



**CPA**

CHARTERED  
PROFESSIONAL  
ACCOUNTANTS

WESTERN  
SCHOOL  
OF BUSINESS

# Program Enrollment Guide

Updated: April 3, 2017

This guide outlines the steps for applying to the CPA Western School of Business (CPAWSB) and enrolling in the CPA Professional Education Program (CPA PEP), the Advanced Certificate in Accounting & Finance (ACAF), or CPA preparatory courses.

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## STEP 1: Create your profile on My CPA Portal at [my.cpawsb.ca](https://my.cpawsb.ca)

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

**CPA** CHARTERED WESTERN  
PROFESSIONAL SCHOOL  
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**Login**

EMAIL  
[Input Field]

PASSWORD  
[Input Field]

Remember me

**LOG IN**

[Forgot your password?](#)

**Login**

Log in to your My CPA Portal to access and update your personal and secure information and to manage your CPA program, including:

- annual re-enrollment
- module registrations
- exam registrations
- program progress (to review your academic record and see exam results)

Not registered?

[Create a My CPA Profile](#)

If you cannot remember your login credentials, please contact support rather than create a new profile.

Call toll-free: 1-855-306-9390 or email us at [admissionadvising@cpawsb.ca](mailto:admissionadvising@cpawsb.ca)

Complete the personal and employer information sections. If your information changes, you can log into your profile at any time and update your contact information, employment information, and your education history. Use your My CPA profile to request and view your transcript assessment, apply for CPA programs, register for courses or modules, pay your annual fee, and much more. [Watch an overview of the My CPA portal here.](#)

When you apply to enroll in CPA PEP, ACAF, or CPA preparatory courses, you take the modules or courses from CPAWSB and are a **student** (enrolled in ACAF or CPA preparatory courses) or a **candidate** (enrolled in CPA PEP) of a provincial CPA body for governance and employment tracking purposes. So, someone living and working in BC is enrolled in CPAWSB and governed by CPABC.

You should receive two separate emails within an hour of setting up your profile (you may have to check your junk email folder). If you do not receive the emails, contact the Admission Advising team at [admissionadvising@cpawsb.ca](mailto:admissionadvising@cpawsb.ca) and they can resend them to you.

- One email will come from CPAWSB and the provincial CPA body with which you are registering. It will outline your next steps and provide information about who you may call or email for assistance.
- The second email will come from CPAWSB and 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.

**PLEASE NOTE:** At this point, you have only created a profile in the My CPA Portal, which you will now use to request a transcript assessment, submit a program application, and then register for your first module(s) or course(s).

## STEP 2: Enter your education history in your My CPA profile

After you have set your password, log into your profile and **enter your education history**. Your educational history will be considered for your transcript assessment.



Start by clicking on **MY PROFILE** and update your education history in two areas: **POST-SECONDARY EDUCATION** and **DESIGNATIONS**.

Provide all relevant degrees, designations, diplomas, certificates or courses you have completed or will soon complete.

**PLEASE NOTE:** The post-secondary information you list in the education history section of your My CPA profile needs to match the documents you plan to submit when you request and pay for your transcript assessment. Mismatched information and documents can cause significant delays in completing your transcript assessment. If you decide not to hand in certain transcripts or need to add transcripts, log into your profile and update your education history. **If you make changes to your education history after already requesting and paying for the assessment**, you also need to alert the appropriate assessment team by email.

**PLEASE NOTE:** If you received credit from one post-secondary institution for courses from another post-secondary institution, submit the official transcripts from the post-secondary institution where you took the courses. Evaluators need to see the original marks, credit hours, etc. to determine if those courses are eligible for any transfer credit.

## STEP 3: Request and pay for a transcript assessment

**PLEASE NOTE:** Create your profile and request and pay for your transcript assessment before sending any documents so CPAWSB can:

- Match received transcripts to your My CPA profile and transcript request. This reduces the risk of documents being lost or misplaced.
- Attach scanned copies of your submitted documents to your My CPA profile when they are received.
- Send you an email confirming each document has been received and added to your profile.
- Send you an email confirming all your documents have been added to your profile and are ready to be assessed.

If CPAWSB receives documents before the assessment has been requested and paid for, CPAWSB cannot match them to your file or notify you when they are received, and completing your transcript assessment may be delayed significantly.

Log into your My CPA profile and start by clicking on **PROGRAM ADMISSION** and then **TRANSCRIPT ASSESSMENT**.



When the transcript assessment page loads, click on **+ ADD A TRANSCRIPT ASSESSMENT REQUEST**:



Complete the following four sections to request and pay for the transcript assessment:

## 1. Select your **Residency Status** and enter the required personal information.

**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 and/or work permits while enrolled in CPA PEP, ACAF, or CPA preparatory courses. Please contact a [Citizenship and Immigration Canada](#) (CIC) officer directly, as they are authorized to advise on required Canadian study and work permits.

