



IPMA-CANADA
INTERNATIONAL
CERTIFICATION
PROGRAM

IPMA-CPIT | IPMA-CP | IPMA-ACP | IPMA-EX | IPMA-CE

IPMA-CANADA INTERNATIONAL CERTIFICATION PROGRAM

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

The IPMA-Canada International Certification Program is designed to enhance our members' human resources (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 professional competencies, and honours both post-secondary education and on the job human resources experience.

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

- IPMA-CPIT
- IPMA-CP
- IPMA-ACP
- IPMA-EX
- IPMA-CE

IPMA - CANADA CERTIFICATION

IPMA-Canada Certification Program focuses on three (3) key roles of the human resources professional:

- ✓ Business Partner
- ✓ Change Agent
- ✓ Leader

IPMA-CPIT

Certified Professional – In Training

IPMA-CPIT recognizes individuals who have the desire to become a certified professional but do not yet meet all 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 Leader, Change Agent, and Business Partner. 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 ipmacanada@ipma-aigp.com

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.

I P M A - C P I T

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 (3) years' HR experience;

AND

✓ Completion of the IPMA-Canada, "Developing Leaders in Human Resource Management Workshop;"

AND

✓ Successful completion of the Certification Exam.

IPMA-CP

Certified Professional

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

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

Complete the IPMA-CP *Application Form* and submit it to ipmacanada@ipma-aigp.com

Once certified, you will be required to recertify every three (3) years.

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.

For information on the Professional Competency Areas and Recertification go to the Certification Tab on the IPMA-Canada website [Certification | IPMA / AIGP Canada \(ipma-aigp.com\)](#)

I P M A - C P

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 four (4) years (the combination must include at least one (1) year from each of education and experience);

OR

- ✓ If no post-secondary education in an acceptable program, a minimum of eight (8) years' HR experience is required;

AND

- ✓ Completion of IPMA-Canada "Developing Leaders in Human Resource Management Workshop;"

AND

- ✓ Successful completion of the

IPMA-ACP

Advanced Certified Professional

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

Professional HR experience for the IPMA-ACP designation must meet the requirements of three professional competency areas.

Complete the IPMA-ACP *Application Form* and submit it to ipmacanada@ipma-aigp.com

Once certified, you will be required to recertify every three (3) years.

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.

For information on the Professional Competency Areas and Recertification go to the Certification Tab on the IPMA-Canada website at [Certification | IPMA / AIGP Canada \(ipma-aigp.com\)](#)

I P M A - A C P

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 eight (8) years. The combination must include at least one (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 Resources (HR) professionals and who are at the pinnacle of their profession demonstrating their expert understanding in HR as a Leader, Change Agent, and Business Partner.

Complete the IPMA-EX *Application Form* and submit it to ipmacanada@ipma-aigp.com

Once certified, you will be required to recertify every three (3) years.

For information on Recertification go to the Certification Tab on the IPMA-Canada website at [Certification | IPMA / AIGP Canada \(ipma-aigp.com\)](#)

I P M A - E X

The certification requirements for an IPMA-EX include:

- ✓ Completion of a graduate level degree from a recognized post-secondary institution and a minimum of six (6) years' recent professional HR experience;

OR

- ✓ Completion of a bachelors' level degree from a recognized post-secondary institution and a minimum of eight (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 holds, or within the last 12 months has held an Executive level position with the responsibility of HR management including the full suite of HR services or specialized HR services.

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 ipmacanada@ipma-aigp.com

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

I P M A - C E

The certification requirements for an IPMA-CE include:

- ✓ Retired as a certified member of IPMA-Canada in good standing;

AND

- ✓ Pay annual IPMA-CE membership fees.

UNLOCK YOUR POTENTIAL IN HR:

Professional Competencies for Success

Welcome to the world of Human Resources (HR), where dynamic professionals play a pivotal role in shaping organizations and empowering their greatest asset—their people. As an HR professional, it is essential to possess a diverse range of competencies that drive success in today's ever-evolving workplace.

