

INFORMATION ON THE EQUIVALENCY EXAM FOR FUTURE CANDIDATES

This document contains information on the purpose of the exam and what it entails.

CRHA

Ordre des conseillers
en ressources
humaines agréés

TABLE OF CONTENT

| | |
|---|-----------|
| 1. PURPOSE AND TERMS OF THE EXAM..... | 3 |
| Purpose of the exam..... | 3 |
| Terms and content of the exam | 3 |
| Intervention Cycle..... | 4 |
| Format and language of the exam | 5 |
| Methods of correction and passing grade | 5 |
| In brief..... | 5 |
| 2. EXAM PREPARATION | 6 |
| Exam preparation tools..... | 6 |
| Preparation | 6 |
| 3. PREPARATION SUPPORT DOCUMENTS..... | 8 |
| 4. PLAGIARISM AND CONFIDENTIALITY..... | 10 |
| 5. FOLLOW-UP AFTER THE EXAM IS TAKEN | 11 |
| Obtaining your results | 11 |
| If you pass..... | 11 |
| If you fail | 11 |
| 6. FREQUENTLY ASKED QUESTIONS..... | 12 |

1 PURPOSE AND TERMS OF THE EXAM

PURPOSE OF THE EXAM

The equivalence exam enables the Ordre to fulfill its mission of protection of the public by validating that candidates for the CHRP or CIRC designation duly master the essential competencies required to practice the profession before being admitted to the roll of the Ordre.

This assessment tool is part of the equivalence admission process and aims at ensuring that the candidates have competencies equivalent to those of holders of a bachelor's degree allowing direct access to the CHRP or CIRC designation.

The evaluation process complies with the terms and conditions set out in the [Règlement sur les normes d'équivalence de diplôme et de la formation aux fins de la délivrance d'un permis de l'Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec](#).

TERMS AND CONTENT OF THE EXAM

The exam lasts four hours. The exam consists of three case studies, each containing ten essay questions and four multiple choice or short answer questions, for a total of 42 questions.

The case studies, which resemble real work situations, are used to measure the candidate's following competencies: **diagnose the exposed situation, design the preferred intervention, and plan and implement the intervention**. The multiple-choice questions are used to measure the theoretical knowledge underlying the professional practice of CHRPs and CIRC.

