



## Transcript Assessment Information

***Due to COVID-19 and the temporary closure of HRPAs office, we are accepting transcripts by email. Transcripts must come directly from the academic institution. Transcripts should be emailed to Thomas Callitsis by email at: [tcallitsis@hrpa.ca](mailto:tcallitsis@hrpa.ca).***

Registrants submitting their transcript for the first time in order to meet the Coursework Requirement through the Transcript Assessment process must complete and submit this Transcript Assessment Form and pay a one-time assessment fee of \$80.00 +HST. This form and fee are not required for any future submissions of transcripts for assessment.

Registrants completing courses via HRPAs Online Academic Program (OAP), Challenge Examinations or the Alternate Route:

- Must complete and submit a Transcript Assessment Form and pay the fee if one or more of their courses were completed outside of the above-noted processes
- Do not need to submit a Transcript Assessment Form or pay the processing fee if all nine courses were completed within the above-noted processes or if they have met the Coursework Requirement via the Alternate Route, exclusively

If you are submitting the Transcript Assessment Form without the original and official transcript, please provide one of the following with this form:

- Proof of enrolment in one or more of the required nine courses
- Proof of having requested a transcript from their educational institution
- Proof of having completed the course, i.e. documentation showing provisional grades

## Transcript Assessment Form

<b>Date</b>	<b>First Name</b>	<b>Last Name</b>
<b>HRPA Registration Number:</b>		
<b>Title</b>	<b>Organization Name</b>	<b>Street Address</b>
<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Phone(Home)</b>	<b>Phone(Business)</b>	

**Name as it appears on your transcript, if different from above** (Please submit evidence of name change, i.e. copy of certificate of marriage, decree absolute of divorce, documentary evidence as to the use of the name, etc.):

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**A. Course(s) for which you are submitting a transcript** (Please select whether the **original** and **official** transcript(s) is included with your form or if it will follow). All **original** and **official** transcripts must be mailed to:

HRPA  
Office of the Registrar  
150 Bloor Street West, Suite 200  
Toronto, ON M5S 2X9

**Note:** HRPA does not accept faxed, photocopied, scanned or copies of transcripts. All transcripts submitted must be **original** and **official**.

Courses taken must be HRPA-approved, must have been completed within the last 10 years and registrants must have an overall average of 70% between the nine courses and no individual course grade less than 65%.

Course	Original Transcript Included (Select which courses are you submitting for)	Original Transcript to Follow (Select which courses are you submitting for)
Human Resources Management (HRM)		
Organizational Behaviour		
Finance and Accounting		
Human Resources Planning		
Occupational Health and Safety		
Training and Development		
Labour Relations		
Recruitment and Selection		
Compensation		

**B. If you are not submitting an original and official transcript with this form, you must submit one of the following (please select the type of document you are submitting):**

Proof of having completed the course (e.g., documentation showing provisional grades)

Proof of having requested a transcript from your educational institution (e.g., confirmation, receipt)

Proof of enrolment in one or more of the required nine courses

### PAYMENT INFORMATION AND SIGNATURE

Fee: \$90.40 (\$80.00 + 10.40 HST)

Visa    
 MasterCard    
 AMEX    
**TOTAL:** \_\_\_\_\_ **HST #R104154273**

Credit Card Number: \_\_\_\_\_

Expiry Date (MM/YY): \_\_\_\_\_

Name as it appears on card (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date signed(mm/dd/yyyy)\_\_\_\_\_