

HUMAN RESOURCES PROFESSIONALS ASSOCIATION (HRPA)

The courses listed below are required by the Human Resources Professionals Association (HRPA) of Ontario to meet the academic requirements for the National Knowledge Examination (NKE). HRPA of Ontario also requires that no course have a grade less than C+ (2.5 GPA) and that the overall average for the required courses be no less than B (3.0 GPA). The Association has accredited all of the Centennial College courses listed.

Students wishing to pursue the CHRPTM designation are strongly encouraged to contact HRPA of Ontario at 1-800-387-1311 or 416-923-2324 and ask to speak to a member of the Professional Standards Team. For more information visit the HRPA website at www.hrpa.ca.

HRPA OF ONTARIO DESIGNATION REQUIREMENTS:

As of January 1, 2011 the following criteria to achieve the CHRPTM designation will apply to all members:

1. Nine pre-approved courses or course credits in Human Resources from accredited educational institutions (grade minimums are required).
2. A successful result on the National Knowledge Examination (NKE™) within the designated time frames.
3. A degree (see below for details). Note: Proof of a degree will be required before members can register to write the National Professional Practice Assessment (PPA™). The degree can be earned prior to step 1 or 2.
4. Assessment of experience.

NINE courses are required.

Centennial Courses		HRPA of Ontario equivalencies*
Organizational Behaviour BUSN-221	p. 19	Organizational Behaviour
Human Resources Management HRMT-301*	p. 17	Human Resource Administration
Managerial Accounting for Human Resources Management HRMT-317	p. 18	Finance and Accounting
Recruitment & Selection HRMT-302	p. 21	Recruitment and Selection
Employee Training & Development HRMT-312	p. 16	Training and Development
Human Resource Planning HRMT-307	p. 17	Human Resource Planning
Labour Relations HRMT-308	p. 18	Industrial Relations
Occupational Health & Safety HRMT-310	p. 19	Occupational Health & Safety
Compensation and Benefits HRMT-311	p. 15	Compensation
<i>In addition to the courses required for the Centennial College Certificate in HRM (7200) and the CHRPTM designation, the following address critical areas in HRM and are highly recommended.</i>		
Employment Law HRMT-306	p. 16	
Human Resources Management Systems HRMT-309		
Dispute Resolution HRMT-316	p. 16	

INSTITUTE OF LAW CLERKS OF ONTARIO (ILCO)

The Institute of Law Clerks of Ontario (ILCO) supports the highest professional standards by providing opportunities to innovate, share ideas and knowledge of best practices. ILCO's specialized education programs are carefully designed to enrich expertise, enhance efficiency, and advance the profession. Centennial College is proud to partner with ILCO to bring you a number of courses.

For more information on ILCO, visit www.ilco.on.ca

Ontario Management Development Program (OMDP)

Note: the OMDP Program will be discontinued as of December 2010 and will be replaced with the following program: Leadership Development Series Program (LDSP). More information to follow.



Can't find what you want?

Check the index at the start of each section, search online (centennialcollege.ca/parttime), call us at 416-289-5207 or e-mail ce@centennialcollege.ca

INSURANCE INSTITUTE OF CANADA CHARTERED INSURANCE PROFESSIONAL (CIP)



Insurance Institute of Canada

The Insurance Institute is the professional education arm of the general insurance industry in Canada. It is a not-for-profit association of 35,000 individual members employed in the general insurance business with insurance and reinsurance companies, brokerages, agencies, adjusting firms, and employers of risk managers. The Chartered Insurance Professional (CIP) program is the property/casualty insurance industry's professional education program. It is designed to equip each graduating student with a solid level of technical expertise and is recognized throughout Canada and internationally.

Centennial College students who wish to register in the CIP program must become a member of the Insurance Institute of Ontario. There are no restrictions on membership and the program has no academic prerequisites.

A candidate must complete ten courses from the CIP series. Five are identified as mandatory for all candidates. Three of the ten must be chosen from the applied professional series, which can include a combination of claims, underwriting or broker & agent courses. The two final courses required can be chosen from a pool of elective courses.

For more information on the Chartered Insurance Professional program refer to our learning partners' link on our website at centennialcollege.ca/parttime or the Insurance Institute of Canada website at iic-iac.org.

Note: Examinations are conducted by the Insurance Institute of Canada and examination fees are payable to the Insurance Institute of Canada. You are advised to refer to the current Insurance Institute of Canada CIP Program for examination rules and regulations. Textbooks for all courses may be purchased from the Insurance Institute of Canada. Applications for membership may be obtained from the Insurance Institute of Ontario.

