

## VALIDATION OF EXPERIENCE (VOE)

### INSTRUCTIONS FOR FILLING OUT THE VOE APPLICATION:

1. Please use this [checklist](#) to make sure you have completed the form accurately. This checklist is to help you navigate through the form. You do not need to submit it. Refer to the VOE Handbook for details and assistance in completing the VOE application.
2. Your highest level of education determines the number of years of HR experience required for the VOE process. If not on file already, official transcripts are to be received prior to submitting the VOE Application. If education was completed outside of Canada, please send WES or ICES official evaluation of the education to [cphr@cphrbc.ca](mailto:cphr@cphrbc.ca) or have it sent directly to the office:
  - CPHR BC & Yukon  
1101-1111 West Hastings Street  
Vancouver, BC V6E 2J3  
Canada
3. The Member Declaration section (Part E) and the Employer Verification section (Part F) of the form must be hand-signed or digitally signed. Typed Names are not acceptable.
4. Submit your completed application with supporting documentation [chronological resume and job description(s)] to [cphr@cphrbc.ca](mailto:cphr@cphrbc.ca).
5. Pay the [CPHR Experience Assessment Review Fee](#) by going to the Online Store.

**Note:** If the Registrar deems the VOE Application to be incomplete on 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 application.

<input type="checkbox"/> I have read the VOE Handbook  <input type="checkbox"/> I have paid the CPHR Experience Assessment Review Fee  <input type="checkbox"/> My transcripts are on file  <input type="checkbox"/> Employer Verification signed  <input type="checkbox"/> Member Declaration signed	<p><b>I have attached the following documents:</b></p> <input type="checkbox"/> Chronological Resume  <input type="checkbox"/> Job Description(s)
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**Part A: MEMBER INFORMATION**

<p>Name:</p> <p>Job Title:</p> <p>Company:</p> <p>Company Address:</p> <p>City, Prov:</p> <p>Postal Code:</p> <p>Email:</p> <p>Contact Number:</p>	<p>I am a current member of CPHR BC &amp; Yukon: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>I am applying for the:</p> <p><input type="checkbox"/> 3-year (Degree/Master's) VOE</p> <p><input type="checkbox"/> 4-year (Post Secondary Diploma) VOE</p> <p><input type="checkbox"/> 5-year (Post Secondary Certificate) VOE</p> <p><input type="checkbox"/> 8-year (no post-secondary education) VOE</p> <p>I have applied for the VOE previously: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, date:</p>
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**Executive Summary**

The overarching objective of someone who has achieved a professional designation is an affirmation that the individual possesses the academic knowledge and has demonstrated the required experience based on relevant competencies to work in their chosen field, in this case, Human Resources. The designation process for the Chartered Professional in Human Resources (CPHR) is to ensure individuals possess knowledge, skills, and early-career experience to competently perform occupational activities in the human resources field. 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 both your knowledge of theory and experience and competence. Not only do you know your subject matter, but you have also demonstrated experience and competence within

the discipline. Many professional designations require a level of early career experience in the profession prior to obtaining the designation. Candidates are required to have early career experience and not to have mature competence in the profession. That mature competence comes after one has achieved the designation and continues to work in the profession, and meets the requirements of the profession i.e., Continuing Professional Development (CPD).

The purpose of CPHR BC & Yukon's certification process is to ensure its members, employers, and the public that HR professionals who obtain the Chartered Professional in Human Resources (CPHR) designation possess the knowledge and skills required to practice competently and ethically.

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 advisory level** experience with a maximum allowance of **one (1) year at the administrative level**, obtained within the past ten (10) years;
- For CPHR Candidates with a Diploma: A minimum of four (4) years of work experience with the majority, 51% or more being work in Human Resources; of those a minimum of **three (3) years of advisory level** experience with a maximum allowance of **one (1) year at the administrative level**, obtained within the past ten (10) years;
- For CPHR Candidates with a Certificate: A minimum of five (5) years of work experience with the majority, 51% or more being work in Human Resources; of those a minimum of **four (4) years of advisory level** experience with a maximum allowance of **one (1) year at the administrative level**, obtained within the past ten (10) years;
- For CPHR Candidates without a diploma, certificate, or degree: A minimum of eight (8) years of work experience with the majority, 51% or more being work in Human Resources; of those a minimum of five **(5) years of advisory level** experience with a maximum allowance of **three (3) years at the administrative level**, obtained within the past ten (10) years.

- 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, being accountable to make decisions, and taking responsibility for decisions. Some administrative tasks are part of all jobs, but a role that consists strictly, that is the majority 51% of the time 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, and autonomy and execution with direction are clearly defined. 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 a direction that is clearly defined.

**Part B: EMPLOYMENT HISTORY –**

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

<b>Current Job Title</b>		
<b>Current Employer</b>	<b>Month (mm)</b>	<b>Year (yyyy)</b>
<p style="text-align: right;"><b>Employment Start Date</b> <b>Employment End Date</b></p> <p>I am claiming a leave of absence from work during this period      Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>    If yes, what are the leave dates:</p>		
<p>What percentage (%) of your work is HR?      % <i>*If less than 51%, the experience will not count towards the years of experience requirement</i></p>		
<p>How many hours did you work per week?</p>		
<p>Number of employees supported by your function in the company:</p>		
<p>Number of HR employees in your company:</p>		
<p>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.</p>		

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

<b>Most Recent Past Job Title</b>		
<b>Past Employer</b>	<b>Month (mm)</b>	<b>Year (yyyy)</b>
<p style="text-align: right;"><b>Employment Start Date</b> <b>Employment End Date</b></p> <p>I am claiming a leave of absence from work during this period      Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what are the leave dates:</p>		
<p>What percentage (%) of your work is HR?      % <i>*If less than 51%, the experience will not count towards the years of experience requirement</i></p>		
<p>How many hours did you work per week?</p>		
<p>Number of employees supported by your function in the company:</p>		
<p>Number of HR employees in your company:</p>		
<p>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.</p>		

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<p>What percentage (%) of your work is HR?      % <i>*If less than 51%, the experience will not count towards the years of experience requirement</i></p>		
<p>How many hours did you work per week?</p>		
<p>Number of employees supported by your function in the company:</p>		
<p>Number of HR employees in your company:</p>		
<p>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.</p>		

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

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<p>What percentage (%) of your work is HR?      % <i>*If less than 51%, the experience will not count towards the years of experience requirement</i></p>		
<p>How many hours did you work per week?</p>		
<p>Number of employees supported by your function in the company:</p>		
<p>Number of HR employees in your company:</p>		
<p>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.</p>		

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<p>What percentage (%) of your work is HR?      % <i>*If less than 51%, the experience will not count towards the years of experience requirement</i></p>		
<p>How many hours did you work per week?</p>		
<p>Number of employees supported by your function in the company:</p>		
<p>Number of HR employees in your company:</p>		
<p>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.</p>		

## Part C: WORK EXPERIENCE EXAMPLES

In order to assist, you may use the STAR method (defined below) as a guide when providing **8 specific examples** (highlighting the respective competencies) where you provided HR advice and solutions at the **advisory level**.

Ensure to highlight the following in your example:

- What level of autonomy and decision making did you have.
- What kind of analysis and interpretation is involved in your work.
- What accountabilities you had.

Examples must be aligned to the appropriate CPHR HR competency from PART D below. For example,

**Example at the Advisory Level** (*Note: these examples are for reference purposes only*)

- [Example 1](#)
- [Example 2](#)

### STAR METHOD

For competencies selected with an “X” please provide your job title followed by **specific examples** in the Work Experience boxes provided below, of the work that you are responsible for and have completed, including the impact that it has on the organization. You may provide more than one example linked to a specific competency. It is important for assessors to understand your role.

HOW TO STRUCTURE YOUR EXAMPLE USING THE STAR METHOD	
For each COMPETENCY you have selected, structure your example using the <b>STAR</b> method below.	
<b>S</b> 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.
<b>T</b> 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 <b>be clear</b> about <b>your</b> own role. Keep this explanation brief.
<b>A</b> ction	Describe the actions you took to address the situation, including an appropriate amount of detail, and keep the focus on <b>you</b> . What did <b>you</b> do and how did <b>you</b> do it? What tools did <b>you</b> use? Be direct and specific. Make this the most substantial part of your example.
<b>R</b> 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.).

