ACAF National Exam Enrollment Guide
March 9, 2020
This guide outlines the steps from creating a My CPA Profile with the CPA Western School of Business (CPAWSB) including submitting required documents and a program admission application and registering for your ACAF exam.

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STEP 1: Create your profile on My CPA Portal at my.cpawsb.ca
*If you already have a profile with CPAWSB you can skip this step and go directly to Step 3

After the login screen at my.cpawsb.ca loads (shown below), click on “Create a My CPA Profile” to load the registration page.

Start by completing the personal and education information sections.

**Personal**

**PLEASE NOTE:** When providing your first, middle, and last names in the Personal Information section, use your legal name. It is important that the name on your documents and the name on your profile match. If your legal name has changed and differs from the documents you submit, you will need to submit a legal name change document as outlined in Step 2.

The School primarily uses email when contacting you about your admission application or your CPA studies. You can provide a personal and a business email address in your profile and specify which one you prefer CPAWSB staff use to communicate with you. If you select the business email address, you will need to update it if you change employers.

**Employer Information:** Enter your most recent employment information
**Previous Employment:** N/A
**Home Address:** Enter your home address information
**Residency Status:** Enter your residency status
CPA Application Information
Select the provincial body where you intend to write the ACAF National Exam.

**PLEASE NOTE:** CPAWSB only accepts applications from those living in Western Canada.

Once you have entered all relevant information on this page, click on the **Next** button at the bottom of the page to get to the Education History page.

**Education History**
Your education history is required for your admission to write the ACAF National Exam.

Please fill in the required information and select **+ Add an Education Program**. Once you have added your post-secondary education scroll to the bottom of the page and select the **Save** button to complete your profile.

Within an hour of setting up your profile you should receive two separate emails with the subject lines:

**Welcome to CPA! Your next steps...** – Please disregard this email

**Activate My CPA profile account** – This email contains a link to set up a password for your My CPA profile. Your profile will not be active until you create the password. Once you have created your password, you will be prompted to log into your profile to complete your education history. If you do not receive the emails (you may have to check your junk mail folder), contact the preparatory courses Admission Services team at prepapplication@cpawsb.ca and they can resend the email to you.

At this point, you have only created a profile in My CPA Portal, which you will now use to submit a program admission application, and then register for the ACAF National Exam.

**PLEASE NOTE:** If you do not have Canadian citizenship or permanent resident status and currently live in Western Canada (British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, or Nunavut), you must hold appropriate Canadian study permit to be admitted to the School to write the ACAF National Exam. Please contact an Immigration, Refugees and Citizenship Canada (IRCC) officer directly, as they are authorized to advise you on required Canadian study and work permits. If required, CPAWSB can provide you with an “Appendix to the study permit” or status letter in support of your study permit application for immigration purposes. Email your request to prepadvising@cpawsb.ca.
**STEP 2: Arrange to have documents submitted**

CPAWSB will need to verify your eligibility to write the ACAF National Exam. You are required to arrange for your official transcripts to be sent from any post-secondary institution(s) where you completed ACAF applied courses. **All** documents being mailed in should be sent directly by the issuing institutions to:

CPA Western School of Business  
Student & Support Services – ACAF National Exam  
301, 1253 - 91 Street SW, Edmonton, Alberta T6X 1E9

**PLEASE NOTE:** Documents sent anywhere other than the address above, including to provincial CPA offices, will result in you having to arrange to resend the documents to the address above. This can significantly delay your registration for the ACAF National Exam.

**Legal Name Change Documentation**

If your CPA profile name is different from the name appearing on any submitted documents, send a PDF copy of the official document supporting the legal name change to transcriptassessment@cpawsb.ca.
STEP 3: Submit a program admission application

Submitting an Admission Application in My CPA Portal

Log into your online profile. Select PROGRAM ADMISSION and then ADMISSION APPLICATION and complete the admission application form.

Complete the following sections on the Eligibility page:

Residency Status

*Residency Status: Select your residency status.

Program Application

*Accounting Body: Select the province or territory in which you live.

Select the CPA education program you are applying to enter.

*CPA Program: You will need to select PREP.

*Please disregard the popup that appears, as you will not be applying for the Transcript Assessment.

Select the CPA education program you are applying to enter.

You must have a completed Transcript Assessment finding you to be PREP eligible before you are able to apply for admission to the PREP Program.

Are you intending to proceed with: You will need to select Advanced Certificate in Accounting (ACAF)

Select the 2020/2021 Semester1 – Nov2020 start academic session.

Registration Category

*Registration Category: You will need to select ACAF National Exam.

Continue filling out the remaining categories and click on the NEXT button at the bottom of the page to get to the education page.

Complete the following questions on the Education page:
A warning will appear:

Warning: Your current Transcript Assessment was completed for a program other than PREP. You may proceed with the application, but we will review your assessment and you will be notified if you are required to submit additional documentation.

Have you previously requested an assessment of your transcripts?

If you **have** previously had a transcript assessment completed by the CPA Western School of Business, please select **YES** and fill in the information.

If you **have not** previously had a transcript assessment completed by the CPA Western School of Business, please select **NO** and disregard the popup.

Click on the NEXT button at the bottom of the page to proceed with the next steps of the admission application.

When you reach the Payment section the total should show as $0.00. Select the SUBMIT ORDER button.

### Admission Application

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<th>Qty</th>
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<th>Price</th>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total: $0.00  

Required fields
STEP 4: Register for the National Exam

After your admission application has been approved, you may register for an upcoming ACAF National Exam session. However, you must first update our contact information to include your SIN.

In December 2019, we notified all students that for the 2019 tax year and going forward, per the Income Tax Regulations, all designated education institutions issuing T2202 forms are required to include individual’s social insurance numbers (SIN) on the forms and to disclose the collected SINs to CRA.

Because CPAWSB and the western provincial CPA bodies have not previously collected SINs from learners, when you log into My CPA portal after December 8, 2019, you will be prompted to enter your SIN into the Contact Information dropdown under My Profile.

If you do not provide your SIN, you may be subject to a penalty from CRA pursuant to the Income Tax Regulations.

You will be unable to complete any transactions, including course and exam registration until you provide your SIN.

**Updating your SIN information**

Please log into your My CPA Portal to enter your SIN information.

1. Log into [My CPA Portal](#)
2. Click on ‘My Profile’
3. Click on ‘Contact Information’. On the “Personal” tab you must enter your nine digit SIN.
4. Please ensure that you answer your Communication Preference.
5. You may receive a notification that an “Employer Reporting Consent Response is Required”.
6. Please select the “Employment” tab, scroll down the page and agree or disagree with the consent question.
7. After you have selected your response. Please select “SAVE” to update your profile.
8. You should see a message indicating that “Your profile was successfully updated”.

**Registering for the ACAF National Exam Course**

1. Log into [My CPA Portal](#)
2. Click on ‘Registrations’ and then on ‘Module Registration’
3. Click on ‘Add Module Registration’ – M20
4. Select the academic session that you wish to register for from the drop-down list. Select 2020/2021 Semester1 - Nov2020 start.
5. Select the box next to the course and delivery option you wish to register for then click ‘Next’ (available courses you are eligible for will have a check box)
6. Proceed to the payment section

**Registering for an Exam**

1. Log into [My CPA Portal](#)
2. Click on ‘Registrations’ and then on ‘Exam Registration’
3. Click on ‘Add Exam Registration’
4. Select the academic session that you wish to take your exam in from the drop-down list. Select 2020/2021 Semester1 - Nov2020 start.

5. Select the box next to ACAF – National Exam – M20 - then click ‘Next’

6. Select your exam location, then click ‘Next’