved for this pathway through the SPEVA Questionnaire would apply for the Senior Path EVA. Applicants should be aware that they may be contacted for further information if required by the Registrar, and that they may be asked to provide a reference to verify information about their experience. Assessors may refer to publicly available information to validate certain information contained in an application.

Applicants are required to submit the following documents for assessment:	
vi.	The online Senior Experience Validation Assessment Form
vii.	A chronological resume without name, email or other personal details;
viii.	Job descriptions detailing current and relevant jobs for all roles cited in the EVA;
ix.	An organizational chart; and,
x.	Any other such document as necessary to prove or validate an entry in the form.

Important Note: Reviews of SPEVA applications are anonymous and in order to keep reviews fully anonymous, we request that you remove identifying information (name, address and phone number) from your resume before uploading it into the system.

Note: Employer documents are preferred; however, if you cannot obtain up-to-date job descriptions, you are able to create your own as long as you have someone in a senior position for that role sign off on it.

(2) Defining HR Experience

The scope of HR practice is the creation and implementation of all policies, practices and processes to effectively organize and manage human capital resources in the workplace in service of the ultimate goal of enhancing business outcomes. Human resources management involves maintaining changing relations between employers, employees and other parties where applicable.

The practice of human resources management includes, but is not limited to, one or more of the following:

- The development and implementation of human resources policies and procedures.
- Consultation in the area of human resources management.
- Providing advice to clients, managers and employees in relation to management of HR.
- Representation of clients and organizations in proceedings related to HR management.
- Program development and evaluation in the field of human resources management
- The supervision of other Human Resources professionals.
- Coaching employees, managers, and individuals in relation to work and employment.

- The conduct of research in the field of human resources management; and,
- Teaching in the field of human resources management.

(3) What is a Senior HR Role?

The following are some of the qualities a Senior Level Professional in Human Resources pursuing the CPHR should have:

- Progressive and credible HR background
- At least five years of experience on a leadership or executive team
- A very high amount of independence in their day-to-day work
- High impact decision-making authority
- Considerable budgetary responsibility
- Influence on the organizational strategy and business decisions
- Experience counselling senior managers on HR related matters and leading a team
- Authority to make recommendations on most HR decisions in an organization
- Strategic thinking and execution
- Strong leadership qualities
- Personal integrity/high ethical standards
- Negotiating/influencing skills
- Ability to balance strategic HR with operational issues
- Strong understanding of the business and economic environment
- Authority and skill to design and implement leadership succession plans

In determining whether HR experience is at the senior level, the following factors are taken into consideration:

Independence of actions	Relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience.
Depth of work requirements	Relates to the extent to which work experience requires data 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.

The following chart can assist you to determine if your specialized HR role is either too junior in nature or at the advisory level.

Specialized Field	Administrative Level Tasks	Advisory and Senior Level Tasks
Recruitment	Posting Jobs Writing Job Descriptions Creating Interview Questions Assisting in Interviews Attending career fairs Tracking applicants 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 Talent mapping Conduct or lead interviews with candidates Analysis of talent needs and gaps Train and supervise recruiters
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 Conduct and ensure integrity of overall system infrastructure 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 Evaluate existing learning and development priorities and programs and work to evolve them to meet current needs of business Develop an organizational culture that enhances the learning of all employees Create workshops, learning assessment tools, and other training programs. Research field of methodologies and programs to keep up to date on current organizational trends and use this info to improve program

Health & Safety	Performing onsite safety checks Providing safety training Maintaining records Coordinating, implementing, and monitoring safety program	Develop health, safety & wellness policies/programs Track and analyze accident trends and rates Provide recommendations/guidance to operations to make maintain safe environment Review compensation data and work with company representatives to resolve workers' compensation issues Research and rewrite recommendations for existing Health and Safety programs, policies and procedures
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To be credited toward the experience requirement, 51% or more of each role must be in human resources to achieve the ten-year full-time equivalent.

The next chart can assist you to determine if your non-HR specific role meets the requirements to receive credit towards your ten years of senior HR experience.

Non-HR Specific Fields	Non-HR Tasks	HR Advisory Tasks
General Managers may be considered if the human resources work comprises at least 50% and there is no HR department in the workplace.	Transactional/administrative work Line management: <i>Supervising staff</i> <i>Assigning work</i> <i>Setting pay</i> <i>Approving sick days/vacations</i> Acting on the HR advice of other professionals	Direct responsibility, supervision, and accountability for strategy, design implementation and coordination of one or more HR functional areas for the organization.
Small Business Small business owners/operators may gain suitable work experience towards the experience requirement provided their business is established to provide HR advice	Time spent on business development or operations Transactional/ administrative work Line management: <i>Supervising staff</i> <i>Assigning work</i> <i>Setting pay</i>	Direct responsibility, supervision and accountability for strategy, design implementation and coordination of one or more HR functional areas for the organization.

	<i>Approving sick days/vacations</i> Acting on the HR advice of other professionals	
Labour Union Representatives	Elected labour representatives Union employees	Non-elected Labour Union Representatives where position is clearly identified as an HR position
Lawyers Employment lawyers and lawyers with advisory HR work experience may be able to meet the experience requirement depending on the type of work they do. Activities identified as practicing human resources must be a significant part of the applicant's work experience and will be prorated accordingly.	Advising clients or conducting litigation writing out a contract at the direction of a client	Conducting labour negotiations Mediation Conducting downsizing activities Negotiating the terms of a contract
Non-HR Specific Fields	Non-HR Tasks	HR Advisory Tasks
Chief Executive Officers and Chief Administrative Officers May meet the experience requirement if the organization they are leading does not have an HR department or HR position and if they are spending at least 50% of their time performing professional HR work.	Line management: <i>Supervising staff</i> <i>Assigning work</i> <i>Setting pay</i> <i>Approving sick days/vacations</i> Acting on the HR advice of other professionals	Responsible for strategy, supervision, design implementation and coordination of one or more HR functional areas for the organization. Note: CAOs may wish to submit the municipal bylaw outlining their duties and responsibilities to properly assess their experience.
Instructors and Professors Teaching in the field of human resources is a practice of human resources. Academic research conducted by professors in the field of human resources may be eligible for experience	Non-HR courses Non-HR academic research	HR courses taught at an accredited college/university. • <i>Teaching one HR course per semester – 1/3 of 100%</i> • <i>Teaching two HR courses per semester – 2/3 of 100%</i>

validation if it is a significant part of their work and/or replaces a course.		<i>Teaching three HR courses per semester – 3/3 of 100%</i> Note: Faculty will need to send in a course outline and/or syllabus with their application. Academic Research: primary research in the field of human resources only
HR Co-op Student Terms All co-op work done as part of a post-secondary HR program is not eligible work experience.	N/A	N/A
HR Volunteer Positions All volunteer work for which a Candidate Member is not receiving monetary compensation/financial reward is not eligible work experience	N/A	N/A

(4) HR Specific and General Competencies

The [CPHR Competency Framework](#) outlines 49 discipline-specific professional sub-competencies that candidates for the designation must demonstrate in order to obtain the designation. The 49 competencies are grouped by competencies (below). Applications will be assessed by comparing the competencies an applicant believes they have acquired to the content of their application. Applicants must be able to demonstrate the level of proficiency required in a given competency through their application.