EXAMINATION DATES

The exam weeks for 2010-2011 are as follows:

- Dec 6-10 9:30 am and 1:30 pm
- April 4-8 9:30 am and 1:30 pm
- July 4-8 9:30 am and 1:30 pm

CIP PROGRAM COMPLETION REQUIREMENTS		
MANDATORY – FIVE COURSES REQUIRED		
C11	Principles & Practice of Insurance (Must be taken as 1 of the first 4 courses)	
C12	Insurance on Property	
C13	Insurance Against Liability-Part 1	
C14	Automobile Insurance-Part 1	
C16	The Business of Insurance (Must be taken as one of the last three courses)	
Applied Professional Series – Three Courses Required		
	▼	▼
CLAIMS SERIES	UNDERWRITING SERIES	BROKER & AGENT SERIES
C110 – Essentials of Loss Adjusting	C120 – Underwriting Essentials	C130 – Essential Skills for the Insurance Broker & Agent
C111 – Advanced Loss Adjusting	C121 – Advanced Underwriting	C131 – Advanced Skills for the Insurance Broker & Agent
C112 – Practical Issues in Claims Management	C122 – Practical Issues in Underwriting Essentials	C132 – Practical Issues in Broker Management
Electives – Two Courses Required		
	▼	▼
C48 – Automobile Insurance Part 2	C972 – Alternative Dispute Resolution	C970 – Mediation: An Insurance Approach
C49 – Insurance Against Liability Part 2	C971 – Negotiating Techniques	C38 – Casualty Loss Prevention
C39 – Fraud Awareness & Prevention		

ONTARIO RETIREMENT COMMUNITIES ASSOCIATION (ORCA)

Due to the increased demand for administrators Centennial College is proud to offer the Retirement program in partnership with Ontario Retirement (ORCA). ORCA is a voluntary, non-profit organization that sets professional operating standards, and inspects and accredits retirement residences in Ontario. For more information on ORCA, visit their website at <http://www.orca-homes.com>



PURCHASING MANAGEMENT ASSOCIATION OF CANADA (PMAC)

The Purchasing Management Association of Canada (PMAC) is the voice of an exciting and progressive business profession in purchasing and supply management. A national not-for-profit association, PMAC offers a wide-range of services to its more than 8,000 members; professional development, training, seminars, certification, accreditation, networking, and university research. PMAC consists of a national office and 10 provincial and territorial institutes.



For more information on PMAC, contact the Ontario Institute of PMAC (OIPMAC) at 416-977-7566, fax 416-977-4135, email: info@ontarioinstitute.com or website at www.ontarioinstitute.com.

REGISTERED INSURANCE BROKERS OF ONTARIO (RIBO)

The Registered Insurance Brokers of Ontario (RIBO) is the self-regulatory body for insurance brokers in Ontario. Established in October, 1981, RIBO regulates the licensing, professional competence, ethical conduct, and insurance related financial obligations of all independent general insurance brokers in the province. To become registered as a broker the individual must meet the qualifications outlined in Section 5 of Ontario Regulation 991 of the RIBO Act. This includes, but is not limited to: passing the Entry Level examination; satisfying the "only business or employment" requirement; and employment with a RIBO registered general insurance brokerage firm.

For more details on RIBO and the process of becoming registered as a broker please refer to our learning partners' link on our website at centennialcollege.ca/parttime.

For additional information and examination rules and regulations please contact RIBO at ribo.com. Please purchase the RIBO Licensing Kit study package from The Insurance Institute of Ontario. Phone 416-362-8586, Fax 416-362-1126, website: iic-iac.org.

Important Notice: Effective immediately, due to a change in process beyond RIBO's control, a "Criminal Record Verification" letter must be submitted with each individual application for registration. Applicants can obtain the letter by contacting their local police department or RCMP for a "Criminal Record Verification". If the letter is not attached, the application will not be processed until it is received.

RIBO CONTINUING EDUCATION ACCREDITATION

Our Insurance Institute of Canada CIP courses qualify for 18 hours technical exemption. The Business of Insurance CEIN-817 (C16) qualifies for 15 hours management exemption.

TEACHER/TRAINER OF ADULTS

Teacher/Trainer of Adults program learners are eligible for student membership with The Canadian Society for Training and Development. Graduates are given one year's work experience credit towards its professional designation. Visit centennialcollege.ca/teacher for details.



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BROCK UNIVERSITY

Only Bachelor of Education in Adult Education in Ontario. Successful completion of the Centennial College Teacher/Trainer of Adults program gives you two full course credits in Brock University's degree program. Courses are held online, as well as on campus at Centennial. For more information, visit <http://adult.ed.brocku.ca> or contact plavinskis@brocku.ca or 905-688-5550, ext. 4308.

TESL CANADA

TESL CANADA FEDERATION is a national organization dedicated to communication and coordinating awareness of issues for ESL learners. TESL Canada promotes advocacy for ESL learners, unifies teachers and learners by providing a forum and network capabilities, supports the sharing of knowledge and experiences across Canada, and represents diverse needs and interests in TESL nationally and internationally.



TESL ONTARIO

Established in 1972, TESL Ontario is a non-profit organization serving the needs of teachers of English as a Second Language (ESL) and English Literacy Development (ELD). In its commitment to professional development and advocacy, TESL Ontario addresses the range of competencies, experiences, and issues which influence the success of immigrants, refugees, visa students, and others who are learning English.



TECHNICAL STANDARDS & SAFETY AUTHORITY (TSSA)

The goal of the Technical Standards & Safety Authority is to make people's lives better by enhancing public safety. A full-service safety provider, TSSA carries out a broad spectrum of tasks on behalf of governments, businesses and the general public. From safety inspections to engineering reviews, technical training and certification to public education and outreach, its unique risk management and proactive partnership approach helps improve public safety outcomes. As a self-funded, not-for-profit organization, TSSA delivers superior solutions efficiently and cost-effectively.



New!

New courses may have been added and other changes made since this publication went to print. Please check our website at centennialcollege.ca/parttime for the most current information.