

# Exam Withdrawal Form

Exam registrants must complete all sections of this Exam Withdrawal Form and submit it as described in section A. below to officially withdraw from any of the following exams: CHRP Knowledge Exam, CHRL Knowledge Exam, CHRP Employment Law Exam, or CHRL Employment Law Exam.

Please see the Appendix for information on the financial consequences of withdrawal and other information.

## A. Submission

Email this form to [exams@hrpa.ca](mailto:exams@hrpa.ca).

## B. Registrant information

First Name	
Last Name	
HRPA Registration Number	
Address	
Phone Number	
Email	

## C. Withdrawal Request

Click the appropriate box.

- I am requesting a withdrawal from the CHRP Knowledge Exam
- I am requesting a withdrawal from the CHRL Knowledge Exam
- I am requesting a withdrawal from the CHRP Employment Law Exam
- I am requesting a withdrawal from the CHRL Employment Law Exam

I am scheduled to write on \_\_\_\_\_ (DD/MM/YY).





I am requesting this withdrawal for the following reason:

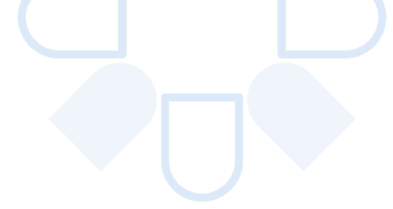
By signing below, I, the registrant named above, agree that I have read and understood all the information found on this form related to my withdrawal request, and I confirm that I am aware that should I choose to write an exam in the future, I will be required to meet all then-applicable eligibility requirements.

Signature

Date (DD/MM/YY)

By typing my name on the signature line above, I agree that my electronic signature is the legal equivalent of my manual signature.





## Appendix

### Withdrawing your exam registration

Withdrawals for the CHRP Knowledge Exam, CHRL Knowledge Exam, CHRP Employment Law Exam, and CHRL Employment Law Exam, with a partial refund, are permitted up to 14 calendar days before the scheduled exam date. An administration fee will be deducted from the total refund issued. For information on the administration fee, click [here](#).

In certain extenuating circumstances, such as illness or bereavement, the HRPA may, in its sole and unfettered discretion, waive the administration fee. As waiver is discretionary, registrants must submit supporting documentation with the Exam Withdrawal Form. Examples of supporting documentation include a medical note or death certificate.

**Registrants who submit this form less than 14 calendar days before the scheduled exam date will not receive any refund. Please refer to the Emergency Policy below for any exceptions.**

### Rescheduling your exam

If you wish to reschedule your exam to another date or location (or both) within the same designated testing window, you will be charged a rescheduling fee, collected by Prometric. For more information, click [here](#).

If you wish to reschedule your exam, you must do so through Prometric. The HRPA cannot reschedule your exam. To reschedule your exam, click [here](#) and follow the instructions.

### Failing to attend your exam

Registrants who do not attend their exam as scheduled are not eligible for a refund. These registrants may register to write their exam in the future (including paying for the exam again) if they qualify to register at such future time.

### Emergency Policy

The HRPA considers a medical emergency to be an unplanned medical event that arises within 48 hours before the scheduled exam that prevents registrants from writing their exam. A medical emergency may apply to registrants themselves or to a registrant's spouse, child, or parent. To discuss options regarding writing your exam in the future, or to receive a refund, contact HRPA directly at [exams@hrpa.ca](mailto:exams@hrpa.ca).

