CPHR British Columbia & Yukon

CPHR/CRHA CHARTERED PROFESSIONALS IN HUMAN RESOURCES CANADA CONSEILLERS EN RESSOURCES HUMAINES AGRÉÉS CANADA

Chartered Professional in Human Resources (CPHR)
EXAMINATION DEFERRAL FORM

Please complete this form and fax to **604.684.3225** or e-mail to CPHR@cphrbc.ca**.** Please complete the following statement:

I wish to defer writing the National Knowledge Exam™

Because:

I am presently registered to write in:

☐ November 2025 and will defer to November 2026

1. If I wish to defer writing an exam, I must submit this application form to CPHR@cphrbc.ca.
2. If my application for deferral is approved, I will be registered for the **next exam sitting**. A maximum of two deferrals are possible. The exam must be written on the third sitting or the exam fee will be forfeited
3. Once the registration deadline has passed, exam fees are non-refundable for all registrants.
4. Up to the exam registration deadline, I may defer without a deferral fee.
5. Between the exam registration deadline and October 23, 2025, I may defer to the next sitting but will be charged a deferral fee of $100 + GST, except in cases of illness or bereavement (official verification required).
6. After October 23, 2025, I may defer to the next sitting but will be charged a deferral fee of $225 + GST.
7. Deferrals after October 30, 2025 are not allowed without verified proof of extenuating circumstances such as serious illness or loss of immediate family member. I must contact my provincial human resources association as soon as possible should such a situation arise.
8. My provincial human resources association will review the application and determine whether I qualify based on illness, bereavement or other special circumstances.
9. Cancellations within 5 business days of the exam date for any other reasons are considered to be no-shows and the full exam fee will be forfeited.
10. Registrants who defer to a future sitting and then cancel their registration any time prior to this sitting will forfeit their initial exam fee plus any deferral fee paid.
11. Membership fees are non-refundable.

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Name _____ Signature _____

Work Phone _____ Home Phone _____

E-mail _____ Date of Request _____

This information is used for application purposes only and will be provided to Chartered Professionals in Human Resources Canada (CPHR Canada).

FEES PAYABLE

◯ No Fee Payable	This request is being submitted before the exam registration deadline.
◯ $100 + GST/HST =	This request is being submitted after the registration deadline but less that 14 days prior to my exam date
◯ $225 + GST/HST =	This request is being submitted between 14 days and 7 days prior to my exam date.

GST @ 5% ; HST @ 13% (ON, NB, NL, NF) ; HST 15% (NS) ; No Tax (Outside Canada)

METHOD OF PAYMENT

Credit Card Information: ◯ Visa ◯ MasterCard ◯ AMEX

I hereby give CPHR BC & Yukon authorization to charge my credit card the amount indicated above for my deferral. If my credit card is declined for any reason, I understand that I will be charged an additional processing fee of $30.00.

Card #: _____ CVV: _____ Name on Card: _____

Expiry Date: _____ Signature: _____

OR Cheque/Money Order # _____ enclosed Payable to **CPHR BC & Yukon**

If you are sitting the exam outside of Canada you are not subject to the GST.
Please deduct the GST from your fee.

GST #119446714

A $30.00 Administration fee will be charged on all returned cheques and declined credit cards.