



## HRPA –Exams Withdrawal Form

All forms and fees are to be forwarded to:

Mailed to: HRP  
Office of the Registrar  
150 Bloor St. West, suite 200  
Toronto ON M5S 2X9

OR emailed to: [tcallitsis@hrpa.ca](mailto:tcallitsis@hrpa.ca) or [registrar@hrpa.ca](mailto:registrar@hrpa.ca)

OR faxed to: (416) 923-8956

### Withdrawal Policy:

- Withdrawals of the CHRP/CHRL Employment Law Exams, CKE 1 or CKE 2 exam are permitted up to 2 calendar days from the exam appointment date, for an administrative fee of \$50.00 + hst
- Withdrawals are not permitted less than 2 calendar days from the exam appointment time. Individuals requesting to withdraw less than 2 calendar days from the exam appointment date will forfeit their exam fees.
- Withdrawals will be processed and candidates will receive a refund of their examination fees, minus the \$50.00 admin fee
- In certain extenuating circumstances (such as illness or bereavement) the withdrawal fee may be waived at HRP's discretion. Supporting documentation must be submitted along with a withdrawal form

### Reschedule your exam:

- If you wish to reschedule your exam seat time or change your exam location within the 2 week examination testing window for your particular exam, you will be subject to a \$50.00 rescheduling fee.
- To reschedule your exam seat time, you must do so directly with the exam vendor – Prometric and pay the \$50.00 rescheduling fee directly to them. Please visit the Prometric site at [www.prometric.com](http://www.prometric.com) to reschedule your exam seat time.

**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 CERP/CHRL Employment Law, CKE 1 or CKE 2 in the future, but will be required to meet the current eligibility requirements to do so.

**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](http://www.hrpa.ca)

**Please complete the following:**

I wish to withdraw from the Comprehensive Knowledge Exam (CKE 1 or CKE 2) or CHRP/CHRL Employment Law Exam

I am scheduled to write on \_\_\_\_\_ (date)

I am requesting a \_\_\_\_\_ (withdrawal)

The **CKE1** is **required for the CHRP** (entry level) designation and is valid **ONLY** for the CHRP.

The **CKE2** is **required for the CHRL** (professional level) designation. However, the CKE2 is valid for **BOTH** the CHRP and the CHRL.

Additional Requirements:

Please consult the website for more information on the designation requirements and the timetable.

<https://www.hrpa.ca/hr-designations/about-hr-designations#DesignationRequirements>

I am requesting a withdrawal of the CKE 1 exam \_\_\_\_\_

I am requesting a withdrawal of the CKE 2 exam \_\_\_\_\_

I am requesting a withdrawal of the CHRP Employment Law exam \_\_\_\_\_

I am requesting a withdrawal of the CHRL Employment Law exam \_\_\_\_\_

I am requesting this withdrawal due to the following:

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If Applicable: Withdrawal Fee: \$50.00 + HST

**The CKE1 or CKE 2 or CHRL/CHRP Employment Law exam application fees will be refunded minus a \$50.00 administration fee**

By signing below I agree that I have read and understood all of the above information including the information regarding the CKE1 and CKE 2 and the Employment Law exams that will be offered as requirements for the CHRP and CHRL designations along with any additional requirements as of 2016 and onward that will need to be completed to earn the CHRP and CHRP designations respectively and am requesting that HRPA process with my withdrawal request.

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