

# Online Course Registration Form - CPM

Date: \_\_\_\_\_

**STUDENT DATA** (please print)

CPA Number (if applicable): \_\_\_\_\_

First Name: \_\_\_\_\_

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

**ORGANIZATION ADDRESS\***

Organization Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**HOME ADDRESS\*** – Mandatory

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

(Delivery is not available to PO Boxes due to size of learning material)

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

**Preferred Mailing Address:**  Business  Home

All correspondence from the CPA will be sent to your preferred address

\*Note: We cannot deliver to PO boxes

**COURSE TITLE** (choose one course)

**Introduction to Payroll Management** (prerequisites: PCP certification & Payroll Experience Prerequisite)

**Applied Payroll Management** (prerequisite: Introduction to Payroll Management)

**Start Date:** \_\_\_\_\_

**Registration form and payment (in Canadian funds only) must be received in full 10 days prior to the start of the course.**

**PAYMENT INFORMATION**

**Amount Enclosed:** \_\_\_\_\_  
(See Registration Fee table. Postdated cheques not accepted.)

**Cheque:**  Personal  Organization  Money Order  
Payable to: The Canadian Payroll Association

**Note: We do not accept payments by Visa Debit.**

**Credit Card #:** \_\_\_\_\_

**Expiry date:** MM \_\_\_\_ YY \_\_\_\_

Personal  Organization

**Cardholder's Name:** \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_

**GST/HST # R100769918 / QST# 1013458720**

**Complete this form and submit with payment to:**

**The CPA National Office, c/o Certification**  
**1600-250 Bloor Street East, Toronto, ON M4W 1E6**  
**OR**  
**Fax: 416-487-3384**

**For Assistance email:** [certification@payroll.ca](mailto:certification@payroll.ca)  
**Phone:** 416-487-3380 / 1-800-387-4693 ext: 272

**NSF Cheques:** A \$25 charge will be applied to cheques that are returned due to "Not Sufficient Funds" (NSF) or stopped payment. The CPA may withhold further services until payment of the NSF charge is received.

**Privacy Policy:** The CPA does not sell trade or disclose personal information to third parties. We do however distribute information about products and services, such as legislative updates, events and professional development programs. If you DO NOT wish to receive such communications from The CPA, please indicate so below:

**I do not wish to receive such information from The CPA**

**Withdrawal information:**

- course withdrawals are only accepted before the third week of course
- refund of course fees, less a \$150 withdrawal fee, will only be processed upon receipt of a completed withdrawal form

REGISTRATION FEE		5% GST (AB, BC, MB, NT, NU, SK, YT)	5% GST + 9.975% QST (QC)	13% HST (ON)	15% HST (NB, NL, NS, PE)
<input type="checkbox"/> <b>Current CPA Member</b>	\$675*	\$708.75	\$776.08	\$762.75	\$776.25

\* If you or your company is GST exempt, a certificate of exemption is required.

