

# RYERSON UNIVERSITY - TRANSFER CREDITS

## Ryerson Administration Certificate

		Course Equivalency	
Compulsory Courses	Twelve (12) Compulsory Credits	Level 1	Level 2
FSMC 001	Public Safety Leadership		
FSMC 002	Municipal Budgeting and Finance	INP915	
FSMC 003	Public Administration	PPA322	
FSMC 004	Legislation		
FSMC 005	Effective Communication and Report Writing		CMN313
FSMC 006	Human Resources Management	MHR523	
FSMC 007	Labour Relations		
FSMC 008	Strategic Management		POG413
FSMC 009	Employee Wellness		
FSMC 010	Health and Safety		
FSMC 011	Career Management		
FSMC 012	Recruitment, Selection and Talent Management		
Elective Courses	Six (6) Elective Credits		
FSMC 021	Fire Prevention and Public Education for Fire Service Officers		
FSMC 022	Basic Emergency Management		
FSMC 023	Managing Multiple Emergency Responses		
FSMC 024	Project Management + Procurement		
FSMC 025	Personal Management Skills		
FSMC 026	Change Management		
FSMC 027	Dispute Resolution Skills		
FSMC 028	Negotiation Skills		
FSMC 029	Performance Management		
FSMC 030	Communication Skills		
FSMC 031	Fire Service Technology		
FSMC 032	Introduction to Research Methods		

\*\*Humber College will allow a maximum of 13 transfer credits or PLAR credits (combined) to be applied to the Fire Service Executive Management Certificate \*\*

### Special Notes about Transfer Credits:

1. Please fill in a separate Transfer Credit application for each course you wish to be exempted from. Please submit all forms at the same time.
2. An official transcript from your previous institution is required. We will not accept unofficial transcripts. If a transcript is not sealed by the sending institution, we cannot accept the transcript. Please have your institution send the transcript directly to you so that you can submit it with your application.
3. Personal Cheques will not be accepted. Certified cheques and major credit cards are accepted. If you wish to pay by credit card please note this on your form and a representative will call you to collect the payment once your application package has been received.
4. Transfer credit application packages cannot be emailed, they must be mailed to the address listed on the form or dropped off at the Lakeshore Campus Registration Office.
5. Students must have achieved a minimum grade of 60% or better or equivalent.
6. Transfer Credits will only be accepted for courses taken within the last 5 years. Courses taken more than 5 years ago may still be eligible for advanced standing. Students must follow the PLAR process. For more information go to: <http://www.oafc.on.ca/sites/default/files/uploads/Humber/For%20PLAR%20not%20listed.pdf>
7. Transfer Credit application processing can take 4-6 weeks to be completed.

### Payment Details:

The charge for processing transfer credits is \$25.00 for one course, \$50.00 for two courses, and \$75.00 for three or more courses when submitted at the same time. The charge for processing transfer credits is non-refundable, regardless of the result of the application and actual courses granted an exemption.

**ARE YOU READY TO APPLY:** Download the transfer Credit application form

<http://humber.ca/assets/files/pdfs/TransferCreditApplicationFormOct12.pdf>

For questions please contact the Humber Fire Services Executive Management program coordinator:

[phil.dawson@humber.ca](mailto:phil.dawson@humber.ca)