



VALIDATION OF EXPERIENCE (VOE) HANDBOOK

2025

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1. CPHR CANDIDATE MEMBER POLICIES

CPHR Candidate Members must submit and pass the Validation of Experience (VOE) Assessment within ten (10) years of passing the National Knowledge Exam (NKE) or receiving approval for the NKE Waiver. Any CPHR Candidate Member who does not submit their VOE before the ten (10) year period may have their Candidate status revoked.

CPHR Candidates must maintain membership with CPHR Saskatchewan or another Provincial HR Association in order to maintain their Candidate status. Failure to meet the membership requirements as per the Regulatory Bylaws which include renewing and paying annual membership dues will result in the loss of the Candidate status. To regain Candidate status, individuals must once again write and pass the National Knowledge Exam (NKE) or re-apply for the NKE Waiver.

2. VALIDATION OF EXPERIENCE ASSESSMENTS

The purpose of CPHR Saskatchewan'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.

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, you have 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).

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 regulated granting body is the third party that confirms the required level of experience of a practitioner. An academic institution may confirm an individual holds a certain degree or other program completion status with them but does not warrant the work experience conducted by the individual.

It is for this reasoning that the CPHR designation requires both knowledge and theory-based components (i.e. the NKE and post-secondary education), as well as a practical experience, competency-based component (i.e. the VOE).

The Validation of Experience Assessment process is the final step in achieving the CPHR designation and requires applicants to prove they have obtained a minimum of three (3) to five (5) years of work experience with the majority, 51% or more being work in Human Resources of Advisory HR and Administrative HR levels. The number of years required is based on the level of education obtained.

3. REQUIREMENTS TO PASS THE VOE

Requirements to pass the VOE:

- Three (3) to five (5) years of work experience with the majority, 51% or more being work in HR at the Advisory and Administrative levels in HR.
- Experience must be obtained within the past 10 years from the VOE submission deadline. The number of years required is based on the level of education, as listed below:

Education	HR Experience Required
Degree/Master's	3 years work experience with the majority, 51% or more being work in HR is required and includes: • a minimum of 2 years Advisory HR experience, • a maximum of 1 year Administrative HR experience
Diploma	4 years work experience with the majority, 51% or more being work in HR is required and includes: • a minimum of 3 years Advisory HR experience • a maximum of 1 year Administrative HR experience

Certificate/ 9 Foundational Courses	5 years work experience with the majority, 51% or more being work in HR is required and includes: • a minimum of 4 years Advisory HR experience • a maximum of 1 year Administrative HR experience
Senior Pathway- Degree/Master's	An Initial Assessment must be completed and approved prior to submitting the VOE. The applicant will be advised as to which senior positions(s) are to be used in the VOE assessment. A senior role is defined as someone working 51% or more of the time in HR at the most senior HR level in the organization such as VP of HR or CHRO, who participates at the Executive/Leadership table with a high level of autonomy and decision making. You must have a minimum of ten (10) years experience at the Advisory HR Level with at least three (3) years in a senior role. • All 3 years must be Advisory level HR experience in the Senior Roles • Resume must reflect 10 years in HR within the last 15 years

- Applicants must successfully demonstrate a minimum of 8 examples where HR work is at the **advisory HR level** and aligned to the HR competencies. **Provide no more than 12 examples.**
- Membership in good standing with CPHR Saskatchewan
- Agree to abide by the CPHR Saskatchewan's [Code of Ethics & Standards of Professional Conduct](#)

4. DEFINING HR EXPERIENCE

4.1 DEFINING ADVISORY HR AND ADMINISTRATIVE HR EXPERIENCE

- 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 and being accountable to make decisions and take 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 is 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 direction that is clearly defined.

The scope of HR practice is the creation and implementation of all policies, practices and processes to effectively organize and manage human capital resources in the workplace in service of the ultimate goal of enhancing business outcomes. Human Resources Management involves maintaining or changing relations between employees, between employers or between employers and employees.

