



CCLP[®] Program of Study Course Exemption Application

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

Fax: 416-363-5698 • **Mail:** CITT, Course Exemptions, 10 King St. E, Suite 400, Toronto, ON M5C 1C3

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

CITT is aware that many professionals have—through prior learning—gained academic knowledge that is comparable to some of the CITT 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 exemptions against the five business courses required to earn the **CCLP** designation.
- No exemptions are granted for *Transportation Systems* or *Logistics Processes*. In rare circumstances, (for example, if you have taken the equivalent course with one of our approved academic partners) exemptions may be granted for *Logistics Decision Modelling*, *Economic Influences on Logistics*, *Transportation Law* and/or *Integrated Logistics*.

Candidates who have a university degree or three-year college diploma in business can apply for **Advanced Academic Standing**. Or, if you have ten or more years of senior level executive experience (director level or higher), you may qualify for our **CCLP Senior Executive Fast Track**. Visit www.citt.ca/cclp/fasttracks 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 exemption fees up front: \$115.00 assessment fee + \$55.00 per exemption 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 exemptions 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 exempted credits to your records. Not recommended if you are otherwise ready to apply for your designation right away.

CITT's exemption application process is a no-risk process—if exemptions 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 exemption 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 Exemptions Requested

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

CITT Course Name	Equivalent Course Taken
<input type="checkbox"/> Accounting: The Fundamentals	
<input type="checkbox"/> Business Law	
<input type="checkbox"/> Business Management	
<input type="checkbox"/> Business Strategy	
<input type="checkbox"/> Business Writing	
<input type="checkbox"/> Financial Management	
<input type="checkbox"/> Foundations of Risk Management	
<input type="checkbox"/> Introductory Economics	
<input type="checkbox"/> Marketing: An Introduction	
<input type="checkbox"/> Organizational Behaviour	
<input type="checkbox"/> Integrated Logistics	
<input type="checkbox"/> Logistics Decision Modelling	
<input type="checkbox"/> Economic Influences on Logistics	
<input type="checkbox"/> Transportation Law	

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 exemption and assessment fees upfront for a total payment of:

_____ x \$55 = \$_____ + \$115 = \$_____ (SUBTOTAL)
Number of exemptions - from 1-5

\$_____ (Applicable taxes, see chart below)

\$_____ (TOTAL)

- I have enclosed a cheque (payable to CITT)
- Please charge my credit card fo: VISA Mastercard

OR Cheque for **\$115 + applicable tax** enclosed (payable to CITT)

OR Please charge **\$115 + applicable tax** to my: VISA Mastercard

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

GST/HST# 108075367

Credit Card #: _____ Expiry Date: _____ 3-Digit CSC: _____

Signature of cardholder: _____ Amount: _____