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# 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)

In addition to completing the required payroll courses, PLP designation applications must also complete three supplementary courses: [Managerial Accounting](#), [Organizational Behaviour Management](#), and [Compensation & Benefits Management](#).

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](mailto: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](mailto: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](mailto:transfercredit@payroll.ca).

## UNDERSTANDING THE STATUS OF YOUR APPLICATION

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

If you have any further questions regarding your course transfer assessment, please contact us at [transferportal@payroll.ca](mailto:transferportal@payroll.ca).