

IPMA- Canada



IPMA-CANADA INTERNATIONAL CERTIFICATION PROGRAM

IPMA-CP (IN TRAINING) | IPMA-CP | IPMA-ACP | IPMA-EX | IPMA-CE

ipma**igp**
CANADA
promoting professional HR management

IPMA-CANADA INTERNATIONAL CERTIFICATION PROGRAM

IPMA-Canada is a national human resource management association whose mission is to promote excellence in the practice of human resource management.

The IPMA-Canada HR certification program is designed to enhance our members' HR knowledge, develop their leadership and team-building skills, afford them the necessary skills to become effective business partners, and to expand their capacity as change agents.

Our program is based on prior learning and demonstrated competencies, and honours both post-secondary education and on the job human resource experience.

IPMA-Canada's certification program provides recognition of your expertise and professionalism by a National Human Resource Association confirms your human resource knowledge and skills through recertification every three (3) years and provides national and international portability of your designation. IPMA-Canada's HR certification program consists of five international designations:

- IPMA- CP (In Training)
- IPMA-CP
- IPMA-ACP
- IPMA-EX
- IPMA-CE

IPMA-CANADA CERTIFICATION

IPMA-Canada Certification Program

focuses on three key

roles of the human

resource professional:

- Business Partner
- Change Agent
- Leader

IPMA-CP (In Training)

Certified Professional – In Training

IPMA-CP (In Training) recognizes individuals who have the desire to become a certified professional but do not yet meet all of the requirements. They are in the initial stages of their career in human resources (HR) and would like to broaden their understanding in HR as a Business Partner, Change Agent, and Leader. This will show prospective employers that they are working towards a professional designation in HR.

Complete the IPMA-CP *Application Form* and submit it to national@ipmaigp.ca

Note: IPMA-CP (In Training) candidates have the ability to advance to the IPMA-CP designation upon completion of the required education or experience identified on the IPMA-CP certification page.

IPMA-CP (IN TRAINING)

The certification requirements for an IPMA-CP (In Training), include:

- Completion of acceptable post-secondary education with a focus on Human Resources and no HR experience;
OR
- No post-secondary education and a minimum of three years' HR experience;
AND
- Completion of the IPMA-Canada, "Developing Leaders in HR Management Workshop";
AND
- Successful completion of the Certification Exam

IPMA-CP

Certified Professional

IPMA-CP recognizes individuals who are mid-level human resource (HR) professionals and would like to strengthen their understanding in HR as a Business Partner, Change Agent and Leader.

HR Experience for the IPMA-CP designation must be demonstrated in at least one of the technical proficiency areas.

Complete the IPMA-CP *Application Form* and submit it to national@ipmaigp.ca

Once certified, you will be required to recertify every three years. For information on the requirements for recertification go to <https://ipma-aigp.com/recertification>

Note: IPMA-CP candidates have the ability to advance to the IPMA-Advanced Certified Professional (IPMA-ACP) designation upon completion of the required education and/or experience as identified on the IPMA-ACP certification page.

IPMA-CP

The certification requirements for an IPMA-CP include:

- Completion of post-secondary education in an acceptable program and HR experience that when combined equals a minimum of 4 years; OR
- If no post-secondary education in an acceptable program, a minimum of 8 years' HR experience is required;
AND
- Completion of IPMA-Canada "Developing Leaders in HR Management Workshop";
AND
- Successful completion of the Certification Exam

IPMA-ACP

Advanced Certified Professional

IPMA-ACP recognizes individuals who are advanced-level human resource (HR) professionals and would like to reinforce their understanding in HR as a Business Partner, Change Agent and Leader.

Professional HR experience for the IPMA-ACP designation must meet the requirements of one mastery level and one journey level technical proficiency areas **OR** a minimum of three journey level technical proficiency areas.

Complete the IPMA-ACP *Application Form* and submit it to national@ipmaigp.ca

Once certified, you will be required to recertify every three years. For information on the requirements for recertification go to <https://ipma-aigp.com/recertification>

Note: IPMA-ACP candidates have the ability to advance to the IPMA-Executive (IPMA-EX) designation upon completion of the required education and/or experience as identified on the IPMA-EX certification page.