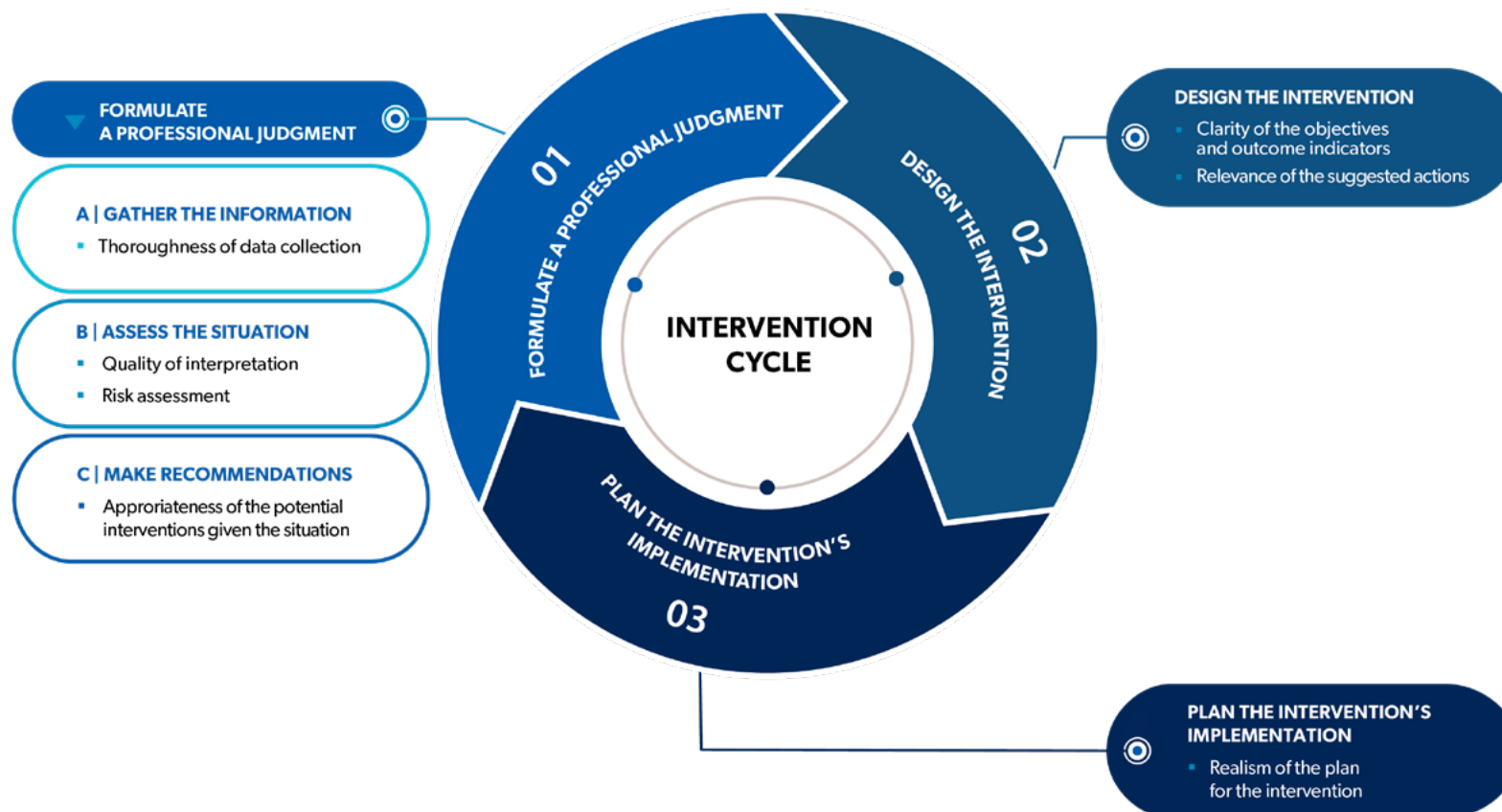
All questions relate to the professional fields presented in the [Competency Guide for CHRP and CIRC](#), namely:

| HEALTH AND ORGANIZATIONAL RELATIONSHIPS | INTEGRATED TALENT MANAGEMENT | STRATEGIC DEVELOPMENT OF ORGANIZATIONS |
|--|---|--|
|  Occupational health, safety and wellness |  Staffing |  Organizational development |
|  Labour relations |  Total compensation and mobility |  Innovation |
|  Teamwork |  Competency development and succession |  Technology |

INTERVENTION CYCLE

To measure the capabilities of candidates, the Ordre uses the intervention cycle as a methodology to address an HR/IR issue. The intervention cycle includes all the steps that a human resources or industrial relations professional will follow to analyze and resolve a situation.

For each step of the intervention cycle, there are actions to take (e.g., gathering information to identify the need, assessing the situation, making recommendations, etc.). Each action corresponds to an evaluation criterion. The evaluation grid is therefore based on the intervention cycle.



FORMAT AND LANGUAGE OF THE EXAM

The exam is held twice a year, once in the spring and once in the fall. It is taken online via a platform, in synchronous mode, at the same date and time for all candidates. The duration of the exam is four hours. It is offered in French and English, at the candidate's choice upon his/her application.

GOOD TO KNOW!

The exam is open book **but only paper documents are permitted.**

Candidates may use the Ordre's reference books, exam preparation materials, handwritten notes, and a language dictionary. Under no circumstances may they do electronic research or use the Internet. Use of electronic resources (PDF, e-book, etc.) is also prohibited.

Any access to unauthorized material during the exam will be detected and may result in penalties up to, and including, cancellation of the exam.

METHODS OF CORRECTION AND PASSING GRADE

The development questions are directly related to the criteria outlined in the grid and answers will be evaluated based on the following four ratings:

| | | | |
|---|---|---|--|
| EXEMPLARY (A)  | COMPETENT (B)  | IN PROCESS (C)  | INADEQUATE (D)  |
|---|---|---|--|

An **A** or **B** rating means that the candidate has **successfully completed the question.**

A **C** or **D** rating means that the answer provided is considered to be below the threshold to access the profession and that the candidate has **failed the question.**

Development questions account for 80 % of the exam. In order to pass the exam, it is therefore important to answer as many of these questions as possible in a skilled or exemplary manner.

