

Steps for Graduates to Claim the National Knowledge Exam (NKE) Waiver

CPHR BC & Yukon Student Members at Accredited Schools* who have successfully completed the appropriate academic program can claim a Waiver from taking the National Knowledge Exam (NKE).

Meeting the criteria below and following these steps is considered equivalent to passing the exam. When complete, you will be given the status of *CPHR Candidate*. This is a major step to attaining your full CPHR designation and will help you on your career path to becoming a successful Certified Human Resources Professional (CPHR).

Step 1

Be a [Student Member](#) of CPHR BC & Yukon while at school.

Step 2

Complete your Accredited academic program with a minimum average 70% pass mark (GPA or Average Letter Grading will vary from school to school).

Step 3

Send your Official Transcript to Trish Andrea, CPHR Registrar via email cphr@cphrbc.ca or hard copy to Vancouver address [here](#). (You can do this yourself or ask your school to send it). Trish will review and send you the appropriate form.

There is an exam waiver fee payable. Trish Andrea will confirm your fee and the process to pay it. If you are a new graduate or have graduated within the last 12 months you will save 25% off the exam waiver fee which is regularly \$460+GST= \$483 (this includes one-time \$60 certification application fee). So the reduced fee is \$345+GST=\$362.25

Once your NKE Waiver application is fully processed, you will be sent confirmation. Congratulations – at that stage you are a *CPHR Candidate*!

Future Steps

- Maintain your CPHR BC & Yukon membership to maintain your CPHR Candidate status. (You will be able to take advantage of the [New Graduate Membership](#) rate on your first renewal after graduating).
- The final step on your path to become a fully qualified CPHR is to demonstrate the appropriate length of HR experience via the [Validation of Experience \(VOE\)](#) process.

Additional information about the CPHR designation can be found at www.cphrbc.ca including:

- [*List of Accredited Schools & Programs](#) and related information
- [What is a CPHR](#)
- [Become a CPHR](#)
- [National CPHR website](#)

Questions to: cphr@cphrbc.ca