**Part A: MEMBER INFORMATION**

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| --- | --- |
| Name:  Job Title:  Company:  Company Address:  City, Prov:       Postal Code:  Email:  Contact Tel: | I am a current member of CPHR BC & Yukon: YES  NO  I am applying for the  3-year (Degree/Master’s) or  8-year (HR Diploma) VOE  NKE Pass date/NKE Waiver Approval Date:  I have applied for the VOE previously: YES  NO  If yes, date: |

**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 VOE includes:

* For CPHR Candidates with degrees: A minimum of three (3) years of work experience with the majority, 51% or more being work in Human Resources; of those, a minimum of two (2) years are required to be applied level experience with a maximum allowance of one (1) year at the foundational level, obtained within the past ten (10) years;
* For CPHR Candidates with a HR Diploma: A minimum of eight (8) years work experience with the majority, 51% or more being work in Human Resources; of those a minimum of five (5) years are required to be applied level experience with a maximum allowance of three (3) years at the foundational level, obtained within the past ten (10) years;
* A minimum of 12 of the 44 functional competencies in the Knowledge Areas are met by demonstrating experience is at the Applied HR level; 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 BC & Yukon;
* Successful completion or waiver of the National Knowledge Examination (NKE); and,
* Successful completion of CPHR BC & Yukon’s Code of Ethics & Standards of Professional Conduct.

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.

**Applied HR** **Experienc**e refers to work that will involve thinking at the strategic level, delivery may be operational and work is done autonomously with a range of stakeholders.

**Foundational HR** **Experience** refers to HR work at an administrative or transactional level.  It may include HR tasks that are routine in nature, lower in complexity and/or autonomy and executed with direction that is clearly defined.

Foundational HR experience would be gained in a HR entry level position and helps to build the base or foundation of one’s HR career by giving exposure to various HR competencies required at the Applied HR level.

**INSTRUCTIONS FOR FILLING OUT THE VOE FORM:**

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| 1. Refer to the [VOE Handbook](https://www.cphrsk.ca/resource/resmgr/2020_voe/VOE_Handbook_June_2020.pdf), the [CPHR Competency Framework Classification System](http://cphr.ca/wp-content/uploads/2017/01/hrc22_170217_competency-framework_expansion_FNL.pdf) and the STAR Method to ensure you provide the required and appropriate information for a complete submission. Focus on quality of examples, not quantity. 2. Official Transcripts are to be received prior to submitting the VOE Assessment.   Non-Accredited Programs:Official transcripts are required for proof of HR Diploma, Bachelor’s or Master’s degree. If education was completed outside of Canada, have ICES or WES send an evaluation of the education directly to our office.  OR  CPHR Accredited Programs:Confirm that an Accredited Diploma, Bachelor’s or Master’s degree in HR has been completed by completing the NKE Waiver Form and requesting an official transcript be sent to CPHR BC & Yukon from the granting institution.  Transcripts:For transcripts to be considered official, they must come directly from the school to the CPHR BC & Yukon Vancouver office via mail or courier. CPHR BC & Yukon Vancouver Office #1101 – 1111 West Hastings Street, Vancouver, BC V6E 2J3.   1. Complete Sections A to E of the VOE form. 2. Print the completed VOE form and sign, then submit to your official supervisor to review and sign Section F. 3. Submit your completed application with resume by email to [cphr@cphrbc.ca](file:///C:\Users\kdouglas\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CV8G30BG\cphr@cphrbc.ca). 4. Pay the VOE Application Fee by [login to your online profile](https://eweb.cphrbc.ca/eweb/DynamicPage.aspx?WebCode=LoginRequired&expires=yes&Site=BCHRMA).   If the Registrar deems the VOE Assessment to be incomplete at the day of the submission deadline, the submission will not be considered until it is complete with the required information. You will be notified via email as to the status of your assessment. |

**Part B: EMPLOYMENT HISTORY – APPLIED HR EXPERIENCE**

Do not combine positions with the same Employer. A separate section is required for each position held.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Job Title** |  | | |
| **Current Employer** |  | | |
|  | | **Month (mm)** | **Year (yyyy)** |
| **Employment Start Date** | |  |  |
| **Employment End Date** | |  |  |
| I am claiming a leave of absence from work during this period Yes  No  If yes, what are the leave dates: mmm/yyyy- mmm/yyyy | | | |
| What percentage (%) of your work is HR?      % *\*If less than 51%, the experience will not count towards the years of experience requirement* | | | |
| Do you work full-time (30 hours or more per week)? YES  NO  If no, how many hours do you work per week? | | | |
| Number of employees supported by your function in the company: | | | |
| Number of HR employees in your company: | | | |
| Number of employees that you supervise (directly): | | | |

