



HRPA – National Knowledge Exam (NKE) Deferral or Withdrawal Form

All forms and fees are to be forwarded to:

Mailed to: HRP
Office of the Registrar – National Exam Withdrawal or Deferral
150 Bloor St. West, suite 200
Toronto ON M5S 2X9

OR
OR emailed to: kmorris@hrpa.ca (subject line: National exam deferral or withdrawal)
OR faxed to: (416) 923-7264 – attention Office of the Registrar – National Exam Withdrawal or Deferral

Deferral Policy:

- Deferrals are possible up to 7 calendar days before the exam date
- Deferrals 30 days or more before the exam date are processed with a fee of \$50 plus GST
- Deferrals less than 30 days but more than 7 days prior to the exam date are processed with a fee of \$100 plus GST
- Deferrals 7 calendar days or less prior to the exam date will result in complete forfeit of all fees paid unless there is proof of extenuating circumstances
- In certain extenuating circumstances (such as illness or bereavement) the deferral fee may be waived at HRP's discretion. Supporting documentation must be submitted along with a deferral/withdrawal form
- Requests to defer may only be made to the next scheduled exam sitting
- If an individual is unable to write the next scheduled exam sitting, they must complete a second deferral form. A maximum of two deferrals per original registration for an exam are possible.
- If an individual defers to a future sitting and then cancels their registration any time prior to that sitting, they will forfeit their initial exam fee plus any deferral fee paid.

Withdrawals Policy:

- Withdrawals are permitted up to 30 calendar days in advance of the exam sitting, for a fee of \$50 plus applicable tax
- No withdrawals are permitted less than 30 days prior to the exam sitting, but an individual may qualify for a deferral. See above.

Failing to show up at the Exam

Individuals who do not show up for the exam will be considered “no-shows” and will forfeit the full exam fee. These individuals may register to write the NKE in the future, but will require a degree as part of the requirements in order to qualify for their CHRP designation.

Medical or Personal Emergency Policy

HRPA considers a medical emergency to be an unplanned medical event that arises within 48 hours of the scheduled exam and prevents candidates from taking the exam. If you choose to write the exam, even if you do not complete the exam, you will be deemed to have written the exam. To be more precise, if you are present in the examination room when the exam begins, you will be deemed to have written the exam.

A medical or personal emergency may apply to candidates themselves or to one of the candidate’s immediate family members (spouse, child or parent). Medical events and personal emergencies that can be anticipated as occurring on or near the exam date in which candidates can schedule, reschedule or cancel the exam are not considered medical emergencies. Inability to take the exam due to workload or work conflicts or inability to properly prepare for the exam are not considered emergencies.

Medical or personal emergency refund requests must be made in writing and mailed, faxed or e-mailed to the HRPA Office of the Registrar within five business days of the missed exam and must include a description of the situation and documentation of the emergency or extenuating circumstance. Requests for refunds because of medical or personal emergencies are reviewed on a case-by-case basis. Candidates will be notified by e-mail of the outcome of the request.

REGISTRANT INFORMATION:

Date of Request:		
Preferred Title: (i.e. Mr., Ms., Mrs., Miss)		
Last Name:		
First Name:		
HRPA Member Number (membership required to register for exam):		
Title:		
Organization Name:		
Street Address:		
City:	Province:	Postal Code:
Phone: (Home)	Phone: (Business)	

*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, including email address. To update your profile visit www.hrpa.ca

Please complete the following:

I wish to defer or withdrawal the National Knowledge Exam (NKE)

I am scheduled to write on _____ (date)

I am requesting a _____ (withdrawal or deferral)

I am requesting this withdrawal or deferral due to the following:

If Applicable: Deferral Fee: \$100.00 + HST (less than 30 days and more than 7 days before the exam)

Deferral Fee: \$50.00 + HST (more than 30 days before the exam)

Withdrawal Fee: \$50.00 + HST (more than 30 days before the exam)

Method of Payment:

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

- Cheque
- VISA
- MasterCard
- AMEX

Total Amount: _____

Credit Card Information (if applicable):

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

By signing below I agree that I have read and understood all of the above information and policies, and am requesting that HRP process with my withdrawal or deferral request. I understand that, I will be required to show proof of a completed degree as part of the requirements to attain the CHRP designation.

Signature of Registrant: _____ Date of Signature: _____