



### Advanced Certificate in People Management Registration

#### PERSONAL INFORMATION

_____	_____	_____	_____
Last Name	First Name	Middle Name	
_____	_____	_____	_____
Home Address	City	Province	Postal Code
_____	_____	_____	_____
Business Address	City	Province	Postal Code
_____	_____	_____	_____
Primary Telephone Number	Additional Telephone	Business Telephone	
_____	_____	_____	
Email Address		Date of Birth	
_____		_____	

Canadian Citizen or Permanent Resident  Yes  No

#### ADMISSION CRITERIA

- > Minimum 3-years' experience in managing peoples or
- > Minimum 5-years of relevant HR work experience or
- > CPHR Designation in good standing

Please provide the following along with registration form:

- Current resume
- CPHR proof of designation (if applicable)

#### DECLARATION

I declare that I have read and understood the information in this form and the policies on the reverse 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### REGISTRATION & PAYMENT

Please return this form via email to [a.wilson@uwinnipeg.ca](mailto:a.wilson@uwinnipeg.ca) to register along with a current resume and CPHR proof of designation (if applicable).

Upon receiving your registration form, you will receive payment instructions. Do not submit credit card information via email. Do not submit credit card information via email. Cheques should be made payable to The University of Winnipeg.

(Please see page 2 for policies)

515 PORTAGE AVENUE, WINNIPEG, MANITOBA, CANADA, R3C 2E9

TEL: 204.982.6633

[PACE.UWinnipeg.ca](http://PACE.UWinnipeg.ca)



## POLICIES

### Cancellation & Refund Policy

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-attendance or withdrawal after the program start date will incur charges of the full program tuition fees.*

### Non-Refundable Transfer Policy

Once the 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 [Invoice Authorization](#)\* form or letter on their company letterhead at the time they pay their program fee.

You may pay by cheque made payable to The University of Winnipeg, invoice to your company\*, or credit card. Never submit credit card information via email.

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

### To Register

Submit this form via email to [a.wilson@uwinnipeg.ca](mailto:a.wilson@uwinnipeg.ca).

*or send by mail to*

**The University of Winnipeg**  
Professional, Applied and Continuing Education  
515 Portage Avenue,  
Winnipeg, MB, R3B 2E9

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