

Certified Human Resources Professional (CHRP) EXAMINATION DEFERRAL FORM

Please complete this form and fax to **604.684.3225** or e-mail to CHRP@bchrma.org.

Please complete the following statement:

I wish to defer writing the:

- National Knowledge Exam™ National Professional Practice Assessment™

Because: _____

I am presently registered to write in:

- May 2011 and will defer to October 2011
 October 2011 and will defer to May 2012

I understand that:

1. If I wish to defer writing an exam, I must submit this application form to CHRP@bchrma.org.
2. If my application for deferral is approved, I will be registered for the **next exam sitting**. A maximum of two deferrals per exam are possible.
3. Once the registration deadline has passed, exam fees are non-refundable.
4. Up to 30 days before the exam date, I may defer without a deferral fee.
5. Between 30 days and 7 days prior to the exam, I may defer to the next sitting but will be charged a deferral fee of \$100 + HST, except in cases of illness or bereavement (official verification required).
6. Within 7 calendar days of the exam date, deferrals are not allowed unless there is 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.
7. My provincial human resources association will review the application and determine whether I qualify based on illness, bereavement or other special circumstances.
8. Cancellations within 7 calendar days of the exam date for any other reasons are considered to be no-shows and the full exam fee will be forfeited.
9. 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.
10. Membership fees are non-refundable.

**Certified Human Resources Professional (CHRP)
EXAMINATION DEFERRAL FORM**

Name _____

Signature _____

Work Phone _____ Home Phone _____

E-mail _____

This information is used for application purposes only and will be provided to the Canadian Council of Human Resources Associations (CCHRA).

If this request is being submitted less than 30 days prior to your exam date, the Canadian Council of Human Resources Associations (CCHRA) requires that a \$100 + HST fee be paid.

METHOD OF PAYMENT

Credit Card Information: Visa MasterCard AMEX

I hereby give BC HRMA authorization to charge my credit card \$100 plus HST for a total of \$112 for my deferral request. In the event that my credit card is declined for any reason, I understand that I will be charged an additional processing fee of \$30.00.

Card #: _____

Expiry Date: _____

Name as it appears on the card: _____

Signature: _____

OR Cheque/Money Order # _____ enclosed **Total amount enclosed \$112.00**

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

HST/GST #1199446714

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