# CPHR Alberta SPEVA FAQ

**Q: Is my title used to determine my seniority within an organization?**

A: No. Your job title alone does not determine your level of seniority or the eligibility of your experience. Experience is assessed based on the scope and complexity of your work, the level of independence and autonomy in your role, and your authority to make or influence HR-related decisions within the organization. Assessors review the responsibilities and impact of your role rather than the title associated with it.

**Q: Who assesses the work experience?**

A: Experience is reviewed by a panel of senior level CPHRs and FCPHR who have been selected for their expertise in various employment sectors. Work experience submissions are also subject to audit by a committee.

**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 SPEVA review completed?**

A: Assessments are completed within 8 weeks of the intake deadline.

**Q: How far back can I go to cite the 10 years of professional experience?**

A: The experience must be obtained within the last 15 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: Do I need to include every role from my résumé in the application?**

**A:** No. The minimum requirement for the application is 10 years of professional experience**,** including at least 5 years in a senior-level HR role. As long as you can demonstrate that you meet these requirements, you do not need to include every position you have held.

**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.

**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: What is considered an official job description?**

A: Job descriptions 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.

**Q: Why should I identify my role in competency responses?**

A: Assessors need to connect examples in responses to your employment history.

**Q: Why should I submit early?**

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