The nine HR Competencies are:

- Organizational Change & Development
- Total Rewards
- Innovation
- Learning, Development and Succession Planning
- Workforce Planning & Mobility
- HR Technology and Analytics
- Employee and Labour Relations
- Total Health and Wellness
- Inclusion, Diversity and Human Connections

Candidates for the Senior Pathway are expected to demonstrate a breadth of experience in four (4) of the nine (9) competencies. **Candidates must show they have mastered the required Competency of Organizational Change and Development.**

They must present competence in at least three additional HR Competencies as well as the required Competency.

(5) General Competencies

The General Competencies include capabilities that an HR professional should possess to operate successfully in their professional practice and are not specific to the HR profession. They are categorized into 12 General Competency Areas which in turn comprise 48 General Competencies.

The 12 General Competency Areas are below. The General Competencies that are bolded are required for the Senior Path EVA.

Personal Agility	Relational Intelligence
Continuous Learning	Collaboration and Communication
Leadership	Guide, Coach and Advise
Business Acumen	Working Digitally
Data and Sensemaking	Systems Thinking
Leading Projects	Ethical Practice

To verify whether an applicant qualifies in the six required General Competencies, he or she must complete the SPEVA form and provide a reasonable example from a current or previous role where his or her experience demonstrates that particular competency. Reviewers will judge the relevance and consistency with the application to determine whether it may be validated as part of the SPEVA process.



SENIOR PATHWAY EXPERIENCE VALIDATION ASSESSMENT PROCESS

All senior pathway experience validation assessments (SPEVA) are completed by CPHR Reviewers using Board approved guidelines. Reviewers use their professional judgment to determine whether an applicant has the requisite type of experience to earn the CPHR designation. Reviewers use CPHR Alberta Board approved designation standards and policies when reviewing each application.

1. Submission of SPEVA application	• CPHR Alberta receives the member application including the SPEVA form, relevant job descriptions, a current resume, and other such documents as necessary to assess their experience.
2. Initial review conducted by CPHR Alberta	• CPHR Alberta completes an initial review of the member's application to ensure all documents have been received and are in order.
3. Reviewers assigned to complete assessment	• The Registrar randomly assigns three Reviewers to independently review an application and provide a recommendation as to whether they meet designation standards.
4. Request for clarification	• Reviewers do not communicate directly with the applicants. Reviewers can request clarification from the applicant through the Registrar before making a final recommendation. Should the reviewers require more time to process a SPEVA application, the applicant will be informed of the new timelines.
5. Reviewers complete recommendation	• Reviewers determine if the experience documented is sufficient in length and responsibility to meet the time and level of experience requirements and will each make a separate recommendation to the Registrar.
*Determination of Split Recommendations	• A split recommendation occurs when one Reviewer makes a different recommendation than the other two Reviewers. In these instances, the majority recommendation will be considered the final outcome.

6. One of three possible outcomes communicated to CPHR Alberta

- Applicant's experience meets the requirements and is recommended to be granted the CPHR; or,
- Applicant's experience does not meet requirements and recommend that the applicant not obtain the CPHR at this time; or,
- Further review is required. In this scenario, CPHR Alberta will gather further information if needed.

7. Outcome delivered to applicant

- The Registrar notifies all applicants of their outcome via phone or email within eight weeks of the application deadline.

RE-ASSESSMENT PROCESS

1. Member has 2 weeks to request a reassessment of their SPEVA application.

- The Candidate must submit a request for reassessment within 2 weeks of receiving the outcome. The request must indicate the reason why the initial assessment was incorrect and any additional information the individual believes would validate his or her experience.

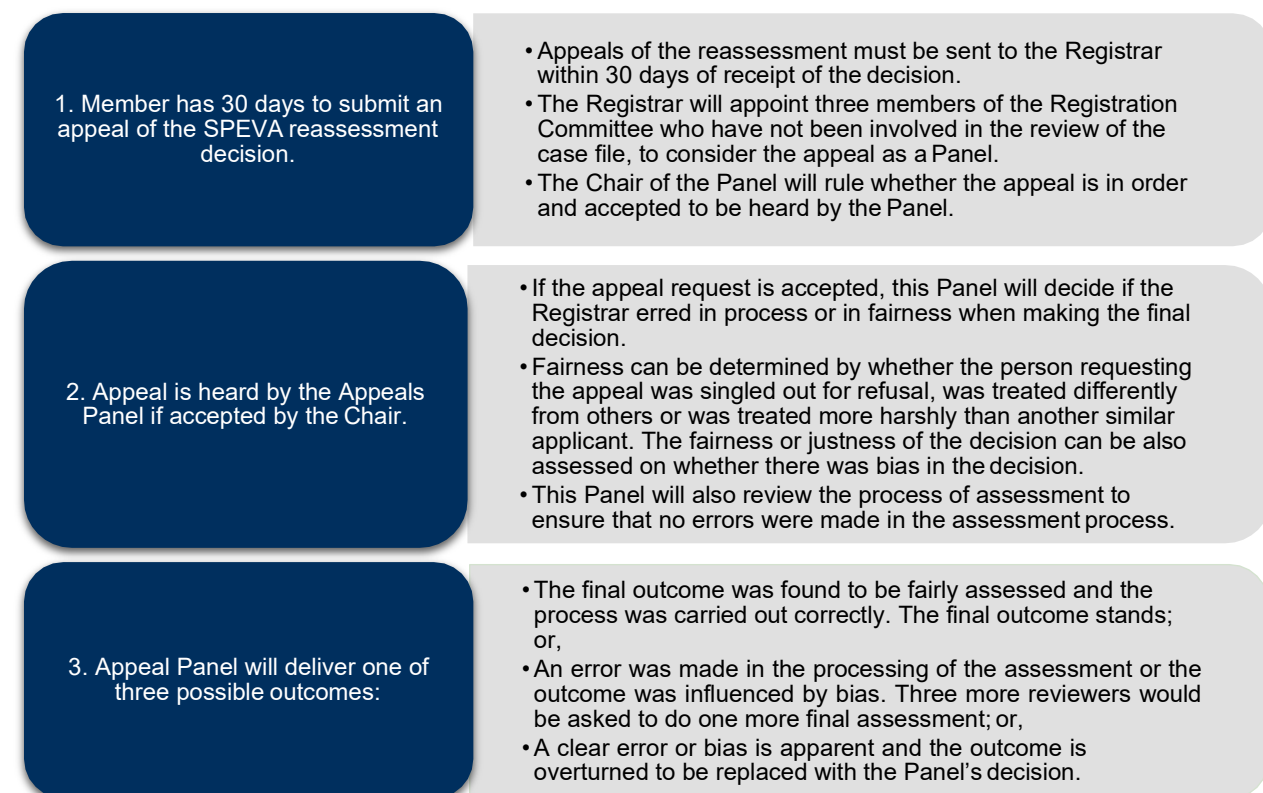
2. Reassessment subject to approval by the Registrar

- Reassessment requests are approved by the Registrar at their sole discretion subject to Board guidelines.
- Reassessment requests lacking reasonable cause or purpose will result in rejection of the reassessment request.

