



COVID-19 Policy Statement Receiving Transcripts & Coursework Requirement during COVID-19

Effective January 19, 2021

As the situation with COVID-19 remains fluid, HRPA will continue to temporarily accept transcripts and/or grade reports electronically from post-secondary institutions. Transcripts will only be accepted electronically if sent directly from the post-secondary institution or through the post-secondary institution's online transcript submission portal. Transcripts are to be emailed to Thomas Callitsis at tcallitsis@hrpa.ca with a c.c. to exams@hrpa.ca. If the transcript is coming directly from the post secondary institution, emailed transcripts **do not need** to be the **"official" versions**.

Hard copy original transcripts continue to be accepted by mail. As our office continues to operate remotely, Canada Post is redirecting regular mail to a member of staff for distribution. Please note that items couriered, to the office will only be picked up periodically, which may result in **significant** delays for the assessments to determine eligibility to write the knowledge exams. We highly recommend electronic delivery to minimize any delays in assessment.

Once we confirm receipt of the transcript, the average processing time for a transcript assessment is 10 – 15 business days. Registrants are encouraged to submit transcripts with enough time to have it assessed prior to the exam registration deadline.

Coursework Requirement Adjustment – Winter 2020 Semester Only

A number of academic institutions decided to modify their grading policies in Winter 2020 for courses impacted by the COVID-19 disruption. As a result of the modifications to these grading policies, some students were given the choice of having courses graded on a pass/fail or credit received basis instead of the usual numerical grade. For students who took any of the nine required HR courses during the winter 2020 semester, their transcript(s) will be assessed in the following manner:

- At least five of the nine required courses must have received a numerical grade. To put it another way, up to four "Pass" or "Credit Received" grades may be submitted.
- HRPA will determine the 70% average based on the courses for which a numerical grade was assigned. A minimum of 65% must be achieved in each of the courses for which a numerical grade was assigned.
- If students were granted a "Pass" or "Credit Received" in the Winter 2020 semester, HRPA will accept the course as having met that functional area requirement. However, a "Pass" or "Credit Received" does not count towards determining the 70% average.
- HRPA will only accept a "Pass" or "Credit Received" on any of the nine required HR courses if it was taken in the Winter 2020 semester and were directly impact by the pandemic.



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- In instances where two courses are needed to meet one functional area (e.g. Finance 1 + Finance 2 are both required to meet the Finance & Accounting course requirement), and the student took one of the two courses in Winter 2020, the student will only get the credit if they scored 65% on the course that was given a numerical grade and a "Pass" or "Credit Received" on the course that was graded on a pass/fail basis. If they scored a 64% or less and a "Pass" or "Credit Received" on the other course, the student does not satisfy the requirement for that functional area.

If you have questions about the application of this policy, please contact Thomas Callitsis, Exams Specialist, at tcallitsis@hrpa.ca or at 416-923-2324 x 301 or Kelly Morris, Exams Manager, at kmorris@hrpa.ca or at 416-923-2324 x 342.