The Practice of Human Resources includes, but is not limited to, one or more of the following:

- Development and implementation of human resources policies and procedures
- Consultation in the area of human resources management
- Providing advice to clients, managers and employees in matters pertaining to management of human resources
- Representation of clients and organizations in proceedings related to human resources management
- Program development and evaluation in the area of human resources management
- Supervision of other Human Resources professionals/practitioners
- Coaching of employees, manager, and other individuals in matters relating to work and employment
- Conduct of research in the area of human resources management and
- Teaching in the area of human resources management

In determining whether a candidate's experience is at the "Advisory HR" level, the following factors are taken into consideration:

- **Independence of actions** – the amount of planning, self-direction, decision- making and autonomy involved in the work.

- **Depth of work requirements** – the extent to which work requires analysis and interpretation.
- **Responsibility for work outcome** – the accuracy and extent to which the individual is held accountable for their work and decisions.

Advisory HR experience does not necessarily mean supervisory or managerial. It does not matter whether one is working as an independent contractor or as an employee of an organization.

The following chart will help you to determine if your HR experience is at the Administrative HR or Advisory HR level (this is not an all inclusive list):

Specialized Area	Administrative HR Level	Advisory HR Level
Workforce Planning and Mobility	• Posting jobs • Attending career fairs • Tracking applicants • Screening resumes • Phone screening candidates • Assisting in interviews • Checking references and conducting background checks • Writing and sending the employment letter of offer • Conducting on-boarding and orientation preparations • Creating and updating organizational charts	• Creating workforce plans • Implementing policies and processes around talent management • Talent mapping • Analysis of talent needs and gaps • Implementing innovative strategies for recruitment or interviewing • Training and supervising recruiters • Conducting or leading interviews with prospective candidates • Making recommendations or final hiring decisions • Writing job descriptions • Creating interview questions

Specialized Area	Administrative HR Level	Advisory HR Level
HR Technology and Analytics	- Collecting and organizing information in report format - Developing presentations based on information collected - Maintenance of HRIS systems, ensuring accuracy of data imports and manual inputs	- Managing technical, analytical, and audit functions of HR department - Responsible for quality control protocols related to HR - Ensuring the integrity of HR system infrastructure - Developing HR policy, analytics, job analysis, recruitment plans etc. based on information collected
Learning, Development & Succession Planning	- Tracking learning needs and training progress of employees - Making updates to document templates for pre-existing workshops or seminars - Coordinating training for colleagues or employees - Exporting and providing post-workshop data to identify gaps in learning - Assisting in the application of job grants or other funding applications for approved external learning	- Identifying organizational learning priorities in alignment with business strategy - Implementing learning and development programs - Evaluate existing learning and development programs - Evolving existing learning and development programs and priorities to meet business needs - Develop an organizational culture that enhances the learning of all employees - Creating workshops, learning assessment tools, and other training programs - Presenting pre-existing workshops or learning lunches to employees - Research methodologies and programs to keep up to date on organizational trends and help improve existing programming

Specialized Area	Administrative HR Level	Advisory HR Level
Total Health & Wellness	• Maintaining safety records • Processing and tracking WCB claims	• Developing health, safety, and wellness policies and programs • Analyzing accident rates and trends • Giving guidance and making recommendations to operations for maintaining safe work environments • Reviewing compensation data and working with company representatives to resolve worker's compensation issues • Revising and rewriting existing health and safety and wellness programs, policies, and procedures. • Performing onsite safety checks and following up • Providing safety training • Coordinating, implementing, and monitoring safety programs
Labour Relations	• Tracking grievances • Understanding of collective agreement	• Interpreting collective agreement • Leading discussion in grievance meetings • Conducting investigations • Advice on employee relation issues • Negotiating and writing Memorandum of Agreements • Active participation in bargaining

4.2 DEFINING WHAT IS NOT ADVISORY HR EXPERIENCE

- Performing functions within the human resources department that are clerical or administrative in nature, with limited judgement, analysis or interpretation done to data or information. Position(s) has limited influence, autonomy, and authority.
- Work experience gained while serving as a labour union representative or a union employee (such as a Grievance Officer) is not considered to meet the criteria towards the experience requirement unless these activities fall within a position clearly identified as an HR position.
- Supervisory work experience refers to the supervision of the strategy, design, implementation and coordination of one or more human resources functions. Supervisory work does not mean the supervision of staff including assigning work, conducting performance appraisals, approving vacations etc. This type of activity is a line management function and does not qualify towards the experience requirement. Line management experience of supervisors or managers working outside the human resources field such as in production, accounting, marketing, sales, or customer service does not qualify towards the experience requirement.

