

The National Knowledge Exam®

The National Knowledge Exam® (NKE) assesses your understanding of HR knowledge and skills. After you have passed the exam, you are considered a candidate for certification.

Normally, the NKE is held the first Saturday in June and November of each year. Exceptions will be made when these dates coincide with a major holiday or holiday weekend.

How the National Knowledge Examination is Scored

The NKE is a multiple-choice assessment of knowledge in human resources. Of the 160 questions on the examination, 150 are designated as operational (intended to be scored), and 10 unscored are included for field test purposes. Most candidates write the examination in paper-and-pencil format, recording their responses on a scantron answer sheet. A candidate's total score is calculated as their number of correct answers.

Answer records from the two modes of administration are combined into a single data set after the answer sheets are scanned. Then, a preliminary item analysis study is conducted in which the statistics that describe the quality of each question is used to identify if any questions demonstrate unsatisfactory measurement properties. Such questions are then reviewed one-by-one by experts in human resources, and these experts decide whether or not the questions should be scored. Thus, the number of questions that ultimately are scored may not equal 150. Once these decisions are made, they are recorded in the answer key and an additional item analysis study is conducted to verify that the decisions were recorded correctly.

Using the approved answer key, the answer records are then scored and equated. Equating is a statistical process used to be sure that everyone is held to the same passing standard. This is necessary because there are multiple versions of each exam, and these versions may vary slightly in difficulty. Thus, scores that result from this process account for the number of scored questions answered correctly by each individual as well as the difficulty of the version of the NKE used in the given test administration, such that scores represent the proficiency of each candidate relative to the standards established for the NKE. These scores are then scaled to a distribution that ranges from 200 to 800, with the criterion-referenced passing standard anchored at 500. A scaled score is a score that has been mathematically transformed from one scale to another scale that is used for reporting purposes. This transformation is similar to converting from pounds to kilograms. The weight of the object has not changed, only the units being reported. The scaling is performed by multiplying the raw score for each candidate by the expected standard deviation of the scaled-score distribution and then adding a constant that places the passing standard at 500.

Steps to obtain CPHR Designation

1. Be a member in good standing with CPHR PEI.
2. Take and pass the National Knowledge Exam ® (NKE)
3. Provide confirmation of a minimum of a Bachelor's Degree.
4. Complete a Validation of Experience (VOE) Assessment submission and have it approved by CPHR PEI.

Important Upcoming Dates and Fees:

Registration Deadline:	Tuesday, September 4 th , 2018
Exam Date:	Saturday, November 3 rd , 2018 (Charlottetown. Location TBD)
Exam Fee:	\$400 + ^{HST}
Deferral/Cancellation:	\$100 + ^{HST} (12 day notice)

NKE Preparatory Course (Optional)

CPHR PEI has formed a strategic partnership with Captus Press to deliver an online NKE exam preparatory course (optional). Please visit the following link for further details:

<http://www.captus.com/Information/nke.htm>

Should you wish to take this course to assist you in your exam preparations, you can register directly on the Captus Press site provided via the link above. Cost is \$295^{+HST} (payable through Captus Press).

Please complete and email, fax, or send to us by post.

CHARTERED PROFESSIONAL IN HUMAN RESOURCES - NATIONAL KNOWLEDGE EXAM

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Completing this registration form confirms your application to write the November 3, 2018 NKE® exam.

REGISTRANT DETAILS

Title: Mr. Mrs. Ms. Dr. Other: _____
 First Name: _____ Last Name: _____
 Job Title: _____ Organization: _____
 Phone Number: _____ Email: _____
 Business/Work Address: _____

 Language preference for NKE: English French

Special Accommodations If you require any special accommodations as it pertains to writing the NKE, please provide a description below:

EDUCATIONAL REQUIREMENT

Name of Educational Institution _____
 Title of Bachelor Degree Obtained _____
 Year of Completion _____
 Registrant Signature _____
I attest that my educational credentials are valid and complete. (Please sign)

PAYMENT DETAILS

PAYMENT BY CREDIT – Please use this form to pay by **VISA** or 
 Cardholders Name (as it appears on the card) _____
 Billing Address: _____

 Card Number _____ Expiry Date _____
 CVV Number {last 3 digits on back of credit card} _____
 Cardholder Signature _____
Your signature on this form authorizes us to charge the current fees to your card.
REQUEST PAYMENT BY INVOICE INSTEAD (Check if applicable only)
 Note: Payment must be received by registration deadline.

RETURNING THE FORM

Send the form by email to: main@cphrpei.ca
 Or by post to: **CPHR PEI**, 101 Kent Street PO Box 2151 Charlottetown, Prince Edward Island C1A 8B9