



CCLP[®] Program of Study Course Credit Equivalency Application

To apply for course credit equivalency towards the **CCLP** designation, please complete, scan and email this form to info@citt.ca. Or submit by:

Fax: 416-363-5698 • **Mail:** CITT, 151 Yonge St, 11th Floor, Office 1182, Toronto, ON M5C 2W7

Please Note: You can submit your transcripts by email or fax, but the original hardcopy transcripts may be requested.

CITT recognizes that many professionals have—through prior learning—gained academic knowledge that is comparable to some of the **CCLP** program of study.

- If you have not successfully completed a university degree or three-year college diploma in business but have taken **some** courses, you can apply for credit equivalency towards up to all five of the five business courses required to earn the **CCLP** designation.
- In rare circumstances, (for example, if you have taken the equivalent course with one of our academic partners) equivalency may be granted for *Transportation Systems, Logistics Processes, Logistics Decision Modelling, Economic Influences on Logistics, Transportation Law* and/or *Integrated Logistics*. See www.citt.ca/partners/academic-partners for more information.

Candidates who have a university degree or three-year college diploma in business can apply for **Advanced Academic Standing**. Experienced professionals may also be interested in pursuing the **CCLP** designation via the challenge exam vs program of courses. Visit www.citt.ca/cclp for more information.

Please include the following with your application:

- Copies of all relevant course transcript(s)
Transcripts can be submitted by scan or fax, but please note that original hardcopies may be requested.

Payment Options:

- Pay all fees up front: \$115.00 assessment fee + \$55.00 per credit equivalency requested** (plus applicable tax) - includes all fees in one simple payment.
- OR: Pay assessment fee first: \$115.00 + applicable tax.** You will receive a letter of confirmation when your information has been assessed. If you have not provided payment for credit equivalency fees up front, the remaining fee of \$55.00 per exemption granted + applicable tax will be invoiced at that time. Note: This process can delay application of credits to your records. Not recommended if you are otherwise ready to apply for your designation right away.

CITT's prior learning assessment process is a no-risk process—if equivalent credits are not granted, any fees charged will be refunded in full. Please allow two to three weeks for your application to be processed. Assessment and credit equivalency fees are tax deductible.

Section 1 – Contact Information

Full Name: _____

Home Address: _____

City: _____ Province: _____

Postal Code: _____ Home Phone: _____

Work Phone: _____ Ext: _____ Cell: _____

Preferred Email: _____

Section 2 – Course Equivalency Credits Requested

In the chart below, indicate the courses for which you are requesting equivalency.

CITT Course Name	Equivalent Course Taken

Please be sure to include a copy of your college/university transcript indicating that the course(s) indicated above were completed successfully and a passing grade was granted with your application package.

Payment Information

I authorize payment of all course credit equivalency and assessment fees upfront for a total payment of:

_____ x \$55 = \$ _____ + \$115 = \$ _____ (SUBTOTAL)
Number of credits - from 1-5
 \$ _____ (Applicable taxes, see chart below)
 \$ _____ (TOTAL)

- I have enclosed a cheque for the TOTAL amount noted above (payable to CITT)
- Please charge my credit card (VISA, MC or Amex) the TOTAL amount noted above

OR I have enclosed a cheque for **\$115 + applicable tax** enclosed (payable to CITT)

OR Please charge **\$115 + applicable tax** to my credit card (VISA, MC or Amex):

Credit Card #: _____ Amount: _____

Expiry Date: _____ 3-Digit CVV: _____

Signature of cardholder: _____

Applicable taxes Province/Territory	Tax
AB, BC, SK, MB, YT, NT, NU	5% GST
ON	13% HST
NB, NL, NS, PE	15% HST
QC	5% GST + 9.975% QST

GST/HST# 108075367 RT0001
QST# 1226140341 TQ0001