



Guide on How to Submit a Transfer Credit

Requirements

PAYROLL COMPLIANCE PROFESSIONAL (PCP)

In addition to completing the required payroll courses, candidates for the PCP designation must also complete an [Introduction to Accounting](#) course.

Since this course is not offered by the National Payroll Institute, it must be taken through a recognized Canadian post-secondary institution and then submitted for transfer.

PAYROLL LEADERSHIP PROFESSIONAL (PLP)

If the Introduction to Payroll Management (IPM) was completed before January 1st, 2026:

In addition to completing the two (2) core payroll courses, PLP designation applicants must also complete and transfer the three (3) supplementary courses: [Managerial Accounting](#), [Organizational Behaviour Management](#), and [Compensation & Benefits Management](#) by the end of December 2030.

If the core payroll course was started on or after January 1st, 2026:

In addition to the three (3) core payroll courses, PLP designation applicants must complete two (2) supplementary courses: [Organizational Behaviour Management](#) and one of the following elective courses: [Managerial Accounting](#), [Introduction to Human Resources](#), or [Introduction to Data Analytics](#).

Since these courses are not offered by the National Payroll Institute, they must be taken through a recognized Canadian post-secondary institution and then submitted for transfer.

Guide to Submitting Your Transfer Credits

PRE-REQUISITE

To submit a transfer of credit application, you must complete and pass the Payroll Compliance Legislation (PCL) course.

To evaluate whether the Institute recognizes your course, please first review the [Database of Colleges and Universities](#).

DOCUMENT CHECKLIST

1. Transfer Credit [Application](#)
2. **Official Canadian Transcript**
 - Hard copies must be mailed to the National Payroll Institute.
 - Digital transcripts must be emailed directly from the post-secondary institution or shared via a secure third-party platform to the National Payroll Institute to transfercredit@payroll.ca
 - **Copies of transcripts**, including those downloaded from school websites or emailed to students, are not accepted.
3. A **non-refundable fee of \$50 + Tax** per course transfer (e.g. Introduction to Accounting) submitted

Courses Taken Outside of Canada

- If the course credit being transferred was completed outside of Canada, an official detailed, course-by-course comprehensive Canadian Equivalency Assessment must be submitted. International transcripts are not assessed.
- For a course to be eligible for transfer, it must align with the learning objectives associated with the specific credit being transferred.

Note: If your course credit is over 20 years old for a PCP course or over 10 years old for PLP, you will also need to submit a resume along with your documentation.

Submitting a Course not recognized by the Institute

Each unrecognized course must be accompanied by a detailed course outline provided by the school stating:

- the title of the course
- the course number
- the amount of (credit) hours
- the content
- the method of evaluation

Please note that each course must meet the minimum course content requirement. More information can be found [here](#).

APPLICATION PROCESS

Step 1 – Complete an application on the Credentialing Portal

- a. Log into the [Transfer Credit Portal](#) and start a new transfer credit application. Fill out all the required fields:
 - Enter the post-secondary student number from which you completed the credit.
 - Indicate the credit you intend to transfer.
 - Enter the college at which the credit was completed
 - If your college is not listed, please click on “my college is not listed” and fill out the required fields.
 - Find the course title you have taken on our database of colleges and universities.
 - Please note that if the course is not recognized, please click on “my course is not listed” on the right-hand side and fill out the required fields.
 - Fill out the year the course was completed.
 - Determine how your transcript will be submitted.
 - Click on save once you have filled out the required fields.
- b. If you are planning to submit more than one designation course (e.g. Introduction to Accounting), add the course(s) information following the same steps as the above.
- c. Once you are finished, click on “submit application.”
- d. Select the method of payment.
- e. If you select credit card, the page will redirect you to the payment page. Complete the payment information (a non-refundable assessment fee).
- f. If you select to pay by cheque, the application will be on hold until your cheque is received.

Step 2 – Submit your transcript

- a. **Submitting Official Transcript:**
 - Mail official hard copy Canadian transcripts or official detailed Canadian course-by-course assessment for **courses taken outside of Canada** to:

National Payroll Institute
c/o Accreditation
1600 - 250 Bloor Street East
Toronto, ON M4W 1E6

Note: Copies will not be accepted.

- Digital transcripts must be emailed directly to the National Payroll Institute from your post-secondary institution or shared via a secure third-party platform to transfercredit@payroll.ca.

Step 3 – Assessment and Review from the Institute

Credits are assessed and processed six to eight weeks from the date all documentation is received. You can track your application status through the [Online Transfer of Credit Portal](#). You will also receive a confirmation email when your application is submitted and when your transfer credit(s) are approved.

TRANSFERRING A CREDIT FROM A CANADIAN PROFESSIONAL ACCREDITATION ORGANIZATION

Step 1 – Complete an application on the Credentialing Portal

- a. Log into the [Transfer Credit Portal](#) and start a new transfer credit application. Fill out all the required fields:
 - Enter the member number of the Institution where you completed the credit.
 - Indicate the credit you intend to transfer.
 - Enter the Institution at which the credit was completed.
 - If your Institution is not listed, please click on “my college is not listed” and fill out the required fields.
 - Fill out the name of the Institution under “College Name.”
 - Find the course title you have taken on our database of colleges and universities.
 - Please note that if the course is not recognized, please click on “my course is not listed” on the right-hand side and fill out the required fields.
 - Fill out the year the course was completed.
 - Instead of sending a transcript, determine how your letter of good standing will be submitted. Please note this will still be under the “How will your transcript be submitted?” field.
 - Click on save once you have filled out the required fields.
- b. If you are planning to submit more than one designation course, add the course(s) information following the same steps as the above.
- c. Once you are finished, click on “submit application.”
- d. Select the method of payment.
- e. If you select credit card, the page will redirect you to the payment page. Complete the payment information.
- f. If you select to pay by cheque, the application will be on hold until your cheque is received.

Step 2 - Submit your Letter

a. Submitting Official Letter of Good Standing:

- Mail official hard copy letters to:

National Payroll Institute
c/o Accreditation
1600 - 250 Bloor Street East
Toronto, ON M4W 1E6

Note: Copies will not be accepted.

- Digital transcripts must be emailed directly to the National Payroll Institute from your Professional Association or shared via a secure third-party platform to transfercredit@payroll.ca.

UNDERSTANDING THE STATUS OF YOUR APPLICATION

Status	Explanation
Draft	The application has not been fully completed, or the applicant may not have clicked the submit button.
Waiting for payment	The application has been submitted and is currently pending payment.
Transfer of Credit Pending Assessment	The application was submitted, paid, and is awaiting review from the Institute.
Returned to Applicant	The application is returned to the applicant for additional information.
Transfer of Credit Approved	Transfer Credit is approved.
Transfer of Credit Rejected	Transfer Credit is rejected.

If you have any further questions regarding your course transfer assessment, please contact us at transferportal@payroll.ca.