

CPHR EXAMINATION REGISTRATION FORM

The Chartered Professional in Human Resources (CPHR) designation is a national standard administered by the provincial human resources associations who are CPHR Canada members. This registration form is for provincial association members who wish to register for the National Knowledge Exam™ (NKE). You must be a member of your provincial association to register for this exam. Enrollment is through your provincial office.

The National Knowledge Exam™ is offered in spring and fall each year. Eligibility to write the NKE is determined by each provincial association.

CPHR Canada and CPHR BC & Yukon reserve the right to make changes to the exam process and format at any time up to 7 days prior to the examination date.

Registration deadlines are available at: <https://cphrbc.ca/cphr/become-a-cphr/nke/>

CONTACT INFORMATION

Prefix _____ First Name _____ Initial _____ Last Name _____

Title _____ Organization _____

Preferred Mailing Address: _____

This address is for: City _____ Province/State _____ Postal Code _____

Work Home Telephone _____ Fax _____ Email _____

I wish to write The National Knowledge Exam™

November 14, 2024 I will write in: English French Format: Test Centre Remote Proctor

Exam day details will be communicated to exam registrants by our exam vendor Yardstick Assessment Strategies (YAS) that will include instructions on how to book your exam date/time. Exam booking will be done electronically via ProctorU's website.

Request for Accommodation:

Accommodation requests are assessed on a case-by-case basis to ensure equal opportunity for writers to fully demonstrate their qualifications without altering the nature or level of the qualification being assessed. CPHR Canada will consider each case after carefully reviewing the submitted documentation. However, submitting a request does not guarantee receiving an accommodation.

All requests and documentation must be submitted to the provincial member association at the time of exam registration or, if not received at the time of registration, by the exam registration deadline. Requests for pre-existing conditions that are made following the registration deadline will not be accepted. In exceptional circumstances where an unexpected circumstance arises, a request for accommodation may be considered after the deadline but cannot be guaranteed.

Note: You must bring photo ID and booking confirmation from Yardstick with you for admittance to the examination.

Education (highest qualification achieved)

Type: _____ School: _____

Prov.: _____ Or Other City/Country: _____

FEES (Pre-payment required)

National Knowledge Exam™

\$550.00 + GST/HST =

GST @ 5% ; HST @ 13% (ON, NB, NL, NF) ; HST 15% (NS) ; No Tax (Outside Canada)

Please note: Once the registration deadline has passed, examination fees are non-refundable. If you have not already paid the application fee of \$60 + GST, it will be automatically charged to you when you register.

METHODS OF PAYMENT:

GST/HST #119446714

By Interac e-Transfer to payments@cphrbc.ca. Please include your name and/or member ID# in the message box.

By Credit Card. I hereby give CPHR BC & Yukon authorization to charge my credit card the amount indicated above for my exam registration and the application fee, if not previously paid.

Card # _____ CVV _____ Name on Card _____
Expiry Date _____ Signature _____

By Cheque/Money Order # _____

Please make cheques payable to **CPHR BC & Yukon**. A \$30.00 administration fee will be charged on NSF cheques.

DECLARATION

I hereby register for the National Knowledge Exam™. I have read and agree to abide by the National Code of Ethics: <https://cphr.ca/your-career/national-standards/>

I understand that:

1. If I wish to defer writing an exam, I must submit this application form to CPHR@cphrbc.ca.
2. If my application for deferral is approved, I will be registered for the next exam sitting. A maximum of two deferrals are possible. The exam must be written on the third sitting or the exam fee will be forfeited.
3. Once the registration deadline has passed, exam fees are non-refundable for all registrants.
4. Up to the exam registration deadline, I may defer without a deferral fee.
5. Between the exam registration deadline and October 30, 2024, I may defer to the next sitting but will be charged a deferral fee of \$100 + GST, except in cases of illness or bereavement (official verification required).
6. After October 30, I may defer to the next sitting but will be charged a deferral fee of \$225 + GST.
7. Deferrals after November 7, 2024 are not allowed without verified proof of extenuating circumstances such as serious illness or loss of immediate family member. I must contact my provincial human resources association as soon as possible should such a situation arise.
8. My provincial human resources association will review the application and determine whether I qualify based on illness, bereavement or other special circumstances.
9. Cancellations within 5 business days of the exam date for any other reasons are considered to be no-shows and the full exam fee will be forfeited.
10. Registrants who defer to a future sitting and then cancel their registration any time prior to this sitting will forfeit their initial exam fee plus any deferral fee paid.
11. Membership fees are non-refundable.

Signature_____
Date

Privacy Notice: CPHR Canada and CPHR BC & Yukon collect and use the information you have provided for exam administration and registration purposes only, including the verification of your qualifications and exam deferral circumstances as required. If you have any questions regarding our use of your personal information, please contact CPHR Canada at 1-800-665-1961 or CPHR BC & Yukon at CPHR@cphrbc.ca. CPHR BC & Yukon's privacy policy is available at: <https://cphrbc.ca/privacy-policy/>

Please forward your completed application and exam fees to:

CPHR BC & Yukon, 1101-1111 West Hastings Street, Vancouver, BC V6E 2J3

Fax: (604) 684-3225

Email: CPHR@cphrbc.ca

Print Form