IPMA-ACP

The certification requirements for an IPMA-ACP include:

- Completion of post-secondary education in an acceptable program and professional HR experience that when combined equals a minimum of 8 years. The combination must include at least 1 year from each of education and experience;
AND
- Successful completion of the Certification Exam.

IPMA-EX

Executive

IPMA-EX recognizes individuals who are expert-level human resource (HR) professionals and who are at the pinnacle of their profession demonstrating their expert understanding in HR as a Business Partner, Change Agent and Leader.

Complete the IPMA-EX *Application Form* and submit it to national@ipmaigp.ca

Once certified, you will be required to recertify every three years. For information on the requirements for recertification go to <https://ipma-aigp.com/recertification>

IPMA-EX

The certification requirements for an IPMA-EX include:

- Completion of a graduate level degree from a recognized post-secondary institution and a minimum of 6 years' recent professional HR experience; OR
- Completion of a bachelors' level degree from a recognized post-secondary institution and a minimum of 8 years' recent professional HR experience; OR
- An equivalent combination of education and training and a minimum of 12 years' recent professional HR experience; AND
- Currently hold the designation of IPMA-ACP; and
- Currently, or within the last 12 months hold the position of Director, Executive Director, or Vice President with the responsibility of HR management including the full suite of HR services or specialized HR services, and is responsible for direct or indirect supervision of a minimum of 5 HR professionals.

IPMA-CE

Certified Emeritus

IPMA-CE recognizes individuals who are retired human Resources (HR) professionals and who are current certified members of IPMA-Canada in good standing.

Complete the IPMA-CE *Application Form* and submit it to national@ipmaigp.ca

Members who become certified emeritus are no longer required to recertify every three years.

IPMA-CE

The certification requirements for an IPMA-CE include:

- Retired as a certified member of IPMA-Canada in good standing; AND
- Pay annual IPMA-CE memberships fees

RECRUITMENT AND SELECTION

Demonstrated proficiency in applying the principles of recruitment and selection in support of the organization in meeting its staffing needs or in supervising, coaching, mentoring, and evaluation of Human Resource Professionals performing these functions.

MASTERY

Has senior level responsibility for determining the organization's recruitment and selection policies and procedures. This includes relevant legislation and regulation; recruitment sources and techniques; internal inventories; assessment tools; industry best practices; professional recruitment practices.

OR

Has specialist role responsibility as support to the organization in the recruitment and selection process. Role responsibility also includes adherence to applicable policies, procedures, regulations and legislation.

This may include the following, but is not exclusive of other supports:

Developing or assisting with identifying education, experience, or competencies required for a position or group of positions;

Identifying potential pools of applicants within the available job market;

Developing or assisting with the delivery of a wide variety of recruitment tools;

Providing advice and assistance to managers with respect to the screening of potential applicants;

Providing advice and assistance to managers on the interview process including question preparation, interview panel composition, reference checking, etc.

Providing strategic advice and assistance to managers on identifying their staff needs to meet current and future program requirements and strategies for career development of current staff.

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IPMA-Canada

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RECRUITMENT AND SELECTION

JOURNEY

Has role responsibility as support to management in the recruitment and selection process. Role responsibility also includes adherence to applicable policies, procedures, regulations and legislation.

This may include the following, but is not exclusive of other supports:

Developing or assisting with identifying education, experience, or competencies required for a position or group of positions;

Identifying potential pools of applicants within the available job market;

Developing or assisting with the delivery of a wide variety of recruitment tools;

Providing advice and assistance to managers with respect to the screening of potential applicants;

Providing advice and assistance to managers on the interview process including question preparation, interview panel composition, reference checking, etc.

Providing strategic advice and assistance to managers on identifying their staff needs to meet current and future program requirements and strategies for career development of current staff.

OR

Has role responsibility in supporting management on a variety of deployment processes, i.e. transfers, secondments and reassignments in accordance with established policies and procedures.

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EMPLOYEE & LABOUR RELATIONS

Contributes to an organizational climate resulting in effective employee and labour relations or supervises, coaches, mentors, and evaluates Human Resource Professionals performing these functions.

