

VALIDATION OF EXPERIENCE (VOE)

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, an official transcript is 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 the office:

CPHR Prince Edward Island
101 Kent Street
P.O. Box 2151
Charlottetown, PE C1A8B9
Canada

Email: admin@cphrpei.ca

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), organizational chart(s), Chronological Detailed Resume] to admin@cphrpei.ca.
5. Pay the [VOE Application Fee](#) by going to the Online Store.

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.

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| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> I have read the VOE Handbook <input checked="" type="checkbox"/> I have paid the VOE Application fee <input checked="" type="checkbox"/> My transcript confirming a degree are on file <input checked="" type="checkbox"/> Employer Verification signed <input checked="" type="checkbox"/> Member Declaration signed | <p>I have attached the following documents:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Chronological Resume <input checked="" type="checkbox"/> Job Description(s) <input checked="" type="checkbox"/> Organizational Chart(s) |
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I have attached the following documents:

- ☒ Chronological Resume
- ☒ Job Description(s)
- ☒ Organizational Chart(s)

Part A: MEMBER INFORMATION

<p>Name: Josh Allen Job Title: HR Manager Company: Bison Athletics Wear Company Address: 321 Fake Street City, Prov: Summerside PE Postal Code: C1N 2B7 Email: jallen@bisonwear.ca Contact Tel: 902-446-3660</p>	<p>I am a current member of CPHR Prince Edward Island: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>I am applying for the <input checked="" type="checkbox"/> 3-year (Degree/Master's) VOE <input type="checkbox"/> 4-year (Diploma) VOE <input type="checkbox"/> 5-year (Certificate) VOE <input type="checkbox"/> 8-year (Non-Degree) VOE</p> <p>I have applied for the VOE previously: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, date:</p>
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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 Prince Edward Islands' 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 degrees: 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 a diploma: 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 a certificate: 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.

Part B: EMPLOYMENT HISTORY –

Do not combine positions with the same Employer. A separate section is required for each position held.

Current Job Title	HR Manager		
Current Employer	Bison Athletics Wear		
		Month (mm)	Year (yyyy)
	Employment Start Date	01	2020
	Employment End Date		
I am claiming a leave of absence from work during this period <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what are the leave dates: mm/yyyy- mm/yyyy			
What percentage (%) of your work is HR? 75% <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? 37.5			
Number of employees supported by the HR function in the company: 350			
Please provide a summary of 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. As an HR Manager at a sports clothing company, I oversee various human resources functions. My responsibilities include the delivery of talent acquisition, employee onboarding, handling employee relations and conflicts, managing performance appraisals, administering compensation and benefits, developing and implementing policies, organizing training sessions, and tracking HR metrics. I work closely with managers and employees to create a positive work environment and support their growth.			

Past Employment (Start with the most recent past position)

Most Recent Past Job Title		
Past Employer		
	Month (mm)	Year (yyyy)
<p align="right">Employment Start Date Employment End Date</p> <p>I am claiming a leave of absence from work during this period <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are the leave dates: mm/yyyy- mm/yyyy</p>		
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 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)
<p align="center">Employment Start Date Employment End Date</p> <p>I am claiming a leave of absence from work during this period <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are the leave dates: mm/yyyy- mm/yyyy</p>		
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 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)
<p align="center">Employment Start Date Employment End Date</p> <p>I am claiming a leave of absence from work during this period <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are the leave dates: mm/yyyy- mm/yyyy</p>		
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 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)
<p align="center">Employment Start Date Employment End Date</p> <p>I am claiming a leave of absence from work during this period <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are the leave dates: mm/yyyy- mm/yyyy</p>		
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 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

In order to assist, you may 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**.

Ensure to highlight the following in your example:

- What level of autonomy and decision making did you have.
- 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. For example,

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)

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.	
Situation	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.
Task	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.
Action	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.

