

VALIDATION OF EXPERIENCE (VOE) APPLICATION FORM

INSTRUCTIONS FOR FILLING OUT THE VOE APPLICATION:

1. Refer to the VOE Handbook for details and assistance in completing the VOE application.
2. If not on file already, official transcripts are to be received prior to submitting the VOE Application. The educational institution must send them directly to our office. If education was completed outside of Canada, have ICES or WES send an evaluation of the education directly to CPHR New Brunswick. Digital transcripts are accepted:
Electronic Official Transcripts can be emailed to admin@cphrnb.ca
Hardcopy can be mailed to:
CPHR New Brunswick
P.O Box 56 Station Main, Moncton, NB, E1C 8R9
3. Print the completed VOE application and sign, then submit to your official supervisor to review and sign Section F or have them review online and digitally sign it.
4. Submit your completed application with supporting documentation [chronological resume, job description(s), company issued Org Chart(s) and letter of reference from a direct manager] to admin@cphrnb.ca
5. Pay the VOE Application Fee – An invoice will be emailed to you after initial review of your application

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.

- ☐ I have read the VOE Handbook
- ☐ I agree to pay the VOE Application fee once invoiced
- ☐ My official transcripts confirming degree/diploma are on file
- ☐ Employer Verification signed
- ☐ Membership registered

I have attached the following documents:

- ☐ Chronological Resume
- ☐ Job Description(s)
- ☐ Organisational chart(s)
- ☐ Letter of Reference (Direct Manager)

Part A: MEMBER INFORMATION

Name: Job Title: Company: Company Address: City, Prov: Postal Code: Email: Contact Tel:	I am a current member of CPHR New Brunswick: ☐ YES ☐ NO I am applying for the ☐ 3-year (Degree/Master's) VOE ☐ 4-year (Diploma) VOE ☐ 5-year (HR Certificate) VOE ☐ 8-year (Non-Degree / Diploma VOE I have applied for the VOE previously: ☐ YES ☐ NO If yes, date:
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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 New Brunswick'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 Bachelor degrees or higher: 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 Diplomas (2 year programs): 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 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 an HR Certificate program (1 year): 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 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 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.
- Demonstrate a minimum of 8 examples aligned to the HR competencies of work experience primarily at the Advisory HR level using the STAR method

Part B: EMPLOYMENT HISTORY

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

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: mm/yyyy- mm/yyyy		
What percentage (%) of your work is HR? % <i>*If less than 51%, the experience will not count towards the years of experience requirement</i>		
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:		
Please provide a summary of the 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.		

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: mm/yyyy- mm/yyyy		
What percentage (%) of your work is HR? % <i>*If less than 51%, the experience will not count towards the years of experience requirement</i>		
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:		
Please provide a summary of the 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.		

Part C: WORK EXPERIENCE EXAMPLES

It is recommended that you use the STAR method (defined below) as a guide when providing **a minimum of 8 specific examples** (highlighting the respective competencies) where you provided HR advice and solutions at the **advisory level**. Applicants can submit more than one example for the same competency. It is encouraged to submit 8 – 10 examples and no more than 12.

Ensure you highlight the following in your examples:

- What level of autonomy and decision making you had.
- 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.

Example at the Advisory Level - “I analyzed and presented to the leadership team the results of our engagement survey. I was able to gain their support to invest in gender-neutral washrooms.” (HR Competency - 1.3.3). You should provide details on your actions, the context of the situation and how you influenced others to take action, change or made improvements.

STAR METHOD

For each competency selected with an “X” please provide your job title followed by **specific examples** in the 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 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.).

WORK EXPERIENCE EXAMPLES

Competency/Knowledge Area:

# _____	Position & Employer: _____ Example: _____
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Competency/Knowledge Area:

# _____	Position & Employer: _____ Example: _____
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Competency/Knowledge Area:

# _____	Position & Employer: _____ Example: _____
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Competency/Knowledge Area:

# _____	Position & Employer: _____ Example: _____
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Competency/Knowledge Area:

# _____	Position & Employer: _____ Example: _____
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Competency/Knowledge Area:

# _____	Position & Employer: _____ Example: _____
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Competency/Knowledge Area:	
# _____	Position & Employer: _____ Example: _____
Competency/Knowledge Area:	
# _____	Position & Employer: _____ Example: _____
Competency/Knowledge Area:	
# _____	Position & Employer: _____ Example: _____
Competency/Knowledge Area:	
# _____	Position & Employer: _____ Example: _____

Part D: HR COMPETENCIES

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

1.2.4 ☐	Strive for organizational productivity while focusing on employee wellbeing.
1.2.5 ☐	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.
1.2.6 ☐	Encourage employee wellness by endorsing healthy lifestyles, educating employees and providing opportunities for the enhancement of wellness to sustain overall employee and organizational health.
1.3	Inclusion, Diversity and Human Connections: Develop and implement practices that create connection, collaboration and work culture that is healthy, inclusive and embraces diversity.
1.3.1 ☐	Promote engagement, commitment, and motivation of employees by developing, implementing, and evaluating effective strategies to enhance productivity, morale and culture.
1.3.2 ☐	Support the development of initiatives through which leaders align culture, values, and work groups to increase productivity and engagement of employees.
1.3.3 ☐	Implement practices and processes that encourage collaboration and maintenance of a healthy, inclusive, and diverse working environment.
1.3.4 ☐	Provide support to individuals, teams and organizations to identify and achieve shared objectives.
1.3.5 ☐	Demonstrate the value of employee engagement using appropriate measures to encourage productivity, continuous improvement and innovation and strengthen attraction and retention of diverse employees.
1.3.6 ☐	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.