To excel in the HR profession, the International Professional Management Association (IPMA) Canada has identified key competencies organized into three distinct domains showcasing the breadth and depth of skills necessary for HR professionals to thrive:

HR Operations and Strategy:

In this domain HR professionals delve into the core operational and strategic functions of HR. By mastering these competencies, you will effectively manage the employee lifecycle, ensure equitable compensation, and contribute to evidence-based HR decision-making. This includes competencies such as:

- Recruitment & Selection
- Employee & Labour Relations
- Classification
- Compensation
- Employee Benefits
- HR Policy, Planning, Research & Analysis

Employee Development and Engagement:

The second domain focuses on fostering employee development, engagement, and well-being. By nurturing these competencies, you will enable a culture of continuous learning, build diverse and inclusive teams, and create an environment that prioritizes the well-being and safety of employees.

Competencies encompassed here include:

- Organizational Effectiveness & Employee Learning
- Diversity, Equity, Inclusion, & Cultural Awareness
- Health, Wellness & Safety

Leadership and Change Management:

Within this domain lies the key to unlocking your leadership potential. These competencies empower HR professionals to inspire and influence others, think strategically, coach and mentor individuals, and navigate conflicts and problem-solving. By developing these competencies, you will guide organizational change, foster collaboration, and drive success through effective leadership. This area is covered in IPMA-Canada's "Developing Leaders in Human Resource Management Workshop," which is designed to prepare members for the certification exam. Competencies encompassed here include:

- Leadership
- Change Agent
- Business Partner



HR Operations and Strategy Competencies

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 Resources Professionals performing these functions. This includes relevant legislation and regulation; recruitment sources and techniques; internal inventories; assessment tools; industry best practices; and professional recruitment practices. Example areas may include:

- Responsible for the full cycle recruitment process.
- Developing or assisting with identifying education, experience, or competencies required for a position or group of positions.
- Identification of 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.

HR Operations and Strategy Competencies continued...

Employee & Labour Relations

Contributes to an organizational climate resulting in effective employee and labour relations or supervises, coaches, mentors, and evaluates Human Resources Professionals performing these functions. Example areas may include:

- Responsibility for representing management's position and interests on labour/management committees and partnerships.
- Responsibility 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.
- Representing the organization during 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.
- Responsibility for 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.
- Providing training to management on contract/agreement language and effective employee/labour relations practices.
- Representing the organization in the grievance process.
- Providing advice and guidance to the employer in response to legal and illegal job actions.

HR Operations and Strategy Competencies continued...

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 Resources professionals performing these functions.

Example areas may include:

- Conducting studies of occupational groups or designed new classification series.
- Performing classification research in a jurisdiction or major organizational unit that included analysis of executive, managerial, or professional operational positions.
- Developing a classification plan that supports the organization's strategic objectives and organizational plan.
- Responsibility for the job evaluation process for an organization, or performing individual job evaluation levelling for specific roles.
- 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.

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 Resources plan or supervises, coaches, mentors, and evaluates Human Resources professionals performing these functions. Example areas may include:

- Involvement in researching, developing and/or implementing an organizations compensation strategy.
- Reviewing existing compensation strategy to ensure alignment with organization's objectives, reflects fiscal and labour market factors, attracts, and retains capable employees and encourages outstanding performance.
- Responsibility for collecting and analyzing labour market data and compensation practices and addressing the fiscal impact and effect of compensation alternatives.
- Developing requests for/or reviews and approves the establishment of salary rates, ranges, or other compensation incentives.
- Managing the organizations salary adjustments and/or bonus incentive programs.

HR Operations and Strategy Competencies continued...

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 Resources professionals performing these functions. Example areas may include:

- Responsibility for the organizations benefit programs such as health, life insurance, retirement plans, cafeteria plans, short and long-term disability plans.
- Participation in plan design, selection, and negotiation with service providers on rates and plan design.
- Evaluating the cost effectiveness of various benefit plans and options.
- Developing and implementing policies and procedures to comply with applicable laws and regulations.
- Evaluating the effectiveness of current benefit management program and forecasted future organizational and employee needs and requirements.
- Responsibility for interpreting applied laws, rules, and regulations pertaining to program administration.
- Researching and resolving difficult eligibility, claim, and benefit issues for members.

HR Operations and Strategy Competencies continued...