**Please provide a description of your current role:**

|  |
| --- |
| **Key Considerations:**   * Please provide a summary of work you perform or have performed; you may use your position/job description as a guide but please do not copy duties directly from it. |
| **1. What level of autonomy and decision-making do you have in your current role?** |
|  |
| **2. Who do you interact with on a daily basis?** |
|  |
| **3. What kind of analysis and interpretation do you do in your current work?** |
|  |
| **4. What are your accountabilities?** |
|  |

**Past Employment (Start with the most recent past position)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Most Recent Past Job Title** |  | | |
| **Past Employer** |  | | |
|  | | **Month (mm)** | **Year (yyyy)** |
| **Employment Start Date** | |  |  |
| **Employment End Date** | |  |  |
| I am claiming a leave of absence from work during this period Yes  No  If yes, what are the leave dates: mmm/yyyy- mmm/yyyy | | | |
| What percentage (%) of your work is HR?       % *\*If less than 51%, the experience will not count towards the years of experience requirement* | | | |
| Did you work full-time (30 hours or more per week)? YES  NO  If no, how many hours did you work per week? | | | |
| Number of employees supported by your function in the company: | | | |
| Number of HR employees in your company: | | | |
| Number of employees that you supervise (directly): | | | |

**Please provide a description of your previous role:**

|  |
| --- |
| **Key Considerations:**   * Please provide a summary of work you performed; you may use your position/job description as a guide but please do not copy duties directly from it. |
| **1. What level of autonomy and decision-making did you have in your previous role?** |
|  |
| **2. Who did you interact with on a daily basis?** |
|  |
| **3. What kind of analysis and interpretation did you do in your previous role?** |
|  |
| **4. What were your accountabilities?** |
|  |

**Additional Past Positions (if applicable):**

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| --- | --- | --- | --- |
| **Past Job Title** |  | | |
| **Past Employer** |  | | |
|  | | **Month (mm)** | **Year (yyyy)** |
| **Employment Start Date** | |  |  |
| **Employment End Date** | |  |  |
| I am claiming a leave of absence from work during this period Yes  No  If yes, what are the leave dates: mmm/yyyy- mmm/yyyy | | | |
| What percentage (%) of your work is HR?      % *\*If less than 51%, the experience will not count towards the years of experience requirement* | | | |
| Did you work full-time (30 hours or more per week)? YES  NO  If no, how many hours did you work per week? | | | |
| Number of employees supported by your function in the company: | | | |
| Number of HR employees in your company: | | | |
| Number of employees that you supervise (directly): | | | |

**Please provide a description of your previous role:**

|  |
| --- |
| **Key Considerations:**   * Please provide a summary of work you perform or have performed; you may use your position/job description as a guide but please do not copy duties directly from it. |
| **1. What level of autonomy and decision-making did you have in your previous role?** |
|  |
| **2. Who did you interact with on a daily basis?** |
|  |
| **3. What kind of analysis and interpretation did you do in your previous role?** |
|  |
| **4. What were your accountabilities?** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Past Job Title** |  | | |
| **Past Employer** |  | | |
|  | | **Month (mm)** | **Year (yyyy)** |
| **Employment Start Date** | |  |  |
| **Employment End Date** | |  |  |
| I am claiming a leave of absence from work during this period Yes  No  If yes, what are the leave dates: mmm/yyyy- mmm/yyyy | | | |
| What percentage (%) of your work is HR?      % *\*If less than 51%, the experience will not count towards the years of experience requirement* | | | |
| Did you work full-time (30 hours or more per week)? YES  NO  If no, how many hours did you work per week? | | | |
| Number of employees supported by your function in the company: | | | |
| Number of HR employees in your company: | | | |
| Number of employees that you supervise (directly): | | | |

**Please provide a description of your previous role:**

|  |
| --- |
| **Key Considerations:**   * Please provide a summary of work you perform or have performed; you may use your position/job description as a guide but please do not copy duties directly from it. |
| **1. What level of autonomy and decision-making did you have in previous role?** |
|  |
| **2. Who did you interact with on a daily basis?** |
|  |
| **3. What kind of analysis and interpretation did you do in your previous role?** |
|  |
| **4. What were your accountabilities?** |
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**Part C: EMPLOYMENT HISTORY – FOUNDATIONAL EXPERIENCE (IF NEEDED)**

For positions that do not receive credit for applied HR experience.