Result	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.).
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WORK EXPERIENCE EXAMPLES

Competency/Knowledge Area:

#1.1.1	<p>Position & Employer: <u>HR Manager – Bison Athletics Wear</u></p> <p>Example:</p> <p>Situation: Our organization was expanding, and we needed to update our employment contracts to align with legal requirements and our strategic goals.</p> <p>Task: I collaborated with legal counsel, department heads, and employee representatives to draft a comprehensive employment contract template.</p> <p>Action:</p> <ul style="list-style-type: none"> • I conducted a thorough review of existing contracts, identifying gaps and areas for improvement. • I researched relevant labor laws and regulations to ensure compliance. • I facilitated meetings with stakeholders, seeking input on contract terms, benefits, and performance expectations. • We developed a new contract template that addressed legal requirements, reflected our organizational values, and provided clarity to employees. <p>Result: The updated employment contracts were well-received by employees, and our organization remained legally compliant while fostering a positive work environment.</p>
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Competency/Knowledge Area:

#1.4.2	<p>Position & Employer: <u>HR Manager – Bison Athletics Wear</u></p> <p>Example:</p> <p>Situation: Our organization aimed to enhance our total rewards offerings to attract and retain top talent.</p> <p>Task: I was tasked with implementing a new total rewards system that would ensure market competitiveness and internal equity.</p> <p>Action:</p>
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	<ul style="list-style-type: none"> • I conducted a thorough analysis of our existing compensation and benefits structure. • I researched industry benchmarks and analyzed market data to understand competitive pay practices. • Based on this research, I proposed adjustments to our salary bands, bonus structures, and benefits packages. • We implemented the new total rewards system, ensuring that our compensation remained competitive and equitable within the organization. <p>Result: Employees responded positively to the changes, and our organization was better positioned to attract and retain top talent.</p>
Competency/Knowledge Area:	
#1.6.3	<p>Position & Employer: <u>HR Manager – Bison Athletics Wear</u></p> <p>Example:</p> <p>Situation: The company was facing rapid growth and needed to strategically plan its workforce to meet current and future business objectives.</p> <p>Task: My responsibility was to develop a workforce plan that identified talent needs aligned with our strategic goals.</p> <p>Action:</p> <ul style="list-style-type: none"> • I analyzed company growth projections and departmental goals to determine staffing requirements. • I collaborated with department heads to understand their specific talent needs. • I created a talent acquisition strategy that included a timeline for hiring and a plan for developing internal talent. • I also established metrics to measure the effectiveness of our workforce planning efforts. <p>Result: The workforce plan was successfully implemented, resulting in timely hires and a stronger alignment between talent acquisition and the company's strategic direction.</p>
Competency/Knowledge Area:	

#1.6.5	<p>Position & Employer: <u>HR Manager – Bison Athletics Wear</u></p> <p>Example:</p> <p>Situation: The company was transitioning to a new strategic direction and needed a performance management system that aligned individual performance with the new organizational goals.</p> <p>Task: I was responsible for implementing a performance management system that could measure employee performance against the established strategic goals.</p> <p>Action:</p> <ul style="list-style-type: none"> • I evaluated our existing performance management processes to identify areas that did not align with our new strategy. • I worked with department leaders to define clear, measurable performance goals supporting the strategic objectives. • I developed a new performance evaluation template that included these goals and expectations, and trained managers on how to use it effectively. • I also set up a schedule for regular performance reviews and feedback sessions. <p>Result: The new performance management system was successfully implemented. It provided a clear framework for evaluating employee performance, which improved alignment between individual contributions and the company's strategic direction.</p>
Competency/Knowledge Area:	
#1.2.5	<p>Position & Employer: <u>HR Manager</u></p> <p>Example:</p> <p>Situation: We noticed an increase in stress-related absences, which indicated a need for better mental health support in our workplace.</p> <p>Task: My task was to enhance mental health awareness and support within the company to improve overall employee performance and well-being.</p> <p>Action:</p> <ul style="list-style-type: none"> • I initiated a company-wide survey to assess the current state of mental health and identify specific areas of concern. • I partnered with mental health professionals to develop workshops and resources tailored to our employees' needs.