If required, CPAWSB can provide you with a confirmation letter of student status for immigration purposes. When you request the letter depends on what you are enrolling in.

### **Enrolling in CPA preparatory courses:**

Request the status letter by emailing your request to [prepadvising@cpawsb.ca](mailto:prepadvising@cpawsb.ca), after your transcript assessment is completed indicating you are eligible to start in CPA preparatory courses, but before completing an admission application.

### **Enrolling in CPA PEP:**

If you are eligible to start CPA PEP, you must first submit your admission application for CPA PEP and then you can request a status letter. [Download and complete the form](#) (Under the 'Candidate Status Letter' heading). Indicate that it is for a Study Permit and send the completed form back to CPAWSB at [cpaapplication@cpawsb.ca](mailto:cpaapplication@cpawsb.ca).

If you are taking prerequisite courses through a post-secondary institution, you need to request the Status Letter from the post-secondary institution.

2. Choose the **Requested Entrance Standard** you will be evaluated under:

|   |   |
|---|---|
| <b>CPA Prerequisites</b>  | Select this to have your transcripts evaluated against the CPA prerequisites. This is the standard choice.  |
| <b>CMA Prerequisites</b><br><b>CASB Prerequisites</b><br><b>CGA Level 1-4</b> | Only choose one of these if you have been completing prerequisite courses for one of the legacy programs and wish to be evaluated by that specific legacy's prerequisite requirements. <u>Not available after June 30<sup>th</sup>, 2017.</u> |

**International Designations**

Formal MRA, RMA, and MOU agreements allow holders of certain international professional accounting designations to become Canadian CPAs. For more details and application instructions, visit [CPA Canada's website](#) or visit the website of the western provincial CPA body within which you are enrolling:

**PLEASE NOTE:** Legacy CA, CGA, and CMA prerequisite courses will be accepted for entry into CPA PEP until June 30, 2017. Applicants must complete all legacy prerequisite courses and register for CPA PEP by June 30, 2017, and must start CPA PEP Core 1 by September 2017. Legacy prerequisites will not be accepted for entry into CPA PEP Core 1 after September 2017, even if the June 2017 program application deadline is met. If the results for a transcript assessment using legacy CA, CGA, or CMA criteria indicate missing prerequisites, the outstanding prerequisites cannot be completed using CPA preparatory courses or the required courses from other legacy criteria. CPA Canada provides access to [Module Zero](#) resources to help candidates refresh prerequisite knowledge learned when starting CPA PEP and fill any knowledge gaps between the legacy programs and CPA PEP. Visit the [CPAWSB Website](#) for more information about Module Zero.

- [CPA British Columbia](#) (includes the Yukon)
- [CPA Alberta](#) (includes the Northwest Territories & Nunavut)
- [CPA Saskatchewan](#)
- [CPA Manitoba](#)

Internationally-designated accountants from bodies without formal MRA, RMA, or MOU agreements may be eligible for advanced standing in CPA PEP. If you hold an international professional accounting designation, you are a member in good standing with the issuing body, and that body is a member of the [International Federation of Accountants](#) (IFAC), enter the information in your education history under the designation tab and select "PEP Advanced Standing" as the value for the "Requested entrance standard". You will be required to submit additional documentation to determine your eligibility for advanced standing, including a letter of good standing from the accounting body and details of completed practical experience. Once your transcript assessment request is processed, you will be notified about any required documents that must be submitted.

### 3. Select the Mature Student option only if you meet all the requirements

Select the Mature Student option **only if** you meet the work experience requirements **and** do not have an undergraduate degree, required to enter CPA PEP, or 30 post-secondary credit-hours, required to enter ACAF:

- Entering CPA PEP as a mature student requires at least **eight years** of relevant work experience.
- Entering CPA preparatory courses (or ACAF) as a mature student requires at least **three years** of relevant work experience.

Email [admissionadvising@cpawsb.ca](mailto:admissionadvising@cpawsb.ca) for details about entering CPA PEP or ACAF/CPA preparatory courses as a **mature student**. You can also find additional information in the [CPA harmonized education policies](#) for CPA PEP and CPA preparatory courses on the CPA Canada website.

### 4. Complete the transcript assessment request process by paying for your transcript assessment and submitting your order.

The assessment fee is currently \$100. The assessment fee is subject to change. For current fee schedules, visit the [CPAWSB website](#).



## STEP 4: Submit all transcripts and supporting documents to be assessed.

Contact all post-secondary institutions listed in your My CPA profile and have them mail your official, sealed transcripts directly to CPAWSB for assessment. All documents should be sent to:

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

CPAWSB will accept original transcripts received directly from the applicant **only if** they are contained in a sealed envelope that came from the post-secondary institution (notarized copies can be used for degree recognition but no transfer credit will be recognized). Additional supporting documents, as outlined below, may be required and submitted to the same address.

