



## HRPA National Knowledge Exam Registration Form

### Important Information:

You must review the entire form in advance of your registration for the NKE. Registration for the October 2011 NKE opens after May 7, 2011. Note the following deadlines;

Exam Registration Deadline	Late Registration Deadline	Late Transcript Deadline	Exam Date
August 2, 2011	August 3-5, 2011	Sept 16, 2011	October 1, 2011

**Applications must be received on or before the deadline, this includes mailed forms. Mailed applications received after the deadline will not be accepted, regardless of the postmark date.**

**Applications can be faxed to 416-923-8956 or emailed to [kmorris@hrpa.ca](mailto:kmorris@hrpa.ca)**

Be advised that in addition to coursework, membership, exam and experience requirements, proof of a completed degree is also part of the requirements for the CHRP designation. For more information about the degree, visit the Office of the Registrar section of the HRPA website at [www.hrpa.ca](http://www.hrpa.ca)

Individuals who do not already have a degree are advised that there is still time to obtain a degree and meet the degree requirement. Individuals can write the NKE before achieving the degree, but once the NKE is passed, members have five years from that time to show proof of a completed recognized degree and to obtain the professional experience requirement. Individuals who choose to complete the degree before writing the NKE can do so, however if one is using courses from within the degree to meet the coursework requirement towards eligibility to write the NKE, they are reminded that individual courses expire within ten years of the completion date..

**NO EXCEPTIONS TO THE REGISTRATION DEADLINES WILL BE MADE, REGARDLESS OF CIRCUMSTANCES.**

**Transcripts and Grade Letters:** In order for HRPA to consider your application you must forward original transcripts or grade letters with or immediately following your registration if you have not already done so. Faxed copies will not be accepted. Original transcripts and grade letters should be mailed to:

HRPA  
Office of the Registrar - Transcripts  
150 Bloor St. West, Suite 200  
Toronto, ON M5S 2X9

**Confirmation of Eligibility:** Please note that it takes several weeks to assess your transcripts for exam eligibility. Registration for the exam does not automatically qualify you to write the exam. Payment is processed prior to the completion of assessment of eligibility. Processing of payment does not automatically constitute eligibility. Confirmations of exam registration will be emailed in early September. Individuals who do not qualify will be contacted as soon as is possible prior to the exam date.

**Late Transcript Policy:** The timing of the exam registration deadlines is such that individuals who may be able to complete their coursework requirement before the scheduled National Knowledge Exam (NKE) are not able to provide transcripts by the exam registration deadline because their courses are still in progress at the registration deadline. To accommodate individuals who are in this situation, HRP A has implemented its Late Transcript Policy. This policy can only be used by members whose FINAL GRADE in a course will be available by the late transcript policy deadline.

This policy allows individuals (1) to register for the NKE without providing a transcript provided that this transcript or other acceptable substitute arrives at HRP A two weeks before the exam, and (2) to write the exam based on acceptable substitute documentation.

Individuals wishing to avail themselves of this policy **must** do the following:

1. Become a member of HRP A on or before the NKE exam registration deadline,
2. Register for the NKE by on or before the exam registration deadline,
3. Indicate at the time of registration for the exam, that transcripts or other acceptable substitute documentation will be submitted by the late transcript deadline,
4. Submit the transcript or acceptable substitute for the FINAL GRADE before the end of business (5:00 pm EST) on the late transcript deadline;
5. If documentation other an official transcript is submitted to meet the late transcript deadline, that an official transcript be forwarded to HRP A as soon as it is possible to do so,
6. Accept the terms of the late transcript policy.

Acceptable substitute to transcripts for the purposes of writing the exam are as follows:

1. Grade letters with **final grades** sent by the professor and/or program coordinators directly to HRP A c/o Kelly Morris, [kmorris@hrpa.ca](mailto:kmorris@hrpa.ca). These grades can be emailed. The grade letter must include, course name, course code, student's name and final grade.
2. **Final grades** can be submitted in spreadsheet format with the student(s), name, the course name/code and the final grade awarded. This spreadsheet can be emailed directly to HRP A- Kelly Morris, [kmorris@hrpa.ca](mailto:kmorris@hrpa.ca). Grades submitted in this format will be accepted only if sent by the program coordinators and/or professor, who will attest to the accuracy of the grades and this information.

Should the individual fail to obtain the required grade on the course or courses that are still in progress at the exam registration deadline, they will be refunded the fees for the exam, less a \$50 + HST fee.

If the information supplied before the late transcript deadline is something other than an official transcript, it will be the responsibility of the student to follow-up with an official transcript once they become available. This must be done even though grades have been submitted electronically. No NKE result will be released if there is no transcript on file. See above for late transcript dates.

**Withdrawal and Deferral Policies:** HRP A has very specific withdrawal and deferral policies in relation to the exam.

Deferrals:

- 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. 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 you are unable to write at the next scheduled exam sitting, you must complete a deferral form again. A maximum of two deferrals per original registration for an exam are possible.
- If you defer to a future sitting and then cancel your registration any time prior to that sitting, you will forfeit your initial exam fee plus any deferral fee paid.