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| --- | --- | --- | --- |
| **Job Title** |  | | |
| **Employer** |  | | |
|  | | **Month (mm)** | **Year (yyyy)** |
| **Employment Start Date** | |  |  |
| **Employment End Date** | |  |  |
| I am claiming a leave of absence from work during this period Yes  No  If yes, what are the leave dates: mmm/yyyy- mmm/yyyy | | | |
| What percentage (%) of your work is HR?      % *\*If less than 51%, the experience will not count towards the years of experience requirement* | | | |
| Do you work full-time (30 hours or more per week)? YES  NO  If no, how many hours do you work per week? | | | |
| Number of employees supported by your function in the company: | | | |
| Number of HR employees in your company: | | | |

**Please provide a description of this role:**

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| --- |
|  |
| **1. Who did you interact with on a daily basis and in what capacity?** |
|  |
| **2. What kind of analysis and interpretation do you do in your current work?** |
|  |
| **3. What were your accountabilities?** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** |  | | |
| **Employer** |  | | |
|  | | **Month (mm)** | **Year (yyyy)** |
| **Employment Start Date** | |  |  |
| **Employment End Date** | |  |  |
| I am claiming a leave of absence from work during this period Yes  No  If yes, what are the leave dates: mmm/yyyy- mmm/yyyy | | | |
| What percentage (%) of your work is HR?      % *\*If less than 51%, the experience will not count towards the years of experience requirement* | | | |
| Do you work full-time (30 hours or more per week)? YES  NO  If no, how many hours do you work per week? | | | |
| Number of employees supported by your function in the company: | | | |
| Number of HR employees in your company: | | | |

**Please provide a description of this role:**

|  |
| --- |
|  |
| **1. Who did you interact with on a daily basis and in what capacity?** |
|  |
| **2. What kind of analysis and interpretation do you do in your current work?** |
|  |
| **3. What were your accountabilities?** |
|  |

**Part D: KNOWLEDGE AREAS AND ENABLING COMPETENCIES**

Individuals are required to demonstrate that experience is at the **Applied HR level** in a minimum of 12 of the 44 functional competencies in the Knowledge Areas plus a minimum of 3 of the 5 Enabling Competencies.

As this is a comprehensive survey of all aspects of human resources, it is not necessary to have experience in all aspects listed. This assessment is sufficiently broad in order to capture all of the possible functions that an HR practitioner might fulfill. Please refer to the HR Functional Knowledge Areas and Enabling Competencies on pages 12 - 14 of the VOE Handbook.

**Instructions for filling out the Knowledge Areas and Enabling Competencies**

1. Mark an “X” in a minimum of 12 of the 44 Functional Competencies in the 9 Knowledge Areas for which your current or previous roles demonstrate **Applied HR** experience and a minimum of 3 of the 5 Enabling Competencies. Foundational HR experience may **not** be used to fulfill the competency requirement.

1. For each competency marked with an “X”, you are required to provide an example using the STAR Method of how you have demonstrated the competency in your current or previous roles in the response box provided. Please also indicate the role in which you acquired the experience. Competencies that are marked with an “X” but for which examples are not provided will not be considered. It is recommended to use different examples for each competency.

**Note:** HR Instructors should contact the office to discuss your teaching experience and how to complete the VOE application.

**STAR METHOD**

For each competency selected with an “X,” please provide your job title followed by **specific examples** of the work that **YOU** are responsible for and have completed including the impact that it has on the organization. For each competency selected, structure your example using the STAR Method. For example, if you mark an “X” in every box under Strategy, you must provide an example for each one. (10100, 10200, 10300, 10400, 10600, 10700).