4.3 TIME WORKING IN HR

To be credited toward the experience requirement, **51% or more of an applicant's time in a position must involve work in human resources.** If a position is less than 51% HR, this experience will not be credited towards the years of experience required to pass the VOE.

The experience must have occurred **within the last 10 years** from the submission deadline to count towards the experience requirement. For example, April 30/25 submission deadline, experience can go back to April 30/15

If applying through the Senior Pathway. You must have a minimum of ten (10) years of HR experience with at least three (3) years in a senior role. Initial Assessment must be **completed and approved.**

If a leave of absence was approved, please indicate on the VOE Assessment Application.

Education	HR Experience Required
Degree/Master's	3 years work experience with the majority, 51% or more being work in HR is required and includes: • a minimum of 2 years Advisory HR experience, • a maximum of 1 year Administrative HR experience
Diploma	4 years work experience with the majority, 51% or more being work in HR is required and includes: • a minimum of 3 years Advisory HR experience • a maximum of 1 year Administrative HR experience
Certificate/ 9 Foundational Courses	5 years work experience with the majority, 51% or more being work in HR is required and includes: • a minimum of 4 years Advisory HR experience • a maximum of 1 year Administrative HR experience
Senior Pathway-Degree/Master's	An Initial Assessment must be completed and approved prior to submitting the VOE. A senior role is defined as someone working 51% or more of the time in HR at a senior HR level in the organization, who participates at the Executive/Leadership table with a high level of autonomy and decision making. You must have a minimum of ten (10) years HR experience with at least three (3) years in a senior role. • All 3 years must be Advisory level HR experience in the Senior Roles • Resume must reflect 10 years in HR within the last 15 years

Full Time vs Part Time Work

Full-time is considered 30 hours or more per week. Less than 30 hours per week

will be pro-rated.

Education	Hrs per week	Timeframe	Calculation
Degree	25	3 years	25 hrs/30 hrs x 3 years = 2.5 years Requires another 6 months to meet 3 year time requirement
Diploma	20	6 years	20 hrs/30 hrs x 6 years = 4 years Requires another 1 year to meet 5 year time requirement

4.4 CONSIDERATION OF HR EXPERIENCE FOR NON-HR SPECIFIC ROLES

General management work may be considered if the human resources work comprises at least 51% and there is no HR department or manager in the workplace where the general management work takes place. The general manager must be the person who has direct responsibility and accountability for the strategy, design, implementation and coordination of one or more HR Functional Knowledge Areas for the organization.

Small business owners/operators may gain suitable work experience towards the experience requirement provided their business is established to provide HR advice. However, time spent on business development or supervising staff, for example, are not applicable towards the experience criteria.

Work experience gained while serving as a labour union representative or a union employee may not necessarily be considered to meet the criteria toward the experience requirement unless these activities fall within a position clearly identified as an HR position. An elected labour union position is excluded from qualifying for experience validation.

Employment lawyers may be able to meet the experience requirement depending on the type of work they do. Work experience advising clients or conducting litigation is not eligible. HR Advisory level work for a client, such as conducting labour negotiations, mediation, or conducting downsizing activities, would be considered. Negotiating the terms of a contract would be considered human resources work while writing out the contract at the direction of a client would not. Activities identified as practicing human resources must be a significant part of the applicant's work experience and will be prorated accordingly.

Chief Executive Officers (CEO) and Chief Administrative Officers (CAO) may meet the experience requirement if the organization they are leading does not have an HR department or HR position and if they are spending at least 51% of their

time performing Advisory HR level work. This means they are going beyond line management work of supervising staff, assigning work, setting pay, approving sick days or vacations, etc. This means they must be doing this work independently of an HR professional and not acting on the HR advice of others.

Teaching in the field of human resources is a practice of human resources.

Teaching experience alone can be used to accumulate all three (3) years experience in Human Resources obtained within the past ten (10) years from the VOE submission deadline for those applicants who have a degree.