MASTERY

Has been the principal person responsible for representing management's position and interests on labour/management committees and partnerships that have wide ranging impact on the organization.

Has developed the strategic plan with stakeholders, including determining the scope and boundaries of the initiative/partnership, and analyzing trends and factors likely to impact participating groups and organizations.

Has guided implementation of the results with departments and stakeholders, including the establishment of principles.

Has been involved in defining and establishing terms and conditions of employment programs.

Has been responsible for ensuring appropriate strategies are in place for dispute resolution which are aligned with industry best practices, change management techniques, progressive discipline practices, relevant legislation and regulations, management and supervisory practices, and organizational culture and values.

Has represented the organization as lead negotiator in the collective bargaining negotiation process, including determining bargaining strategies, collecting and presenting information for decision-making, and coaching the bargaining team through all phases of the process.

Has ongoing role responsibility at a senior level in interpreting employment contracts and terms and conditions of employment and in providing expert advice to practitioners and management in these areas; and has been involved in establishing precedents which may have organizational-wide impacts.

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EMPLOYEE & LABOUR RELATIONS

Has provided training to organizational management on contract/agreement language and effective employee/labour relations practices.

Has represented the employer in ruling as final step in the grievance process as part of the collective agreement.

Has provided advice and guidance to the employer in response to legal and illegal job actions.

Note: Mastery requires proficiency in at least 50% of the areas noted above.

JOURNEY

Has been an active participant in a labour/management committee with a wide ranging impact on the organization.

Has provided support and expert advice to managers in dealing with day-to-day employee relation situations (i.e. respecting collective agreements, various policies, procedures and practices, and including hiring, discipline and termination).

Has interpreted and applied conflict resolution methods and procedures.

Has participated as an active team member involved in the collective bargaining negotiation process.

Has role responsibility in interpreting employment contracts and terms and conditions of employment.

Has provided support to the employer in the grievance process as part of the collective agreement.

Has been involved in information gathering or investigation, in a dispute resolution case, followed by the development of conclusions and/or recommendations to the employer.

Note: Journey requires proficiency in at least 50% of the areas noted above.

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ORGANIZATIONAL EFFECTIVENESS & EMPLOYEE LEARNING

Has demonstrated proficiency in the application of organizational effectiveness and employee learning, training and development strategies supporting the organization's ability to accomplish their business or supervises, coaches, mentors, and evaluates Human Resource professionals performing these functions.

MASTERY

Has lead the design of an organization-wide employee training and development and/or organizational effectiveness program and has managed the implementation of the program using internal staff and external providers, if necessary, to accomplish overall organizational goals. The program would be all-inclusive for the organization, including methods for increasing knowledge and skill levels, increasing productivity and efficiency, and providing career enhancement opportunities.

This may include the following, but is not exclusive of other supports:

- Has developed and reviewed requests for proposals (RFP), reviewed submissions received, and made recommendations.
- Has designed and/or facilitated post training support activities to ensure transfer of learning to the workplace.

Note: In order to qualify for 'Mastery', there needs to be demonstration of progressive responsibilities in this area of the HR profession.

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ORGANIZATIONAL EFFECTIVENESS & EMPLOYEE LEARNING

JOURNEY

1. Based on needs and analyses appropriate to specific situations, as a business partner with the client, has designed and implemented a wide range of organization development interventions such as: strategic planning, team building, communications improvement, workforce planning, process analysis, talent management, change management, and employee engagement.

OR

2. Based on a needs analysis, has designed, developed and presented employee training and development programs appropriate to specific organizational needs identified by departmental clients or the organization's training and development program, including courses for knowledge and skill improvement, productivity and efficiency improvement, and/or career enhancement. Develops criteria for selection of contract trainers and subsequently evaluates their effectiveness.

These may include the following, but are not exclusive of other supports:

- Has assisted employees in identifying career paths, establishing learning plans and activities identified as required in meeting personal and organizational success.
- Has developed training plans, identified budget requirements, and monitors expenditures.
- Has developed and reviewed requests for proposals (RFP), reviewed submissions received, and made recommendations.
- Has facilitated post training support activities to ensure transfer of learning to the workplace.