3. Approved Reassessment requests will be assessed by three new reviewers in the next SPEVA intake

- Approved Reassessment requests will be assigned and assessed by three new reviewers with no knowledge of the initial assessment in the next SPEVA intake to ensure fairness and consistency in process.
- Reassessment outcomes are deemed the final.

APPEALS PROCESS



(6) Reassessment and Appeal Guidelines

Please note that reassessments and appeals are a review of your ORIGINAL SPEVA application. A request for reassessment or appeal is based on the assumption that there was an error in process or an apparent bias in the original assessment. You will not be permitted to make updates or changes to your SPEVA application for reassessment or appeal purposes. You are permitted to submit one letter of clarification along with your original SPEVA application. Letters of clarification are written and signed by your supervisor/manager to clarify or highlight any additional responsibilities or special projects you completed in your role with them. Do not reference the fact that this is a reassessment in your letter of clarification as that will tell the new reviewers that this is a reassessment of a failed outcome and could unintentionally bias the reviewers.

After an appeal:

The outcome of an Appeal is considered a final decision on the application. Candidates who have failed the initial assessment, the reassessment and the appeal can apply for an experience assessment again only when and if:

- They have completed the additional amount of time at the professional or senior level in HR recommended in their previous SPEVA outcome
- They have switched roles and feel they now have the required experience
- There has been significant change in a current role so it would now qualify as professional or senior level experience

CPHR Alberta reserves the right to not accept new SPEVA applications from Candidates who have gone through the appeal process but who do not meet at least one of the above prerequisites.

Failing the SPEVA:

When Applicants Fail SPEVA:

If an applicant fails the Senior Path EVA, they will be offered one chance for reassessment if appropriate. If they also fail the subsequent reassessment, these are next steps:

1. Fail due to insufficient senior time or HR time = remain approved for Senior Path so they can apply again when they reach that time requirement.
2. Fail due to poor examples = Allow for reassessment. Failed reassessment = Remain approved for Senior Path so they can apply again when they have better examples.
3. Fail due to roles are not sufficiently focused on HR = Allow for reassessment. Failed reassessment = Change to General member if they have a degree but not in HR. Change to Associate member if they have an HR degree or diploma.
4. Fail due to NO senior time = Allow for reassessment. Failed reassessment = Change to General member if they have a degree but not in HR. Change to Associate member if they have an HR degree or diploma.

Those who have HR education will have the opportunity to gain the designation through the NKE > EVA path IF they are working in a predominantly HR role.

Those who do not have HR education will need to pursue the designation through the Coursework path.

(7) SPEVA Fee Schedule

EVA Fee	Payment Due by
Initial SPEVA Fee of \$225 +GST	This fee must be paid by the submission deadline in order for the SPEVA to be submitted for review to the Registration Committee. There are two submission deadlines – May 31 and September 30.

2nd SPEVA
Installment of \$375
+GST

This fee is paid if the Candidate passes the SPEVA and within 2 weeks of the notification that the order has been created.

Note: Candidate Members are not updated to Chartered and are not sent the Certificate until they have paid the second SPEVA fee.

7.3 Transferring Your Candidate Status

Membership within provincial HR associations is not transferable, but the CPHR Candidate Member status may be recognized between provincial CPHR Canada associations when Members move from one province to another. It is the responsibility of the Member to inform CPHR Alberta when moving to another province.

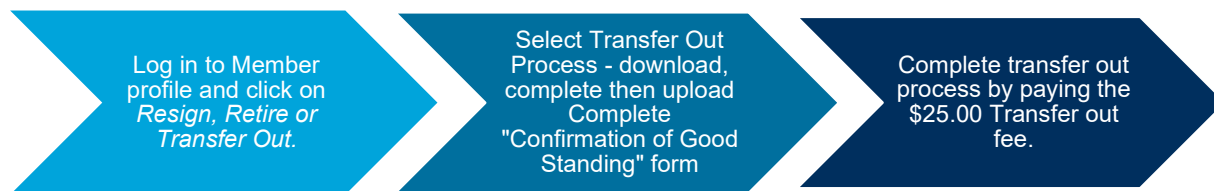
Candidate Member status in Canada is a matter of provincial jurisdiction. As a Candidate Member moves from province to province, he or she must ensure status is recognized by the provincial CPHR Canada Member association responsible. In provinces where human resources is a self-regulated profession, this becomes even more important to ensure compliance with legislated requirements. Other professions have similar restrictions and all professional associations in Canada work towards ensuring a greater amount of labour mobility between the provinces and territories.

(1) Moving out of Alberta

Candidates who want to move from CPHR Alberta to another CPHR Canada member province must be a Member in good standing with CPHR Alberta to their designation recognized in the other province. This means Members are up to date with membership fees and have no violations against them.

Please note Ontario is not a CPHR Canada member province and you must contact the Human Resources Professional Association (HRPA) directly regarding the transferability of your status to their organization.

Provincial membership is not automatically transferable. Members are responsible for obtaining membership in the new association.





(2) Moving to Alberta

When a CPHR Candidate applies as a Transfer-In to CPHR Alberta, they do not have to pay an application fee with CPHR Alberta. Once approved, they must pay pro-rated New Member Dues to attain full membership. To approve Transfer-Ins for membership, CPHR Alberta must receive a *Confirmation of Good Standing* form from the HR provincial association from which an applicant is moving. This form will confirm the status of the Member and current good standing regarding dues payment. The form will also note:

- When the NKE (or a recognized equivalent) was passed or waived

Candidates and Chartered members who do not meet the Alberta requirements at the time of their designation may not be recognized at the same level of membership in Alberta. To be recognized as a Candidate, a member must have written or waived the NKE (or a recognized equivalent) within the last ten years and maintained membership with their appropriate provincial association.

If the *Confirmation of Good Standing* shows that the Member moving to Alberta has not maintained their Candidate membership with the other provincial association, we cannot accept the application to recognize his or her status. The individual must instead apply as either General or Associate and begin the designation process again.

7.4 Revocation of Candidate Membership

CPHR Candidates may have their membership and status suspended for failing to pay yearly membership dues. The Registrar will notify Candidates who have not paid dues that their membership and Candidate status has been suspended. Candidates who have had their membership and designation suspended due to non-payment of dues can pay their dues along with a reinstatement fee at some point throughout the year to be reinstated as a Candidate Member. After the calendar year, revoked Candidate Members should refer to the Reinstatement Policy if their revocation is due to non-payment of dues.

7.5 Reinstatement Policy for Candidate Members

CPHR Candidate Members who have had their membership with CPHR Alberta terminated and their Candidate status revoked as a result of non-payment of dues may apply to have their status restored pursuant to CPHR Alberta's bylaws (3.14 Reinstatement Policy). Please see **Reinstatement Policy in Section 8.10** for more details.

