



# Chartered Professionals in Human Resources Membership Reinstatement Form

## CPHR ALBERTA APPLICATION FOR CPHR/CANDIDATE REINSTATEMENT

*Former Candidates or former CPHR Members of CPHR Alberta to apply for reinstatement of their membership.*

Pursuant to CPHR Alberta Bylaw 3.14, former CPHR Alberta Candidates and CPHR Members may apply to be reinstated if their membership was revoked due to the non-payment of dues or have voluntarily resigned their designation.

- i. CPHR Alberta Candidate and Chartered Members who have been revoked or resigned for a total of less than one (1) year will be required to pay the following fees: the current year's dues, including the late fee, and the \$100 reinstatement fee. Chartered Members must also submit a CPD log for each year of absence.
- ii. CPHR Alberta Candidate and Chartered Members who have been revoked or resigned for a total of one (1) to four (4) years will be required to pay the following fees: the current year's dues, including the late fee, and the \$300 reinstatement fee. Chartered Members must also submit a CPD log for each year of absence.
- iii. CPHR Alberta Candidate and Chartered members who have been revoked or resigned for a total of four (4) to ten (10) years will be required to pay the following fees: the current year's dues, including the late fee, and the \$300 reinstatement fee. Candidate Members may be required rewrite and pass the National Knowledge Exam (NKE). Chartered Members may be required to again complete both the NKE and the Experience Validation Assessment (EVA).

*Members who were unemployed or on parental/medical leave in the initial year in which they were revoked may apply to have the reinstatement fee waived. If you were unemployed, you will be required to submit a Service Canada Record of Employment. For those who were on parental or medical leave, a letter from your employer stating the type and term of leave is also acceptable.*

Please complete this form and return it to CPHR Alberta by mail or email. If you have questions about your reinstatement, please contact the Office of the Registrar at [registrar@cphrab.ca](mailto:registrar@cphrab.ca). Returning Members whose reinstatement is approved will be required to pay a reinstatement fee on top of their dues based on the length of time that has accrued from when they last held membership. Reinstatement fees must be paid within 30 days of the date on which they are issued. If payment is not received within this time, a new application for reinstatement will be required.

### Applicant Information:

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

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

CPHR Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