Multiple-choice questions account for 20 % of the exam. They all have the same relative value and there is only one correct answer in the four answer choices. The correction of these questions is therefore automated.

The passing grade for the exam is 60 %.

IN BRIEF



TYPE OF EXAM

Essay questions
(80 % weighting)

Multiple-choice or short answer questions
(20 % weighting)



PASSING GRADE

60 %



ADMINISTRATION MODE

Online platform, synchronous mode



DURATION OF THE EXAM

4 hours, 9 am to 1 pm



LANGUAGE

French or English

2 EXAM PREPARATION

EXAM PREPARATION TOOLS

Once you have registered for the exam, you will have access to the online tool platform, which includes the document “Help in Preparing for the Equivalency Exam,” which contains all the information you need to prepare for the exam. You will find, among other things, the evaluation grid used to correct the open-ended questions.

Other tools will also be available, such as:

- Practise case studies;
- A glossary of terms used in the practice of the CHRP/CIRC profession;
- A comprehensive list of hyperlinks to labour laws.

In addition, the Ordre offers candidates who have registered for the exam two preparation sessions in the 4 to 8 weeks prior to the exam.

PREPARATION

In order to prepare for the exam, it is essential that you get to know the [Competency Guide for CHRP and CIRC](#), the Intervention Cycle and the evaluation grid that will be used to rate your answers.

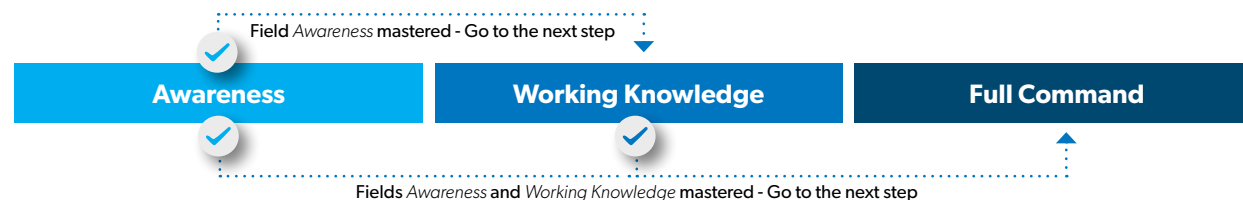
THE COMPETENCY GUIDE FOR CHRP AND CIRC : WHAT THE ASSESSMENT IS ABOUT

The equivalence exam validates if you have the competencies specified in the nine professional fields set out in the Competency Guide for CHRP and CIRC for the first three zones : *Awareness*, *Working Knowledge* and *Full Command*.

Table 1 – The nine professional fields of competency for CHRPs and CIRCs

| PROFESSIONAL FIELDS | FAMILIES |
|--|---|
| Occupational health, safety and wellness | HEALTH AND ORGANIZATIONAL RELATIONSHIPS |
| Labour relations | |
| Teamwork | |
| Staffing | INTEGRATED TALENT MANAGEMENT |
| Total compensation | |
| Competency development and succession | |
| Organizational development | STRATEGIC DEVELOPMENT OF ORGANIZATIONS |
| Innovation | |
| Technology | |

The Competency Guide is based on the principle that the first two zones, *Awareness* and *Working Knowledge*, must be mastered in order to get to *Full Command*. This third zone refers to the *diagnosis*, *design of intervention*, *action plan* process which is at the heart of the exam assessment.



For each of the nine professional fields, the *Awareness* level refers to all the elements of knowledge that a CHRP | CIRC should attain. You will see that the terms *laws*, *public policies* and *best practices* are used for each field. In the next two levels, the types of activities become more complex ; for instance, from *knowing* and *promoting* at the first level, we move on to *analyzing* and *understanding*, *assessing risks*, *proposing corrective actions*, etc.