### Supporting documents that may be required

- Applicants who have completed an international degree (from an institution outside Canada) must also request a third-party credential assessment (WES/IQAS/ICES)\* to be mailed directly to the CPA Western School of Business. A **WES ICAP assessment** is preferred and will provide CPAWSB with a valid copy of your official transcripts (you will then not be required to have official transcripts sent in directly to CPAWSB). Otherwise, -a basic degree report that verifies the Canadian degree equivalency is sufficient, but you will then be required to have all official transcripts sent directly from each institution to CPAWSB as outlined above.

\*The third-party assessment may be completed by any one of the registered assessment services within the [Alliance of Credential Evaluations Services of Canada \(ACESC\)](#).

- If the name on a transcript or other supporting document differs from the one in your My CPA profile, provide a photocopy or scanned copy of legal proof of name change.
- Documents that cannot be issued in English or French must include a certified translation or a notarized copy of the certified translation.
- Internationally-designated accountants will be required to submit additional documentation for advanced standing consideration, including a confirmation letter of good standing from the accounting body and details of practical experience.
- The following is applicable for CPA PEP admission and domestic transcripts only: If an official transcript is unavailable from a Canadian post-secondary institution, send the most recent unofficial transcript. Your admission status will be conditional, pending receipt of the official transcripts.

If you request and pay for the transcript assessment before CPAWSB receives any of your documents, CPAWSB will send you an email when each document has been received. CPAWSB will send another email when all expected transcripts and documents—based on the education history in your online profile—have arrived. The transcript assessment will start after all required documents have been received. CPAWSB will email you if additional documentation is required and also to let you know when your assessment is complete. The results will be available for viewing in your My CPA profile.

To view your assessment results, click on **PROGRAM ADMISSION** and then **TRANSCRIPT ASSESSMENT**.



You will see any requested transcript assessments and their current status directly below the **+ ADD A TRANSCRIPT ASSESSMENT REQUEST** button.

**+ ADD A TRANSCRIPT ASSESSMENT REQUEST**

| Requested   | Status    | Status Date | Expiry Date                      |
|-------------|-----------|-------------|----------------------------------|
| 18 Feb 2015 | Completed | 08 Mar 2015 | 08 Mar 2016 <a href="#">View</a> |

When the transcript assessment is complete, it will show “completed” under the Status. Click on the [View](#) link in the last column to see the results of your transcript assessment. The assessment’s expiry date is also displayed.

If the transcript assessment indicates that you need to complete prerequisite education before entering CPA PEP or ACAF, you can complete the outstanding courses by taking CPA preparatory courses through CPAWSB or by taking equivalent courses through a recognized post-secondary institution.

**PLEASE NOTE:** Transcript assessments are valid for one year from the time they are completed.

**PLEASE NOTE:** If you have completed or will soon complete all the prerequisites for CPA PEP and you plan to enroll in the next offering of Core 1, [submit an application for CPA PEP](#) (STEP 5) and, once your application is approved, [register for Core Module 1 during the next PEP registration period](#) (STEP 6), **even if your transcript assessment is not complete.**

See STEP 5 for more details.

## STEP 5: Apply for entry into CPA PEP, ACAF, or CPA preparatory courses by submitting a program application

### If you are applying to CPA PEP:

If you have completed or will soon complete the prerequisites for CPA PEP and you plan to enroll in the next offering of Core 1, **submit an application for CPA PEP (STEP 5)** and, once your application is approved, **register for Core Module 1 [during the next PEP registration period](#) (STEP 6), even if your transcript assessment is not complete.** This will allow you to avoid any late fees. Your assessment will be completed before the start of Core 1 to confirm whether or not you are qualified to participate in the module. If you're found to be ineligible to participate in Core 1 after the assessment is completed, you will be removed from the module and issued a full refund of the module fee.

If you believe you may not meet all the prerequisite requirements for CPA PEP before the next offering of Core 1 or you plan to start in a later offering of Core 1, wait for your transcript assessment to be completed and then submit your program admission application.

### If you are applying to ACAF or CPA preparatory courses:

If you are applying to enter ACAF or think you will need to complete prerequisite courses before entering CPA PEP or ACAF and are planning to take some or all of those courses through CPA preparatory courses, you must wait until you receive your transcript assessment results before submitting your admission application or enrolling in modules or courses. If your transcript assessment indicates that you are eligible, then you can submit your 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 application form.



Complete the following sections:

### Residency Status

Select Canadian Citizen, Permanent Resident, or Temporary Resident

### Program Application

#### Accounting Body

CPA students and candidates are governed by the CPA body of the province or territory in which they live (or will live) and work when they are registered with CPAWSB. Select the province or territory in which you live.

