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SYLLABUS FOR CERTIFIED HR COMPLIANCE & POLICY ANALYST (CHRCPA)®

Offered by: Global Institute for Leadership, Human Resources and Project Excellence (AGILE-HRP)®

PROGRAM DESCRIPTION

The **Certified HR Compliance & Policy Analyst (CHRPCA)®** certification is an advanced credential designed for HR professionals, legal advisors, compliance managers, and policy analysts responsible for ensuring organizational alignment with employment laws, labor regulations, and ethical workplace policies. This program equips learners with comprehensive knowledge of global compliance frameworks, employee policy drafting, audit readiness, workplace investigations, and HR legal risk mitigation.

Through this program, candidates will build the expertise to analyze, interpret, and implement HR policies, maintain regulatory compliance across jurisdictions, and act as trusted advisors in shaping an ethical and legally compliant workforce environment.

COURSE LEARNING OUTCOMES

Upon successful completion of this program, participants will be able to:

1. Interpret and apply major employment laws, labor regulations, and HR compliance frameworks.
2. Conduct policy audits and develop compliant HR manuals and employee handbooks.
3. Evaluate compliance risks, workplace investigations, and reporting mechanisms.
4. Design and communicate ethical, inclusive, and legally sound HR policies.
5. Align compliance policies with organizational culture and risk management strategy.
6. Advise on legal and regulatory updates impacting the HR landscape.
7. Lead or support compliance audits, employee relations cases, and documentation processes.



TARGET AUDIENCE

- HR Compliance Officers
- Employee Relations Specialists
- Legal & Labor Policy Analysts
- HR Business Partners
- HR Operations Managers
- Talent Acquisition and Onboarding Leads
- Workplace Investigators and Advisors

EMPLOYMENT OUTLOOK (U.S. BUREAU OF LABOR STATISTICS):

Employment for HR compliance officers and specialists is projected to grow by 6–8% through 2032, with increased demand due to rising regulatory scrutiny, DEI mandates, and remote work compliance challenges. Median salaries range from \$85,000 to \$120,000+, depending on industry and region, with growth in healthcare, finance, tech, and government sectors.

CAREER PATHS FOR CHRPCA® HOLDERS:

- HR Compliance & Risk Manager
- Labor & Employment Policy Analyst
- Employee Relations Manager
- Director of HR Governance
- Workplace Ethics & Compliance Officer
- Organizational Policy Consultant



MODULES AND SUBMODULES

Module 1: Foundations of HR Compliance

- 1.1 Overview of Employment Laws and Labor Codes
- 1.2 Key U.S. Acts (FMLA, ADA, EEOC, FLSA)
- 1.3 International Employment Law Essentials (GDPR, ILO Standards)

Module 2: HR Policy Development and Auditing

- 2.1 Writing Employee Handbooks and Code of Conduct
- 2.2 Auditing for HR Compliance Gaps
- 2.3 Aligning Policies with Risk and Culture

Module 3: Investigations and Disciplinary Action

- 3.1 Conducting Internal Investigations
- 3.2 Documentation and Due Process
- 3.3 Ethical Reporting and Whistleblower Protocols

Module 4: Data Privacy, Security & HR Records Management

- 4.1 Personnel Data Protection under GDPR & HIPAA
- 4.2 Digital HR Systems and Compliance Risks
- 4.3 Archiving, Access, and Destruction of Records

Module 5: Harassment, Discrimination, and DEI Compliance

- 5.1 Title VII and Anti-Harassment Regulations
- 5.2 Developing Inclusive Policies and Preventive Training
- 5.3 DEI Metrics and Equal Opportunity Compliance

Module 6: Remote Work, Wage & Hour Compliance

- 6.1 Timekeeping and Fair Compensation Laws
- 6.2 Remote Work Policy Structuring and Enforcement
- 6.3 Misclassification of Employees and Contractors

Module 7: OSHA, Health, and Workplace Safety

- 7.1 OSHA Standards and HR Responsibilities
- 7.2 Mental Health, Leave, and Accommodation Compliance
- 7.3 Safety Incident Reporting and Training Requirements

Module 8: Labor Relations and Unionized Workforces

- 8.1 NLRA and Labor Union Laws
- 8.2 Collective Bargaining Compliance
- 8.3 Handling Grievances and Disputes

Module 9: Compliance Communication and Training

- 9.1 Creating a Culture of Compliance
- 9.2 Mandatory HR Trainings (Ethics, Harassment, Privacy)
- 9.3 Change Communication and Documentation Updates

Module 10: Capstone – Compliance Risk Audit & Policy Submission

- 10.1 Conducting a Mock Compliance Audit
- 10.2 Drafting and Submitting a Complete HR Policy Portfolio
- 10.3 Stakeholder Review and Reflection

CERTIFICATION EXAM DETAILS

- **Format:** 100 Multiple Choice Questions
- **Duration:** 90 Minutes
- **Passing Score:** 70%
- **Retake Policy:** One free retake allowed within 3 months
- **Delivery Mode:** Online, remote proctored

CERTIFICATION TESTING OUTCOMES

This certification assesses and validates core competencies in:

- Legal compliance knowledge across jurisdictions
- HR policy writing, auditing, and risk communication
- Workplace investigation and documentation integrity
- DEI, ethics, and whistleblower practices
- Labor relations and HR data protection
- Advisory capability in compliance-focused HR



ACCREDITATION AND RECOGNITION

The **CHRCPA®** is awarded by **AGILE-HRP®**, an internationally recognized institute for HR, leadership, and project management certifications. The program aligns with ISO HR standards, SHRM ethical practice competencies, and recognized public, private, and nonprofit compliance frameworks. Major employers and professional associations worldwide accept it.

CERTIFICATION DELIVERABLES

- Chartered Certificate: **Certified HR Compliance & Policy Analyst (CHRCPA)®**
- Verified Digital Badge for LinkedIn and Resume
- HR Compliance Audit Templates and Case Tools
- Access to AGILE-HRP® Learning & Alumni Portal
- 35 CEUs for annual re-certification and growth
- Membership Discounts and Webinar Invites

PROGRAM FORMAT

- **Duration:** AS NEEDED (Self-paced)
- **Format:** Fully Online
- **Assessment:** Applied learning activities + final certification exam

ELIGIBILITY CRITERIA:

- Bachelor's degree OR 3+ years in HR or legal policy role
- OR Recommended for professionals in compliance or HR policy governance

NEED ASSISTANCE?

For queries or certification support:

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