

PART A: MEMBER INFORMATION

Name:	<input type="text" value="Click here to enter text."/>	Address:	<input type="text" value="Click here to enter text."/>
City, Province:	<input type="text" value="Click here to enter text."/>	Postal Code:	<input type="text" value="Click here to enter text."/>
Work Phone:	<input type="text" value="Click here to enter text."/>	Home Phone:	<input type="text" value="Click here to enter text."/>
Email:	<input type="text" value="Click here to enter text."/>	Have you applied for the CPHR Previously?	Yes <input type="checkbox"/> No <input type="checkbox"/>
NKE Pass Date:	<input type="text" value="Click here to enter text."/>		

Executive Summary

The overarching objective of the designation process for the Chartered Professional in Human Resources (CPHR) is to ensure individuals possess knowledge, skills and experience in sufficient degree to competently perform important occupational activities. Completion of the designation process confers the right to use the title 'Chartered Professional in Human Resources' and the right to use the initials CPHR after one's name.

The criteria to pass the EVA includes

- For CPHR Candidates with confirmed degrees: A minimum of three (3) years of professional-level experience in Human Resources obtained within the past ten (10) years;
- For CPHR Candidates without a degree: A minimum of eight (8) years of professional-level experience in Human Resources must have been obtained within the past ten (10) years;
- A minimum proficiency in two (2) out of nine (9) Functional Dimensions OR complete proficiency in one (1) out of the nine (9) Functional Dimensions;
- A minimum proficiency in 20% or nine (9) of the 44 proficiencies; and,
- Qualify in three (3) out of five (5) of the Enabling Competencies.

The other requirements for obtaining the CPHR designation are

- Membership in good standing with CPHR Alberta;
- Successful completion or waiver of the National Knowledge Examination (NKE); and,
- Successful completion of the Good Character Attestation.

The CPHR experience requirement is established in compliance with the national guidelines of CPHR Canada. An important distinction between an academic credential and a professional designation is that an academic credential attests to your knowledge of theory, whereas a professional designation attests to your experience and competence. Not only do you know your subject matter, you have demonstrated experience and competence within the discipline.

Professional HR Experience refers to experience gained through intermediate and senior level positions of influence involving independence of action and decision making, depth of analysis and interpretations, and responsibility and accountability for outcomes. Human resources positions performing administrative functions are not considered to be professional level; time spent in these positions will not be credited towards the experience assessment. **Your experience will be assessed by the Registration Committee to determine if it meets the required standard.**

Instructions for filling out the EVA Form

1. Complete Sections A to D of the EVA form
2. Please note, any leave greater than 3 months should be noted in Section B
3. Print the completed EVA form and sign Section E
4. Provide your completed application to your supervisor for completion of Section F
5. Scan and upload your EVA form along with your resume and formal job descriptions for all roles cited through your member profile by clicking on the "submit EVA & Apply for CPHR" link.
6. You will then be prompted to complete the payment for the initial EVA fee

Please refer to Section 7 of the [Registration Manual](#) for more information on completing your Experience Validation Assessment.

PART B: EMPLOYMENT HISTORY – PROFESSIONAL EXPERIENCE

1. Current Employer

Click here to enter text.

Title: Click here to enter text.

Employment Start Date:	Select Month	Select Year
Employment End Date:	Select Month	Select Year
What percentage of your work is HR?	Click here to enter text.	
Is this a full time or part time role? For part time, please clarify:	Click here to enter text.	
Total months working as an HR professional in this role:	Click here to enter text.	
Number of employees with the company:	Click here to enter text.	
Number of employees that you supervise (directly/indirectly):	Click here to enter text.	
Number of employees in the Human Resources department:	Click here to enter text.	

Please provide a description of this role:

Click here to enter text.

What level of autonomy and decision-making do you have in this role?

Click here to enter text.

Who do you interact with daily and in what capacity?

Click here to enter text.

What kind of analysis and interpretation do you do in your work within this role?

Click here to enter text.

What are your accountabilities?

Click here to enter text.

2. Past Employer (starting with most recent past employer)

Click here to enter text.

Title: Click here to enter text.

