



THE UNIVERSITY OF  
**WINNIPEG**

Professional, Applied and  
Continuing Education

# Advanced Human Resource Certificate

**PEOPLE FIRST**  
HR SERVICES

People First HR Services is a People Corporation company

## Registration Form

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### PERSONAL INFORMATION *(Please print clearly)*

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Name

Email

Home Address

City

Province

Postal Code

Business Address

City

Province

Postal Code

Preferred Telephone

Date of Birth

Canadian Citizen or Permanent Resident of Canada

Yes

No

I declare that I have read and understood the information in this form and the attendance policy as outlined in the Registration Details on the rear panel of the printed brochure or on the website, and that all statements made with respect to this form are true and complete. I understand and agree to the payment schedule, refund policy and attendance policy of The University of Winnipeg's specific program. I agree, if admitted, to comply with the regulations of The University of Winnipeg.

Applicant's Signature

Date

#### **Admission Criteria**

- Graduate of a recognized post-secondary Human Resource Diploma or Certificate, such as the Human Resource Management Diploma at PACE.

#### **Combined with:**

- Minimum of 5-years of relevant work experience as an HR professionals, **OR**
- CPHR Designation in good standing

#### **Please provide the following along with registration form:**

- Current resume
- Proof of post-secondary completion
- CPHR proof of designation (if applicable)

If you are unable to attend the program you may transfer to the next session subject to the 21 day written notification requirement or your organization may name a replacement candidate. A full refund will be issued for written cancellations received a minimum of 21 days before the program start date.

### **Non-refundable Transfer Policy**

Once the AHRC program has commenced, only one module transfer to another session will be permitted without penalty (subject to space availability). Each subsequent transfer is subject to a \$200 administration fee.

### **Sponsorships**

Students must submit an Authorization to Invoice form or letter on their company letterhead at the time they pay the program fee.

### **Tuition Fee - \$2,500**

Cheque (enclosed)

Invoice my company\*

Paying with Credit Card please call **204-982-6633**

Please note: If emailing this form, please DO NOT include any credit card information; rather, call the number below to provide it. Please make cheques payable to The University of Winnipeg

\* Must attach authorization on company letterhead or official purchase order, including company mailing address, contact person and authorized signature.

### **To Register**

#### **Mail this form to:**

The University of Winnipeg, PACE  
460 Portage Ave., R3C 0E8  
Winnipeg, MB

#### **Fax this form to:**

204-944-0115

#### **Phone to register:**

204-982-6633

#### **Email to register:**

a.wilson@uwinnipeg.ca