

## Carefully read the instructions before completing the form.

Applications lacking the required documents as outlined below **will not be processed**

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

The **official transcript** is required. Grade reports, photocopies, transcripts printed from the College website, and scanned copies **are not accepted**, and will be disregarded.

To transfer credit(s) for certification, the "Payroll Compliance Legislation" course must be successfully completed.

Your credit(s) will be transferred within 4-6 weeks from the time we receive your completed package. A confirmation will be emailed to you once the transfer has been processed.

Transcripts are not kept in-house. If you would like your transcript returned, please include a self-addressed, **stamped** envelope along with your transfer credit application package.

If the name on your transcript is different than your record with the Canadian Payroll Association, please enclose name change documentation.

Mail complete package to the Certification Department. **Incomplete packages may result in a delay of processing your request.**

### STEP 1: Do your homework

Each completed course submitted to the Canadian Payroll Association's Certification Department for certification credit must:

- Be equivalent to a Canadian post-secondary level course (high school courses or job experience will not be evaluated)
- If non-Canadian, first receive a **course by course** Canadian equivalency assessment from an accredited assessment agency  
\* **(International transcripts are not evaluated, and will be disregarded)**
- Be a minimum of 30 hours in length
- Have a final method of evaluation worth at least 20%
- Have been completed with a minimum grade of 65%
- Have been completed within the last 10 years\*\*

\*\*Exception: If you have obtained a related certificate, degree or diploma as part of your studies, those courses are exempt from time restrictions and may be admitted for evaluation. For each such course with a recognized equivalency status for certification credit, refer to "Step 2." For each such course not currently recognized as a valid equivalency for certification credit (e.g., not found on a Credit Equivalency Guide on the Canadian Payroll Association's website database for the applicable post-secondary institution), you must demonstrate equivalency - see "Step 3."

### STEP 2: Register courses recognized as equivalent for certification credit

To determine if a course is recognized as a valid equivalent for certification credit, visit our website at [www.payroll.ca](http://www.payroll.ca), under *Certification*, to access our course database of more than 180 Canadian post-secondary institutions. If the course is "VALID" on the website by exact name and number, that course is recognized as eligible for certification credit.

- Complete the Transfer Credit Application.
- Enclose an **official transcript** for applicable course(s). \*  
\*Grade reports, photocopies, transcripts printed from the College website, and scanned copies are not accepted, and will be disregarded

### STEP 3: Demonstrate equivalence of a course not recognized for certification credit

If not listed on the [website](http://www.payroll.ca), that course is not currently recognized as eligible for certification credit. To have such a course evaluated by the Canadian Payroll Association to determine whether it is eligible for a certification credit:

- Obtain AND compare an outline of the course you took (must originate from the institution that offered the course) with the criteria for the certification credit sought. The course outline must contain: i) course title; ii) number; iii) content; iv) year the course was offered; v) number of credit hours; and vi) method of evaluation (e.g. assignments/exams).
- If the description for the unrecognized course you took matches the criteria listed for the certification credit you are seeking, it may qualify for certification credit. Complete the Transfer Credit Application.
- Enclose the course description for applicable course(s). If the course you took is no longer offered, the institution may be able to provide you with an acknowledgment letter and description of a replacement course they currently offer.
- Enclose an **official transcript** for applicable course(s). \*  
\***Grade reports, photocopies, transcripts printed from the College website, and scanned copies are not accepted.**

### STEP 4: Fees

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

Each course being transferred is equivalent to one certification credit

### CHECKLIST

- A.** Complete this application; incomplete applications will be returned. To transfer credits for certification, the "Payroll Compliance Legislation" course must be first successfully completed.
- B.** Enclose official transcript(s) (**Grade reports, photocopies, transcripts printed from the College website, and scanned copies are not accepted**) & the fee for each certification credit.
- C.** Send package to the CPA National Office (see address below). Please do NOT fax.

**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%			<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 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"/>