Employment Start Date:	Select Month	Select Year
Employment End Date:	Select Month	Select Year
What percentage of your work is HR?	Click here to enter text.	
Is this a full time or part time role? For part time, please clarify:	Click here to enter text.	
Total months working as an HR professional in this role:	Click here to enter text.	
Number of employees with the company:	Click here to enter text.	
Number of employees that you supervise (directly/indirectly):	Click here to enter text.	
Number of employees in the Human Resources department:	Click here to enter text.	

Please provide a description of this role:

Click here to enter text.

What level of autonomy and decision-making did you have in this role?

Click here to enter text.

Who did you interact with daily and in what capacity?

Click here to enter text.

What kind of analysis and interpretation did you do in your work within this role?

Click here to enter text.

What were your accountabilities?

Click here to enter text.

3. Past Employer

Click here to enter text.

Title: Click here to enter text.

Employment Start Date:	Select Month	Select Year
Employment End Date:	Select Month	Select Year
What percentage of your work is HR?	Click here to enter text.	
Is this a full time or part time role? For part time, please clarify:	Click here to enter text.	
Total months working as an HR professional in this role:	Click here to enter text.	
Number of employees with the company:	Click here to enter text.	
Number of employees that you supervise (directly/indirectly):	Click here to enter text.	
Number of employees in the Human Resources department:	Click here to enter text.	

Please provide a description of this role:

Click here to enter text.

What level of autonomy and decision-making did you have in this role?

Click here to enter text.

Who did you interact with daily and in what capacity?

Click here to enter text.

What kind of analysis and interpretation did you do in your work within this role?

Click here to enter text.

What were your accountabilities?

Click here to enter text.

4. Past Employer

Click here to enter text.

Title: Click here to enter text.

Employment Start Date:	Select Month	Select Year
Employment End Date:	Select Month	Select Year
What percentage of your work is HR?	Click here to enter text.	
Is this a full time or part time role? For part time, please clarify:	Click here to enter text.	
Total months working as an HR professional in this role:	Click here to enter text.	
Number of employees with the company:	Click here to enter text.	
Number of employees that you supervise (directly/indirectly):	Click here to enter text.	
Number of employees in the Human Resources department:	Click here to enter text.	

Please provide a description of this role:

Click here to enter text.

What level of autonomy and decision-making did you have in this role?

Click here to enter text.

Who did you interact with daily and in what capacity?

Click here to enter text.

What kind of analysis and interpretation did you do in your work within this role?

Click here to enter text.

What were your accountabilities?

Click here to enter text.

5. Past Employer

Click here to enter text.

Title: Click here to enter text.

Employment Start Date:	Select Month	Select Year
Employment End Date:	Select Month	Select Year
What percentage of your work is HR?	Click here to enter text.	
Is this a full time or part time role? For part time, please clarify:	Click here to enter text.	
Total months working as an HR professional in this role:	Click here to enter text.	
Number of employees with the company:	Click here to enter text.	
Number of employees that you supervise (directly/indirectly):	Click here to enter text.	
Number of employees in the Human Resources department:	Click here to enter text.	

Please provide a description of this role:

Click here to enter text.

What level of autonomy and decision-making did you have in this role?

Click here to enter text.

Who did you interact with daily and in what capacity?

Click here to enter text.

What kind of analysis and interpretation did you do in your work within this role?

Click here to enter text.

What were your accountabilities?

Click here to enter text.

6. Past Employer

Click here to enter text.

Title: Click here to enter text.

Employment Start Date:	Select Month	Select Year
Employment End Date:	Select Month	Select Year
What percentage of your work is HR?	Click here to enter text.	
Is this a full time or part time role? For part time, please clarify:	Click here to enter text.	
Total months working as an HR professional in this role:	Click here to enter text.	
Number of employees with the company:	Click here to enter text.	
Number of employees that you supervise (directly/indirectly):	Click here to enter text.	
Number of employees in the Human Resources department:	Click here to enter text.	

Please provide a description of this role:

Click here to enter text.

What level of autonomy and decision-making did you have in this role?

Click here to enter text.

Who did you interact with daily and in what capacity?

Click here to enter text.

What kind of analysis and interpretation did you do in your work within this role?

Click here to enter text.

