



# Chartered Professionals in Human Resources Voluntary Temporary Suspension Form

## CPHR ALBERTA APPLICATION FOR VOLUNTARY TEMPORARY SUSPENSION

*Current Candidate Members and CPHRs of CPHR Alberta to apply for voluntary temporary suspension of their membership, and if applicable, chartered status.*

CPHR Alberta Candidate and Chartered Members may apply for a voluntary temporary suspension of their membership. Membership can be reinstated, pursuant to CPHR Alberta Bylaw 3.14, after all fees are paid in accordance with the reinstatement policy outlined below. Fees for reinstatement are determined based on the duration of the suspension. Membership can be suspended for a maximum of two (2) consecutive years.

- i. CPHR Alberta Candidate and Chartered Members who have suspended their membership for **less than one (1) year** are required to pay the following fees: *the current year's dues including the late fee and the \$100.00 reinstatement fee.*
- ii. CPHR Alberta Candidate and Chartered Members who have suspended their membership for **more than one (1) year** are required to pay the following fees: *the current year's dues including the late fee and the \$300.00 reinstatement fee.*

Please complete this form and return it to CPHR Alberta by mail or email. If you have questions about voluntary temporary suspension of your membership, please contact the Office of the Registrar at [registrar@cphrab.ca](mailto:registrar@cphrab.ca). Chartered Members must submit the minimum requirement of 10 CPD hours for each year they are suspended unless they have also received a CPD Exemption.

To reinstate membership following voluntary temporary suspension, eligible Members are required to pay applicable fees as outlined above. The reinstatement fee may be waived for Members who were unemployed, or on parental or medical leave during their suspension. A Service Canada Record of Employment must be provided as proof. Parental or medical leave may also be confirmed through a letter from the employer stating the type and term of leave.

### Member Information:

Given Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

CPHR Number (if applicable): \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Membership Information:

Current Membership Category:            CPHR            Candidate

Date NKE was passed (Candidate Members only): \_\_\_\_\_

Current CPD Log Submission Date (CPHR Members only): \_\_\_\_\_



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Please initial beside the applicable statement to indicate that you have read and agree to the Voluntary Temporary Suspension Policy in the Registration Manual (<http://www.cphrab.ca/registration-manual>).

As a current Candidate Member of CPHR Alberta, I hereby request temporary suspension of my membership for the rest of the year. I consent to CPHR Alberta invoicing me for all fees in accordance with the reinstatement policy, in December of the same year I requested suspension. CPHR Alberta will reinstate my membership only once payment has been received. I acknowledge that no extension will be provided for the time that my membership was voluntarily suspended in reference to the requirement of successfully completing the Experience Validation Assessment criteria within ten (10) years of passing the NKE. I understand that I will not have access to Member benefits and services during this time.

\_\_\_\_\_ Candidate Member's Initials

As a current Chartered Member of CPHR Alberta, I hereby request temporary suspension of my membership for the rest of the year. I consent to CPHR Alberta invoicing me for all for all fees in accordance with the reinstatement policy, in December of the same year I requested suspension. CPHR Alberta will reinstate my membership and my chartered status only once payment has been received. I acknowledge that during my voluntary suspension, I am not permitted to use the CPHR designation, nor am I permitted to represent myself as a CPHR. Further, I acknowledge that I am still responsible for completing the required amount of Continuing Professional Development (CPD) to maintain my designation and that upon reinstatement of my membership I must submit any CPD logs that were missed during my voluntary suspension by January 31 the following year. No extensions/exemptions for CPD log submission will be granted for the time period of my voluntary suspension, except for those permitted under the CPD Extension or Exemption policy outlined in the Registration Manual. I understand that I will not have access to Member benefits and services during this time.

\_\_\_\_\_ Chartered Member's Initials.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

FOR OFFICE USE ONLY	
Approved by Office of the Registrar:	Date: