

Submission of Ontario Transcripts and Grade Reports

Revised effective January 2024

The HRPAs accepts Ontario transcripts and grade reports (for simplicity, we refer to both throughout as transcripts) through 2 methods: **electronic** and **hard copy**.

Registrants may choose either one of the 2 methods. We **recommend** electronic delivery to minimize potential delays in our receipt of the transcript. Note: do not use both methods for the same transcript.

Submission of a transcript is only valid if it is sent in accordance with the below requirements:

1. **Electronic transcripts** must be sent to exams@hrpa.ca **directly** from the post-secondary institution or through the post-secondary institution's online transcript submission portal (e.g., mycreds.ca, eSCRIP-SAFE). An "official" version is not necessary if a transcript is sent electronically.
2. **Hard copy transcripts** must be **official, original**, and sent by mail. (Note: HRPAs is not responsible for mail that is not received.)

The HRPAs will acknowledge receipt of all transcripts by email within 1-2 business days (more time may be needed during high volume periods and vacation periods).

Once we confirm receipt of the transcript, the average processing time for a transcript assessment is 10 to 15 business days. Registrants are encouraged to have the transcript submitted as early as possible **before an examination registration deadline** to ensure that the HRPAs has sufficient time to review the transcript, determine eligibility, and communicate to the registrant any concerns that may arise.

The HRPAs must receive the transcript and the processing fee that is set out on the [Fee Schedule](#) to begin the assessment process. To pay for the assessment, please click [here](#). Please note that you must be approved for the HRPAs's public register prior to paying for the assessment.

If you have questions about this policy, please email exams@hrpa.ca.