What are your accountabilities?

Click here to enter text.

***PLEASE NOTE: if you have greater than six positions worked in the past 10 years, please provide an attachment in word or pdf with the additional experience when you submit your application.**

PART C: BREADTH OF EXPERIENCE AND KNOWLEDGE

Individuals are expected to demonstrate breadth of experience in either two (2) of the nine (9) functional dimensions or complete proficiency in one (1) of the nine (9) functional dimensions as described in the [CPHR Canada Competency Framework](#). **As this is a comprehensive survey of all aspects of human resources, it is not necessary to have experience in all aspects listed below.** This assessment is sufficiently broad in order to capture all of the possible functions that an HR practitioner might fulfill.

Instructions for filling out the Competency Framework Table

1. Complete the checklist for each functional dimension by marking "X" to indicate whether you are Aware, Comprehend or Proficient in the specified competency.
2. For each competency marked "X", you are required to provide an example of how you have demonstrated the competency in your current or previous roles in the response box provided at the bottom of each functional dimension. Please also indicate the competency # and role in which you acquired the experience in your response. Competencies that are marked as comprehend or proficient but for which examples are not provided may not be counted towards the breadth requirement.

Note: Do not select areas in which you have knowledge/education but no work experience at the professional level. **Only check off areas in which you have professional experience.**

10000	STRATEGY	Aware	Comprehend	Proficient
10100	Impact the organization and human resources practices by bringing to bear a strategic perspective that is informed by economic, societal, technological, political, and demographic trends to enhance the value of human resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10200	Develop an understanding of the application of governance principles and methods by keeping current with leading practices to contribute to and implement approved strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10300	Provide effective leadership for human resources, with due recognition of the roles and responsibilities of the governing body and the organization's leadership and their relationships with other stakeholders, to implement the business plan and manage risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10400	Contribute to the organization's vision, mission, values, and goals, demonstrating business acumen and participating in the strategic planning process, to support organizational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10500	Align human resources practices by translating organizational strategy into human resources objectives and priorities to achieve the organization's plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10600	Consult in the development of a change management strategy considering the goals, resources required, and forces of resistance to achieve the organization's plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide examples of the above experience claimed noting the competency # and role for each example provided:

[Click here to enter text.](#)

20000	PROFESSIONAL PRACTICE	Aware	Comprehend	Proficient
20100	Conduct human resources responsibilities and build productive relationships consistent with standards of practice with due diligence and integrity to balance the interests of all parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20200	Adhere to ethical standards for human resources professionals by modeling appropriate behaviour to balance the interests of all stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20300	Adhere to legal requirements as they pertain to human resources policies and practices to promote organizational values and manage risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20400	Recommend ethical solutions to the organization's leadership by analyzing the variety of issues and options to ensure responsible corporate governance and manage risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20500	Foster the advancement of the human resources profession by participating in professional activities and advocating for the profession to enhance the value of human resources in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20600	Promote an evidence-based approach to the development of human resources policies and practices using current professional resources to provide a sound basis for human resources decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20700	Research business information and global and technological trends using credible sources to incorporate appropriate technologies and ideas into the practice of human resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide examples of the above experience claimed noting the competency # and role for each example provided:

[Click here to enter text.](#)

30000	ENGAGEMENT	Aware	Comprehend	Proficient
30100	Promote engagement, commitment, and motivation of employees by developing, implementing, and evaluating innovative strategies to enhance productivity, morale, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30200	Develop initiatives through which leaders align culture, values, and work groups to increase the productivity and engagement of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30300	Demonstrate the value of employee engagement using appropriate measures to encourage productivity, continuous improvement, and innovation and to enhance attraction and retention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30400	Partner with appropriate leadership to communicate with employees, the union, and organizational stakeholders on organizational challenges and developments to create understanding and enhance affiliation with the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide examples of the above experience claimed noting the competency # and role for each example provided:

Click here to enter text.

