



## HRPA Challenge Examination Registration Form

HRPA members and non-members may register for HRPAs Challenge Examinations. Challenge Examinations are one of several options available to individuals looking to gain the "HRPA Academic Requirement" (one of several eligibility requirements to qualify to write the National Knowledge Exam). Challenge Examinations are offered three times per year; in February, May and November. Please consult the HRPAs website for exact exam dates, registration and withdrawal deadlines. Note that a maximum of three examinations can be written per scheduled offering. The passing grade for a Challenge Examination is 65%. If an individual chooses to partake in Challenge Exams, they are responsible for ensuring that they meet all other eligibility criteria to register for the National Knowledge Exam i.e. the overall average etc.

### **Challenge Examinations are recommended:**

- when a required course grade does not meet HRPAs minimum grade requirement and/or;
- when a required course was taken more than ten years ago or;
- when an individual has extensive job-related or academic-related experience in a subject area and does not have the required academic course for the given subject area

### **Challenge Exams and Eligibility to write the National Knowledge Exam:**

To be eligible to write the National Knowledge Exam, one must meet the following criteria:

- be an active member of HRPAs in good standing;
- complete all 9 required courses in accordance with HRPAs requirements, and have an overall average of 70% with no individual course grade less than 65%. Note that each course must have been completed within ten years of successfully writing the NKE.

**Please note, effective January 01, 2011, individuals seeking certification will also require a degree as part of certification criteria.**

**For more information visit [www.hrpa.ca](http://www.hrpa.ca)**

**Registration Requirements:**

- Individuals do not have to be members to write HRP A Challenge Examinations.
- Registrations are accepted up to two weeks prior to the scheduled examination date.
- For a list of challenge exam dates, registration and withdrawal deadlines, visit [www.hrpa.ca](http://www.hrpa.ca) .
- On-site registrations will *not* be accepted.
- Valid photo identification must be presented at the time of the examination in order to gain admittance to write. I.e. drivers license, passport etc.

**WITHDRAWAL/DEFERRAL/NO SHOW POLICY** - All requests must be sent in writing to [kmorris@hrpa.ca](mailto:kmorris@hrpa.ca)

- Examinations can be deferred only once.
- Registrants who defer to a future sitting and then cancel their registration any time prior to this sitting will forfeit their initial exam fee.
- Exam withdrawals are accepted up to one week prior to the examination and an administrative fee of \$25.00 + hst will be charged per subject (exam).
- There are no withdrawals or deferrals 7 days prior to the exam. (HRPA may waive this policy due to extenuating circumstances such as illness or bereavement. Note that verification in the form of doctor’s notes or death certificates may be required.)
- Registrants who do not appear on the exam date as scheduled will forfeit their examination fees.

**Registration Information:**

Preferred Title: (i.e. Mr., Ms., Mrs., Miss)
Last Name:
First Name:
HRPA Member Number:
Title:
Organization Name:
Street Address:

City:	Province:	Postal Code:
Phone: (Home)	Phone: (Business)	
Email Address:		

\*All correspondence is sent to your preferred contact address as per the HRPAs membership database. It is the responsibility of each HRPAs member to ensure that their individual member profile is up to date with the most current contact information at all times. To update your profile login at [www.hrpa.ca](http://www.hrpa.ca)

**Examination(s) to be written:**

Please indicate the subject(s) you wish to apply to write an examination for.

**REMEMBER: A maximum of three subjects per sitting may be written:**

- ◆ Human Resources Management
- ◆ Organizational Behaviour
- ◆ Finance and Accounting
- ◆ Occupational Health and Safety
- ◆ Training and Development
- ◆ Labour Relations
- ◆ Compensation
- ◆ HR Planning
- ◆ Recruitment and Selection

**Fees:** Price per exam: \$150.00 + hst

**Select Exam Sitting:**

- ◆ February
- ◆ May
- ◆ November

**Method of Payment:**

Payment may be made by the following, please check the appropriate box below:

- ◆ Cheque
- ◆ VISA
- ◆ MasterCard
- ◆ AMEX

Number of Exams: \_\_\_\_\_ X \$ (\$150.00 + HST) = \$ \_\_\_\_\_ (HST #R104154273)

**Credit Card Information (if applicable):**

Name Appearing on Credit Card (please print):	
Card Number:	
Expiry Date:	
Signature of Card Owner:	Date (DD/MM/YY):

**IMPORTANT EXAMINATION RELATED INFORMATION:**

- **Confirmation of Registration and Exam Location Details:** HRPAs forwards confirmation letters via email, providing the exam location and other details. The confirmation letter will also serve as a receipt of registration.
- **Disqualification:** HRPAs reserves the right to disqualify any individual from writing or to withhold exam results if an individual did not meet the registration requirements.
- **Members with Special Needs or Religious Observance Conflicts:** Members with special needs are required to contact HRPAs at the time of their registration to discuss their requirements. HRPAs is committed to providing assistance for these individuals where possible. Members who are unable to write the examinations on the scheduled date due to religious observance are required to contact HRPAs to discuss their options at the time of registration.
- **Examination Preparation Resources:** Registrants may refer to study material for each subject area via [www.hrpa.ca](http://www.hrpa.ca)

- **More Questions:** If you have any questions regarding this information, please contact HRPAs Office of the Registrar at (416) 923-2324 or 1-800-387-1311 or email [registrar@hrpa.ca](mailto:registrar@hrpa.ca). For more information regarding certification and recertification, visit the Office of the Registrar section of the HRPAs website: [www.hrpa.ca](http://www.hrpa.ca)

**TERMS AND CONDITIONS:**

In registering for an HRPAs Challenge Exam, I declare that I have read and agree to the above important information and to the following terms and conditions:

- I warrant that all information I have provided on my application form is complete and accurate and I further understand that this information is subject to verification by HRPAs at any time.
- I agree to abide by all examination rules and instructions.
- I agree to keep the content of the challenge exams confidential by not divulging any details of its contents to anyone through any method including but not limited to (email, blogs chat groups, i.e. Face book). I understand that releasing any said information could result in disciplinary action.
- I have read and understand that HRPAs will work with registrants who require support in writing their exams due to personal disability or religious observance. Registrants must notify HRPAs of their needs at the time of registration. Should you require additional resources in order to write the exam, or an alternate writing date due to religious observance, please indicate this at the top of your registration form. HRPAs will then be in contact with you to discuss options and available support. If you fail to notify HRPAs of your needs at the time of registration, we can't guarantee that we will be able to accommodate your needs at the time of examination. HRPAs staff require time to work with proctor sites and other resource mediums to make alternate arrangements on your behalf.
- I have read and understand all of the policies noted in the form, including those regarding exam cancellation, disqualifications, withdrawals and deferrals.
- I am aware that failure to show up for the exam, barring illness or other personal emergency, will result in forfeiture of the examination fee. HRPAs will require proper documentation.
- I am aware that it is my responsibility to keep HRPAs informed of any changes in my contact information. HRPAs relies on our membership database for up to date information. For members: Please log on to the HRPAs website at [www.hrpa.ca](http://www.hrpa.ca) to update your profile at any time.
- I understand that the information collected by means of this form will be used only for the purposes of the administering the exams. I understand that this information may be shared with other third parties (e.g., CCHRA); such parties having expressly agreed to abide by HRPAs Privacy Policy.
- I agree that all information provided by means of this registration form as well as responses to exam questions become property of HRPAs.

I have read and agree to the terms and conditions listed above.

Signature of Registrant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_