CPHR Alberta

EVA GUIDE

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GETTING STARTED

The Experience Validation Assessment (EVA) is the final step in the certification process. Successful completion of the EVA grants you the right to use the designation Chartered Professional in Human Resources (CPHR).

CPHR Alberta offers three annual intake deadlines for EVA submissions: - **January 31, May 31, and September 30**.

There are two mandatory documents required as part of your EVA application:

1. A chronological resume with your most recent position listed first. This should be a standard resume that includes all positions you have held throughout your career, including roles that you may choose not to include in your EVA application. A complete career history helps assessors understand your professional progression over time. Before uploading your resume, please redact any personal identifying information, including your name, phone number, and address.

2. Provide a valid job description for each position listed in the Employment section of your EVA application. Job descriptions should be official employer-issued documents. To establish authenticity, the document should include identifying information such as a company logo or a website URL where the job description was obtained. If the document does not contain a company logo or website URL, it must be signed by the employer and include the signatory's name and title to verify its authenticity.

Any alternative document submitted in place of a job description, such as an employment verification letter, must include a summary of the duties and responsibilities associated with the role. Documents that only confirm employment dates, position titles, or salary information cannot be accepted. The purpose of the job description is to verify the scope and nature of the role from the employer's perspective and to provide assessors with sufficient information to evaluate the experience being claimed.

📌 Independent consultants must submit a project scope outlining HR services provided to various clients and the duration of each project or engagement in place of a traditional job description.

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

REQUIREMENTS TO PASS THE EVA

Experience submitted for the EVA must have been obtained within the **ten years (10) preceding the submission deadline**. The number of years required is based on the level of education, as listed below:

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

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

DEFINING ADVISORY HR AND ADMINISTRATIVE HR EXPERIENCE

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

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

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

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

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

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

Job titles are not used to determine whether a role is advisory. Instead, the assessment is based on the actual scope and nature of the work performed. Job titles can be misleading, as the same title may represent very different levels of responsibility across organizations.

When evaluating your experience, focus on the language used to describe your responsibilities and the work you perform on a day-to-day basis.

The chart below outlines common language and responsibilities associated with administrative and advisory roles to help you determine where your experience aligns.

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

TIME WORKING IN HR

To receive credit toward the experience requirement, more than **51%** of your responsibilities in a position must be human resources related.

If HR duties account for less than **51%** of the role, the position will not be credited.

Before submitting your application, review your job description to ensure that the majority of the duties listed are HR-related.

ELIGIBLE TIMEFRAME

Only experience gained within the 10 years immediately preceding the application deadline will be considered.

Example: If you apply for the May 2025 intake, only experience obtained from May 2015 onward is eligible

LEAVES OF ABSENCE

If you took an approved leave of absence during a qualifying position, indicate the **total number of months** only on your EVA application. Please do not include the type of leave or the dates for the leave.

USE OF AI

It is important to complete the form in your own words as this provides the most accurate reflection of the work you personally performed in each role. The use of AI in responses may describe what is generally expected of someone in a position rather than the specific contributions, responsibilities, and decisions you made. As a result, applications can begin to show repetitive or generic patterns that do not align with the experience and supporting documentation submitted.

EMPLOYER VERIFICATION

In the Employer Verification section of your application, the most recent employer listed in the employment section must review and attest to the accuracy of information provided for that role only.

For applicants working as independent consultants, your most recent client must review and attest to the accuracy of the information provided and complete the Employer Verification section.

📌 It is important to meet with your supervisor early in the process to discuss your intention to submit an EVA application and the information you plan to include in the Employment section regarding your role. Having this conversation in advance helps ensure your supervisor is familiar with the assessment requirements and is comfortable completing and signing the Employer Verification form when the time comes.

FULL-TIME VS PART TIME WORK

Full-time employment is considered 30 or more hours per week.

If you work less than 30 hours per week, your experience will be calculated on a pro-rated basis.

Education	Experience required	Hours per week	Calculation
Degree	3 years	25	25 hrs/30 hrs x 3 years = 2.5 years Requires another 6 months to meet 3-year time requirement
Diploma	4 years	20	20 hrs/30 hrs x 4 years = 2.6 years Requires another 1year and 4 months to meet 4-year time requirement

CALCULATING HR TEACHING EXPERIENCE

Teaching experience is credited based on the number of HR courses taught during a semester.

