



Chartered Professionals in Human Resources NKE Waiver Form

CPHR ALBERTA APPLICATION FOR NKE WAIVER – U OF A PATHWAY

CPHR Alberta Associate Members who are graduates of the **University of Alberta, Alberta School of Business, Bachelor of Commerce HR Management Program**, must fill out this form to apply for an NKE Waiver.

Please complete this form and submit it through your member profile by clicking on the ‘Submit NKE Waiver Application’ link. A current list of CPHR Canada accredited HR programs can be found on our website: <http://www.cphrab.ca/post-secondary-institutions-accredited-cphr-member-associations> . If you have questions about applying for membership with CPHR Alberta or the NKE waiver, please contact the Office of the Registrar at registrar@cphrab.ca.

CPHR Alberta will verify that you meet the requirements to waive the NKE. This will be done by reviewing the transcripts you arrange to have sent from the post-secondary education institution directly to CPHR Alberta. Once verified, CPHR Alberta will request payment for the NKE Waiver fee (currently \$375).

Applicant Information:

Given Name: _____ Last Name: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Membership Information: New Associate Member Current Associate Member

Date Associate membership application submitted (New Member): _____

Accredited Post-Secondary Institution Name: _____

Accredited Program Name: _____

Grade received (a 70% overall average grade is required qualify): _____

I have requested that my official student transcript(s) be sent to CPHR Alberta from the post-secondary education institution whose CPHR Canada accredited program I am a graduate and from the institution that granted my Bachelor degree, if I have not already done so.

Please check that you have completed all of the following courses and record your GPA for each course in the appropriate column. These courses are all required for the University of Alberta BComm HRM Program. **If you have not completed all of these courses and attained an average GPA of at least 2.7 in these thirteen courses, you will not qualify to waive the NKE.**

Required Course	Completed (Y/N)	GPA
SMO 310 - Introduction to Management		
SMO 311 - HRM: Managing the Workforce in Canada		
SMO 412 - Effective Negotiations		
SMO 413 - Right in the Work Place		
SMO 414 - Work Force Planning		
SMO 415 - Staffing		
SMO 416 - Performance Management and Rewards		
SMO 441 - Business Strategy		
BUS 201 – Introduction to Canadian Business		
ACCTG 311 – Introduction to Accounting for Financial Performance		
ACCTG 322 – Introduction to Accounting for Management Decision Making		
FIN 301 – Introduction to Finance		
MGTSC 312 – Probability and Statistics for Business		

Letter Grade to GPA: A+ 4.0 A 4.0 A- 3.7 B+ 3.3 B 3.0 B- 2.7 C+ 2.3 C 2.0 C- 1.7 D+ 1.3 D 1.0 F 0.0

Applicant Signature

Date

FOR OFFICE USE ONLY

Approved by Office of the Registrar:	Date:
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