NOTE: Journey can be obtained by achieving number 1 or 2 above

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CLASSIFICATION

Demonstrated proficiency in applying the principles of classification (job evaluation) that support the organization's philosophy, strategy, finances, and staffing plans or supervises, coaches, mentors, and evaluates Human Resource professionals performing these functions.

MASTERY

In consultation with senior management of the organization, has successfully conducted studies of occupational groups, designed new classification series and performed classification research in a jurisdiction or major organizational unit that included analysis of executive, managerial, professional and/or operational positions and the development of a classification plan that supports the organization's strategic objectives and organizational plan. The studies should include the development new classification groups, development of criteria, and the allocation of positions within the classification groups.

JOURNEY

Has role responsibility for reviewing job duties and recommending the allocation of positions to existing classification groups and/or the development of proposals to establish new classes within a particular area.

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COMPENSATION

Demonstrated proficiency in applying compensation principles to the design and maintenance of compensation plans that support the organization's financial, staffing and strategic human resource plan or supervises, coaches, mentors, and evaluates Human Resource professionals performing these functions.

MASTERY

In consultation with the senior management of the organization has successfully researched, developed, and implemented an organization-wide compensation strategy that supports the organization's objectives, reflects fiscal and labour market factors, attracts and retains capable employees and encourages outstanding performance.

JOURNEY

Has responsibility for collecting and analyzing labour market data and compensation practices and addressing the fiscal impact and effect of compensation alternatives.

Develops requests for/or reviews and approves the establishment of salary rates, ranges or other compensation incentives.

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EMPLOYEE BENEFITS

Has demonstrated skills in the performance of duties related to design, management, and administration of employee benefit programs or supervises, coaches, mentors, and evaluates Human Resource professionals performing these functions.

MASTERY

Has administered a wide variety of benefit programs such as health, life insurance, retirement plans, cafeteria plans, short and long-term disability plans.

Has directed and participated in plan design, selection and negotiation with service providers on rates and plan design.

Has evaluated the cost effectiveness of various benefit plans and options.

Has developed and/or implemented policies and procedures to comply with applicable laws and regulations.

Has evaluated the effectiveness of current benefit management program and forecasted future organizational and employee needs and requirements.

Note: Mastery requires proficiency in at least 75% of the areas noted above.

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EMPLOYEE BENEFITS

JOURNEY

Has assisted in the design and administration of a variety of benefit management programs.

Has interpreted and applied laws, rules, and regulations pertaining to program administration.

Has developed, designed and/or delivered presentations.

Has served on labour management benefit committees.

Has researched and resolved difficult eligibility, claim, and benefit issues for members.

Has worked with a variety of service providers and programs.

Has assisted (i.e. provided input) in evaluating the cost effectiveness of benefit management plans and options.

Note: Journey requires proficiency in at least 50% of the areas noted above.

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DIVERSITY, INCLUSION & CULTURAL AWARENESS

Contributes to an organizational climate of diversity, inclusion and cultural awareness through demonstrated proficiency in the development and implementation of strategies and programs to support the organization's strategic human resource plan and vision or supervises, coaches, mentors and evaluates Human Resource Professionals performing these functions.

MASTERY

Provides ongoing consultation and support to senior management in the establishment and implementation of organizational diversity, inclusion and cultural awareness goals and initiatives. Collaborates with all business units to ensure these are integrated into business plans and operating procedures and continuously evaluates and provides recommendations on current and new programs and initiatives.

JOURNEY

Responsible for the interpretation and application of policies and procedures on diversity and inclusion practices.

Has prepared and presented training programs to a wide variety of audiences, prepared resource materials and binders.

Has provided advice and assistance to managers and staff on issues related to diversity, inclusion and cultural awareness.

Has been involved in the conduct of workforce analyses including the interpretation and application of labour force statistics.

Has developed and recommended programs and strategies to eliminate employment barriers, increase cultural awareness, and promote diversity in the workplace.

Note: Journey requires proficiency in at least 50% of the areas noted above.