1. Competency/Knowledge Area:	
#	<b>Position &amp; Employer:</b> <b>Example:</b>
2. Competency/Knowledge Area:	
#	<b>Position &amp; Employer:</b> <b>Example:</b>

**3. Competency/Knowledge Area:**

#	<b>Position &amp; Employer:</b> <b>Example:</b>
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**4. Competency/Knowledge Area:**

#	<b>Position &amp; Employer:</b> <b>Example:</b>
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**5. Competency/Knowledge Area:**

#	<b>Position &amp; Employer:</b> <b>Example:</b>
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**6. Competency/Knowledge Area:**

#	<b>Position &amp; Employer:</b> <b>Example:</b>
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**7. Competency/Knowledge Area:**

#	<b>Position &amp; Employer:</b> <b>Example:</b>
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**8. Competency/Knowledge Area:**

#	<b>Position &amp; Employer:</b> <b>Example:</b>
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**Part D: HR COMPETENCIES**

<b>ORGANIZATIONAL RELATIONSHIPS AND WELLNESS</b>	
<b>1.1 Employee and Labour Relations:</b> Build and maintain relationship with employees and their representatives in alignment with organizational goals.	
<input type="checkbox"/>	<b>1.1.1</b> Support the development of collective employment contracts and agreements, ensuring compliance with applicable legislation and the organizational strategic plan.
<input type="checkbox"/>	<b>1.1.2</b> If required, act as representative of parties before the relevant administrative bodies.
<input type="checkbox"/>	<b>1.1.3</b> Promote a collaborative work environment between the employer, the union (if applicable), employees, and other representative groups.
<input type="checkbox"/>	<b>1.1.4</b> Interpret legislation, collective agreements (where applicable), and policies consistent with legal requirements and organizational values to treat employees in a fair and consistent manner.
<b>1.2 Total Health and Wellness:</b> Support the development of a culture and environment of physical and psychological safety with a balance between productivity and wellbeing.	
<input type="checkbox"/>	<b>1.2.1</b> Promote the health and safety of employees through an understanding of legislation, regulations, and standards to increase organizational awareness and manage risk.
<input type="checkbox"/>	<b>1.2.2</b> Support the development of health, safety and wellness policies, procedures, roles and responsibilities for leaders and employees in order to ensure compliance to required policies.
<input type="checkbox"/>	<b>1.2.3</b> Support the development of training, and monitoring programs to provide appropriate safeguards.
<input type="checkbox"/>	<b>1.2.4</b> Strive for organizational productivity while focusing on employee wellbeing.

<input type="checkbox"/>	<b>1.2.5</b>	Encourage a proactive approach to mental health and psychological wellbeing in the workplace by enhancing awareness at all levels of the organization to improve performance.
<input type="checkbox"/>	<b>1.2.6</b>	Encourage employee wellness by endorsing healthy lifestyles, educating employees and providing opportunities for the enhancement of wellness to sustain overall employee and organizational health.
<b>1.3 Inclusion, Diversity and Human Connections:</b> Develop and implement practices that create connection, collaboration and work culture that is healthy, inclusive and embraces diversity.		
<input type="checkbox"/>	<b>1.3.1</b>	Promote engagement, commitment, and motivation of employees by developing, implementing, and evaluating effective strategies to enhance productivity, morale and culture.
<input type="checkbox"/>	<b>1.3.2</b>	Support the development of initiatives through which leaders align culture, values, and work groups to increase productivity and engagement of employees.
<input type="checkbox"/>	<b>1.3.3</b>	Implement practices and processes that encourage collaboration and maintenance of a healthy, inclusive, and diverse working environment.
<input type="checkbox"/>	<b>1.3.4</b>	Provide support to individuals, teams and organizations to identify and achieve shared objectives.
<input type="checkbox"/>	<b>1.3.5</b>	Demonstrate the value of employee engagement using appropriate measures to encourage productivity, continuous improvement and innovation and strengthen attraction and retention of diverse employees.
<input type="checkbox"/>	<b>1.3.6</b>	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.
<b>INTEGRATED TALENT MANAGEMENT</b>		
<b>1.4 Total Rewards:</b> Strategically manage total rewards of workers to attract, retain and motivate employees. Ensure the adherence of pay equity principles while aligning with the organization’s context and financial capacity.		