Please contact the office for to discuss your teaching experience and how to complete the VOE application.

HR courses must be taught at an accredited post-secondary institution. Teaching “full-time” means teaching a course load of at least three HR courses per semester. Applicant will need to submit a course outline and/or syllabus so that the committee can determine if the course is considered an HR course. Those who are not teaching at least three HR courses per semester will have their time pro-rated as follows:

- Teaching one HR course per semester – 1/3 of 100%
- Teaching two HR courses per semester – 2/3 of 100%

Refer to the Appendix B

HR Co-op Student Terms – All co-op work done as part of a post-secondary HR program is not eligible for work experience.

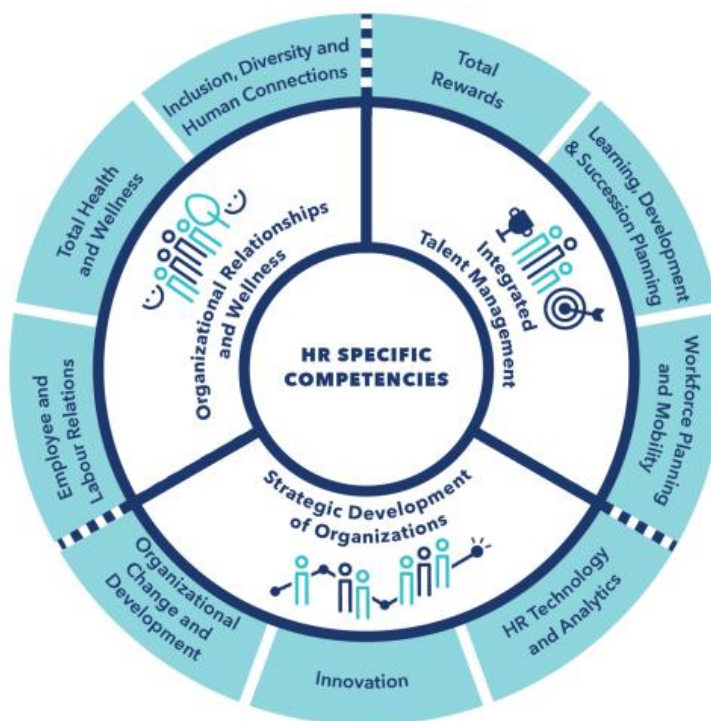
HR Volunteer Positions –Volunteer work is not eligible work experience.

5. COMPETENCIES

5.1 HR COMPETENCIES

The HR Specific Competencies are capabilities that define an HR professional. They are categorized into 9 HR Competency Areas which in turn comprise 49 HR Specific Competencies. Please refer to Appendix 1 in the [CPHR Competency Framework](#).

Applications will be assessed by providing examples of their work aligned to the HR competencies. Examples provided must be described using the STAR Method.



The 9 HR Competency Areas:

Total Rewards	Organizational Change and Development
Learning and Development and Succession Planning	Employee and Labour Relations
Workforce Planning and Mobility	Total Health and Wellness
HR Technology and Analytics	Inclusion, Diversity and Human Connections
Innovation	

5.2 GENERAL COMPETENCIES

The General Competencies include capabilities that an HR professional should possess to operate successfully in their professional practice and are not specific to the HR profession. They are categorized into 12 General Competency Areas which in turn comprise 48 General Competencies. The Validation of Experience does not require examples of a Candidate's work aligned to the General Competencies.



The 12 General Competency Areas:

Ethical practice	Leadership
Working Digitally	Guide, Coach and Advise
Personal Agility	Business Acumen
Relational Intelligence	Data and Sensemaking
Continuous Learning	Systems Thinking
Collaboration and Communication	Leading Projects

6. STAR METHOD

Use the STAR method, provide a **minimum of 8 specific examples** where HR work is at the **advisory level and aligned to the HR competencies. Provide no more than 12 examples.**

For each position listed under Part B: Advisory Level – Employment History, a minimum of 1 example must be provided to receive credit for the position.

Examples are not required for positions listed under Part C: Administrative Level – Work History.

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.