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HR POLICY, PLANNING, RESEARCH & ANALYSIS

Demonstrated proficiency in applying the principles of policy, research, data analysis, and/or workforce planning in supporting the organization's ability to achieve current and future human resource management goals or supervises, coaches, mentors, and evaluates Human Resource professionals performing these functions.

JOURNEY

Has been actively involved in assisting in the completion of research studies on a broad range of human resource issues by designing and administering surveys or other data collection instruments, compiling data, performing statistical analysis, and preparing study findings. Serves as a resource to the organization on research, design, and statistical analysis. Is proficient with statistical software packages. An example in this area is involvement in an employee engagement survey.

Has had responsibility for collecting and analyzing the organization's employee demographic, turnover, and hiring statistics and has applied workforce planning forecasting models to establish the organization's workforce plan. Has participated in developing, implementing, and evaluating interventions based on the organization's adopted workforce planning model.

Has researched and analyzed human resource management trends, HR metrics and emerging policy issues to support the employer's decision making process.

Has been actively involved in developing, implementing or managing a policy, planning and accountability framework with emphasis on strategic analysis and advice in support of the employer's human resource agenda.

Has supported the enhancement of human resource policies and programs through evaluation, monitoring and implementing the necessary policy development required to assist the employer reach its HR policy priorities.

Note: Journey requires proficiency in at least 50% of the areas noted above (all descriptors above are determined to be at the Journey level)

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HEALTH, WELLNESS & SAFETY

Contributes to an organizational climate of health, wellness, and safety through demonstrated proficiency in the development and implementation of strategies and programs to support the organization's strategic human resources plan and vision or supervises, coaches, mentors, and evaluates Human Resource professionals performing these functions.

MASTERY

Provides ongoing consultation and support to senior management in the establishment and implementation of health, wellness, and safety initiatives and goals. Collaborates with all business units to ensure that these are integrated into business plans and operating procedures and continuously evaluates and provides recommendations on current and new programs and initiatives.

JOURNEY

Leads the development and implementation of an organizational health and wellness program by developing initiatives pertaining to physical and behavioural health and personal lifestyles.

Administers, coordinates, and manages occupational health claims for ill or injured employees, including facilitating early intervention, return to work arrangements, liaison with insurance companies, and workplace accommodations.

Develops, implements, and maintains effective investigation procedures for all incidents and dangerous occurrences.

Identifies and assesses training needs related to safe work practices and develops, implements and maintains training manuals and programs, including coordinating and delivering training sessions.

Develop new health and safety initiatives taking into consideration and applying policies, procedures and legislation.

Develops and coordinates education sessions and provides information materials on a regular basis related to health, wellness, safety, ergonomics, and workplace illness/injury/incident case management to managers, supervisors and employees.

Ensure the organization is compliant with all relevant safety legislation, i.e. WHMIS, First Aid Responder, Workplace Safety & Health Committees, air quality, forklift, etc.

Note: Journey requires proficiency in at least 50% of the areas noted above.

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LEADERSHIP

Contributes to the organizational workforce plan by involvement in the development, communication, and delivery of the vision for human resource management and ensure it is aligned and integrated with the framework, business plan and mandate of the overall organization or supervises, coaches, mentors, and evaluates Human Resource professionals performing these functions.

MASTERY

Influences and contributes to business and planning discussions by provided HR expertise, advice and direction and is the primary contact for senior executive management to consult with no sensitive HR issues.

Translates corporate direction, strategies, and vision into realistic and meaningful plans for the Human Resource team. Understands corporate and client goals, priorities and strategies and ensures alignment with HR professionals work assignment and priorities.

Provides expert advice and guidance to CEO/Senior Management on a variety of HR matters such as: statutory provisions, compensation plan design, policy development and amendment, human resource plan design and implementation and the resolution of collective bargaining issues.