HR Policy, Planning, Research, & Analysis

Demonstrated proficiency in applying the principles of policy, research, data analysis, and/or workforce planning to support the organization's ability to achieve current and future human resources management goals, or supervises, coaches, mentors, and evaluates Human Resources professionals performing these functions. Example areas may include:

- Assisting in the completion of research studies on a broad range of human Resources issues by designing and administering surveys or other data collection instruments, compiling data, performing statistical analysis, and preparing study findings.
- Serving as a resource to the organization on research, design, and statistical analysis.
- Responsibility for collecting and analyzing the organization statistics and metrics in a variety of areas.
- Participation in developing, implementing the organization's workforce plan.
- Researching and analyzing human resources trends including legislation or policy changes.
- Participation in the strategic planning process.
- Supporting the enhancement of human resources policies and programs through evaluation, monitoring, and implementing changes as required.

Employee Development and Engagement Competencies

Organizational Effectiveness & Employee Learning

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 Resources professionals performing these functions. Example areas may include:

- Responsibility for the design and implementation of employee training and development and/or organizational effectiveness programs.
- Facilitating training and post training support activities to ensure transfer of learning to the workplace.
- Partnering with the business to design organization development interventions such as: strategic planning, team building, communications improvement, workforce planning, process analysis, talent management, change management, and employee engagement.
- Developing criteria for selection of contract trainers and subsequently evaluates their effectiveness.
- Assisting employees in career planning, establishing learning plans and activities identified as required in meeting personal and organizational success.
- Developing training plans, identifying budget requirements, and monitoring expenditures.

Employee Development and Engagement Competencies continued...

Diversity, Equity, Inclusion, & Cultural Awareness

Contributes to an organizational climate of diversity, equity, inclusion, and cultural awareness through demonstrated proficiency in the development and implementation of strategies and programs to support the organization's strategic HR plan and vision or supervises, coaches, mentors and evaluates Human Resources Professionals performing these functions. Example areas may include:

- Providing ongoing consultation and support to management in the establishment and implementation of organizational diversity, inclusion, and cultural awareness goals and initiatives.
- Collaboration with 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.
- Responsibility for the interpretation and application of policies and procedures on diversity, equity, inclusion, and cultural practices.
- Developing and presenting training programs to a wide variety of audiences and created resource materials.
- Providing advice and assistance to managers and staff on issues related to diversity, inclusion, and cultural awareness.
- Involvement in the conduct of workforce analyses including the interpretation and application of labour force statistics.
- Developing and recommending programs and strategies to eliminate employment barriers, increase cultural awareness, and promote equity and diversity in the workplace.

Employee Development and Engagement Competencies continued...

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 Resources professionals performing these functions. Example areas may include:

- Providing consultation and support to management in the establishment and implementation of health, wellness, and safety initiatives and goals.
- Collaborating with business units to ensure health, wellness and safety are integrated into business plans and operating procedures.
- Evaluating and providing recommendations on current and new programs and initiatives.
- Leading the development and implementation of an organizational health and wellness programs.
- Administering and managing occupational health claims for ill or injured employees, including facilitating early intervention, return to work arrangements, liaison with insurance companies, and workplace accommodations.
- Developing, implementing, and maintaining investigation procedures for workplace incidents.
- Assessing training needs related to safe work practices and implementing required training program and resources.
- Ensuring the organization is compliant with all relevant safety legislation.

Leadership, Change Agent, and Business Partner Competencies

Leadership

Contributes to the organizational workforce plan by involvement in the development, communication, and delivery of the vision for Human Resources 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 Resources professionals performing these functions. Example areas may include:

- Translating corporate direction, strategies, and vision into realistic and meaningful plans for the Human Resources team.
- Alignment of corporate and client goals, priorities, and strategies.
- Providing expert advice and guidance on a variety of HR matters such as: statutory provisions, compensation plan design, policy development and amendment, human resources plan design and implementation, and the resolution of collective bargaining issues.
- Fostering strong relationships with key partners such as unions, external agencies, legal counsel, external consultants, etc., to ensure HR services address client needs and are aligned with client priorities and strategic direction.
- Responsibility for leading, coaching, and managing an HR team.
- Demonstrates a commitment to fostering a diverse and inclusive work environment by actively promoting and supporting initiatives that celebrate diversity, equity, and inclusion within the organization. Leads by example in creating a workplace culture that values and respects the unique perspectives, experiences, and contributions of all employees.

Leadership, Change Agent, and Business Partner Competencies continued...

