

## Carefully Read Instructions Before Completing the Application

Incomplete Documentation May Result in a Delay of Processing Your Application

### Transfer Credit Process

- Complete the Transfer Credit Application
- Enclose official transcript(s) for applicable course(s)
- Enclose all required supporting documentation
- Include payment for each credit being transferred
- Credits are transferred within 4-6 weeks once complete application package is received
- Once your credit(s) are transferred, a confirmation will be emailed to you
- Receipts are emailed within two weeks after the credit(s) have been transferred

### Course Requirements

Each course submitted to the CPA for transfer credit must:

- Be equivalent to a Canadian post-secondary level course - high school courses or job experience are not accepted (Courses taken outside of Canada require a detailed comprehensive course-by-course Canadian equivalency assessment letter.)
- Be a minimum of 30 hours in length
- Have a final exam worth at least 20%
- Have been completed with a minimum grade of 65%
- Have been completed within the last 10 years

### Course Recognition

To determine if a course is recognized as a credit in our certification programs, visit our website at:

[www.payroll.ca](http://www.payroll.ca) → **Certification** → **Transferring Credits** → **Database of Courses**.

If the course is **not listed** on the CPA [website](#), that course is not currently recognized as a valid course for the CPA's certification credit.

In order to evaluate a course:

- Obtain AND compare an outline of the course (must originate from the institution that offers the course) with the criteria of the course requirements available on the CPA website. The course outline must contain: course title, code, content, length, year the course was offered, and method of evaluation (e.g. assignments/exams).
- If the course outline meets the criteria of the CPA's course requirements, it may qualify for certification credit.
- If the course you took is no longer offered, the institution may be able to provide you with an acknowledgment letter and a course outline of a replacement course they currently offer.

### **\*\*IMPORTANT INFORMATION\*\***

In order to transfer credit(s) in the Canadian Payroll Association (CPA) certification(s) **official transcript(s)** are required. Please be advised that grade reports printed from the college website and photocopies **are not accepted**.

If the name on your transcript is different than your name with the CPA's record, please enclose a proof of name change (i.e. driver's licence).

If you would like your transcript(s) returned, please include a **self-addressed, stamped** envelope along with your transfer credit application package. Once an application is processed, transcripts are stored in an external site.

**FEES:** The fee is \$50 plus applicable taxes to officially register an eligible course for each certification credit. Fees are non-refundable.

### Checklist

- I have completed the Payroll Compliance Legislation course
- I have enclosed my **official transcript** or official detailed course-by-course Canadian equivalency assessment for International learning (if applicable)
- The course(s) have been taken within the last 10 years
- I have enclosed a detailed course outline for any course not listed on the CPA's website
- I have included name change documentation if applicable (if applicable)

## CHECKLIST

To ensure your application has all the required documentation, please **complete the checklist** on the first page of this form.

Incomplete packages **will result in a delay** in processing your transfer credit(s).

### STUDENT DATA

CPA NUMBER:

FIRST NAME:

LAST NAME:

### ORGANIZATION ADDRESS (No P.O. boxes)

ORGANIZATION NAME:

TITLE:

ADDRESS:

CITY:  PROVINCE:

POSTAL CODE:

TEL:  EXT.

EMAIL:

### HOME ADDRESS (No P.O. boxes)

ADDRESS:

CITY:  PROVINCE:

POSTAL CODE:

TEL:

CELL:

EMAIL:

PREFERRED MAILING ADDRESS:  Organization  Home

### Cost for each certification credit: \$50.00 + applicable taxes

Province	GST	HST	QST	Cost per credit including taxes*
AB, BC, MB, NT, NU, SK, YT	5%			\$52.50
ON		13%		\$56.50
NB, NL, NS, PE		15%		\$57.50
QC	5%		9.975%	\$57.49

Number of Certification Credits  x \*Cost per credit  = \$

### PAYMENT INFORMATION (Please choose one)

AMOUNT ENCLOSED: \_\_\_\_\_

CHEQUE  MONEY ORDER

**Payable to:** The Canadian Payroll Association

CREDIT CARD (Visa MC AMEX)

CREDIT CARD NUMBER:

EXPIRY DATE: MM  YY

CARDHOLDER'S NAME:

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

GST/HST # R100769918 - QST # 1013458720

**Mail application to: The Canadian Payroll Association**  
**1600-250 Bloor Street East, Toronto, ON M4W 1E6**  
**Website: [payroll.ca](http://payroll.ca)**

**NSF Cheques:** A \$25 charge will be applied to cheques that are turned 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, CPA events, CPA products and services, 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.

\* Please Note: Each course below represents **one (1) certification credit**

CERTIFICATION COURSE CREDIT	COURSE CODE	COURSE TITLE	COLLEGE/UNIVERSITY
<b>PAYROLL COMPLIANCE PRACTITIONER (PCP)</b>			
Introduction to Accounting	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>CERTIFIED PAYROLL MANAGER (CPM)</b>			
Managerial Accounting	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organizational Behaviour Management	<input type="text"/>	<input type="text"/>	<input type="text"/>
Compensation & Benefits Management	<input type="text"/>	<input type="text"/>	<input type="text"/>