Watch the use of “we” language. The assessors need to understand what you did specifically.

Using the [CPHR Competency Framework, Appendix 1](#), review the “Knowledge and Skills expected of a CPHR designation holder” in sections of the specific COMPETENCY you are selecting (i.e. Employee and Labour Relations, Inclusion, Diversity, and Human Connections, Total Rewards, etc.). This will help you structure your example.

For each competency selected with an “X,” please provide your position and Employer followed by **specific examples** in the text boxes provided of the work that **you** are responsible for and have completed including the impact that it has on the organization. It is important for assessors to understand your role.

STAR METHOD

HOW TO STRUCTURE YOUR EXAMPLE USING THE STAR METHOD	
For each COMPETENCY you have selected, structure your example using the STAR method below. When providing your example, you must write out: S – describe T – describe A – describe R – describe Demonstrate how it aligns to the competency you have chosen.	
Situation	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.
Task	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.
Action	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.
Result	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.).

Example using the STAR method:

1.6.3 Support the development of a workforce plan by identifying current and future talent needs of the organization.

Position Title: Manager of Human Resources

Employer: ABC Company

S: ABC Company had a high staff turnover rate and the cost of recruitment, which included the cost of onboarding and training as well as fees paid to recruitment agencies, was considerable. Employees who were leaving the organization were simply being replaced and it was clear to me that there was no strategic talent plan.

T: As the new Manager of Human Resources for ABC Company, I assessed the existing workforce plan in order to understand the issues the company was facing. From the business results I could see that, while some areas were meeting their sales targets, some areas lacked important skills and knowledge in order to be successful and reach their targets. It was evident that I needed to come up with a talent management plan.

A: I consulted with various directors inside the company prior to designing a new role structure and competency framework. Once the key competencies had been identified, I was able to design the optimal organizational structure. I then assessed the current staff roles against the competency framework. I ran sessions with management to assess current talent against the competency framework. I had identified the gaps that could be addressed through performance management, training and recruitment. In order to further the assessment of our current talent, I used the 9-box talent grid. I educated Management on the use of the talent grid and facilitated the actual sessions. Each manager presented their grid, and, after a lot of discussion and debate, a consensus was reached.

R: I had identified who the key resources were and come up with a development plan for our staff, in concert with management. The staff who were consulted throughout the process were provided with feedback both verbally and in writing. I had used Information from the consultations to assess whether the right retention mechanisms were in place. It was important that we were able to retain our talent and the company now had a strong talent management plan in place. This talent plan would inform our plans in regard to development, performance management, and remuneration.

7. SUBMITTING YOUR VALIDATION OF EXPERIENCE (VOE) APPLICATION

7.1 DOCUMENTS REQUIRED

A) TRANSCRIPTS/INTERNATIONAL ASSESSMENT REPORTS

Prior to starting your VOE Application, ensure you have requested original transcripts be sent directly to CPHR Saskatchewan from your educational institution. This can be done after passing the NKE or well in advance of starting the Application.

If you have already submitted your transcripts prior to writing the NKE or when applying for a NKE Waiver then we will have them on file.

We accept transcripts emailed directly from the educational institution or through MyCreds.

Education received outside Canada needs to be assessed through one of two organizations with evaluation reports sent directly to CPHR Saskatchewan from the organizations below:

- World Education Services (WES) at [World Education Services](#)
- International Qualifications Assessment Service (IQAS) at [International Qualifications Assessment Service \(IQAS\)](#)

Email: info@cphrsk.ca

Mail: CPHR Saskatchewan
#210-3501 8th Street E, Saskatoon, SK S7H 0W5

Transcripts and/or international assessment reports must be received prior to the VOE being assessed.

B) VOE APPLICATION PACKAGE

Applicants are required to submit the following documents for assessment:

1. Completed VOE Application in a PDF file.
2. Current chronological resume in a PDF file.
3. Job description(s) in a PDF file for positions listed in the application.
 - If unable to submit Employer job descriptions, applicants may create them and have the supervisor of that role sign and date the document on their organizational letterhead.

Your application for a professional designation should represent the professional standard that is upheld by the profession that you are applying to be certified by. As such, applicants are encouraged to carefully and fully review their application and to provide information and examples for each and all sections using the STAR Method.

