CPHR British Columbia & Yukon

VOE Application Checklist

Please use this checklist to make sure you have completed the form accurately. This checklist is to help you navigate through the form. <u>You do not need to submit it.</u>

- [ ] 1. You are a CPHR Candidate member.
- [ ] 2. Pay CPHR Experience Assessment Review Fee - Log in to your profile and go to the online store to pay the $100 fee.
- [ ] 3. Provide 8 of your best advisory-level HR examples.
    - [ ] a. Indicate the three-digit competency number(s) for each example (e.g.: 1.3.2) from Part D of the VOE application form.
    - [ ] b. Use the STAR Method for all advisory level examples.
- [ ] 4. Provide official transcript of the highest level of education achieved (if not on file) - This determines the number of years of HR experience you need to prove.
- [ ] 5. Member Declaration signed/dated. All signatures must be hand-signed or digitally signed using DocuSign or a similar program.
- [ ] 6. Employer(s) signed and dated the form. This verifies that the application form was reviewed, and the information provided is accurate.
- [ ] 7. Detailed resume in chronological order.
- [ ] 8. Job descriptions for all Human Resources positions are indicated on the VOE application form.