SELF-ASSESSMENT

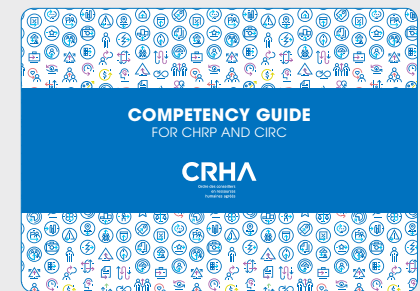
Your first self-assessment exercise in your preparation strategy should be consulting the [Competency Guide for CHRP and CIRC](#). As you look at the description of each of the professional fields, ask yourself the following questions:

1. Am I aware of most of the laws, public policies and best practices in this field? If your answer is yes, continue your self-assessment. If not, plan time and activities to review (and read) these items.
2. Am I able to analyze a problematic situation, understand the issues at stake in order to evaluate the risks and suggest corrective actions? If your answer is yes, continue your self-assessment. If your answer is no, plan time and, in this case, review activities that go beyond reading. For example, write a case study provided at the end of a chapter in a reference book and discuss it with someone who works in that specific field.

THE EVALUATION GRID

It is essential to review the evaluation grid to adequately prepare for the exam. La grille, disponible sur la plateforme d'outils en ligne, spécifie les critères d'évaluation et vous indique à travers quelles lunettes vos réponses à développement seront analysées. Servez-vous de cet outil pour structurer vos réponses !

TO CONSULT THE COMPETENCY GUIDE FOR CHRP AND CIRC, PLEASE CLICK HERE.



3 PREPARATION SUPPORT DOCUMENTS

There are a variety of resource materials available to help you prepare for the exam. **None of these sources prevails, as you will need to adjust your study strategies based on the findings that emerge from your self-assessment.** However, it is recommended to review one of the general reference works and guides produced by the Ordre.

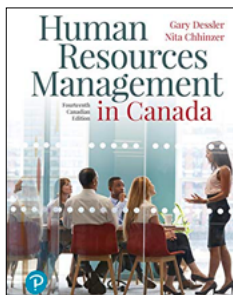
GENERAL WORKS (IN ENGLISH)

Two reference works are considered general. Since they are judged equivalent, we advise you to get only one of these two books for your preparation.

Each of the chapters in these books addresses one of the professional fields assessed in the exam. Reviewing one of these books may prove to be sufficient for those who are in *Full Command* of the nine professional fields (with the exception of harassment prevention).

IMPORTANT:

Unlike the suggested French-language reference works, the English-language reference works do not always take into account Quebec labour laws. Therefore, the **Ordre encourages candidates who choose to write the exam in English to review the *Guide sur la législation applicable au Québec en droit du travail*** produced by the Ordre and, if necessary, to get one of the two French-language general works mentioned above.



[Human Resources Management in Canada](#)

14th edition

Gary Dessler and Nita Chhiner

ISBN : 9780134882758



[Managing Human Resources](#)

9th edition

Monica Belcourt, George W. Bohlander,
Scott Snell and Shad Morris

ISBN : 9780176798055

GENERAL REFERENCE WORKS (IN FRENCH)



La gestion des ressources humaines : tendances, enjeux et pratiques actuelles

6th edition

Tania Saba and Simon L. Dolan

ISBN : 9782761395601



Relever les défis de la gestion des ressources humaines

6th edition

Sylvie St-Onge, Sylvie Guerrero, Victor Haines
and Julie Dextras-Gauthier

ISBN : 9782765075967

4 PLAGIARISM AND CONFIDENTIALITY

Throughout the application or evaluation process, cheating and plagiarism are considered forms of misconduct and are not permitted. Anyone caught cheating or helping others cheat may be denied the title of CHRP.

To ensure the integrity of the selection and evaluation process, the content and questions of the examination must remain confidential. You must complete the assessment on your own and without the help of others. You must not talk to anyone about the content of the exam, including other candidates, and you must not disclose any of the exam's questions to anyone. Any breach of confidentiality could jeopardize your registration with the Ordre.

IN CASE OF NON-COMPLIANCE WITH REGULATIONS, THE FOLLOWING SANCTIONS AND CONSEQUENCES MAY BE IMPOSED :

- Warning;
- Exam inadmissible;
- Exam retake - the registration fees are assumed by the candidate;
- Assignment of a "Fail" score on the exam;
- Imposition of a time limit, determined by the Executive Committee, before the exam can be retaken;
- Definitive expulsion from the admissions process, in case of repeat offences.

The rules for taking the online equivalency exam are available to candidates on the online tools platform.

5 FOLLOW-UP AFTER THE EXAM IS TAKEN

OBTAINING YOUR RESULTS

Results are communicated within 8 to 10 weeks after the exam is taken. An email will be sent to notify you that your results are available in your online file. Therefore, to access your file, it is important that you use the same email address as the one used for exam-related communications.