7.2 EMPLOYER VERIFICATION

In the VOE Assessment Application, under Part F, Employer Verification, the Member's current Employer must review and attest to the accuracy of information provided related to the current experience even though past experience may also be included. If not currently in a HR role then past Employer(s) can attest to the experience required. If only submitting information from a previous position and not the current position, the previous Employer must review and attest to the accuracy of information provided.

Handwritten signatures or e-signatures are required. A typed name will not be accepted.

If needed, the Committee may request additional information from current and previous employers.

Unemployed Candidates – Candidates are requested to submit an Employer Verification from their most recent employer. If that is not possible, then a previous employer would be suitable.

8. ASSESSING YOUR VALIDATION OF EXPERIENCE (VOE) ASSESSMENT APPLICATION

A Validation of Experience Assessment application is decided on the merits of the written application and supporting documentation. Accordingly, an applicant must submit all requested information, explanations and materials supporting the Advisory HR or Administrative HR level experience requirements. The Assessors assigned to assess an applicant's experience can only judge the merit of an

application based on its contents and the quality of the presented documentation within the guidelines defined and approved by CPHR Saskatchewan's Board of Directors.

Applicants should be aware that they may be contacted for further information by the CPHR Registrar or Professional Standards Manager, if required and that they may be asked to provide a reference to verify information about their experience. Assessors may refer to publicly available information to validate certain information contained in an application. In addition, Employers may be contacted to verify information in the document.

8.1 SUBMISSION DEADLINES

Submit the completed VOE Assessment Application with required documents as listed in 6.1B) by email to info@cphrsk.ca.

There are 3 submission deadlines annually. Applications must be submitted **by 9:00 a.m.** on:

- April 30
- August 30
- November 30

It is recommended to have the Application submitted a few weeks prior to the deadline in case the Application requires additional information.

Applicants must complete the application in full as per the outlined instructions and format. Applications are reviewed by the Professional Standards Manager for completeness before being forwarded to the Assessors for review. **If the Application is considered incomplete on the day of the submission deadline, the Application may not be considered until it is complete with the required information.** The Application may be moved to the next submission period once completed. Please note that applications will not be presented to the Assessors for review if not completed in full in the required format by the deadline date.

Documents received after the VOE submission deadline will not be reviewed within that submission period, unless otherwise approved by CPHR Saskatchewan.

8.2 VOE APPLICATION FEE

Applicants must pay the VOE Application fee of \$150.00 + GST by the submission deadline in order to have their VOE application submitted to the VOE Committee for review. The application fee is non-refundable and payable the first time the application is submitted.

If the VOE application is successful, applicants must pay the Certification Fee of \$400.00 + GST. CPHR Candidates are not granted CPHR status and will not receive their CPHR Designation Certificate until any outstanding fees are paid.

Certificates are ordered twice per year.

8.3 NOTIFICATION OF RECEIPT OF SUBMISSION & RESULTS

Applicants will be notified by CPHR Saskatchewan upon the receipt of their assessment via email.

Applicants will be notified by email within eight weeks of the submission deadline as to whether they were successful or unsuccessful. Unsuccessful applicants will be notified of gaps in their experience assessment and options available to them. There is no limit to the number of times an individual may apply.

9. VOE COMMITTEE ASSESSMENT PROCESS

All VOE Applications are reviewed by trained Assessors who hold their CPHR designation, using Board approved guidelines. Assessors use their professional judgement to determine whether an applicant has the requisite type of experience to earn their CPHR.

- a) CPHR Saskatchewan receives the Candidate Member's or Associate Member's (if Senior Pathway) application including the VOE Application, relevant job descriptions, and a current chronological resume.
- b) Assessor independently reviews the application and provide a recommendation as to whether they meet certification standards.
- c) Assessors can only judge an application based on the contents of an application and any supporting documentation to determine whether the application meets the minimum experience requirements and are an accurate reflection of the position, responsibilities and accountabilities described.
- d) Assessors do not communicate directly with the applicants. If necessary, the Assessors can require further information or clarification from the applicant through the Registrar or Professional Standards Manager before making a final recommendation. It may be determined that a telephone discussion is required, at that point, the Assessors communicate directly with the applicant, however, all arrangements are set up by CPHR Saskatchewan.