7.6 Voluntary Resignation of Candidate Membership

Voluntary resignation is allowed, and you can always reinstate in the future. This is a good alternative to being revoked. There's no penalty for being revoked, but it is simpler to resign.

Candidate Members who are unemployed, on parental leave or temporary medical leave may choose to resign their membership through a voluntary resignation application rather than paying Reduced Dues. Members can request to resign by clicking on *Resign, Retire or Transfer Out* in their member profile and following the Resign process.

Members who have resigned are not permitted to represent themselves as a CPHR Candidate, and access to CPHR Alberta Member benefits and services is suspended. Members who have resigned can reinstate their membership and status/designation at a later point in time if they meet the requirements of the reinstatement policy. The reinstatement fee will be waived, if at the time of resignation, the member was unemployed, on parental leave, or temporary medical leave. Supporting documentation can include a record of employment obtained from Service Canada or a letter from their employer confirming parental or medical leave.

8. CPHR MEMBERS

To maintain their designation, CPHRs must report a minimum of 10 hours of Continuing Professional Development (CPD) activities each year and a minimum total of 60 hours of CPD activities gained in at least two of the qualifying categories over any cumulative three-year period.

CPD logs must be submitted by the end of December each year with the required minimum CPD hours to maintain the CPHR designation. CPHR Alberta automatically accepts all CPD logs submitted rather than fully reviewing each log to pass or deny. Three per cent (3%) of all submitted CPD logs each year are selected for audit and CPHRs must then provide supporting documents for the activities submitted.

Acceptable CPD activities can include ongoing learning, both formal and informal; leadership activities, volunteer activities; academic research or publications; and significant work projects.

8.1 Completing and Organizing your Continuing Professional Development Log

1. Whenever possible, login and record and save CPD activities in your CPHR Alberta Member Profile using the Continuing Professional Development log. Documentation of the activity can be uploaded at the time you record your CPD Activity in your online log.
2. Keep documentation of your CPD activities organized by establishing a CPD Log file, preferably using a cloud-based program such as Dropbox where they won't be subject to a failed hard drive or change of job.
 - a) Keep CPD supporting documents for one year after the submission of your log in the event that you are selected for audit.
 - b) Be sure to save supporting documentation for CPD hours even beyond the 10 and 60 hour minimums. This will allow for ample material to substantiate your activities in the event that a logged activity cannot be supported.
 - c) You must be able to validate the hours and dates claimed for each activity logged. Please ensure the dates and the number of hours you are claiming are clearly documented for all the activities listed on the log.
3. Be proactive by thinking about possible changes of circumstance. For example, keep in mind that you may change jobs and may no longer be able to access items stored or received to a business email or work desktop or file.
4. For submissions in the Professional Practice category, complete the [Work Project Confirmation Form](#) as each project or update is completed to ensure a change in company, by either yourself or a supervisor, does not affect your ability to provide supporting documentation in the event of an audit.
5. For submissions in mentorship, please ensure to complete both a [Mentoring Agreement](#) as well as [Mentoring Session Confirmations](#).

8.2 CPD Qualifying Activities Summary

Chartered Professionals are required to meet the Continuing Professional Development minimum requirement of 60 hours over a three-year period, and a minimum of 10 hours per year.

Calculation of Hours:

For most activities, calculations are based on actual hours per occurrence or per period maximums.

Categories: (hours are required in at least two categories)

- Professional Practice
- Leadership
- Volunteer or Community Involvement
- Learning: Formal and Informal
- Research & Publication

Category	Maximum Hours
Professional Practice – Work/Projects	
A. Work/Consulting Initiatives of New Projects or Program development Provide the details and metrics on the following: The mission, objective, outcome and the impact on the organization	<i>Maximum 25 hours per project/initiative.</i> <i>Maximum 50 hours within three-year period.</i>
B. Significant Updates/Improvements to existing processes or programs Provide the details and metrics on the following: The mission, objective, outcome and the impact on the organization	<i>Maximum 10 hours per occurrence.</i> <i>Maximum 20 hours within three-year period.</i>
Category	Maximum Hours
Leadership – Mentoring, Teaching and Facilitation Projects	
A. Teaching/Facilitating a Course, Workshop or Seminar Credit is granted for the first time the course/seminar is taught.	<i>Maximum 35 hours per new course, seminar taught.</i> <i>Calculated at 1.5 hours for each hour of course duration.</i>

B. Developing a new Course, Workshop, or Seminar Credit is only granted for the first time the course, workshop, or seminar is developed.	<i>Maximum 50 hours per course, based on actual course duration.</i> <i>Calculated at 2x each hour of course duration.</i>
C. Keynote Speaker/Guest Lecture Keynote/Guest Lecture must be at a national, provincial or regional conference. Credit is granted for the first time presentation is given.	<i>Maximum 8 hours per event based on actual duration of presentation.</i> <i>Calculated at 1.5 per hour of duration.</i>
D. Mentoring Acting as a one-on-one mentor, typically outside job duties (i.e., not direct reports).	<i>Maximum 25 hours within three-year period.</i>
E. Being Mentored or Participating in an Executive Coaching Program. Must be a formal program with a service contract with a qualified professional coach or a signed mentoring agreement. Mentor must not be a direct supervisor.	<i>Maximum 15 hours within a three-year period.</i>
F. Providing Guidance/Coaching an HR Practicum Student Must be formal co-op, internship, or work experience placement where written appraisal is provided along with regular feedback.	<i>Maximum 10 hours per student and 30 hours within three-year period.</i>
Category	Maximum Hours
Volunteer or Community Involvement Note: Cannot count the same role/contribution in more than one area. i.e., if counting Chair in A cannot also count Board Member in B.	
A. Board Service – Chair/Co-Chair For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for meeting organizational objectives, completing project work or leading sub-committees.	<i>Maximum 20 hours per year per Board.</i>

B. Board Service – Board Member For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work or leading sub-committees.	<i>Maximum 15 hours per year per Board.</i>
C. Committee/Task Force – Chair/Co-Chair For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work or leading sub-committees.	Maximum 15 hours per year per committee.
D. Active Committee Membership For a registered non-profit or charitable organization. Must be able to demonstrate responsibilities for completing project work or leading sub-committees.	Maximum 10 hours per year per committee. AND Maximum 20 hours per year for CPHR Alberta Committees. Maximum 30 hours per year.
E. Public Agency Board Applies to individuals serving on a Government of Alberta public agency board.	Maximum 15 hours per year per committee / board.
Category	Maximum Hours
Learning	
A. University, College and Technical Institute – Undergraduate or Graduate Coursework. Passing grade required, and transcript will be required if audited.	<i>Maximum 30 hours per course/semester based on instructional hours).</i>
B. Non-Credit Courses/Seminars/Workshops/Conferences/ Roundtables Online or in person, offered internally or externally. Must include a learning component and cannot be an internal company seminar on procedures/process, etc.	<i>Maximum 10 hours per day, based on course duration.</i>

