

## Submission of Transcripts and Grade Reports Policy

Original Date: April 14, 2020

Effective: January 12, 2022

HRPA will accept transcripts and/or grade reports in two forms:

1. **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 (i.e., mycreds.ca, eESCRIP-SAFE, etc.). Transcripts are to be emailed to: [exams@hrpa.ca](mailto:exams@hrpa.ca).
2. **Hard copy original** transcripts sent by mail.

Note: If the transcript is coming directly from the post-secondary institution, emailed transcripts **do not need** to be the **official versions**. As our office is currently operating remotely due to COVID-19, 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 until the office has officially reopened.

HRPA will acknowledge receipt of all transcripts by email within 1-2 business days. 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. To complete the assessment of your transcript and to receive the results of the assessment, the Transcript Assessment Fee of \$101.70 (\$90 + HST) is required. To pay for the assessment, please click [here](#). Please note that you must be an active registrant and approved for the Public Register prior to paying for the assessment.

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