IF YOU PASS

If you pass the test, you will be able to apply for your licence directly in your online file once you receive your result.

In order to do so, you will need to enrol in the mandatory professional liability insurance program. You will also have to pay your dues to the Office des professions du Québec and the Conseil interprofessionnel du Québec, as well as your dues to the Ordre (prorated for the months remaining until March 31). Once these fees have been paid, your file will be submitted to the Executive Committee for final approval. This is the last step before you can proudly hold the title of CHRP or CIRC.

IF YOU FAIL

If you fail the exam, your performance profile showing your score will be available in your file. This will allow you to identify your weaknesses and try to improve them in case of a retake. You have two options :

- Make a request to review your exam paper;
- Re-register for the exam through your online file. You will have to pay the registration fee for this new attempt.

IMPORTANT :

Note that you have three years, following acceptance of your file by the equivalency committee, to pass your exam. Contact the admissions team to find out your exam eligibility deadline.

In addition, depending on the result obtained, some candidates are eligible to receive a training prescription. If necessary, the Equivalency Committee will conduct a thorough evaluation of your application and equivalency exam results. After analysis, they could grant you an equivalency conditional on the completion of additional training (requirement). For example, we may require you to complete a three-credit university course in one of the CHRP/CIRC professional areas of expertise within a specified time frame. Then, upon receipt of proof of successful completion of your requirement, you would be eligible to earn the CHRP/CIRC designation without having to retake the equivalency exam.

6 FREQUENTLY ASKED QUESTIONS

How many hours of study should I do in preparation for the exam?

The number of hours required to prepare for the exam differs greatly from one candidate to another for various reasons. However, according to our statistics, exam candidates study on average between 50 and 70 hours.

Are there any preparatory courses or training?

The Ordre offers candidates registered for the exam two preparation sessions in the 4 to 8 weeks preceding the exam. However, the Ordre does not offer any refresher courses or academic training in human resources or industrial relations for the examination.

Are there any penalties for spelling mistakes?

No, we do not take spelling mistakes into account. However, we recommend that you keep your sentences short and concise.

What are the technology and system requirements for taking the exam online ?

The desktop or laptop computer you use must meet the minimum technological requirements and the necessary configurations. Tablets are not supported by the platform.

To assist you, the platform provider will provide candidates with a validation tool for the technical specifications required to use the platform three weeks prior to the exam. You will also receive a User Guide. In the event of difficulties, applicants may contact the provider in advance.

Here are the recommended configurations :

- Processor : 4 cores, 4 threads
- RAM : 8 GB
- Screen resolution : 1920 x 1080
- Browser : Google Chrome (up-to-date)
- Operating system : Windows 10 or MacOS 11
- Internet connection : the use of a wired connection should be prioritized over a wireless connection.
- Download speed of 30 Mbps and upload speed of 10 Mbps

My computer does not have the recommended configurations, can I still take the exam ?

The recommended configurations provide an optimal exam experience and minimize slowness. However, you will be able to take the exam even if your computer does not meet the minimum technology and configuration requirements. If this situation pertains to you, please contact the provider before the exam to find out more.

What are the monitoring measures used during the exam ?

To ensure the integrity of the exam process and to preserve the value of the CHRP | CIRC designation, several measures are implemented to prevent cheating and plagiarism during the exam. Video monitoring and verification of the writing process via screen sharing will be used throughout the exam.

What materials are permitted during the exam ?

Use of electronic devices other than a computer while taking the exam is prohibited. You must use only one monitor : a laptop cannot be connected to a monitor.

Is it possible to go to the bathroom during the exam ?

Yes, it is possible to go to the bathroom during the exam. However, we suggest being prepared in advance : bring your snacks and tissues and minimize visits to the bathroom, etc. to limit time lost. Once the exam has started, you will be able to take short breaks, but it will not be possible to stop the timer.

I will be outside of Quebec during the scheduled exam, what should I do ?

The exam is conducted at the same date and time for all candidates and will be held online using a synchronous technological platform.

Candidates outside of Quebec, who are not in the same time zone, must adjust to Quebec time and notify the Ordre.



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If you have any questions or comments about
this information guide, feel free to contact
the Ordre des conseillers en ressources humaines agréés

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