40000	WORKFORCE PLANNING AND TALENT MANGEMENT	Aware	Comprehend	Proficient
40100	Create a workforce plan by identifying current and future talent needs to support the organization’s goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40200	Increase the attractiveness of the employer to desirable potential employees by identifying and shaping the organization’s employee value proposition to build a high-quality workforce.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40300	Execute a workforce plan by sourcing, selecting, hiring, on-boarding, and developing people to address competency needs and retain qualified talent aligned with the organization’s strategic objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40400	Implement a performance management system by measuring against established goals and expectations to align individual and organizational performance with strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide examples of the above experience claimed noting the competency # and role for each example provided:

Click here to enter text.

50000	LABOUR AND EMPLOYEE RELATIONS	Aware	Comprehend	Proficient
50100	Promote a collaborative work environment between the employer, the union (where it exists), employees, and other representative groups through clear and open communication to achieve a respectful, productive, and engaged workforce.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50200	Interpret legislation, collective agreements (where applicable), and policies consistent with legal requirements and organizational values to treat employees in a fair and consistent manner and manage the risk of litigation and conflict.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50300	Recommend labour and employee relations strategies based on risks, costs, and opportunities to achieve business objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50400	Negotiate to resolve labour issues consistent with the law, economic and societal trends, and established objectives and strategies to achieve agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide examples of the above experience claimed noting the competency # and role for each example provided:

Click here to enter text.

60000	TOTAL REWARDS	Aware	Comprehend	Proficient
60100	Create a total rewards structure that encompasses compensation, pensions, benefits, and perquisites to maintain consistency, fairness, and organizational competitiveness, comply with legal requirements, and encourage desired behaviour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60200	Implement the total rewards structure using appropriate job evaluation systems and market comparisons to ensure consistency, fairness and organization competitiveness, compliance with legal requirements, performance and desired behaviour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60300	Evaluate the total rewards structure using appropriate metrics, monitoring trends, and innovations to ensure consistency, fairness, organizational competitiveness, compliance with legal requirements, performance, and desired behaviour and to identify recommendations for the organization's leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60400	Provide information about the total value of and changes to total rewards using appropriate media to achieve understanding and encourage performance and desired behaviour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide examples of the above experience claimed noting the competency # and role for each example provided:

Click here to enter text.

70000	LEARNING AND DEVELOPMENT	Aware	Comprehend	Proficient
70100	Identify organizational learning priorities aligned with the business strategy using key stakeholder involvement to ensure appropriate learning and optimal return-on-investment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70200	Develop opportunities for employees to learn and grow professionally by maximizing their potential aligned with business strategy to contribute effectively to organizational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70300	Implement learning and development programs in accordance with adult learning principles to build competency and ensure relevance and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70400	Evaluate learning and development priorities and programs in accordance with sound measurement principles to document attainment and progress toward organizational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70500	Develop an organizational culture where learning occurs at different levels by making learning a part of everyday work activity to enhance individual, team, and organizational effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70600	Develop initiatives through which leaders learn mentoring and coaching skills to support learning and development priorities of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide examples of the above experience claimed noting the competency # and role for each example provided:

Click here to enter text.

80000	HEALTH, WELLNESS AND SAFE WORKPLACE	Aware	Comprehend	Proficient
80100	Promote the health and safety of employees through an understanding of legislation, regulations, and standards to increase organizational awareness, ensure compliance, and manage risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80200	Develop health, safety, and wellness policies, procedures, roles and responsibilities for leaders and employees, to ensure compliance through training, monitoring, and providing appropriate safeguards and disability management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80300	Encourage employee wellness by endorsing healthy lifestyles, educating employees, and providing opportunities for enhancement of wellness to sustain overall employee and organizational health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80400	Establish a proactive approach to mental health and psychological well-being in the workplace by enhancing awareness at all levels of the organization to improve performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide examples of the above experience claimed noting the competency # and role for each example provided:

Click here to enter text.

90000	HUMAN RESOURCES METRICS, REPORTING AND FINANCIAL MANAGEMENT	Aware	Comprehend	Proficient
90100	Make informed business decisions using financial and operating information to align human resources with business strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90200	Conduct comprehensive human resources audits by sampling policies, procedures, programs, and systems to identify strengths and areas for improvement and to ensure compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90300	Specify the requirements for a human resources information system that captures data and generates reports to inform leaders of trends to achieve organizational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90400	Manage human resources information in compliance with legal requirements using appropriate tools and procedures to support decision making and inform leaders about progress toward organizational objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90500	Report on the effectiveness of human capital investments with respect to key performance indicators using appropriate measures and metrics to monitor trends and promote the organization's progress toward its objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide examples of the above experience claimed noting the competency # and role for each example provided:

Click here to enter text.

