



CHRP/CHRL Coursework Transcript Assessment Form and Fee

Policy Effective Date:

January 15, 2013

NOTE: This process does not apply to registrants who submitted a CHRP coursework transcript before November 5, 2012.

Policy:

Any registrant submitting their first transcript in support of the coursework requirement must complete and submit a Transcript Assessment Form and pay a one-time transcript processing fee of \$75.00 plus HST. This one-time fee is paid only with the submission of the registrant's first transcript and will cover the processing and evaluation of any and all subsequent transcripts.

Registrants completing courses in the Online Academic Program, Challenge Exams or the Alternate Route:

- Must complete and submit a Transcript Assessment Form and pay the fee if one or more of their courses was completed outside of the above-noted processes
- Do not need to submit a Transcript Assessment Form or pay the fee if the entire coursework requirement was met via the above-noted processes

Registrants are strongly encouraged to submit the Form and transcript(s) at the same time.

If a registrant submits a form without a transcript, they must also submit:

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



Human Resources Professionals Association Transcript Assessment Form

Please submit this Transcript Assessment Form the first time you submit the coursework transcript to HRP. **The transcript assessment fee is a one-time fee, regardless of how many transcript submissions you make.** For more information, please contact: registrar@hrpa.ca

A. Registrant Information:

Mr. ___ Ms. ___ Mrs. ___ Dr. ___ HRP Registration Number: _____

First Name: _____ Last Name: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

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

First Name: _____ Last Name: _____

B. Course(s) for which you are submitting a transcript (Please check whether the **original** transcript is attached to the form or if it will follow, as it must be sent by letter mail to: HRPA, Office of the Registrar, 150 Bloor St. West, Suite 200, Toronto ON M5S 2X9). HRP does not accept faxed, web downloads or email scanned copies of transcripts.

Eligibility of courses: Courses taken must be HRP approved, must have been taken within the last 10 years and registrants must have an overall average of 70% with no individual course mark less than 65%.

Course	Original Transcript Attached [Please send this Form with your transcript(s) by letter mail]	Original Transcript to Follow [Please complete Section C, below]
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		

C. If you are not sending an original transcript with this form, you must submit one of the following (please check next to the 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 courses

I attest that I have completed all 9 courses and that I am not submitting any courses that are older than 10 years and with no grades less than 65% Signature _____

D. Method of Payment: (Payment must accompany this form)

Assessment Fee: \$ 84.75 (\$75.00 + HST) HRP HST #R104154273

Payment by: Cheque VISA MasterCard American Express

Card Number: _____ Expiry Date: _____

Cardholder Name (please print): _____ Cardholder Signature: _____

HRPA is committed to protecting the privacy of your personal information. Information collected from this form will be used for transcript processing purposes only. For further information, please visit www.hrpa.ca to view our Privacy Policy, or contact privacy@hrpa.ca.