Withdrawals:

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

Individuals who do not show up for the exam will be considered “no-shows” and will forfeit the full exam fee.

#### **What Is Considered a Medical or Personal Emergency?**

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. 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 failure to properly prepare for the exam, is not considered an emergency.

Medical or personal emergency refund requests must be made in writing and mailed, faxed or e-mailed to the HRPA Office of the Registrar (see top of this form) 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.

**Code of Ethics:** All members of HRPA commit to abide by the HRPA Code of Ethics and the HRPA Professional Code of Conduct. Review both of these important documents at [www.hrpa.ca](http://www.hrpa.ca)

**Privacy Policy:** HRPA is committed to protecting the privacy of your personal information. For further information about HRPA's Privacy Policy, please visit our website at [www.hrpa.ca](http://www.hrpa.ca)

**Disqualification:** HRPA reserves the right to disqualify any member from writing or to withhold exam results if a member did not meet the registration requirements.

**Accommodation Requests:** HRPA acts in compliance legislation to accommodate exam applicants with disabilities who need special arrangements to sit for the exam. Auxiliary aids and services will be provided except where these may fundamentally alter the exam or result in an undue burden. As well, alternate testing arrangements can be made for those who cannot write the exam on Saturday due to religious observance. Accommodation requests must be made at the time of registration. HRPA needs to receive documentation from the applicant's treating physician to support the need for special accommodation. The nature of the disability, identification of the tests and protocols used to confirm the diagnosis, a description of past accommodation (if available) made for the disability and specific testing accommodations must be included. If you require special accommodation during the writing of your exam due to a physical or learning disability, please notify HRPA as soon as possible. HRPA must coordinate special accommodation requests with the Canadian Council of Human Resources Associations (CCHRA) and therefore requires an adequate amount of time to process these requests. For those who cannot write the exam on a Saturday due to religious observance, the alternate test day is the Monday following the exam date. For more information about HRPA's Accommodations Policy, visit the Office of the Registrar section of our website at [www.hrpa.ca](http://www.hrpa.ca)

**Exam applicants who submit a special accommodation request after the exam registration deadline may be required to wait until the next scheduled sitting if accommodations cannot be adequately met before the exam date.**

**Terms and Conditions:**

- I warrant that all information I have provided on my application form and all supporting documentation is complete and accurate and I further understand that this information is subject to verification by HRP A at any time.
- I agree to abide by all examination rules and instructions.
- I agree to keep the content of the national 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. Facebook). I understand that releasing any said information could result in disciplinary action.
- I have read and understand that HRP A will work with members who require support in writing their exams due to personal disability or religious observance. Members must notify HRP A 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 in the consent section of this online form. HRP A will then be in contact with you to discuss options and available support. If you fail to notify HRP A 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. HRP A staff require time to work with proctor sites and other resource mediums to make alternate arrangements on your behalf.
- I am aware that failure to show up for the exam, barring documented illness or other personal emergency, will result in forfeiture of the examination fee. HRP A will require proper documentation.
- I am aware that it is my responsibility to keep HRP A informed of any changes in my contact information, including my email address. HRP A relies on our membership database for up to date information. Please log on to the HRP A website at [www.hrpa.ca](http://www.hrpa.ca) to update your profile at any time.
- I understand that HRP A will forward confirmation information by email, and that I must ensure that my email can accept emails from HRP A.
- 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 HRP A's Privacy Policy.
- I agree that all information provided by means of this registration form as well as responses to exam questions become property of HRP A.
- I understand that HRP A may utilize cameras in some exam locations to have a record of exam room activity during the exam. These recordings will be destroyed three months following the exam.
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**Degree Requirement:**

IMPORTANT: Effective January 01, 2011, the degree requirement is part of the requirements for certification. In order to be exempt from this requirement, members must have written and passed the NKE prior to December 31, 2010. For more information visit the Degree Requirement section of our website.

**Completion of the following will be required for the submission of your application to write the NKE:**

- Membership in HRP A (if you are not a member, you must complete this first before you can submit)
- Completed registration submitted to HRP A (online, fax or mail) before the posted deadline
- Acceptance of Terms and Conditions, Deferral and Withdrawal policy, Late Transcript Policy and all other information on this form
- Supporting documentation: original transcripts to accompany this registration form or compliance with the steps outlined in the late transcript policy
- Payment – HRP A will not accept or process your application if it is not accompanied by payment

**REGISTRANT INFORMATION:**

Preferred Title: (i.e. Mr., Ms., Mrs., Miss)		
Last Name:		
First Name:		
HRPA Member Number (membership required to register for NKE):		
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 HRPA membership database. It is the responsibility of each HRPA member to ensure that their individual member profile is up to date, including email address. To update your profile visit [www.hrpa.ca](http://www.hrpa.ca)