PART D: ENABLING COMPETENCIES

Please provide example(s) of how you demonstrated the following Enabling Competency in your current or previous role(s). Please note the role in which you demonstrated the enabling competency. To pass this section, you must demonstrate competency in a minimum of three (3) out of five (5) enabling competencies.

For these examples, do not speak in generalities but rather think of these as behavioral interview questions and provide a specific example. Make it as clear as possible that you have experience in the area.

Strategic Systems and Thinking: CPHRs understand that organizations operate as open, dynamic, and complex systems. CPHRs draw upon their ability to integrate ideas and solutions across all levels and functions in the organization to create value.

[Click here to enter text.](#)

Professional and Ethical Practice: CPHRs act with honesty and integrity in addressing the needs of employees, organizations, and broader society through serving as moral and ethical stewards of the employment relationship. CPHRs understand the need to safeguard the public interest through balancing the often competing interests of the parties to the employment relationship. CPHRs uphold the law, and in situations of ambiguity seek out advice and rely on the highest principles of ethical behavior to guide their actions.

[Click here to enter text.](#)

Critical Problem-Solving and Analytical Decision Making: CPHRs approach problem-solving and decision-making in an analytical manner. CPHRs use an evidence-based approach that includes triangulation and critical assessment of data from multiple internal and external sources. CPHRs have the capacity to provide integrative and innovative solutions to problems.

[Click here to enter text.](#)

Change Management and Cultural Transformation: CPHRs have a comprehensive understanding of the dynamics and principles of change management and cultural transformation. CPHRs engage in thoughtful, prudent, and careful planning of organizational change, and assist in removing obstacles that impede organizational effectiveness. CPHRs understand the structural, social and psychological barriers to change, and ensure that all organizational stakeholders are treated fairly and with respect.

[Click here to enter text.](#)

Communication, Conflict Resolution and Relationship Management: CPHRs have effective written and oral communication skills. CPHRs can communicate and work with many different stakeholders with competing interests and values, and have developed effective persuasion and negotiation skills. CPHRs are collaborative and seek to develop conflict resolution skills in others. CPHRs seek out and are responsive to feedback about their own actions.

[Click here to enter text.](#)

PART E: MEMBER DECLARATION

The principles followed by CPHR Alberta are outlined in the CPHR Alberta **Code of Ethics and Standards of Professional Conduct**. Please confirm that you agree to abide by the CPHR Alberta Code of Ethics and Standards of Professional Conduct.

I hereby agree to the code of ethics

Member Signature

(original signature by hand only)

Date

PART F: EMPLOYER VERIFICATION

NOTE: if you are currently unemployed, please obtain an employer verification from your most recent employer.

Current Supervisor:

Title:	Click here to enter text.	Company:	Click here to enter text.
Name:	Click here to enter text.	Phone:	Click here to enter text.
		Email:	Click here to enter text.

Individuals pursuing the Chartered Professional in Human Resources designation are required to meet a professional experience requirement. This assessment assists in the verification of their experience. **While past and current experience are being reported, employers are only expected to verify current experience.** Individuals pursuing the designation are expected to have a breadth of experience in human resources. This can be evidenced through broadening and increasing responsibilities in various HR functions.

Your assistance is requested to review this assessment and attest to the accuracy of information reported pertaining to this individual's employment with your company. The information provided by you in this assessment is used solely for experience assessment and no other purpose. All submissions are confidential and will be retained on the individual's Member file.

Attestation

I hereby confirm that I have reviewed this assessment with our employee and, to the best of my knowledge at this point in time, I verify the accuracy of information in relation to his/her current employment. I acknowledge that I may be contacted to verify information provided in this assessment.

Employer Signature

Date

Click here to enter text.
Name

Click here to enter text.
Designation (CPHR, CMC, etc.)