C. Self-directed Learning Readings including (but not limited to) HR and Business magazines (either hard copy or online), HR and best practice books and research, online discussion forums.	<i>Maximum 5 hours per year.</i>
D. Ethics Training Requirement For this requirement, any ethics training is acceptable - through continuing education or one's own company. CPHR Canada also offers a free ethics course	<i>3 hours every 3 years</i>
E. Formal Professional Networking Active participation in organized or facilitated networking sessions to build professional network and knowledge-sharing opportunities. Networking that is not facilitated or is not part of a learning session will not count.	<i>Maximum 5 hours per year.</i>
Category	Maximum Hours
Research & Publication: Texts, Articles, Journals	
A. Conducting Research, Authoring a Journal or Case Study Related to HR or general business, 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.	<i>Maximum 10 hours per project.</i>
B. Publishing a Text Book	<i>Maximum 50 hours per textbook.</i> <i>Maximum 15 hours for a new edition.</i>
C. Co-Authoring or Editing a Major Work	<i>Maximum 25 hours per project.</i>
D. Acceptance of Master's Thesis or Graduating Paper at a Master's Level Thesis must be in HR or a business-related subject.	<i>Maximum 25 hours per thesis.</i>

E. Acceptance of Doctoral Dissertation Dissertation must be in HR or a business-related subject.	<i>Maximum 50 hours per dissertation.</i>
F. HR or Business Related Book Review, Editorial or Article Published	<i>Maximum 5 hours per independent article published.</i>

8.3 Continuing Professional Development Policies and Processes

(1) Submitting CPD Log Early

Please note that if you submit early

- It does not change the beginning of your new CPD submission date. The CPD submission date for all CPHR Members is December 31 each year. Submitting early will not change your next CPD submission date; and,
- Points gained in the last several months of the year (after you have submitted your CPD log) will not count towards your next CPD log submission but will count towards your rolling requirement.
- Example: if you submit your CPD log in September, any activities you complete from October – December cannot be counted towards your next submission period in December but they will count towards your rolling requirement of 60 CPD hours. All activities submitted each year must be gained within that calendar year.

(2) Submitting CPD Log Late

CPD Logs are due by December 31st but can be submitted up to January 14 without a late fee. CPD logs submitted online between January 15 and February 15 will automatically have a late fee applied.

If a Chartered Member has not submitted his or her CPD log by February 15, their CPHR designation is revoked pursuant to CPHR Alberta's bylaws.

Members are sent registered letters notifying them of the revocation of their designation and membership in this situation. Revocations for failure to submit an annual CPD log on time can be appealed within 30 days of notice of revocation. These appeals are reviewed by the Appeals Panel of the Registration Committee.

Approved appeals mean:

- Member will be reinstated as a Chartered Member of CPHR Alberta
- Member needs to submit a CPD log before end of April
- Must pay the \$50 late submission fee (this can be waived if deemed reasonable)

Denied appeals mean that the revocation of membership and CPHR designation stands. Members will need to start the process over to gain the CPHR designation a second time. Appeals of revocation received outside of the 30-day appeals period will not be approved.

(3) CPD Exemption Hours

CPD Log Exemption Hours may be granted for special circumstances:

Leaves of Absence

Members who are on a leave are entitled to CPD Exemption Hours.

Exemption Hours are granted dependent upon the length of the leave. 20 CPD Exemption hours are the maximum number of hours granted for a one-year leave.

Example:

Eight-week Compassionate Leave	5 CPD Exemption hours for a one quarter year exemption
Six-month Disability Leave	10 CPD Exemption hours for half a year exemption.
One-year Maternity Leave	20 CPD Exemption hours for a full year exemption

CPD Exemption hours can be split into multiple years if the leave spans two CPD periods.

For example, persons on Maternity Leave from September 2022 – October 2023 could request 10 CPD Exemption hours in both 2022 and 2023 or 20 CPD Exemption Hours in either 2022 or 2023.

Applicants who receive exemption hours still need to gain additional CPD hours to meet the required total of 60 CPD hours in any three-year period (including the 20 CPD hours from CPHR Alberta).

Example:

2023	CPHR submitted minimum of 10 CPD hours
2024	CPHR granted 20 CPD Exemption hours
2025	CPHR must submit at least 30 CPD hours to meet the minimum of 60 CPD hours over the three-year period
2026	CPHR only needs to submit minimum of 10 CPD hours to meet the minimum of 60 CPD hours over the three-year period

Members who have two (2) one-year leaves in a three-year period receive 20 CPD Exemption hours for the first leave and 10 CPD Exemption hours for the second leave to a maximum of 30 CPD Exemption hours in a three-year period.

CPD Exemption Hours allow you to more easily reach the minimum of 10 CPD hours required each year.

CPHR Alberta will approve a maximum of two exemptions due to leave in any three-year period and will grant a maximum of 30 CPHR Alberta CPD hours to one Member over a three-year period.

Applications for CPD Exemption Hours must be accompanied by written confirmation from the workplace or a physician of the type and term of leave granted.

Please email your request to registrar@cphrab.ca.

(4) Reminders to Submit CPD Logs

Email reminders are sent to Chartered Members about their impending CPD submission date and the need to submit a CPD log. These are sent from CPHR Alberta's database to Members as follows:

- 6 Month Reminder email
- 90 Day Reminder email
- 30 Day Reminder email

CPHR Alberta will send direct email reminders to those with outstanding CPD logs before the final deadline of February 15.

Ethics Training Requirement Policy:

CPHR Canada introduced a mandatory three-hour ethics requirement that all CPHR designates must include as part of each rolling three-year CPD requirement period starting in 2021-2023. The three-hour CPD requirement can be obtained through various providers that offer ethics training, however CPHR Canada has partnered with illuxiLMS and created a free three-hour ethics course called [Course Navigating change: Ethical responsibilities in the digital age](#).

If you have not recorded three hours of training in ethics for the required three-year period, you will not be able to submit your CPD log through the CPHR Alberta member portal as required. The Ethics Training Requirement is a sub-category option to select under the Learning Category in your CPD log. The system will check for that Ethics Training Requirement every three years and you will not be able to submit your CPD log unless you have recorded at least three hours of training in that sub-category as required.

If you need to meet this requirement, please complete the free online course noted above as soon as possible so you can submit your CPD log on time.

Failure to meet the requirement will result in failure to submit your CPD log on time and your membership and designation will be in danger of revocation. To allow members to meet the Ethics requirement and submit their CPD log, CPHR Alberta will suspend your designation but grant you three months grace period to complete either the free online course from CPHR Canada or an alternative. If one does not meet the Ethics Requirement in the three month grace period, your membership and CPHR designation will be revoked.

Revocations due to failure to meet the Ethics Requirement can be reversed when the member sends in evidence of having now met the Ethics Requirement. Membership and the CPHR designation can be reinstated at that time.

