



Human Resources
Professionals
Association

COVID-19 Policy Statement

Receiving Transcripts during COVID-19

Effective April 8, 2020

Due to the unprecedented circumstances we currently find ourselves in HRPAs will accept transcripts electronically from post-secondary institutions until schools reopen. Transcripts will only be accepted electronically if sent directly from the post-secondary institution's Office of the Registrar. The onus is on the post-secondary institutions to determine which email address(es) transcripts are emailed from or whether transcripts will be submitted via an electronic portal they have established with HRPAs.

Original transcripts do not have to be sent by mail if they were sent electronically during the school's COVID-19 closure.

If a transcript arrives from an email address that isn't on the approved list that the post-secondary institution provided, it will not be accepted for assessment.

Grade Reports

For schools that issue grade reports instead of transcripts, they can email the grade reports using the same process listed above where the school confirms to HRPAs which designated email address(es) will be used to send the grade report. Grade reports will only be accepted electronically if sent directly from the post-secondary institution's Office of the Registrar. The grade report must contain the following:

- School letterhead
- Course name
- Course code
- Course final grade
- Semester/year the course was taken
- Official signature

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 extension 301.