

Procedure for Transferring in and out of CPHR NL

Policy Statement

Nationally, members of a provincial Chartered Professionals in Human Resources (CPHR) member associations are recognized across the country and can transfer between provincial member associations. HR professionals should attain membership within the province in which they reside. However, as there is no CPHR member association in Ontario, residents of Ontario can choose the provincial CPHR Member Association of their choice.

Internationally, CPHR has several memorandums of understanding with other HR associations which allow members to transfer their memberships and/or credentials between participating associations.

This policy reviews the process of transferring into and out of Chartered Professionals in Human Resources Newfoundland and Labrador (CPHR NL).

Definitions:

CPHR NL: The provincial member association that a member is transferring into or from.

Transfer Associations (TA): The association other than CPHR NL that a member is coming from or transferring to.

Transfer Out Fee: A fee of \$75 + HST CAD that is to be paid to CPHR NL by all members who wish to transfer out of CPHR NL.

Transferring into CPHR NL

Members from: (1) another CPHR provincial member association, (2) Human Resource Professionals Association (HRPA), or (3) another associations where a memorandum of understanding exists to allow transfers will be permitted to transfer into CPHR NL based on the following assignment of their current designation:

- **Those who do not hold a CPHR, CPHR Candidate, or CHRL title** – member will be placed in the membership type that best meets their credentials at the time of transfer as per CPHR NL's membership types or
- **Those who do hold a CPHR, CPHR Candidate, or CPRL title** - member will be transferred in as a CPHR or CPHR Candidate.

Procedure for transferring in

1. The individual requesting a transfer must provide a completed Transfer Request Form, including Parts A and B, in order to document confirmation of good standing from the applicable organization. This form must be submitted to CPHR NL.
2. Upon receipt of the Transfer Request Form, the CPHR NL Office Administrator will review the document for completeness:

- Should the document not be complete the form will be returned to the applicant for completion.
 - Should the document be complete the Office Administrator sends the completed document (part C) to the association from which the applicant is transferring from so that they can update their membership files accordingly.
3. The Office Administrator populates and finalizes the membership information into CPHR NLs administrative files and website as applicable.
 4. The Office Administrator will then contact the member via email to:
 - welcome them to CPHR NL,
 - give them instructions on how to register and confirm their membership type,
 - notify them of any outstanding financial requirements, and
 - communicate the membership renewal due date.

Transferring out of CPHR NL

CPHR NL members who wish to transfer to: (1) another CPHR provincial member associations, (2) the Human Resource Professionals Association (HRPA), or (3) another associations where a memorandum of understanding exists to allow transfers will be transferred based on the following assignment of their current designation:

- ***Those who do not hold a CPHR, or CPHR Candidate*** – membership with CPHR NL will be placed in the membership type within the member association they are transferring to that best meets their credentials at the time of transfer.
- ***Those who hold a CPHR designation*** with CPHR NL will be transferred into the membership association they are transferring to as a CPHR or equivalent, as long as they meet the requirements for the association to which they are applying.

Procedure for outgoing transfers

1. The individual requesting a transfer must complete a Transfer Request Form, Part A and submit the form to the CPHR NL Office Administrator along with payment of a transfer fee equal to \$75 + HST.
2. Upon receipt of the Transfer Request Form, the CPHR NL Office Administrator will review the document and send the completed form (Part B) to the TA, cc'ing the transferring member.
3. The TA will complete Part C of the request form and returns it to CPHR NL.
4. The CPHR NL Office Administrator will receive the completed form and file it appropriately. Once this is complete, the member will be removed from the list of current members.

Document Control

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