

**IPMA - Canada**  
**Human Resource Management Certificate**  
**Guidelines June 2004**

**OVERVIEW:**

IPMA - Canada's national Human Resource management Certificate will consist of ten (10) human resource management educational competencies, five (5) core and five (5) elective. The HRM certificate is designed to recognize the learning necessary for a successful career in human resource management today.

**CERTIFICATE AIMS:**

1. To recognize credit level learning that satisfies the established requirements for a national certificate in human resource management.
2. To establish a national HRM certificate that will provide members, with an opportunity to continue/upgrade/recognize their professional development.
3. To incorporate the national HRM certificate as another option, within the education/experience requirements of the IPMA-CP & IPMA-CS designations.
4. To identify educational competencies established by our national human resource association, for a human resource management certificate.
5. To maintain educational standards for a career in human resource management

**PROCESS:**

Members can complete the requirements for national HRM certificate at various public post-secondary institutions (i.e. colleges/universities) throughout Canada. Members who successfully complete credit level courses and fulfill the requirements of the identified educational competencies will be granted credit towards the certificate (i.e. complete Busxxx at college/university awarded credit for HRM certificate – Intro to HR). Once a member has fulfilled all ten (10) educational competencies by successfully completing ten (10) credit level courses and forwarding official transcript/fees, a national certificate will be issued. Note that four (4) of the credit level courses must have been completed within the previous two years of the issue date of the certificate.

Initially, several colleges/universities in the various provinces throughout Canada with assessed and approved courses that fulfill the certificate competencies will be identified. If a member has completed or wants to complete credit level courses at another public

post secondary institution or a new course has been developed then, the member is to forward a detailed course outline for prior approval or acceptance before completing the course.

### **CERTIFICATE EDUCATIONAL COMPETENCIES:**

- A. Core Competencies (all 5 required)
- Human Resource Management
  - Industrial/Employment Relations
  - Recruitment & Selection
  - Employment & Labour Law
  - Organizational Behaviour
- B. Elective Competencies (any 5 out of 10)
- Training & Development
  - Compensation & Benefits
  - Human Resource Information Systems
  - Workplace Safety
  - Human Resource Planning
  - Attendance & Disability Management
  - Current Issues in Human Resource Management
  - Collective Bargaining/Administration
  - Dispute Settlement
  - Current Issues in Industrial/Employment Relations

HRM Certificate  
(10 Competencies)

5 Core Educational  
Competencies

5 Elective Educational  
Competencies

**CERTIFICATE PROCESS MAP:**

A. Members with no prior credit level courses completed.

Complete Approved Credit  
Level Courses \*

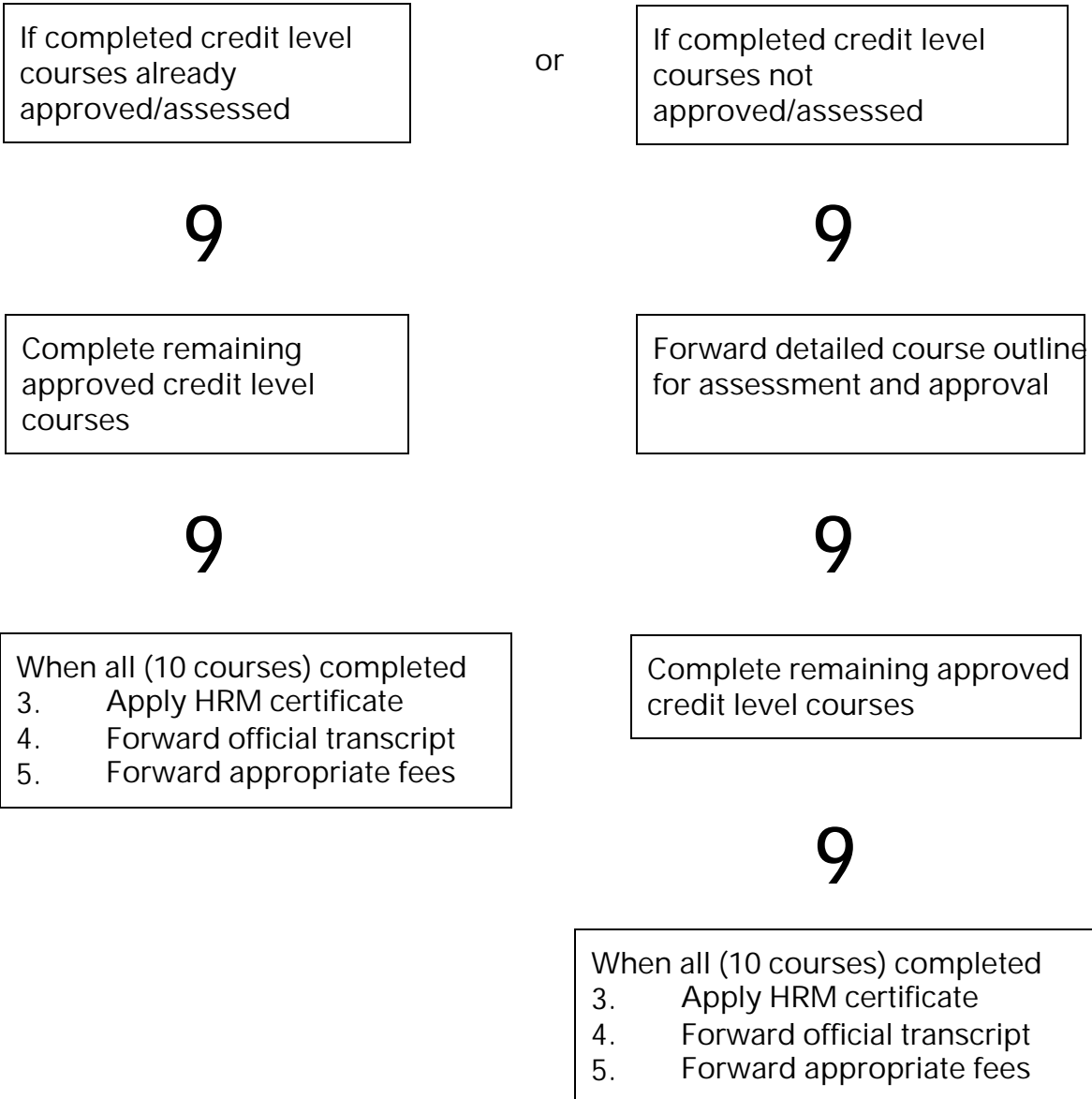
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When all (10 courses) completed:

1. Apply HRM Certificate
2. Forward Official Transcript(s)
3. Forward Appropriate Fees

**Note at least four (4) of the ten (10) courses must have been completed within two years prior to the issue date of the certificate.**

B. Member with prior credit level courses completed.



**Note at least four (4) of the ten (10) courses must have been completed within two years prior to the issue date of the certificate.**

**FEES:**

Non-members

\$125 (Certificate) + cost of a one year membership + GST

Members

\$125 (Certificate) + GST

Certified Members

\$100 (Certificate) + GST