Organizational Membership Application

Communications and Public Relations Society of Canada (CPRS)
Membership year: April 1 to March 31 | Join in any month; all accounts renew each April 1

Fee schedule approved by the CPRS Board in August 2026 and ratified by voting members at the Annual General Meeting in September 2026. Fees will not change in 2027.

Use this application to join CPRS as a new organizational member, or to move a current Employer Group Membership (EGM) into the new Organizational Membership model. Staff who already hold a CPRS membership count toward your team size, and new members can be added at the same time. Organizations can apply and join in any month: the membership starts on the first day of the month in which CPRS approves the application and issues the invoice, with the tier fee prorated to March 31 (see section 5). All accounts renew together each April 1. CPRS uses this application to prepare an estimate for your organization and, once the estimate is confirmed, the invoice.

How to apply: 1. Open this form in Adobe Acrobat Reader (free) or another PDF reader, complete each section and save it. 2. List every staff member enrolling as a Full Member in section 6, marking whether each current CPRS member's membership was paid by the organization or paid personally. 3. Email the completed form to **membership@cprs.ca**. 4. CPRS emails you a 2-page estimate: the fees and your member schedule. 5. Approve the estimate by replying to that email; CPRS then issues the invoice, payable within 30 days. Memberships are activated once payment is received.

1. Application type

Application type ○ New organizational membership ○ Transition from Employer Group Membership (EGM)

Current EGM account name or number (if transitioning)

Current EGM renewal date (if transitioning) *YYYY-MM-DD*

Organization type ○ Private sector ○ Public sector ○ Not-for-profit

Fee schedule (annual, before tax): public sector and not-for-profit organizations receive a 15% discount on the tier fee

Tier	Team size	Private fee	Private per person	Public / NFP fee	Public / NFP per person
Tier 1: Boutique	Up to 5	$1,200	$240	$1,020	$204
Tier 2: Small	Up to 12	$2,500	$208	$2,125	$177
Tier 3: Growing	Up to 20	$3,500	$175	$2,975	$149
Tier 4: Mid-Market	Up to 35	$5,500	$157	$4,675	$134
Tier 5: Large	Up to 60	$8,500	$142	$7,225	$120
Tier 6: Government	Up to 100	$12,000	$120	$10,200	$102

A $65 annual account administration fee applies per organization, in addition to the tier fee, and is charged in full at set-up and at each April 1 renewal. Tier fees for mid-year enrolments are prorated to the next April 1 renewal date. Local society fees are optional, collected by CPRS National and remitted to the local society. GST/HST is applied based on the province or territory of your head office; Quebec organizations are also charged QST (9.975%). Organizational Membership covers Full Member enrolment only. Emerging Practitioners and students are not included; they join individually at cprs.ca, and employers may pay or reimburse these memberships directly. Enrolled staff become full voting members of CPRS at the national level; staff who add a local society membership also vote within that society.

2. Organization

Organization legal name

Operating name (if different)

Subsidiaries included in this membership (if any)

Head office street address

City Postal code

Head office province or territory *Determines the GST/HST rate (and QST for Quebec)*

Main phone

Website

3. Billing and invoicing

Billing contact name | Title

Email | Phone

Billing address same as organization? ◯ Yes ◯ No, see below

Billing address (if different)

Purchase order number (optional)

Invoice delivery ◯ Email ◯ Mail

Payment method ◯ EFT ◯ Credit card ◯ Cheque

Tax status: Not exempt

Exemption certificate or number (required if exempt) — *Attach the exemption certificate when you submit*

Most organizations are not exempt. Provincial and territorial government entities in Manitoba, Saskatchewan, Alberta, the Northwest Territories and Yukon can provide an exemption certificate; government entities in other provinces and territories, federal departments and most Crown corporations pay GST/HST.

4. Organization administrator (one person)

The administrator manages the account with CPRS, including member list updates and renewals.

Name | Title

Email | Phone

5. Membership selections

Requested start ◯ As soon as approved (prorated to March 31) ◯ At the next April 1 renewal

Organizations can join in any month. The membership starts on the first day of the month in which CPRS approves the application and issues the invoice, and the tier fee is prorated from that month to March 31; an organization may instead choose to start at the next April 1 renewal. Payment is due within 30 days of the invoice date, and memberships are activated once payment is received. Invoices not paid within 30 days are cancelled, and the organization may reapply.

Current members, paid by the organization (including EGM) — *Join on the start date; credit for unused full months*

Current members, paid personally — *Join when their own membership expires*

New members being added — *Join on the start date*

Total team members enrolling (Full Members) — *All three groups count toward your tier*

Tier requested — *Choose the tier that covers your full team size*

Add local society membership? (optional) ◯ No, National only ◯ Yes, for some or all members

Number of members adding a local society — *$65 per member, per year, billed at the full rate*

Joining part way through the year

The membership starts on the first day of the month in which CPRS approves the application and issues the invoice. The tier fee is prorated by month from the start month to March 31; the start month counts as a full month. The $65 account administration fee and local society fees are charged in full whatever the start date. The account then renews on April 1 at the full annual rate.

Start month	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Share of tier fee	12/12	11/12	10/12	9/12	8/12	7/12	6/12	5/12	4/12	3/12	2/12	1/12

Example: a private sector organization with 10 members (Tier 2: Small, $2,500) is approved and invoiced on October 20, 2026. The membership starts October 1, 2026 and the invoice is for 6/12 of the tier fee ($1,250) plus the $65 administration fee, plus any local society fees and tax. Payment is due November 19, 2026, and staff are enrolled once it is received. On April 1, 2027 the account renews at $2,500 plus the $65 administration fee.

6. Member list

One row per staff member enrolling as a Full Member. Status: **Current: employer paid** (membership paid by the organization, including Employer Group Memberships) joins the account on the start date, and unused full months of national dues are credited on the estimate. **Current: paid personally** keeps the individual membership until it expires, then joins the account at no added charge. **New member** joins on the start date. For current members, add the CPRS member ID if known; CPRS confirms expiry dates from its records. Current members who have already paid local society dues for the current period are not charged the local society fee again this membership year; CPRS will confirm these with you. Choose a local society for members adding the optional local society membership, or National only. If a person works for a subsidiary rather than the main organization, enter the subsidiary name. For more than 50 members, attach a spreadsheet with the same columns.

#	First name	Last name	Email	Job title	Subsidiary	Status	Member ID	Local society
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6. Member list (continued)

#	First name	Last name	Email	Job title	Subsidiary	Status	Member ID	Local society
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48								
49								
50								

7. Confirmation and authorization

☐ I confirm the information in this application and that all listed staff enrol as Full Members.

☐ All listed staff have agreed to be enrolled and contacted by CPRS and their local society.

Authorized by (name) _____ Title _____

Date _____ Signature _____

Submit the completed form to **membership@cprs.ca**. CPRS will email a 2-page estimate and member schedule; reply to that email to approve it, and the invoice will follow. Organizations can join in any month. The membership starts on the first day of the month in which CPRS approves the application and issues the invoice, and the tier fee is prorated from that month to March 31; an organization may instead choose to start at the next April 1 renewal. Payment is due within 30 days of the invoice date, and memberships are activated once payment is received. Invoices not paid within 30 days are cancelled, and the organization may reapply. Current members: those paid by the organization (including EGM) join on the start date with a credit for unused full months of national dues; those who paid personally join when their own membership expires, at no added charge. Local society dues already paid by a current member are not charged again this membership year. Membership fees are not refunded. Changes during the membership year: if the number of enrolled staff exceeds the selected tier's maximum, the account moves to the next tier and the prorated difference is invoiced.