INTEGRATED TALENT MANAGEMENT

1.4	Total Rewards: 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.
1.4.1 ☐	Support the development of a total reward structure that encompasses compensation, pensions, and benefits.
1.4.2 ☐	Support the implementation of total rewards programs using an appropriate system ensuring market competitiveness and internal equity.
1.4.3 ☐	Ability to evaluate the total reward structure using appropriate metrics and monitoring trends and innovations.
1.4.4 ☐	Provide information about the value of and changes to total rewards using appropriate communication channels.
1.4.5 ☐	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.
1.5	Learning, Development and Succession Planning: Design, plan, support and promote the development of individual and organizational competencies for professional development for all.
1.5.1 ☐	Support opportunities for employees to learn and grow professionally that are aligned with business strategy and contribute to organizational objectives.
1.5.2 ☐	Identify organizational learning priorities aligned with the organization strategy using key stakeholder involvement to ensure appropriate learning and optimal return on investment.
1.5.3 ☐	Support the development of succession plans to ensure the organization is able to meet its medium—and long-term objectives.

1.5.4 ☐	Support the development of an organizational culture where learning occurs at different levels by engraining learning in everyday work.
1.5.5 ☐	Evaluate learning and development priorities and programs in accordance with sound measurement principles to document attainment and progress toward organizational objectives.
1.5.6 ☐	Support the development of leader coaching and mentoring to support learning and development priorities of employees.
1.6	Workforce Planning and Mobility: 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.
1.6.1 ☐	Support the development of strategies to build a strong employer brand and increase the attractiveness of the employer to potential employees.
1.6.2 ☐	Identify opportunities to shape the organization's employee value proposition to build a high-quality workforce.
1.6.3 ☐	Support the development of a workforce plan by identifying current and future talent needs of the organization.
1.6.4 ☐	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.
1.6.5 ☐	Implement a performance management system by measuring against established goals and expectations to align individual and organizational performance with strategy.

STRATEGIC DEVELOPMENT OF ORGANIZATIONS

1.7	HR Technology and Analytics: Align organizational technology and analytics from a perspective focused on human issues.
1.7.1 ☐	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.
1.7.2 ☐	Contribute to the improvement of processes, practices and technology policies within the organization.
1.7.3 ☐	Understand the basics of technology concepts and put into practice where applicable.
1.7.4 ☐	Contribute to the technology optimization process within the organization.
1.7.5 ☐	Understand and apply the latest advances in human resources automation to transform human resources practices.
1.7.6 ☐	Support organizations in their digital transformation and change management objectives.
1.7.7 ☐	Promote technological best practices within and outside the organization.
1.8	Innovation: 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.
1.8.1 ☐	Implement recognized approaches to encourage innovation and implement new ideas in your organization.
1.8.2 ☐	Promote best practices based on new developments and innovations.

1.8.3 ☐	Identify opportunities for innovation in your organization and its ecosystem.
1.8.4 ☐	Establish and nurture a culture of innovation through the implementation of processes that encourage innovative thinking, creativity, and experimentation.
1.9	Organizational Change and Development: Develop strategies and implement processes and projects that enable the organization to express its purpose and achieve its objectives.
1.9.1 ☐	Positively impact the organization and human resources practices by bringing to bear a strategic perspective enhancing the value of human resources.
1.9.2 ☐	Understand the importance of effective application of governance principles while keeping current with leading governance practices contributing to the approved strategy.
1.9.3 ☐	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.
1.9.4 ☐	Contribute to the organization's vision, mission, values and goals, demonstrating business acumen and participating in the strategic planning process, to support organizational objectives.
1.9.5 ☐	Align human resources practices by translating organizational strategy into human resources objectives and priorities to achieve the organization's plan.
1.9.6 ☐	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 New Brunswick's are outlined in the CPHR New Brunswick's Code of Ethics and Principles of Professional Conduct. Please confirm that you agree to abide by the CPHR New Brunswick's Code of Ethics & Principles of Professional Conduct.

I hereby agree to abide by the CPHR New Brunswick'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 New Brunswick's Code of Ethics & Principles of Professional Conduct to provide false or misleading information.

I confirm that I have requested a copy of my official transcript. Transcripts must be sent directly to CPHR New Brunswick's Code of Ethics & Principles of Professional Conduct from the granting institution. I understand that should the confirmation not be received by CPHR New Brunswick's Code of Ethics & Principles of Professional Conduct 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.

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 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: _____

EMPLOYER VERIFICATION – PREVIOUS EMPLOYER

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

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 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 Signature: _____

Date: _____

Printed First and Last Name: _____

Position: _____

Designation: _____

Contact Number: _____