	<ul style="list-style-type: none"> • I launched a mental health awareness campaign, including regular workshops, informational newsletters, and an anonymous employee helpline. • I also implemented 'Mental Health Days' as part of our leave policy to encourage employees to take time off for their psychological well-being. <p>Result: The campaign significantly increased mental health awareness across all levels of the organization. Employees reported feeling more supported, and we observed a decrease in stress-related absences, leading to improved performance and a more positive work environment.</p>
Competency/Knowledge Area:	
#1.2.5	<p>Position & Employer: <u>HR Manager – Bison Athletics Wear</u></p> <p>Example:</p> <p>Situation: Our company was undergoing a major restructuring, causing uncertainty and stress among employees.</p> <p>Task: I needed to develop a strategy to support employees' mental health and maintain productivity during this period of change.</p> <p>Action:</p> <ul style="list-style-type: none"> • I organized focus groups with employees to discuss their concerns and gather feedback on how the company could better support their mental health. • Based on the feedback, I designed a 'Resilience Training Program' to help employees manage stress and adapt to change. • I implemented the program, which included workshops on stress management, resilience-building exercises, and access to one-on-one counselling sessions. • To encourage participation, I communicated the program's benefits through internal channels and provided incentives for completing the training. <p>Result: The program was well-received, with a high participation rate. Employees reported feeling more equipped to handle stress, and we saw a noticeable improvement in morale and productivity despite the ongoing restructuring.</p>
Competency/Knowledge Area:	

#1.2.5	<p>Position & Employer: <u>HR Manager – Bison Athletics Wear</u></p> <p>Example:</p> <p>Situation: Our company was experiencing a high level of employee burnout due to increased workloads and tight deadlines.</p> <p>Task: My goal was to implement strategies to alleviate stress, improve mental health, and enhance employee satisfaction.</p> <p>Action:</p> <ul style="list-style-type: none"> • I conducted an anonymous survey to gauge employee stress levels and identify specific pain points. • I collaborated with management to create a flexible work arrangement policy based on the survey results. • We introduced options such as remote work, flexible hours, and compressed workweeks. • Employees appreciated the flexibility, and we observed decreased stress-related symptoms. Additionally, productivity remained stable. <p>Result: The proactive approach to mental health positively impacted employee morale, reduced burnout, and contributed to a healthier work environment.</p>
Competency/Knowledge Area:	
#1.1.3	<p>Position & Employer: <u>HR Manager – Bison Athletics Wear</u></p> <p>Example:</p> <p>Situation: Our organization had a history of strained relations between management and the union. We needed to foster collaboration and improve communication.</p> <p>Task: My role was to create a more cooperative work environment by bridging gaps and building trust.</p> <p>Action:</p> <ul style="list-style-type: none"> • I thoroughly assessed existing labour-management relations, identifying areas of conflict and miscommunication. • I organized joint workshops and forums where representatives from both sides could openly discuss concerns and find common ground. • We established a joint labour-management committee to address issues proactively, including negotiations, policy changes, and employee engagement.

	<ul style="list-style-type: none"> Over time, trust improved, and we saw fewer grievances and disputes. Employees felt more heard and valued. <p>Result: The collaborative approach positively impacted productivity, employee morale, and overall organizational success.</p>
Competency/Knowledge Area:	
# _____	Position & Employer: _____ Example: _____
Competency/Knowledge Area:	
# _____	Position & Employer: _____ Example: _____
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# _____	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 <input type="checkbox"/>	Support the development of collective employment contracts and agreements, ensuring compliance with applicable legislation and the organizational strategic plan.
1.1.2 <input type="checkbox"/>	If required, act as representative of parties before the relevant administrative bodies.
1.1.3 <input type="checkbox"/>	Promote a collaborative work environment between the employer, the union (if applicable), employees, and other representative groups.
1.1.4 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	Support the development of training, and monitoring programs to provide appropriate safeguards.