8.4 Continuing Professional Development Audit

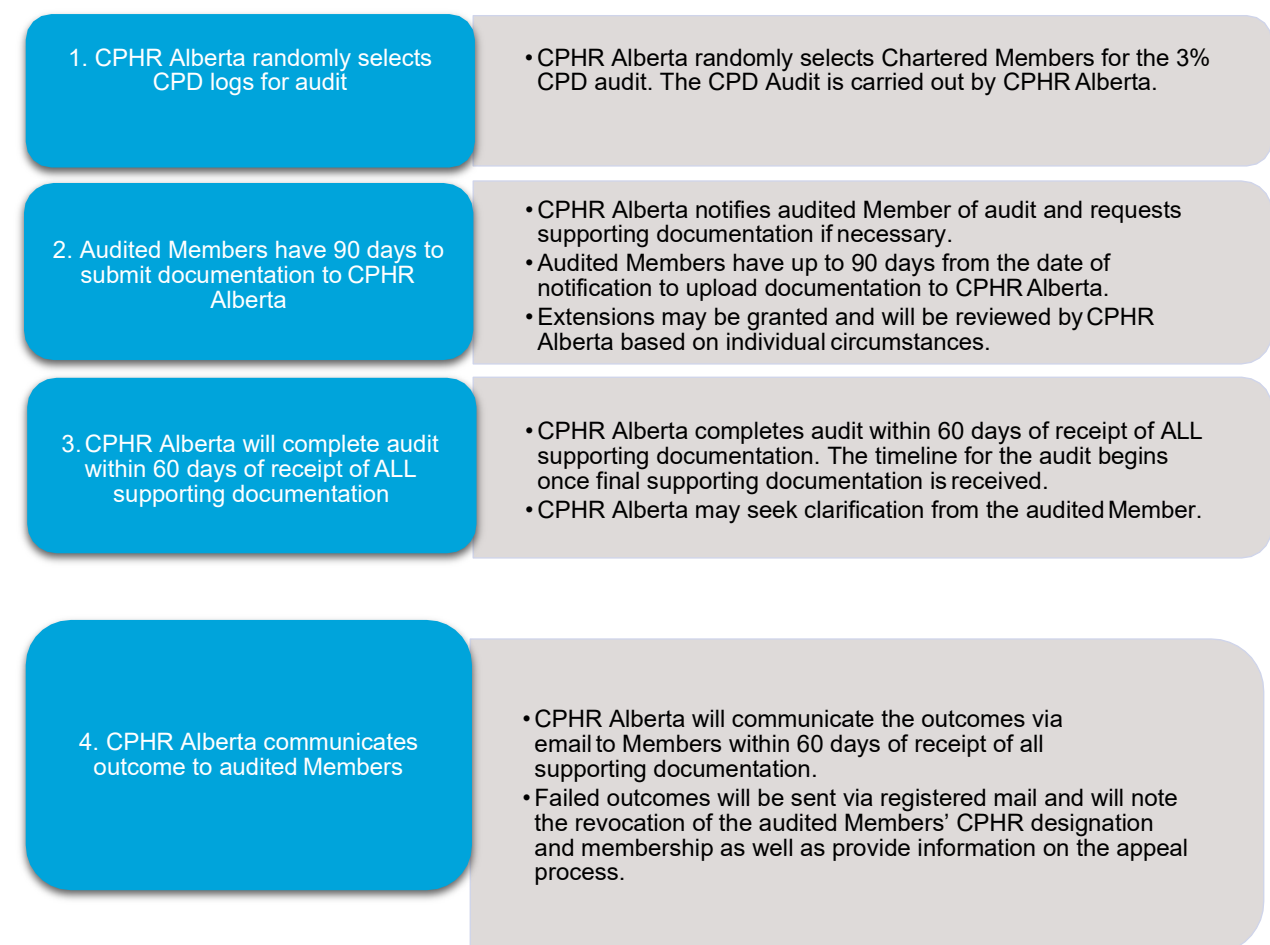
Each year, CPHR Alberta randomly selects 3% of the submitted Continuing Professional Development (CPD) logs submitted the previous year using a specialized software. All audits are performed using Board approved guidelines.

Only Chartered Members can be audited as they are the only ones who submit CPD logs. CPD audits commence each year after the membership renewal period.

Chartered Members can only be audited once every three years. If a member is randomly selected more than once every three years, they will automatically pass the audit.

Failure of a member to respond to notice of a CPD Audit can result in the loss of their CPHR designation. If the audited Member does not respond to email notices, phone calls and registered mail within 30 days of the registered letter's date, the CPHR can be revoked by the Registrar. The Member will be offered 30 days to appeal this decision pursuant to CPHR Alberta Bylaws.

(1) Audit Process



(2) Guidelines for CPD Audit Supporting Documents

The supporting documents should contain all required information to align with the CPD log. Documents should clearly show

- Date of activity
- Hours of learning for activity; and,
- Content description of the activity.

You must show that you have learned from the activity cited, and you must show a clear idea of how many hours of learning were gained. Whenever possible, submit your supporting documents electronically – you can upload documents in the system when filling out your CPD Log. If you are unable to do so, hard copies should be sent to CPHR Alberta addressed to the registrar. Any documentation submitted to CPHR Alberta for audit purposes will not be returned unless requested by the audited Member.

(3) Valid CPD Audit Supporting Documents

Examples of Supporting Documents	
Professional Practice	• Official report or documentation of the project, program or process improvements and updates. • Work Project Confirmation Form
Leadership	• Signed Mentoring Agreement and Session Confirmation Forms • Signed contract or official appointment to facilitate or teach a course • Course outline for workshops facilitated – to include name, date and presenter name • An agenda from the presentation noting time, topic date and presenter's name • Service contract with professional coach outlining meeting dates and times, topics discussed and outcomes if applicable.
Volunteer or Community Involvement	• Volunteer Time Log signed by the organization outlining hours spent • Letter of confirmation from the organization • Meeting minutes with attendees listed
Learning	• Transcripts or certificate showing final grade or outcome of completion • Printouts from events with your notes, supported by an agenda with the with name, date and topic • Certificate of completion of the course or activity • Copy of course material • Course/workshop outline of developed course/workshop • Signed confirmation from institute or workshop

Research or Publication

- A copy of or a reference to view the publication or article
- Documentation from the post-secondary institute verifying successful defense of thesis or dissertation

(4) Audit Frequently Asked Questions**Can I contact my Auditor?**

Feel free to contact CPHR Alberta directly if you have any questions/concerns or require any further clarification. Please remember that the audit is done through a random selection.

What do I do if I am unsure if I have enough hours?

If you are not sure you have enough hours, contact CPHR Alberta and have a conversation as sometimes you may need to do some brainstorming to discover activities that may have been missed.

What information is my supporting documents required to demonstrate?

The supporting documents should contain all the information to align with your CPD Log. The documents should clearly show the following: date of activity, hours of learning for activity and the content description of the activity.

How do I submit my supporting documents?

You will be able to login to your member profile and upload supporting documentation within your Continuing Professional Development Log. If you are unable to upload documents as required, electronic documentation can be emailed to CPHR Alberta.

How long does the audit process take?

On average, CPHR Alberta is able to complete the audit within two weeks, but this process can take up to 60 days from the time your supporting documentation is received. If there are extenuating circumstances associated with the audit, it may take longer to complete.