🎓🎓🎓 3 HR courses per semester = Full-time experience (100%)

🎓🎓 2 HR courses per semester = 2/3 of full-time experience

🎓 **1 HR course per semester** = 1/3 of full-time experience

100% is equivalent to 12months of continuous work

📌 Faculty members must submit a course outline and/or syllabus with their application.

RESPONDING TO COMPETENCIES

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

Competencies should be answered using advisory level work.

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

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

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

STAR METHOD

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

EXAMPLE USING THE STAR METHOD

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

S: XYZ Company planned to expand into two new regional markets within 18 months. Leadership anticipated significant growth and needed to understand whether the current workforce could support future operational demands.

T: As HR Manager, I was responsible for supporting the development of the organization's workforce plan by identifying current workforce capabilities, assessing talent gaps, and forecasting future talent needs to align with the company's three-year strategic plan.

A: I conducted a workforce analysis that included a review of current headcount, employee demographics, turnover trends and succession readiness. I met with department leaders to identify future staffing requirements and skills needed to support the planned expansion. I compared current workforce capabilities against projected business needs and identified several talent gaps, including bilingual customer service professionals, experienced operations supervisors, and future leadership talent. Based on these findings, I developed workforce projections, hiring forecasts, and training recommendations. I also worked with business leaders to establish recruitment priorities, and employee development initiatives to address both current and future talent requirements.

R: The workforce plan provided leadership with a clear roadmap for staffing the expansion. As a result, 90% of projected positions were filled within the planned timelines, internal promotions increased by 20% through succession planning efforts, and the organization successfully entered both new markets without experiencing critical staffing shortages.

📌 It is important to complete the form in **your own words** as this provides the most accurate reflection of the work you personally performed in each role. The use of AI in responses may describe what is generally expected of someone in a position rather than the specific contributions, responsibilities, and decisions you made. As a result, applications can begin to show repetitive or generic patterns that do not align with the experience and supporting documentation submitted.

IMPORTANT!!

1. Submit Early: Applicants are strongly encouraged to submit their application at least one week before the intake deadline. This provides time to address any issues or requests for additional information before the submission period closes. Please note that submitting it a few days prior to or on the submission day leaves you little to no time to make changes should there be a need. This will result in your application being considered in the next intake.

2. Initial Review Process: Applications are reviewed by the Professional Standards Team for completeness before being forwarded to Assessors for evaluation.

3. Incomplete Applications: Applications that remain incomplete as of the submission deadline will not be reviewed and will be deferred to the next intake once all requirements have been met. No exceptions will be made. Examples of incomplete applications include, but are not limited to:

- Improperly redacted documents
- Missing job descriptions or unofficial job descriptions
- Missing employer verification

4. Submission Confirmation: After submitting your application, its status should be displayed as "**Staff Review."** Should we require more information from you, the status of your application will change to **"Need more information"** with comments in the application. Ensure comments are addressed and application is submitted back to staff review ahead of the deadline.

5. Assessment Timeline: The review process takes approximately **eight (8) weeks** from the submission deadline. Application status inquiries will not receive a response.

6. Document Redaction Requirements: To support a fair and impartial assessment, applications are reviewed using file numbers rather than applicant names. Applicants must redact only the following personal information from all uploaded documents (resumes, job descriptions, employer letters, etc):

- Name
- Email address
- Phone number
- Photograph (if applicable)

Do not redact:

- Company names
- Job titles
- Employment dates
- Supervisor names

7. Job Description Requirements: A job description is required for each position submitted on the EVA application. For the purposes of the EVA, a job description should be an official employer-issued document. To establish authenticity, it should include at least one of the following:

- Company logo
- Company website URL
- Employer signature, name and title. This is required on job descriptions with no identifying features

Job descriptions that do not contain sufficient employer identification will not be accepted.

8. Independent Consultants: If you are an independent consultant, submit a project scope outlining HR services provided to various clients and the duration of each project or engagement

If your most recent experience is as an independent consultant, your most recent client must complete the Employer Verification section.