

PAYROLL COMPLIANCE PRACTITIONER (CPA ISSUED CREDENTIAL)

Program of Study 2020/2021

- Students starting in the 2020/2021 academic year (September - August) must follow the Program of Study shown below.
- The Canadian Payroll Association (CPA) requires a grade of 65% on the final exam and 65% overall in order for the credit to be accepted toward CPA certifications.
- CPA issues the Payroll Compliance Practitioner (PCP) credential and approvals all courses and duration of study requirements.
- Upon successfully completing the academic courses and work experience requirements you are able to apply for your PCP certification through the CPA. Please contact CPA for details: www.payroll.ca.
- Not all courses are available every semester. Please visit the [Program webpage](#) to view current course availability.
- Courses with the acronym (HURM) after the course title can only be taken by students in the Human Resources Management graduate certificate program.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

Required Courses (suggested sequence of study)					
Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Payroll Compliance Legislation: Equivalent course					
Payroll Compliance Legislation	Online	N/A	N/A	N/A	
	In Class	CPA 1251			
Payroll Fundamentals 1: Equivalent course					
Payroll Fundamentals 1	Online	N/A	CPA 1251	N/A	
	In Class	CPA 2251			
Payroll Fundamentals 2: Equivalent course					
Payroll Fundamentals 2	Online	N/A	CPA 1251 CPA 2251	N/A	
	In Class	CPA 3251			
Introduction to Accounting: Equivalent courses (one of the following)					
Accounting I	Online	ACCT 1280	N/A	ACCT 1200	
	In Class	ACCT 1250			
Accounting I (HURM)	Online	ACCT 4288	N/A	ACCT 4208	
	In Class	ACCT 4258			
*Courses without a pre-requisite(s) can be taken at anytime during your Program of Study					