

## Application to grandfather past WCP courses towards earning the University of Waterloo Project Management Certificate

See next page for detailed instructions, next steps.

### Contact information:

First Name	
Last Name	
Name as it should appear on Certificate	
Email address	
Phone Number	
Extension (if applicable)	
Address 1	
Address 2	
City	
Province/State	
Postal/Zip Code	
Country	

### Course(s) Taken\*:

Course Name	Start date	Course Type

\* From the drop-down list, select previous WCP courses you have taken and would like to have grandfathered into the UW Project Management Certificate.

Email the completed form, along with your proof of having completed the courses listed (e.g. a copy of your certificate of completion) to [uwpmcert-documentation@wcpconsulting.com](mailto:uwpmcert-documentation@wcpconsulting.com).

By completing this form, you hereby consent to WCP disclosing the information contained in this form to University of Waterloo for the purposes of administering the University of Waterloo Project Management Certificate

To have your previously taken WCP project management courses grandfathered into the **University of Waterloo Project Management Certificate Program**, follow these steps:

1. Ensure that the WCP courses you have already taken are part of the current University of Waterloo Project Management Certificate program (qualifying courses are in the drop-down list in the form on page 1).
2. Ensure that qualifying courses were taken after September 1, 2016 (your course certificate of completion will include both the name and the date of the course).
3. Complete *the “past registration” form* and email it to [uwpmcert-documentation@wcpconsulting.com](mailto:uwpmcert-documentation@wcpconsulting.com).
4. For each qualifying course, provide a PDF copy (or photo) of your certificate of completion. If you cannot locate your certificate of completion, but you are sure about having completed the course, email us at [course-records@wcpconsulting.com](mailto:course-records@wcpconsulting.com) and we will see if we have a copy of your attendance on record.
5. Allow at least one week for WCP to verify your information and get back to you to confirm whether the courses on your application can be grandfathered into the UW PM Certificate program and which courses you will need to take to complete the University of Waterloo Project Management Certificate program.
6. Determine which course(s) you will need to complete your University of Waterloo Project Management Certificate.
7. Go to <https://wcpconsulting.com/course-location/live-virtual/> and register before May 31, 2024 for at least one of the courses you require to complete the **University of Waterloo Project Management** certificate.
8. Once you have registered for your first course, the University of Waterloo will have you in their database as being part of the University of Waterloo Project Management Certificate program along with the approved courses you have already completed.
9. Once you have completed all the certificate requirements, the University of Waterloo will send you the University of Waterloo Project Management Certificate.
10. You may sign up and complete the remaining course requirements at your own pace. Once you have completed all the required University of Waterloo Project Management Certificate courses, WatSPEED at the University of Waterloo will send you your final official certificate.

## FAQ

- Is there a fee to have past qualifying courses grandfathered into the certificate program?
  - Until May 31, 2024, there will be no charge for grandfathering qualifying courses taken. After this date, there will likely be an administration fee for each course being grandfathered into the program.
- I have taken several of the required courses from WCP prior to September 2016. Can these be grandfathered into the system as well?
  - Currently we are only grandfathering qualifying course taken since September 2016.
- I have taken several of the required courses from WCP in the past, but I don't believe I registered directly through WCP. Can these courses be grandfathered into the University of Waterloo PM Certificate program?
  - As long as you can show proof of completion and the qualifying courses were facilitated by a WCP facilitator, then they can be grandfathered into the University of Waterloo Certificate Program.
- I have taken several of the required WCP courses through my organization. Can these courses be grandfathered into the University of Waterloo Project Management Certificate Program?
  - Yes, but for now, to complete your remaining certificate requirements, you will have to register for an open-enrollment (public) course. We are in the process of working out a system with the University of Waterloo whereby going forward, qualifying courses that WCP provides directly to our corporate clients can also be registered with the University of Waterloo as part of the University of Waterloo Certificate Program.
- I have taken a similar course from another vendor (not WCP) in the past – can that course also be grandfathered into the University of Waterloo PM Certificate Program?
  - Given that WCP has been in the project management business for over 25 years, there are a number of vendors whom, over the years, have offered training with names, and even course descriptions very similar to ours. Given that we have no way of verifying the quality of those courses, to maintain the integrity of the University of Waterloo Project Management certificate program, courses from other vendors cannot be grandfathered into the Certificate Program.