<input type="checkbox"/>	<b>1.4.1</b>	Support the development of a total reward structure that encompasses compensation, pensions, and benefits.
<input type="checkbox"/>	<b>1.4.2</b>	Support the implementation of total rewards programs using an appropriate system ensuring market competitiveness and internal equity.
<input type="checkbox"/>	<b>1.4.3</b>	Ability to evaluate the total reward structure using appropriate metrics and monitoring trends and innovations.
<input type="checkbox"/>	<b>1.4.4</b>	Provide information about the value of and changes to total rewards using appropriate communication channels.
<input type="checkbox"/>	<b>1.4.5</b>	Support the management of total rewards in order to ensure consistency, fairness and organizational competitiveness, compliance with legal requirements, performance, reference job design, job evaluation system and desired behaviours.
<b>1.5 Learning, Development and Succession Planning:</b> Design, plan, support and promote the development of individual and organizational competencies for professional development for all.		
<input type="checkbox"/>	<b>1.5.1</b>	Support opportunities for employees to learn and grow professionally that are aligned with business strategy and contribute to organizational objectives.
<input type="checkbox"/>	<b>1.5.2</b>	Identify organizational learning priorities aligned with the organization strategy using key stakeholder involvement to ensure appropriate learning and optimal return on investment.
<input type="checkbox"/>	<b>1.5.3</b>	Support the development of succession plans to ensure the organization is able to meet its medium—and long-term objectives.
<input type="checkbox"/>	<b>1.5.4</b>	Support the development of an organizational culture where learning occurs at different levels by engraining learning in everyday work.
<input type="checkbox"/>	<b>1.5.5</b>	Evaluate learning and development priorities and programs in accordance with sound measurement principles to document attainment and progress toward organizational objectives.

<b>1.5.6</b>	Support the development of leader coaching and mentoring to support learning and development priorities of employees.
<b>1.6 Workforce Planning and Mobility:</b> Identify and plan human resource needs for the short, medium and long term, and implement employer brand strategies so the organization can attract and hire a diverse and qualified workforce.	
<input type="checkbox"/> <b>1.6.1</b>	Support the development of strategies to build a strong employer brand and increase the attractiveness of the employer to potential employees.
<input type="checkbox"/> <b>1.6.2</b>	Identify opportunities to shape the organization's employee value proposition to build a high-quality workforce.
<input type="checkbox"/> <b>1.6.3</b>	Support the development of a workforce plan by identifying current and future talent needs of the organization.
<input type="checkbox"/> <b>1.6.4</b>	Support the successful execution of a workforce plan by sourcing, selecting, hiring, onboarding and developing people to address competency needs and retain qualified talent aligned with the organization's strategic objectives.
<input type="checkbox"/> <b>1.6.5</b>	Implement a performance management system by measuring against established goals and expectations to align individual and organizational performance with strategy.
<b>STRATEGIC DEVELOPMENT OF ORGANIZATIONS</b>	
<b>1.7 HR Technology and Analytics:</b> Align organizational technology and analytics from a perspective focused on human issues.	
<input type="checkbox"/> <b>1.7.1</b>	Manage human resource information in compliance with legal requirements using appropriate tools and procedures in to support decision-making and to inform leaders of progress toward organizational objectives.
<input type="checkbox"/> <b>1.7.2</b>	Contribute to the improvement of processes, practices and technology policies within the organization.
<input type="checkbox"/> <b>1.7.3</b>	Understand the basics of technology concepts and put into practice where applicable.

