



Human Resources  
Professionals  
Association

## 2010/2011 Registration Form

### HRPA Evening Academic Program (EAP) HRPA Education Centre (downtown)

#### Registration Deadlines:

Fall 2010: Sept 10, 2010  
Winter 2011: Jan 7, 2011  
Spring 2011: April 29, 2011

EAP courses qualify as the academic courses required for eligibility to write the

Session Dates	Session Courses	Course Codes
Mondays		
Fall - Sept 13 to Dec 13, 2010	HR Planning/Org. Behaviour	400/401
Winter - Jan 10 to April 11, 2011	HR Planning/Org. Behaviour	400/401
Spring - May 2 to August 8, 2011	HR Planning/Org. Behaviour	400/401
Tuesdays		
Fall - Sept 14 to Dec 7, 2010	HR Management/Health & Safety	402/403
Winter - Jan 11 to April 5, 2011	HR Management/Health & Safety	402/403
Spring - May 3 to July 26, 2011	HR Management/Health & Safety	402/403
Wednesdays		
Fall - Sept 15 to Dec 8, 2010	Compensation/Accounting & Financial Mgmt	404/405
Winter - Jan 12 to April 6, 2011	Compensation/Accounting & Financial Mgmt	404/405
Spring - May 4 to July 27, 2011	Compensation/Accounting & Financial Mgmt	404/405
Thursdays		
Fall - Sept 16 to Dec 9, 2010	Labour Relations*/Recruitment & Selection	406/407
Winter - Jan 13 to April 7, 2011	Labour Relations*/Recruitment & Selection	406/407
Spring - May 5 to July 28, 2011	Labour Relations*/Recruitment & Selection	406/407
Fridays		
Fall - Sept 17 to Dec 10, 2010	Training & Development	408
Winter - Jan 14 to Apr 8, 2011	Training & Development	408
Spring - May 6 to August 5, 2011	Training & Development	408

**\*The Labour Relations course may involve one Saturday collective bargaining simulation.  
(Date: TBD)**

*Classes are held one evening per week for 13 weeks from 6:30 to 9:30 p.m.  
All courses are taught at the HRP A Education Centre, 2 Bloor Street West, 19th Floor, Toronto  
(northwest corner of Yonge & Bloor - conveniently accessible by subway).*

**\*\* All 9 courses are offered in the Fall, Winter and Spring sessions.**

### Steps to the Designation

**Step 1** - Meet all academic course requirements - *A grade average of 70% is required in **all** nine courses; no individual course grade can be less than 65%*

**Step 2** - Write the National Knowledge Exam ( ) - *Passing grade is 70%*

**Step 3** – Validation of Experience. *To view more information on the assessment of experience, please visit: [:/ /www.hrpa.ca/OfficeOfTheRegistrar/Pages/ExperienceRequirement](http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/ExperienceRequirement).*

*\*\*Note HRP A will require a degree effective January 01, 2011. For more information on the degree requirement and exemptions, please visit [www.hrpa.ca](http://www.hrpa.ca)\*\**

### Course Registration Information:

1. Price: per course

HRPA Member price	\$445.00 + \$57.85 HST = \$502.85
HRPA Non-member price	\$545.00 + \$70.85 HST = \$615.85

2. Textbooks are included in the fees and are distributed at the first class.
3. For *Evening Academic Program – Student Information*, go to the HRP A Web site or e-mail [kmorris@hrpa.ca](mailto:kmorris@hrpa.ca)
4. HRP A maintains academic files for members only. Upon joining HRP A, original grade letters for credits previously earned must be submitted for inclusion in the member file.
5. Written and verbal proficiency at the Ontario post-secondary level is necessary to successfully complete these courses.

### Registration Information

Name	Member Number (if applicable)
Professional Title	
Preferred Mailing Address	
Preferred Phone Number(s)	E-mail
Course Title	Session
Course Title	Session
Course Title	Session
Course Title	Session

### Method of Payment

Please indicate payment method and the amount to be charged to the credit card, if applicable. If paying by credit card, payment information may be faxed to (416) 923-8956. Registration will not be processed unless accompanied by payment.

\$ \_\_\_\_\_       Cheque     Visa     American Express     MasterCard

\_\_\_\_\_  
*Credit Card Number*

\_\_\_\_\_  
*Date of Expiry (m/y)*

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## Withdrawal, Refunds and Deferral Policies

All requests to withdraw from a course must be sent in writing to the Office of the Registrar. For a full refund, notification must be received up to or immediately following attendance at the class and before the scheduled class (minus a \$25 administrative charge). For a 50% refund, notification must be received on or after the 2nd scheduled class and by the end of the 3rd scheduled class (minus a \$25 administrative charge). There is no refund for withdrawals on or after the 3rd scheduled class. Textbooks must be returned to HRP. Membership in HRP is non-refundable.

### Student Code of Conduct:

#### Academic Dishonesty

In order to protect the integrity of the teaching, learning, exam-taking and evaluation processes of HRP, it shall be considered an offence for any student:

- to use or possess any unauthorized aid, to obtain or receive unauthorized assistance, or to impersonate any other person at any term test or examination;
- to knowingly represent any idea or expression of an idea or, work of another, as that of the student's in any work submitted during the course;
- to submit any work containing a purported statement of fact or reference which has been invented without foundation;
- to forge or in any way alter or falsify any record, or to utter or make use of any such forged, altered or falsified record;
- to behave in any manner that is disruptive to the class and detrimental to the learning experience of the other students.

In cases of plagiarism, invention without foundation or falsification such as those issues outlined above, the student will be notified of the accusation by the Instructor, Academic Requirement & Exam Specialist or the HRP Registrar as applicable in the circumstances.

In the case of cheating during an exam or, the Instructor's/Proctor's belief that cheating has occurred, the following steps will be taken:

- the exam will be confiscated; and
- the student will be escorted from the examination location or venue.

If the infraction occurs or is believed to have occurred during class tests or activities,

- the Instructor will notify the Academic Requirement & Exam Specialist in writing;
- the Academic Requirement & Exam Specialist will notify the Registrar in writing; and
- the Registrar will consider the matter and recommend action for enforcement in a timely fashion.

I confirm that I have read and understood the withdrawal, refund and deferral policies and the Student Code of Conduct and HRP's Rules of Professional Conduct.

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*Signature*

*Date*

*HRP is committed to protecting the privacy of your personal information. Information collected from this form will be used for registration purposes. For further information, please visit our Web site at [www.brpa.org](http://www.brpa.org) and click on the "privacy" link, or contact [privacy@brpa.ca](mailto:privacy@brpa.ca).*