|  |  |
| --- | --- |
| **HOW TO STRUCTURE YOUR EXAMPLE USING THE STAR METHOD** | |
| Using the [CPHR Competency Framework Classification System](http://cphr.ca/wp-content/uploads/2017/01/hrc22_170217_competency-framework_expansion_FNL.pdf), review the **KNOWLEDGE OF** and **SKILL IN** sections of the specific COMPETENCY (i.e. Strategy, Professional Practice, Engagement, etc.) you are claiming. This will help you structure your example. | |
| **For each COMPETENCY you have selected, structure your example using the STAR method below.** | |
| **S**ituation | Describe a specific situation that you were in (not a generalized one) or a task that you needed to accomplish. Provide context. Where? When? Keep this description short. |
| **T**ask | What needed to be done and why? Avoid using acronyms. Briefly explain what it is that you had to do and what the success criterion was. If you were working as a group, explain what the overall task of the group was, but **be clear** about **YOUR** own role. Keep this explanation brief. |
| **A**ction | Describe the actions you took to address the situation, including an appropriate amount of detail, and keep the focus on **YOU**. What did **YOU** do and how did **YOU** do it? What tools did **YOU** use? Be direct and specific. Make this the most substantial part of your example. |
| **R**esult | What was the outcome? What did you accomplish? If you can quantify the results, do so. Explain the results (i.e. accomplishments, recognition, savings, etc.). |

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| **Knowledge Area 1 Strategy** | |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **10500** | Align human resources practices by translating organizational strategy into human resources objectives and priorities to achieve the organization’s plan.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **Knowledge Area 2 Professional Practice** | |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **20200** | Adhere to ethical standards for human resources professionals by modeling appropriate behaviour to balance the interests of all stakeholders.  **Current Position Example:**  **Previous Position Name and Example:** |
| **20300** | Adhere to legal requirements as they pertain to human resources policies and practices to promote organizational values and manage risk.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **20700** | Research business information and global and technological trends using credible sources to incorporate appropriate technologies and ideas into the practice of human resources.  **Current Position Example:**  **Previous Position Name and Example:** |
| **Knowledge Area 3 Engagement** | |
| **30100** | Promote engagement, commitment, and motivation of employees by developing, implementing, and evaluating innovative strategies to enhance productivity, morale, and culture.  **Current Position Example:**  **Previous Position Name and Example:** |
| **30200** | Develop initiatives through which leaders align culture, values, and work groups to increase the productivity and engagement of employees.  **Current Position Example:**  **Previous Position Name and Example:** |
| **30300** | Demonstrate the value of employee engagement using appropriate measures to encourage productivity, continuous improvement, and innovation and to enhance attraction and retention.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **Knowledge Area 4 Workforce Planning and Talent Management** | |
| **40100** | Create a workforce plan by identifying current and future talent needs to support the organization’s goals and objectives.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **40400** | Implement a performance management system by measuring against established goals and expectations to align individual and organizational performance with strategy.  **Current Position Example:**  **Previous Position Name and Example:** |
| **Knowledge Area 5 Labour and Employee Relations** | |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **50300** | Recommend labour and employee relations strategies based on risks, costs, and opportunities in order to achieve business objectives.  **Current Position Example:**  **Previous Position Name and Example:** |
| **50400** | Negotiate as a means to resolve labour issues consistent with the law, economic and societal trends, and established objectives and strategies to achieve agreement.  **Current Position Example:**  **Previous Position Name and Example:** |
| **Knowledge Area 6 Total Rewards** | |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **60200** | Implement the total rewards structure using appropriate job evaluation systems and market comparisons to ensure consistency, fairness, and organizational competitiveness, compliance with legal requirements, performance, and desired behaviour.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **Knowledge Area 7 Learning and Development** | |
| **70100** | Identify organizational learning priorities aligned with the business strategy using key stakeholder involvement to ensure appropriate learning and optimal return-on- investment.  **Current Position Example:**  **Previous Position Name and Example:** |
| **70200** | Develop opportunities for employees to learn and grow professionally by maximizing their potential aligned with business strategy to contribute effectively to organizational objectives.  **Current Position Example:**  **Previous Position Name and Example:** |
| **70300** | Implement learning and development programs in accordance with adult learning principles to build competency and ensure relevance and effectiveness.  **Current Position Example:**  **Previous Position Name and Example:** |
| **70400** | Evaluate learning and development priorities and programs in accordance with sound measurement principles to document attainment and progress toward organizational objectives.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **70600** | Develop initiatives through which leaders learn mentoring and coaching skills to support learning and development priorities of employees.  **Current Position Example:**  **Previous Position Name and Example:** |
| **Knowledge Area 8 Health, Wellness, and Safe Workplace** | |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **80300** | Encourage employee wellness by endorsing healthy lifestyles, educating employees, and providing opportunities for enhancement of wellness to sustain overall employee and organizational health.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **Knowledge Area 9 Human Resources Metrics, Reporting, and Financial Management** | |
| **90100** | Make informed business decisions using financial and operating information to align human resources with business strategy.  **Current Position Example:**  **Previous Position Name and Example:** |
| **90200** | Conduct comprehensive human resources audits by sampling policies, procedures, programs, and systems to identify strengths and areas for improvement and to ensure compliance.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **90400** | Manage human resources information in compliance with legal requirements using appropriate tools and procedures in order to support decision making and inform leaders about progress toward organizational objectives.  **Current Position Example:**  **Previous Position Name and Example:** |
| **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **Enabling Competencies** | |
| **1** | **Strategic and Systems 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 in order to create value.  **Current Position Example:**  **Previous Position Name and Example:** |
| **2** | **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **3** | **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **4** | **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.  **Current Position Example:**  **Previous Position Name and Example:** |
| **5** | **Communication, Conflict Resolution, and Relationship Management:** CPHRs have effective written and oral communication skills. CPHRs have the ability to 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.  **Current Position Example:**  **Previous Position Name and Example:** |