1.2.4 <input type="checkbox"/>	Strive for organizational productivity while focusing on employee wellbeing.
1.2.5 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	Promote engagement, commitment, and motivation of employees by developing, implementing, and evaluating effective strategies to enhance productivity, morale and culture.
1.3.2 <input type="checkbox"/>	Support the development of initiatives through which leaders align culture, values, and work groups to increase productivity and engagement of employees.
1.3.3 <input type="checkbox"/>	Implement practices and processes that encourage collaboration and maintenance of a healthy, inclusive, and diverse working environment.
1.3.4 <input type="checkbox"/>	Provide support to individuals, teams and organizations to identify and achieve shared objectives.
1.3.5 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	Support the development of a total reward structure that encompasses compensation, pensions, and benefits.
1.4.2 <input type="checkbox"/>	Support the implementation of total rewards programs using an appropriate system ensuring market competitiveness and internal equity.
1.4.3 <input type="checkbox"/>	Ability to evaluate the total reward structure using appropriate metrics and monitoring trends and innovations.
1.4.4 <input type="checkbox"/>	Provide information about the value of and changes to total rewards using appropriate communication channels.
1.4.5 <input type="checkbox"/>	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 <input type="checkbox"/>	Support opportunities for employees to learn and grow professionally that are aligned with business strategy and contribute to organizational objectives.
1.5.2 <input type="checkbox"/>	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 <input type="checkbox"/>	Support the development of succession plans to ensure the organization is able to meet its medium—and long-term objectives.
1.5.4 <input type="checkbox"/>	Support the development of an organizational culture where learning occurs at different levels by engraining learning in everyday work.
1.5.5 <input type="checkbox"/>	Evaluate learning and development priorities and programs in accordance with sound measurement principles to document attainment and progress toward organizational objectives.
1.5.6 <input type="checkbox"/>	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 <input type="checkbox"/>	Support the development of strategies to build a strong employer brand and increase the attractiveness of the employer to potential employees.
1.6.2 <input type="checkbox"/>	Identify opportunities to shape the organization's employee value proposition to build a high-quality workforce.
1.6.3 <input type="checkbox"/>	Support the development of a workforce plan by identifying current and future talent needs of the organization.
1.6.4 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	Contribute to the improvement of processes, practices and technology policies within the organization.
1.7.3 <input type="checkbox"/>	Understand the basics of technology concepts and put into practice where applicable.

1.7.4 <input type="checkbox"/>	Contribute to the technology optimization process within the organization.
1.7.5 <input type="checkbox"/>	Understand and apply the latest advances in human resources automation to transform human resources practices.
1.7.6 <input type="checkbox"/>	Support organizations in their digital transformation, and change management objectives.
1.7.7 <input type="checkbox"/>	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 <input type="checkbox"/>	Implement recognized approaches to encourage innovation and implement new ideas in your organization.
1.8.2 <input type="checkbox"/>	Promote best practices based on new developments and innovations.
1.8.3 <input type="checkbox"/>	Identify opportunities for innovation in your organization and its ecosystem.
1.8.4 <input type="checkbox"/>	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 <input type="checkbox"/>	Positively impact the organization and human resources practices by bringing to bear a strategic perspective enhancing the value of human resources.
1.9.2 <input type="checkbox"/>	Understand the importance of effective application of governance principles while keeping current with leading governance practices contributing to the approved strategy.

1.9.3 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	Align human resources practices by translating organizational strategy into human resources objectives and priorities to achieve the organization's plan.
1.9.6 <input type="checkbox"/>	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 PEI & Canada are outlined in the CPHR Prince Edward Islands' Code of Ethics and Principles of Professional Conduct. Please confirm that you agree to abide by the CPHR Prince Edward Islands' Code of Ethics & Principles of Professional Conduct.

I hereby agree to abide by the CPHR Prince Edward Islands' Code of Ethics & Principles of Professional Conduct.

Member Signature: Josh Allen **Date:** April 25, 2024

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 Prince Edward Islands' 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 Prince Edward Island from the granting institution. I understand that should the confirmation not be received by CPHR Prince Edward Island 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: Josh Allen **Date:** April 25, 2024

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:	Josh Allen
Current (official) Supervisor's Name:	Kim Pegula
Title:	COO
Employer:	Bisons Athletics Wear
Email:	kpegula@bisonwear.ca
Phone:	902-446-3660

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: Kim Pegula

Date: April 25, 2024

Printed First and Last Name: Kim Pegula

Position: COO

Designation: CPHR

Contact Number: 902-446-3660

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: _____