CPHR Alberta EVA FAQ

Q: Do I need a management title to satisfy the work experience requirement?
A: No. Your experience is not dependent on your job title. Experience is assessed based on the scope and complexity of your work. Assessors review the responsibilities and impact of your role rather than the title associated with it.

Q: How do I know which job opportunities will meet the work experience requirement?
A: The human resources field is very diverse and presents many opportunities to obtain both a breadth of experience and a specialization. We recommend reviewing the CPHR Competency Framework to ensure your current position and any others you might consider, align with the competencies set out for an HR professional. Remember, you will need to show evidence of experience in at least 8 of the 49 competencies from your Advisory experience.

Q: Who assesses the work experience?
A: Experience is reviewed by a panel of CPHRs who have been selected for their expertise in various employment sectors. Work experience submissions are also subject to audit by a committee.

Q: When do I need to meet the work experience requirement?
A: The EVA must be submitted and approved within 10 years of passing the NKE.

Q: How do I submit my experience for review?
A: The assessment is submitted through your member profile.

Q: How much does the assessment cost?
A: $600 plus GST. $225 plus GST is due at submission, with the balance due upon approval.

Q: How long will it take to have my EVA review completed?
A: Assessments are completed within 8 weeks of the intake deadline.

Q: How far back can I go to cite my 3 or 4 required years of professional experience?
A: The experience must be obtained within the last 10 years prior to your submission deadline.

Q: Is foreign experience accepted?
A: Yes. There is no Canadian experience requirement, and international experience may be submitted.

Q: How do I fill out the experience section if I am unemployed?
A: Use your most recent employer and have that employer complete the Employer Verification section.

Q: What do I submit in place of a job description if I am independent consultant?
A: If you are an independent consultant, you should submit a project scope that outlines the HR-related services provided to clients, the key responsibilities performed, and the duration of each project. If your most recent experience on the application is the consultant role, your most recent client should complete the Employer Verification section.

Q: What is considered Advisory HR work experience?
A: Advisory HR Experience refers to work that will involve thinking at the strategic level, delivery may be operational, working autonomously with a range of stakeholders. Experience will include the creation and implementation of 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.

Q: What is considered Administrative HR work experience?
A: Administrative HR Experience refers to Human resources positions performing administrative or transactional tasks. It may include HR tasks that are routine in nature, lower in complexity and/or autonomy and executed with direction that is clearly defined.

Q: What information should be removed from documents I wish to include on the application?
A: Names, photos, email addresses, and phone numbers.

Q: What information should remain visible?
A: Company names, company logos or URL, job titles, and employment dates.

Q: Do I need to include every role from my résumé in the application?
A: No. The minimum requirement for the application is 3 or 4 years of professional experience depending on education. As long as you can demonstrate that you meet these requirements, you do not need to include every position you have held.

Q: What is considered an official job description?
A: For the purposes of the EVA, a job description should be an official employer-issued document. To help establish its authenticity, it should include identifying information such as a company logo, company website URL, or an employer signature.

Why should I identify my role in competency responses?
A: Assessors need to connect examples in responses to your employment history.

Q: How is the 51% HR threshold assessed?
A: Job descriptions are reviewed to determine how much core HR work is being performed within the role.

Q: Why should I submit early?

A: Early submission allows time for review and corrections before the intake deadline.