Provides general direction to and final oversight over HR management issues in the following functional areas:

- Recruitment and Selection
- Employee and Labour Relations
- Organizational Effectiveness & Employee Learning
- Classification
- Compensation
- Employee Benefits
- Diversity, Inclusion & Cultural Awareness
- HR Policy, Planning, Research & Analysis
- Health, Wellness & Safety
- Leadership
- Change Management

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LEADERSHIP

JOURNEY

Leads and/or participates in organization wide human resource service delivery initiatives that typically require the input and support from multiple human resource professionals.

Ensures integration of delivery of human resource services (such as staffing, classification, labour relations, and organizational design) and initiatives to clients are effective, efficient and timely.

Fosters strong relationships with key partners such as unions, external agencies, legal counsel, external consultants, etc to ensure human resource services address client needs and are aligned with client priorities and strategic direction.

Provides human resource advice and direction for senior management on human resource issues and contributes to organizational strategic human resource direction and initiatives.

As the service delivery interface with clients, is accountable for developing the implementation framework for organizational development initiatives or participates directly with the central branches in the development of tools, policy, or legal documents.

Integrate organizationally developed implementation frameworks and roll out strategies to ensure coordination of client specific roll outs, adherence to consistent principles and direction in the development of plans is achieved.

Note: Journey requires proficiency in at least 50% of the areas noted above.

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CHANGE MANAGEMENT

Has role responsibility in the change management process, tools and techniques used to manage the people side of change to achieve the required business outcome. This incorporates the application of the principles of Change Management tools utilized to help individuals make successful personal transitions resulting in the adoption and realization of change or supervises, coaches, mentors, and evaluates Human Resource professionals performing these functions.

MASTERY

Designs and leads a change management strategy with the goal of establishing a formal strategy to ensure that any negative effects of change will be minimized.

Creates a plan for how to recognize when a change is needed, how to approve changes, how to implement changes and how to monitor changes to ensure they have brought about the desired effect.

Fosters a successful adaptation to change within an organization by establishing a structured methodology for responding to an identifying when change is needed as well as respond to a change request coming from the client group.

Identifies, establishes and promotes coping mechanisms for human resource staff and client groups in responding to changes in the workplace.

Examines the proposed change and determine the effect the change will have on the employee group, varying levels of management and working with business partners to ensure that the potential impacts of the change are built into the project management aspects of the plan and monitored closely.

JOURNEY

Leads and or monitors a change management strategy closely to ensure that any negative effects of the change will be minimized.

Works with business partners to ensure that all aspects of the people side of change are discussed and built into the plan.

Keeps a close eye on any change process, including a key eye to the transition phases of the employee group.

Monitors the change process carefully and raises any potential issues of concern to the project team/lead with particular emphasis on the potential for lessons learned for future change initiatives.

Note: Journey requires proficiency in at least 50% of the areas noted above.

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SUMMARY OF CERTIFICATION REQUIREMENTS

	IPMA-CP (In Training)		IPMA-CP		IPMA-ACP	IPMA-EX			IPMA-CE
Education	Completion of acceptable post-secondary education with a focus on Human Resources	None	Completion of post-secondary education in an acceptable program and HR experience that when combined equals a minimum of 4 years. Note: The combination must include at least one year from each of education and experience.	None	Completion of post-secondary education in an acceptable program and professional HR experience that when combined equals a minimum of 8 years. Note: The combination must include at least one year from each of education and experience.	Masters' Degree	Bachelors' Degree	Equivalent combination of education and training	N/A
Years of Professional HR Experience Required	None	3	See above for combination of education and experience requirements	8	See above for combination of education and experience requirements	6 (recent)	8 (recent)	12 (recent)	N/A
Technical Proficiency	None		1 journey		1 mastery and 1 journey OR 3 journey	IPMA-ACP			Retired as IPMA-EX IPMA-ACP IPMA-CP
Other	IPMA-Canada "Developing leaders in HRM workshop"		IPMA-Canada "Developing leaders in HRM workshop"		None	Within 12 months was a Director, Executive Director or Vice President with responsibility for HR management including the full suite of HR services or specialized HR services, and the direct or indirect supervision of 5+ HR staff			None
IPMA Certification Exam Required	Yes		Yes		Yes	No			No

IPMA-Canada

International Certification Program

BUSINESS PARTNER

LEADER

CHANGE AGENT



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