10. RECOMMENDATIONS TO REGISTRAR

- a) Each Assessor submits their recommendations separately to the Professional Standards Manager who shares them with the Registrar. Each recommendation will result in one of the following outcomes:
 - i. Determine that the applicant's experience meets the requirement and recommend to the Registrar that the applicant be granted the CPHR designation.
 - ii. Determine that the applicant's experience does not meet the requirement in some respect and recommend to the Registrar that the applicant not obtain the CPHR at this time. Applicant may resubmit in the future.
 - iii. Determine that a recommendation could not be made as more detailed information is required by the applicant. This is not considered a resubmission as a decision has not been made.
 - iv. Determine that a further review is needed and request another assessor review the file in addition to their own review to confirm the finding.
- b) On behalf of the Registrar, the Professional Standards Manager notifies all applicants of their outcome via email within 8 weeks of the submission deadline

NOTE- The decision as to whether one fulfills the experience requirement is entirely based on the criteria outlined above. This means that the only factor that counts is where applicants stand with respect to these criteria. Assessors must make decisions based on the information provided by the applicant and cannot make assumptions about the applicants' experience outside of what is contained in the application documents. The experience requirement criteria are never adjusted based on the number or proportion of applicants that pass the experience requirement.

11. RESUBMISSION

If your initial Validation of Experience application was unsuccessful, you may resubmit at another time.

12. APPEALS

All decisions of the Registrar can be appealed. Appeals should not be construed as another opinion. The fact that the decision was not the one hoped for is not grounds for appeal.

The member has thirty (30) days from receipt of the Registrar to provide in writing the identified reasons for the appeal. The member is required to provide reasons as they pertain to the submitted information in the VOE Assessment Application. No new information can be provided; only clarification/validation on information already presented.

See Appendix A.

CPHR Saskatchewan's Appeals Committee is the Governance and Human Resources Committee of the Board. This Committee will decide if the Registrar erred in process or in fairness when making the final decision. Fairness can be determined whether the person requesting the appeal was singled out for refusal, was treated differently from others or was treated more harshly than another similar applicant. The fairness or justness of the decision can be also assessed on whether there was bias in the decision. This Committee will also review the process of assessment to ensure that no errors were made in the assessment process. An appeal can be resolved as follows:

1. The final outcome was found to be fairly assessed and the process was carried out correctly. The final outcome stands.
2. An error was made in the process of the assessment or the outcome was influenced by bias. As a result of the error, the Appeal Committee may:
 - a. Require that two more Assessors do one more final assessment.
 - b. Overturn the outcome and make a different recommendation to the Registrar.

Appeals can be sent to info@cphrsk.ca. A written response to the appeal will be provided within sixty (60) days of receipt of written appeal request, to the member in writing, from the Appeals Committee Chair. This is the final decision/end of the VOE appeal process.

APPENDIX A

CPHR SASKATCHEWAN VOE ASSESSMENT APPEAL FORM
(Please contact the office for the fillable form)

Appeals must be received by CPHR Saskatchewan **within 30 days** of the decision letter date. They may be scanned and emailed to info@cphrsk.ca.

This appeal form and supporting documents must be submitted together and must be signed by the member appealing the decision.

Full name:	
Phone Number:	
Email Address:	
Current Position:	
Current Employer:	

Please indicate the reason for appeal:

Please list documents included:

Signature

Date

APPENDIX B

TEACHING EXPERIENCE FORM

(Please contact the office for the fillable form)

Name:

Teaching three (3) or more HR courses per semester:

- credited for 100% of time worked (4 months)

Teaching two (2) HR courses per semester:

- credited for 2/3 of time worked (2.68 months)

Teaching one (1) HR course per semester:

- credited for 1/3 of time worked (1.33 months)

Year/Term	Course Code	Course Title	# Of HR classes/ semester	% Of FT	Months Credited

I have verified that _____ has taught the above courses during the specified timeframe.

Employer Signature

Print First & Last Name

Position

Contact Email

Date