**Part E: MEMBER DECLARATION**

The principles followed by CPHR BC & Yukon are outlined in the CPHR BC & Yukon’s [Code of Ethics & Standards of Professional Conduct.](https://cphrbc.ca/wp-content/uploads/2015/03/CodeofEthics-Rules-Professional-Conduct-1.pdf) Please confirm that you agree to abide by the CPHR BC & Yukon’s Code of Ethics & Standards of Professional Conduct.

**I hereby agree to abide by the CPHR Code of Ethics.**

**Member Signature:**       **Date:**

I hereby apply to have my experience validated for the purposes of meeting the CPHR experience requirement. I attest that all information on this application or in any supporting documentation requested is accurate and complete and fairly represents my experience. I acknowledge that I am aware I may be contacted for further supporting information. I understand that it is a breach of the CPHR BC & Yukon Code of Ethics & Standards of Professional Conduct to provide false or misleading information.

I confirm that I have requested a copy of my official transcript confirming my achievement of a minimum of a HR Diploma. Transcripts must be sent directly to CPHR BC & Yukon from the granting institution. I understand that should the confirmation not be received by CPHR BC & Ykon by the deadline, my application will not be assessed and the application fee will not be returned but kept until the application is assessed.

**Member Signature:**       **Date:**

**Part F: EMPLOYER VERIFICATION – CURRENT EMPLOYER**

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

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| --- |
| **Applicant’s Name:**  **Current (official) Supervisor’s Name:**  **Title:**  **Employer:**  **Email:**  **Phone:** |

Individuals pursuing the Chartered Professionals in Human Resources designation are required to meet a HR work 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 the current experience. Individuals pursuing the designation are expected have to a breadth of experience in human resources. This can be evidenced through broadening and increasing responsibilities in various HR functions.

Your assistance is requested in reviewing all pages of this assessment and attesting 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, to the best of my knowledge at this point in time, that I have reviewed this assessment with our employee and verify the accuracy of information in relation to their current employment with our company. I acknowledge that I may be contacted to verify information provided in this assessment.***

**Employer Signature:**       **Date:**

**Printed First and Last Name:**       **Position:**       **Designation:**

**Contact Number:**

**EMPLOYER VERIFICATION – PREVIOUS EMPLOYER**

**\*\* If not using current experience, use this for Previous Employer.**

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| **Applicant’s Name:**  **Previous (official) Supervisor’s Name:**  **Title:**  **Employer:**  **Email:**  **Phone:** |

Individuals pursuing the Chartered Professionals in Human Resources designation are required to meet a HR work experience requirement. This assessment assists in the verification of their experience. Individuals pursuing the designation are expected to have to a breadth of experience in human resources. This can be evidenced through broadening and increasing responsibilities in various HR functions.

Your assistance is requested in reviewing all pages of this assessment and attesting 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, to the best of my knowledge at this point in time, that I have reviewed this assessment with our former employee and verify the accuracy of information in relation to their employment with our company. I acknowledge that I may be contacted to verify information provided in this assessment.***

**Employer Signature:**       **Date:**

**Printed First and Last Name:**       **Position:**       **Designation:**

**Contact Number:**