

## Opportunity Description

The Registration Committee members will

- Review Experience Validation Assessments;
- Audit Continuing Professional Development logs; and,
- Consider appeals of Registrar decisions.

Based on the outcome of the Committee reviews and evaluations, Committee members make recommendations to the Registrar on whether a CPHR Alberta Member passes the applicable step of the registration process.

Committee members may choose either the assessor or auditor role, and both roles may be called upon to consider appeals.

Each Experience Validation Assessment is reviewed by two assessors independently of each other. Each Continuing Professional Development log audit is performed by a primary reviewer and a secondary reviewer. Each appeal is considered by a minimum of three (3) members as a panel of the Registration Committee.

## Requirements/Qualifications

- Be a Chartered Professional in Human Resources (CPHR)
- Demonstrated dedication to the profession and the Association
- Familiarity with HR professional standards, CPHR Alberta Code of Ethics and Standards of Professional Conduct and HR audits would be an asset

## Meetings/Time Commitment

This Committee meets primarily electronically and may meet in-person for meetings or hearings across Alberta. Members from every Chapter regardless of location are encouraged to apply for any desired role.

**Assessors:** Three (3) intakes per year (January, May, and September) and 25 to 40 Experience Validation Assessments per assessor per year (0.5 - 2 hours per assessment)

**Auditors:** Two (2) to five (5) audits per auditor per year (1 - 10 hours per audited log)

**Appeals:** Ongoing through the year, varies according to complexity of hearing (10 -12 hours per hearing)

## Role of the Committee

CPHR Alberta's Registration Committee is a necessary function for the profession. The Committee is responsible for recommending outcomes to the Registrar on Experience Validation Assessments (EVAs) and Continuing Professional Development (CPD) log audits, and for hearing appeals of Registrar decisions. The Committee's overarching purpose is to ensure that all regulated Members of CPHR Alberta meet the requirements and standards for CPHR Alberta membership and/or the CPHR designation.

### Mandate of the Committee

The duties of the Committee are to

- i. Recommend outcomes to the Registrar on EVA applications for the CPHR;
- ii. Carry out the annual audit on CPD logs; and,
- iii. Review appeals of Registrar decisions related to EVAs, CPD audits and membership or CPHR revocation.

The appointment of Committee members is delegated to the Registrar by the CPHR Alberta Board of Directors.

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### Reporting Relationship

The Registration Committee shall report to the Registrar or the Registrar's designate.

The Registration Committee shall submit a report to the CPHR Alberta Board concerning each appeal decision. It shall submit the report through the Registrar.

### Membership

- All members of the Committee must have a CPHR designation.
- Appointment of members to the Committee is delegated to the Registrar.
- The Registrar must ensure a minimum of 30 members and no more than 40 members.
- A quorum at a meeting of the Committee is a minimum of three members in addition to the Chair.
- Members participate in meetings as required.
- Every member of the Committee shall be designated as either an Assessor or an Auditor.
- The Registrar will be a member of the Committee.
- The Registrar is designated as Chair for the Committee.
- There shall be two Vice-Chairs appointed by the Registrar, including one Assessor and one Auditor.
- No member of CPHR Alberta's Board of Directors shall serve on the Committee. Any member elected to the Board shall immediately be considered to have vacated their position on the Committee.
- Members are appointed to a minimum term of one year and no more than three years.
- Members may be re-appointed to new terms at the discretion of the Registrar subject to any rules set by CPHR Alberta's Board of Directors.

### Responsibilities of the Chair

The Chair of the Committee is responsible to

- Schedule meetings for the Committee and for Appeal Hearing Panels;
- Set agendas for meetings, keep minutes and distribute each as needed;
- Ensure all documentation necessary for the operation of the Committee is provided;
- Chair meetings of the Committee, except for Appeal Hearing Panels; and,
- The Chair shall not sit as a member or as Chair of Appeal Hearing Panels.

The Manager, Professional Standards, shall be the Registrar's (Chair's) designate for the Committee.

### Committee Responsibilities

#### Assessors

Assessors will only review and recommend Experience Validation Assessments (EVAs). Two Assessors shall review every application independently of each other. The Assessor's responsibilities are to

- Review all Experience Validation Assessments submitted to CPHR Alberta in a fair rigorous manner;
- Reassess EVA applications as directed by the Registrar;
- Adhere to CPHR Alberta Assessor Guidelines when making assessments;
- Participate in meetings as required; and,
- Communicate all recommendations to the Manager, Professional Standards and Registrar.

#### Auditors

Auditors will only review and recommend Continuing Professional Development log audits. One Auditor shall review every CPD log submitted and flag any activities (where necessary) for review by the Manager, Professional Standards. The Auditor's responsibilities are to

- Audit at least 3% of the past year's CPD logs approved by the Registrar;
- Adhere to CPHR Alberta Auditor Guidelines when making assessments;
- Confirm receipt of audit documentation within seven days of receiving documents from CPHR Alberta;
- Administer and abide by policies on all matters related to CPD standards, principles, and processes;
- Communicate with the Member being audited as necessary, in a constructive and supportive manner, keeping the Manager, Professional Standards copied on communication;
- Communicate all recommendations to the Manager, Professional Standards and Registrar; and,
- Participate in meetings as required.

## All Members

- All members are expected to conform to the mandatory confidentiality agreement required by members of the Committee upon their appointment by the Registrar.
- Members are expected to inform the Chair and the Manager, Professional Standards, immediately upon discovering a conflict of interest and to not communicate with the individual in question.
- The Committee shall be held accountable for its internal processes and administration by the Registrar.
- Participate in such meetings as required.
- A quorum at a meeting of the Committee will be a minimum of 3 members in addition to the Chair.
- Hear appeals of Registrar decisions related to experience validation assessments, CPD audits and failed good character attestations.

## Budgetary Authority

- The budget for the Committee is prepared by the Manager, Professional Standards.
- The Chair, will be responsible for ensuring the Committee remains within CPHR Alberta approved expense guidelines.
- The Committee is to advise the Registrar of any budgetary requirements expected through the Manager, Professional Standards.