Change Agent

Contributes to the organizational initiatives through expertise in change management and 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 Resources professionals performing these functions. Example areas may include:

- Influencing and contributing to business and planning discussions by providing HR expertise, advice, and direction to managers.
- Leading and/or participating in new organization wide HR service delivery initiatives that typically require the input and support from multiple HR professionals.
- Ensuring integration of delivery of HR services (such as staffing, classification, labour relations, and organizational design) and initiatives to clients are effective, efficient, and timely.
- Responsibility for leading change initiatives within the organization.
- Integrating 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.
- Ensures that HR processes, including recruitment, performance evaluations, and promotions, are designed and executed in a manner that is fair, unbiased, and free from discrimination.
- Takes proactive measures to identify and address any potential disparities in HR practices to promote equal opportunities for all employees.

Leadership, Change Agent, and Business Partner Competencies continued...

Business Partner

Contributes to the organizational strategy by aligning the overall people strategy with the business strategy through collaboration and change management initiatives. Example areas may include:

- Influencing and contributing to business and planning discussions by providing HR expertise, advice, and direction to managers especially during times of uncertainty or emergent needs.
- Coaching and mentoring business leads in determining the best course forward for their teams that strengthens the organizational culture and employee experience.
- Ensuring HR services integration to prepare for the future of work and human resource management.
- Utilizing HR metrics to support data driven analysis and decision-making that enables an organization's workforce to meet established goals.
- Liaising with business units throughout the organization to ensure human resource strategy aligns with organizational strategy.
- Actively seeks input from employees with diverse backgrounds and experiences to ensure that HR strategies and initiatives are inclusive and considerate of various perspectives.
- Promotes an environment where all employees feel heard and valued, regardless of their background, and incorporates their insights into decision-making processes.

Summary of Certification Requirements

	IPMA-CPIT	IPMA-CP	IPMA-ACP	IPMA-EX			IPMA-CE
Education and Years of Professional HR Experience Required	Completion of an acceptable post-secondary education with a focus on Human Resources with no experience	Completion of post-secondary education in an acceptable program and HR experience that when combined equals a minimum of 4 years.	Completion of post-secondary education in an acceptable program and professional HR experience that when combined equals a minimum of 8 years.	Graduate level Degree	Bachelors' Degree	Equivalent combination of education and training	N/A
	OR 3 years of Human Resources experience without the completion of acceptable post-secondary education with a focus on Human Resources	Note: The combination must include at least one year from each of education and experience.	Note: The combination must include at least one year from each of education and experience.	6 (recent)	8 (recent)	12 (recent)	N/A
Professional Competency Area	None	1 Professional Competency Area	3 Professional Competency Areas	IPMA-ACP			Retired as: IPMA-EX, IPMA-ACP, or IPMA-CP
Other	IPMA-Canada "Developing Leaders in Human Resource Management Workshop"	IPMA-Canada "Developing Leaders in Human Resource Management Workshop"	None	Currently holds or within the last 12 months has held an Executive level position with responsibility for HR management including the full suite of HR services or specialized HR services.			Retired as a certified member in good standing
IPMA Certification Exam Required	Yes	Yes	Yes	No			No
Recertification	Expected after 3 years' experience would progress to IPMA-CP, if not it will be reviewed	20 points for continued HR experience 30 points for professional development and/or continuous learning in HR Recertification every 3 years	20 points for continued HR experience 30 points for professional development and/or continuous learning in HR Recertification every 3 years	Submit resume for recertification every 3 years demonstrating required qualifications			No recertification required

Let Us Work Together

Mission

Promoting excellence in the practice of human resources management.

Vision

To advance the development of HR Professionals as leaders, change agents, and business partners.

Values

Leadership: Advance the HR profession as an integral member of an organization's leadership team.

Partnership: Engage leaders, organizations, and HR professionals to influence organizational success.

Integrity: Commitment to honest, fair, equitable, and ethical HR practices.

Development: Collaborate, learn, and provide opportunities to enhance competency development and achieve personal and professional growth.

Contact Us At:

Email: ipmacanada@ipma-aigp.com

Phone: 519-808-7417

Mailing Address: PO Box 101 Stn. Main, Tillsonburg ON N4G 4H3

Website: <http://ipma-aigp.com>