What happens if I am unable to support enough hours?

Activities that are not supported will be removed from the members' profile. Members have the opportunity to submit documentation of activities before they are removed. If members have sufficiently supported at least 10 hours for the year, they will pass the CPD audit. If the annual minimum of 10 hours has not been supported, audited members have the opportunity to submit further documentation to reach the 10 hours so they can maintain their CPHR. CPHR

Alberta gives reasonable time to prove 10 hours of CPD as failing the CPD Audit results in revocation of CPHR designation and membership.

8.5 Retired CPHR Members

A CPHR Alberta Retired Member is a CPHR who has retired from the practice of human resources and no longer actively uses her/his designation for work purposes.

Members requesting retired status must meet the following criteria:

- 1. The Member is permanently retired from full-time employment and earning less than \$20,000 annually in active income as defined below*.**
- 2. The Member is at least 55 years old.**

To apply for retired status the Member must complete a request to Retire through their member profile by clicking on *Resign, Retire or Transfer Out* in the Menu and completing a request to Retire.

Once approved for retired status, retired Members are

- 1. Not required to submit a continuing professional development log;**
- 2. Must only represent themselves as “CPHR, Retired;” and**
- 3. Are not eligible to vote at CPHR Alberta’s Annual General Meeting.**

A Retired Member who re-enters the workforce is required to apply for a change in membership status to “Chartered.”

- Members who are reinstated to CPHR from Retired CPHR are subject to the Reinstatement Policy and may have to pay a Reinstatement Fee in addition to Membership Dues for the year of Reinstatement.
- These Members will not need to pass the NKE or EVA again.
- Retired CPHR Members who reinstate their designation will need to submit an annual CPD log beginning that year according to the CPD requirements (10 CPD hours minimum each year and 60 CPD hours minimum over any cumulative three-year period).

- There is a maximum of two retirements and one reinstatement per Member, subject to the Registrar's discretion.

CPHR Alberta reserves the right to request verification of income at any time. The criteria above are similar to other peer professional associations that allow Members to seek retired status ensuring the profession retains knowledgeable and seasoned veterans of the professional practice who want to give back to their professional association while ensuring the protection of the public interest.

**Active income includes gross income from all employment or director's fees and/or net income from self-employment; it does not include pension or other retirement income, investment income, support payments or disability income. All other sources of income are considered active."*

8.6 Fellow CPHR

Each year as part of the Awards Program and the Annual Conference, Chartered Members may be nominated as a Fellow CPHR (FCPHR). FCPHR nominations are reviewed by the Fellowship Award Committee who then makes recommendations to CPHR Alberta's Board of Directors which nominees, if any, should be granted the FCPHR. FCPHRs are awarded at the Annual Conference as part of the Awards Program.

FCPHRs are exempt from paying any annual membership dues but they must maintain their CPHR through the usual CPD log process, including completing 10 CPD hours minimum each year and 60 CPD hours minimum in any cumulative three-year period.

Further information on the FCPHR nomination process can be found on CPHR Alberta's website.

8.6 Transferring your CPHR Designation

Membership within provincial HR associations is not transferrable, but the CPHR designation may be recognized between provincial CPHR Canada provincial associations when Members move from one province to another. It is the responsibility of the Member to inform CPHR Alberta when moving to another province.

Professional designations in Canada are a matter of provincial jurisdiction. Despite the CPHR being a national designation, the recognition of the designation is done by each province. As a Chartered Member moves from province to province, he or she must ensure the designation is recognized by the provincial CPHR Canada Member association responsible for the CPHR designation. In provinces where human resources is a self-regulated profession, this becomes even more important to ensure compliance with legislated requirements. Other professions have similar restrictions on their designations and all professional associations in Canada work towards ensuring a greater amount of labour mobility between the provinces and territories.

(1) Moving Out of Alberta

CPHRs who want to move from CPHR Alberta to another CPHR Canada Member province must be a Member in good standing with CPHR Alberta in order to have their designation recognized in the other

province. This means Members are up to date with membership fees and have no violations against them.

Please note Ontario is not a CPHR Canada Member province and you must contact the Human Resources Professional Association (HRPA) directly regarding the transferability of your status to their organization.

Members are responsible for obtaining membership in the new association as provincial membership is not transferable.



(2) Moving to Alberta

When a CPHR applies as a Transfer-In to CPHR Alberta, they do not have to pay an application fee with CPHR Alberta. Once approved, they must pay pro-rated New Member Dues to attain full membership. To approve Transfer-Ins for membership, CPHR Alberta must receive a Confirmation of Good Standing form from the HR provincial association from which an applicant is moving. This form will confirm the status of the Member and current good standing regarding dues payment. The form will also note:

- When the NKE (or a recognized equivalent) was passed or waived and
- When the CPHR Designation was granted (via experience assessment or the NPPA)

Candidates and Chartered members who do not meet the Alberta requirements at the time of their designation may not be recognized at the same level of membership in Alberta. To be recognized as a Chartered member, a member must have passed the NKE and the Experience Validation Assessment (or NPPA).

CPHRs that are successful in their application to CPHR Alberta will have the CPD submission December 31 of the year they join CPHR Alberta. Thereafter, their CPD reporting requirement will continue as normal – submitting a minimum of 10 CPD hours each year and 60 CPD hours over any cumulative three-year period.

If the Confirmation of Good Standing shows that the Member moving to Alberta has not maintained their membership and/or designation with the other provincial association (whether due to a failure to pay dues or omitting to submit a CPD log), we cannot accept their application to recognize their CPHR. They must apply as either General or Associate and begin the designation process again.

CPHRs who move to CPHR Alberta from elsewhere in Canada can use CPD activities and hours gained in their previous province towards their CPD log in Alberta. Professional development undertaken by a Member towards their CPD is not invalidated due to travels across Canada or outside of Canada.

8.7 Replacement of CPHR Certificates

Price

The cost for new certificates is \$30 plus GST per certificate, and \$50 for both certificate and frame.

CPHR Alberta will not place any rush or one-off orders due to higher costs. CPHR Alberta only orders certificates in March, July and November each year and will order replacement certificates in line with one of those order dates.

Members will be charged for a new certificate when the Member

- requires a second copy of certificate;
- desires new certificate with new name on certificate (includes adding other designations or degrees after name, such as PhD, MBA);
- did not receive his or her initial certificate because the Member provided an incorrect shipping address. In this case, the Member must pay the return and reshipping charge as well; and,
- provided incorrect information resulting in a typo.

Information

- To order, please email to registrar@cphrab.ca. An order for the applicable amount will be created and you will be notified when you are able to make that payment. Once payment is received, CPHR Alberta will order your certificate at the next available order period.
- Payment for certificate is non-refundable.
- The order will be available online in the Member Profile. A Member pays this fee the same way dues are paid.
- Payment options are major credit card, cheque or bank draft.

8.8 Revocation of CPHR Designation

CPHRs may have their designation revoked for the following reasons:

- failure to pay dues;
- failure to comply with Continuing Professional Development requirements including audit and the Ethics Training Requirement;
- finding of unprofessional or unethical conduct by the Discipline Committee; and,
- failure of the Good Character Attestation.