**SECTION A: ACADEMIC REQUIREMENT:**

To be eligible to write the NKE in Ontario, individuals must complete the HRP A Academic Requirement. Select one of the below options which indicates how you meet the HRP A Academic Requirement. You may check only one:

OPTIONS AVAILABLE	
	<p>OPTION A: I was granted the HRP A Academic Requirement via the Alternate Route and am writing the NKE under the conditions associated with said approval</p> <p>Date Granted: _____</p>
	<p>OPTION B: I completed the nine required academic courses through recognized educational institution/s, HRP A Challenge Exams, HRP A’s Evening Academic Program, or any combination thereof. <b>SEE ELIGIBILITY OF COURSES BELOW</b></p>

**ELIGIBILITY OF COURSES:**

- Courses taken must be pre-approved by HRP A or have been approved via the course approval process for non-approved courses. It is the registrant’s responsibility to ensure that their courses are recognized by HRP A prior to registration for the NKE.
- Each required academic subject must have been completed within ten years of the examination year in which the individual is applying to write.
- Registrants must achieve an overall average of 70% combined in all nine courses, with no individual course mark less than 65%.
- Registrants must submit original transcripts or original grade letters in advance or along with their registration form to qualify to write. HRP A does not accept electronic marks, web downloads or photocopies of transcripts or grade letters. HRP A reserves the right to verify any and all academic information submitted by registrants of the NKE and members of HRP A.

**ACADEMIC COURSE REQUIREMENTS:**

Subject Required	Name of Educational Institution	Course Code	Date Course Completed (DD/MM/YY)	Grade Achieved (% and letter)
Human Resources Management				
Organizational Behaviour				
Finance & Accounting				
Occupational Health & Safety				
Labour Relations				
Compensation				
Human Resources Planning				
Recruitment & Selection (Staffing)				
Training & Development				

**REGISTRATION DETAILS:**

**Select a sitting of the National Knowledge Exam to be written:**

You must consult the HRPAs website prior to registration to determine the exact date of the NKE in May and/or October.

- October 2011 sitting

**Accommodations:**

- I want to write my exam in French
- I require special accommodation due to religious observance
- I require special arrangements due to disability (submit supporting documentation outlining the nature of the accommodation at the time of registration) – for More information about HRPAs Accommodations Policy, visit the Office of the Registrar section of our website at [www.hrpa.ca](http://www.hrpa.ca)

**Transcripts:**

- My original transcripts and or grade letters are attached
  - My original transcripts and/or grade letters have already been sent to HRPAs
  - I will also be submitting transcripts and grades for courses in progress that will be completed in accordance with the above noted HRPAs Late Transcript Policy
- NOTE: DO NOT WAIT TO SEND IN YOUR TRANSCRIPTS FOR THE COURSES ALREADY COMPLETED – SEND THOSE AT THE TIME OF APPLICATION

**Location of Exam:** Unless otherwise specified, HRPA will assign you a seat in the closest exam location based on your registration details. Where possible we will accommodate your preferred site. HRPA offers the following test location sites:

Barrie	Dryden	Kitchener	Oshawa	Sudbury
Belleville	Fort Frances	London	Ottawa	Thunder Bay
Bracebridge	Hamilton	Niagara	Owen Sound	Timmins
Brampton	Kenora	North Bay	Peterborough	Toronto
Chatham	Kingston	Oakville	Sarnia	Windsor
			Sault Ste. Marie	York

Preferred city: \_\_\_\_\_

**Method of Payment:**

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

- Cheque
- VISA
- MasterCard
- AMEX

Exam Fee: \$250.00 + HST

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

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

**Confirmation of registration status:**

As required by law, HRP A maintains a register of all members including their membership category. The HRP A register is the only official register in Ontario. In accordance with the intent of the Human Resources Professionals Act of Ontario, 1990, your name and membership category are not considered personal information. Any member of the public has the right to know if someone is a member of HRP A and whether they hold the C HRP designation. Upon written request to HRP A's Registrar, HRP A will confirm whether someone appears on the HRP A register and their membership category. HRP A will release no other information without your expressed written consent.

**Release for publication of name:**

Upon successful completion of the NKE, your file will be reviewed for completeness after which you may use the term C HRP Candidate, provided you remain an active member of HRP A. As noted above, your name and membership status are not considered private information.

Any other publication of your name in connection with obtaining of the C HRP Candidate status requires your consent. Indicate your consent to each of the following by ticking the appropriate box and the signing below. Note that this consent can be revoked at any time by writing to HRP A to that effect.

- Notification of HRP A Chapter of which you are a member of your change in status
  
- I consent to having HRP A publish my name as indicated above

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

**EXAM REGISTRANT CONSENT:**

In registering for the National Knowledge Exam, I declare that I have read and agree to abide by the all of the information, policies, terms and conditions as outlined on this entire application form. I understand that a degree, coursework, the NKE, membership and meeting the specific conditions of professional level experience as defined by HRP A are required to attain the designation. I further understand that there are specific conditions of each of the requirements that I must meet.

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

