

POLICY AND PROCESS FOR CERTIFICATES AND FRAMES

Price

The cost for new certificates is \$30 plus GST for each certificate only, and \$50 for both certificate and frame.

Due to inflated costs, CPHR Alberta will not place any rush or one-off orders.

Members will be charged for a new certificate if he or she

- Requires a second copy of certificate,
- Desires a new certificate due to a name change (includes adding designations or degrees after name, such as PhD, MBA),
- Did not receive the initial certificate because he or she provided an incorrect shipping address (*return and reshipping charge applies*), or
- Provided an incorrect name resulting in a typo.

Information

1. To order, please fill out the below form and email to registrar@cphrab.ca. CPHR Alberta will issue an order for payment, and you will be notified with a payment request. After payment is received, CPHR Alberta will order your certificate at the next order period.
2. CPHR Alberta places bulk orders for certificates in late March, late July, and late November.
3. Payment for certificates is non-refundable.
4. How is payment made? The order will be processed through your Member Profile, the same way you pay your dues.
5. Payment options: major credit card or cheque or bank draft.

Member Information					
First and Last Name:			CPHR Number (Optional):		
Tel:			Email:		
Preferred Shipping Address					
Company Name:					
Street Address:					
City:		Province:		Postal Code:	
<i>(Note: CPHR Alberta will use Canada Post if shipping address is PO Box or location where UPS is not available)</i>					
Products					
Certificate Only		<input type="checkbox"/>		Certificate in Frame	
		<input type="checkbox"/>			
Reason for Ordering					
Name Change		Extra Copy Required		Replace Lost or Damaged	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Please contact the CPHR Alberta office before placing order if any of the following situations apply:

Never Received Certificate¹ | Typing Error or Incorrect Information² | Received Defective/Broken Product | Transferred in from another Provincial Association

¹Chargeable if member provided incorrect or incomplete shipping address.²Chargeable if member provided incorrect or incomplete information.

Payment Information

Certificate Only		<input type="checkbox"/> \$30 + GST		Certificate in Frame		<input type="checkbox"/> \$50 + GST	
------------------	--	--	--	----------------------	--	--	--

- Payment Order will be available via your online Member Profile within three business days.
- This fee is non-refundable.
- CPHR Alberta will only place orders for certificates in March, July and November each year.
- Please submit this order to CPHR Alberta office by either email: registrar@cphrab.ca or fax: (403) 209-2401
- For further inquiries, please contact CPHR Alberta at (403) 209-2420 or 1-800-668-6125

Member Signature: _____

Date: _____