

## Carefully Read Instructions Before Completing the Application Incomplete Documentation Will Result in a Delay of Processing Your Application

### Transfer Credit Process

- Complete the Transfer Credit Application
- Enclose **official transcript(s)\*** for applicable course(s)
  - **\*Any type of copy, or transcripts downloaded from the school website or emailed to the student are not accepted.**
  - \*Digital transcripts must be emailed from the post-secondary institution or secure, third-party platform directly to [transfercredit@payroll.ca](mailto:transfercredit@payroll.ca).
    - The National Payroll Institute does not accept transcripts submitted by email from outside of the academic institution.
- If a **course was taken outside of Canada**, a detailed, **course-by-course comprehensive Canadian Equivalency Assessment** must be submitted. **(International transcripts are not assessed.)**
- Credits are transferred **approximately 6-8 weeks once complete application documentation is received**
- A confirmation will be emailed to you once your credit(s) are transferred
- Receipts are emailed within two weeks after the credit(s) have been transferred

### Course Requirements

Each course submitted to the National Payroll Institute for transfer credit must:

- Be obtained through a Canadian post-secondary institution - **high school courses or job experience is not accepted**
  - **If the course was taken outside of Canada**, a detailed, **course-by-course comprehensive Canadian Equivalency Assessment** must be submitted. **(International transcripts are not assessed.)**
- 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 taken within the **past 20 years for PCP courses**
- Have been taken within the **past 10 years for CPM courses**

### Course Recognition

To determine if a course is recognized as a credit in our designation programs, please check the Database of Colleges and Universities. If the course is **not listed on the Institute website**, it is not currently recognized as a valid course for the the Institute's designation 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 National Payroll Institute 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 Institute's course requirements, it may qualify for designation credit
- If the course you took is no longer offered, the school may be able to provide you with an acknowledgment letter and a course outline of a replacement course they currently offer.

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

- \* To transfer credit(s) for designation, the "Payroll Compliance Legislation" course must be successfully completed.
- \* **Official transcript(s)** are required. If a **course was taken outside of Canada**, a **detailed, course-by-course comprehensive Canadian Equivalency Assessment is required. (International transcripts are not assessed.)**
- \* Any type of copy, or transcripts downloaded from the school website or emailed to the student are not accepted.
- \* If the name on your transcript is different than your name with the Institute's record, please enclose a proof of name change (eg. 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.

**IMPORTANT:**

Carefully read instructions before completing the application  
Incomplete documentation **will result in a delay** in processing your transfer credit(s).

**STUDENT DATA**

NPI Number:

First Name:

Last Name:

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

Organization:

Title:

Address:

City:  Province:

Postal Code:

Phone:  Ext

Email:

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

Address:

City:  PROVINCE:

Postal Code:

Phone:

Cell:

Email:

Preferred Mailing Address:  Organization  Home

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

**Cost for each designation credit transfer: \$50.00 + applicable taxes**

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

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

**PAYMENT INFORMATION (Please choose one)**

Amount Enclosed: \_\_\_\_\_

Cheque  Money Order

**Payable to: National Payroll Institute**

Credit Card\* (Visa MC AMEX) **\*Debit/Credit cards are not accepted**

Credit Card Number:

Expiry Date: MM  YY

Cardholder's Name:

Cardholder's Signature: \_\_\_\_\_

**\*\*Signature required**

GST/HST # R100769918 - QST # 1013458720

**Mail: National Payroll Institute  
1600-250 Bloor Street East, Toronto, ON M4W 1E6**

**NSF Cheques:** A \$25 charge will be applied to cheques that are turned due to "Not Sufficient Funds" (NSF) or stopped payment. The Institute may withhold further services until payment of the NSF charge is received.

**Privacy Policy**

We do not disclose personal information to any third-parties. Read our full Privacy Policy at: [payroll.ca/privacy-policy/](http://payroll.ca/privacy-policy/)

You receive all Institute communications that you elected in your subscription preferences under [My Profile](http://payroll.ca) at [payroll.ca](http://payroll.ca).

**PAYROLL COMPLIANCE PRACTITIONER (PCP)**

Designation Course Credit	Course Code	Course Title	College/University
Introduction to Accounting			

**CERTIFIED PAYROLL MANAGER (CPM)**

Designation Course Credit	Course Code	Course Title	College/University
Managerial Accounting			
Organizational Behaviour Management			
Compensation & Benefits Management			