The Registrar will notify CPHRs who have not paid dues that membership is suspended and CPHR status suspended. CPHRs who have had their membership and designation suspended due to non-payment of dues can pay their dues along with a reinstatement fee at some point throughout the year to be reinstated as a Chartered Member. After the calendar year, revoked CPHRs Members should refer to the Reinstatement Policy if their revocation is due to non-payment of dues.

8.9 Reinstatement Policy for CPHR Candidate and CPHR Members

Reinstatement Policy for CPHR Candidate and CPHR Members A Member who applies for reinstatement of the Candidate or Chartered membership status would be subject to the following requirements:

- 1. Members who were away for one (1) to three (3) years (i.e., reinstating after the current year's membership renewal period has ended)**
 1. Payment of the current year's dues.
- 2. Members who were away between four (4) and ten (10) years (based on the membership year when dues were last paid).**
 1. Payment of the current year's dues
 2. Minimum of 30 hours CPD hours to be submitted. These hours can be earned in any year or combination of years in which the member was inactive. Applies to Chartered members only.
 3. Completion of the current Ethics course. Applies to Chartered members only.
- 3. Members who were away for greater than 10 years (based on the membership year when dues were last paid). Must re-start the process to gain the designation and must meet the requirements applicable at the time.**

The Reinstatement policy outlined above will apply to Candidate, Chartered and Retired Members who wish to return to active practice and to Candidate and Chartered Members who voluntarily resigned their designation. **One reinstatement following revocation for failure to pay dues or CPD is allowed in a lifetime. Voluntary resignations are not subject to this limitation.**

Members who are approved for reinstatement will have 30 days from the date of approval to submit payment for the applicable dues and fees.

A CPHR or Candidate Member who had their membership and designation revoked due to a Discipline Committee finding of unprofessional or unethical conduct may not apply for reinstatement through this policy.

8.10 Voluntary Resignation of CPHR Membership

Chartered Members who are unemployed, on parental leave or temporary medical leave may choose to suspend their membership through a voluntary resignation application rather than paying Reduced Dues. Members can request to resign by clicking on *Resign, Retire or Transfer Out* in their member profile and following the Resign process.

Members who have resigned are not permitted to represent themselves as a CPHR, and access to CPHR Alberta Member benefits and services is suspended. Members who have resigned can reinstate their membership and status/designation at a later point in time if they meet the requirements of the reinstatement policy. The reinstatement fee will be waived, if at the time of resignation the member was unemployed, on parental leave, or temporary medical leave. Supporting documentation can include a record of employment obtained from Service Canada or a letter from their employer confirming parental or medical leave.

To be fully reinstated, Chartered Members must meet all CPD requirements for years they were resigned. Please refer to our reinstatement policy for more information.

8.11 Complaint Process

All CPHR and Candidate Members are subject to the CPHR Alberta Complaint Process. Members of the public can file complaints with the association against any CPHR or Candidate member that has allegedly contravened the [Code of Ethics or Standards of Professional Practice](#). Below is the process that unfolds when a complaint is received by CPHR Alberta.

1. CPHR Alberta (Registrar) receives complaints from the public, conducts an initial assessment for completeness and soundness. If a complaint is found to be complete and sound, CPHR Alberta notifies the Respondent of the complaint and offers 30 days to provide a written response to the allegations.
 - a. Completeness and soundness of a complaint is decided when there is sufficient support to suggest a breach of the Code of Ethics or Standards of Professional Practice has occurred.
 - b. Ensuring completeness and soundness of a complaint may involve correspondence back and forth between CPHR Alberta and the complainant.
2. Complaints that are not found to be complete or sound can be dismissed before the Respondent is notified of the complaint. Complainants will be sent a notice of dismissal with reasoning for the dismissal.
3. Respondents may choose to not comply by not responding to the allegations or participating in an investigation, but CPHR Alberta will then carry on with the investigation and only use the evidence and testimony from the Complainant and relevant witnesses to reach a decision.
4. The Chair of the Discipline Committee reviews both the complaint and response and directs that either:
 - a. No further action be taken if the Chair is of the view that the conduct complained about was
 - i. vexatious in nature
 - ii. not unprofessional conduct,
 - iii. not within the jurisdiction of the CPHR Code of Ethics or Standards of Professional Practice, or
 - iv. too minor to warrant any sanction or further investigation; or
 - b. An Investigation Panel be convened to investigate the matter.

NOTE: In complex complaints with multiple allegations, it is possible that some allegations will be dismissed, and some allegations investigated.

NOTE: Response from the Respondent will not be shared with the Complainant. The Complainant is a participant in the complaints review process but is not a party to the proceedings. Rather, the parties to the proceedings are the Respondent and the CPHR Alberta Discipline Committee.
5. If the Discipline Committee Chair directs that no further action be taken, CPHR Alberta will notify the Complainant and the Respondent of the decision and provide a written explanation for the decision, including reasons for the decision. The Chair may also make

recommendations or provide guidance in respect to the future conduct or practice of the Respondent.

6. Complaints that are dismissed can be appealed to the Appeals Committee which is another group of CPHR designated volunteers whom are independent from the Discipline Committee.
7. If a complaint is accepted, CPHR Alberta will offer Alternative Dispute Resolution (ADR) to the parties if it seems applicable. If ADR is not used, CPHR Alberta selects an Investigation Panel made up of Discipline Committee Members. The Investigation Panel moves forward with an investigation to obtain all relevant documents and evidence and to perform and record interviews. Both the Respondent and Complainant are notified that an Investigation Panel has been convened and that they are expected to participate in the investigation process.
8. Once an investigation is complete, the Investigation Panel will write a report for the Chair to review. The Chair can then decide:
 - a. That no further action be taken, in which case the Chair of the committee may also make recommendations or provide guidance with respect to the future conduct or practice of the Respondent;
 - b. That a further or other investigation be carried out; or
 - c. That one or more allegations of unprofessional conduct should be referred to a hearing with a Discipline Panel. Some allegations may be dismissed while others may be founded.
9. The Complainant is informed in writing as to the outcome of their complaint; that is, if the complaint, or portions thereof, were founded or not. The Respondent receives a letter outlining the findings of the Investigation Panel.
10. If the Chair refers the complaint to a discipline hearing, CPHR Alberta convenes a Discipline Panel made up of Discipline Committee members. CPHR Alberta holds the hearing and the Discipline Panel further questions the Respondent and decides upon an order for the Respondent, which is shared with the Respondent in writing. The Complainant will be notified when a hearing is completed and if an order was passed down. The Complainant will also be notified if the Respondent has had their CPHR designation revoked. The Complainant is not party to the details of the Disciplinary Order. *Please note that once CPHR Alberta achieves self-regulation, Discipline Hearings and Disciplinary Orders can be made available to the public.*
11. Disciplinary Orders can be appealed within 30 days by the Respondent to the Appeals Committee. Decisions of the Appeals Committee are final and binding.