<input type="checkbox"/>	<b>1.7.4</b>	Contribute to the technology optimization process within the organization.
<input type="checkbox"/>	<b>1.7.5</b>	Understand and apply the latest advances in human resources automation to transform human resources practices.
<input type="checkbox"/>	<b>1.7.6</b>	Support organizations in their digital transformation, and change management objectives.
<input type="checkbox"/>	<b>1.7.7</b>	Promote technological best practices within and outside the organization.
<b>1.8 Innovation:</b> Design, guide and encourage innovation processes within the organization and its contextual environment based on the end user, client, employees and labour market and sector changes, both locally and globally.		
<input type="checkbox"/>	<b>1.8.1</b>	Implement recognized approaches to encourage innovation and implement new ideas in your organization.
<input type="checkbox"/>	<b>1.8.2</b>	Promote best practices based on new developments and innovations.
<input type="checkbox"/>	<b>1.8.3</b>	Identify opportunities for innovation in your organization and its ecosystem.
<input type="checkbox"/>	<b>1.8.4</b>	Establish and nurture a culture of innovation through the implementation of processes that encourage innovative thinking, creativity, and experimentation.
<b>1.9 Organizational Change and Development:</b> Develop strategies and implement processes and projects that enable the organization to express its purpose and achieve its objectives.		
<input type="checkbox"/>	<b>1.9.1</b>	Positively impact the organization and human resources practices by bringing to bear a strategic perspective enhancing the value of human resources.
<input type="checkbox"/>	<b>1.9.2</b>	Understand the importance of effective application of governance principles while keeping current with leading governance practices contributing to the approved strategy.

<input type="checkbox"/> <b>1.9.3</b>	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"/> <b>1.9.4</b>	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"/> <b>1.9.5</b>	Align human resources practices by translating organizational strategy into human resources objectives and priorities to achieve the organization's plan.
<input type="checkbox"/> <b>1.9.6</b>	Consult in the development of a change management strategy considering the goals, resources required, and forces of resistance to achieve the organization's plan.

## Part E: MEMBER DECLARATION

The principles followed by CPHR BC & Canada are outlined in the CPHR BC & Yukon's [Code of Ethics and Principles of Professional Conduct](#). Please confirm that you agree to abide by the CPHR BC & Yukon's Code of Ethics & Principles of Professional Conduct.

**I hereby agree to abide by the CPHR BC & Yukon's Code of Ethics & Principles of Professional Conduct.**

**\*\*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's Code of Ethics & Principles of Professional Conduct to provide false or misleading information.

I confirm that I have submitted my official transcripts. I understand that should my official transcripts not be on CPHR BC & Yukon's files, by the deadline, the application fee will not be returned and the results will not be shared until the official transcript is received.

**\*\*Member Signature:**

**Date:**

***\*\*Kindly either provide a manual signature or utilize digital signature platforms like DocuSign or similar formats for signing. Typed names are not acceptable.***

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

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

**VOE Applicant's Name:**

**Current (official) Manager's Name:**

**Title of Manager:**

**Employer (Company Name):**

**Manager's Email:**

**Manager's Phone:**

Individuals pursuing the Chartered Professionals in Human Resources designation are required to meet a HR work experience requirement. This Application 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 Application and attesting to the accuracy of information reported pertaining to this individual's employment with your company. The information provided by you in this Application 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 Application 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 Application.***

**\*\*Employer Signature:**

**Date:**

**Printed First and Last Name:**

**Position:**

**Designation:**

**Contact Number:**

***\*\*Kindly either provide a manual signature or utilize digital signature platforms like DocuSign or similar formats for signing. Typed names are not acceptable.***

## **EMPLOYER VERIFICATION – PREVIOUS EMPLOYER**

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

**VOE Applicant's Name:**

**Previous (official) Manager's Name:**

**Manager's Title:**

**Employer:**

**Manager's Email:**

**Manager's Phone:**

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***Attestation - I hereby confirm, to the best of my knowledge at this point in time, that I have reviewed this Application 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 Application.***

**\*\*Employer/Manager's Signature:**

**Date:**

**Printed First and Last Name:**

**Position:**

**Designation:**

**Contact Number:**

***\*\*Kindly either provide a manual signature or utilize digital signature platforms like DocuSign or similar formats for signing. Typed names are not acceptable.***

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Individuals pursuing the Chartered Professionals in Human Resources designation are required to meet a HR work experience requirement. This Application 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 Application and attesting to the accuracy of information reported pertaining to this individual's employment with your company. The information provided by you in this Application 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 Application 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 Application.***

**\*\*Employer/Manager's Signature:**

**Date:**

**Printed First and Last Name:**

**Position:**

**Designation:**

**Contact Number:**

***\*\*Kindly either provide a manual signature or utilize digital signature platforms like DocuSign or similar formats for signing. Typed names are not acceptable.***