

Notice of Resignation Form

To resign your registration or designation with the HRPA, you must provide written notice by submitting a resignation form.

Steps to provide notice of resignation

1. Complete the information in Part A.
2. Review the information in Part B.
3. If applicable, complete the information in Part C.
4. Complete the information in Part D.
5. Submit your completed form by email to renewal@hrpa.ca. If you prefer, you may mail the completed form to: Human Resources Professionals Association, 150 Bloor St. W., Suite 200, Toronto, ON M5S 2X9.

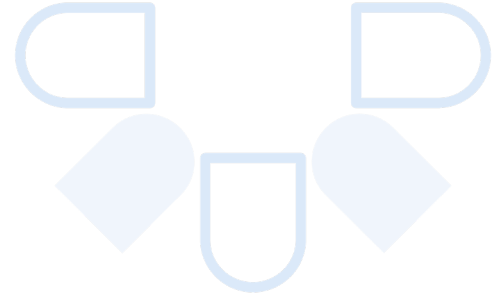
Part A: Applicable to All Registrants (Members and Students)

HRPA registration number	
First name	
Last name	
Email address	

Part B: Important Information

Your annual registration fee cannot be refunded, even if you are a registrant for only a portion of the year.





If you resign and wish to rejoin the HRPA in the future, you will need to reapply. If you held a designation, you would need to re-achieve the designation by meeting all the designation requirements in place at the time you rejoin, excluding any requirements that were previously met and that are still valid. For more information, please review the [HRPA Designation Reinstatement and Re-achievement Policy](#) or email registrar@hrpa.ca.

If you are resigning because of difficulty meeting your continuing professional development requirement, you are encouraged to email registrar@hrpa.ca for assistance before you resign.

Part C: Only Applicable to Members with a Designation Who Want to Resign their Designation but Not Their Registration

Please click this box if you wish to resign your designation (CHRP, CHRL, CHRE) but not your HRPA registration. Please note annual registration dues will continue to apply.

By checking the box above, I understand that

- I will no longer be required to complete the continuing professional development requirement;
- I will not be eligible to vote at meetings of members;
- I will no longer be able to use my designation; and
- should I wish to re-achieve my designation in the future, I will need to meet the requirements in place at that time for re-achievement (the current re-achievement requirements are set out in the Reinstatement and Re-achievement Policy).

Part D: Signature

By submitting this form, I hereby notify the Human Resources Professionals Association (HRPA) that I am resigning my registration in the HRPA or, if I clicked the box in Part C, that I am resigning only my designation with the HRPA.

I understand that resigning a registration means that I will no longer enjoy the rights and privileges of registration in the HRPA and do not have the right to use any designation granted by the HRPA.

Signature: _____ Date (MM/DD/YY): _____

I agree that my electronic signature (typed or written) is the legal equivalent of my manual signature.