**PLEASE NOTE:** CPAWSB only accepts applications from students and candidates governed by CPA bodies in Western Canada (BC, AB, SK, MB, Yukon, Northwest Territories, & Nunavut). Please contact (CPA Ontario/Atlantic/Quebec) directly if you wish to register for CPA PEP, ACAF, or CPA preparatory courses outside Western Canada.

#### CPA Program & Intended Program/Session

Select the CPA program you are applying to enter:

- If you are eligible to apply for CPA PEP select “PEP” and then select the first academic session that you are planning to register in. See the [CPA Professional Education Program \(CPA PEP\) Schedule & Key Dates \(Western Region\)](#) for registration periods.
- If you are applying to take CPA preparatory courses or ACAF, select “PREP” and then select the program that you are intending to proceed with:
  - Advanced Certificate in Accounting & Finance (ACAF)
  - CPA Professional Education Program (CPA PEP)
  - Undecided

Select the first academic session that you are planning to register in.

[CPA preparatory courses Schedule \(Western Region\)](#)

[Advanced Certificate in Accounting & Finance \(ACAF\) Schedule \(Western Region\)](#)

**Please note:** Selecting an intended program is for information purposes only. You can decide which program you want to proceed with after you complete the CPA preparatory courses.

### Registration Category

Selecting the most appropriate registration category helps us process your application in a timely manner. Therefore, please choose the category that best describes your background.

#### Choices when applying to CPA PEP:

**University Degree:** select this if you have completed (or will soon complete) an undergraduate degree from a Canadian post-secondary institution

**Co-op Student:** select this if you are registered in a CPA approved co-op program

*Note: if you are not in an approved co-op program and want to register to start accruing practical experience, register as a Summer Student (below).*

**Summer Student:** select this if you are completing an undergraduate degree and are registering to start accruing practical experience

*Note: If you are in an approved co-op program, register as a Co-op Student (above).*

**International University Degree:** select this if you have completed (or will soon complete) a degree from a post-secondary institution outside of Canada

**MPAcc:** select this if you have completed (or will soon complete) a Master of Professional Accounting (MPAcc) program from an accredited program

*Note: Ensure the MPAcc degree information appears in the education history section in your My CPA profile, and if applicable, your anticipated completion date.*

**MAcc:** select this if you have completed (or will soon complete) a Master of Accounting program from an accredited program

*Note: Ensure MAcc degree information appears in the education history section in your My CPA profile, and if applicable, your anticipated completion date.*

**Master's Degree:** select this if you have completed (or will soon complete) a master's degree from a **Canadian** post-secondary institution

*Note: Ensure the master's degree information into the education history section in your My CPA profile, and if applicable, your anticipated completion date.*

**preparatory course Graduate:** select this if you have been taking CPA preparatory courses and have completed them (or will complete them soon), and are now transitioning into CPA PEP

*Note: Do not select this category if you have completed (or will soon complete) your prerequisites at a post-secondary institution.*

**Legacy Transition Student:** select this if you are transitioning to the PEP program from a legacy accounting program

*Note: Do not choose this unless you have been instructed to choose this category.*

**Mature Student:** select this if you do not have a recognized post-secondary degree and you are applying under the Mature Student pathway

**International Designate:** select this if you completed an accounting designation with a non-Canadian accounting body

**Transfer In:** select this if you are transferring in from a province outside Western Canada (BC, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, or Nunavut)

**Re-admission:** select this if you are re-applying for CPA PEP after having been withdrawn

**Legacy – Senior Practitioner:** disregard this option as it is no longer available (the last intake was September 2014)

**Legacy – ACIA:** select this if you completed the ICABC ACIA legacy program

**PLEASE NOTE:** For co-op/summer intern students: If you state that you are a co-op/summer intern on your admission application, you will be granted access to My CPA Portal and the Practical Experience Reporting Tool (PERT), but your transcript(s) will not be expected until you complete your post-secondary program. When you have completed your degree and all of the CPA PEP pre-requisites, have your post-secondary institution send your updated official transcripts directly to CPAWSB.

#### *Choices when applying to CPA preparatory courses or ACAF:*

**New Student:** select this if you have never had an admission application approved before

**Re-admission:** select this if you were previously enrolled in CPA preparatory courses or ACAF and now intend to complete the program

**Transfer In:** select this if you are transferring in from a province outside Western Canada (BC, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, or Nunavut)

**Legacy Transition Student:** select this if you are transitioning to a CPA program directly from a legacy accounting program (CA, CMA, CGA)

#### Previous Registrations

Select “Yes” if you are currently or were previously registered as a student of a legacy accounting body (CA, CMA, CGA). Otherwise, select “no”.

#### Language Advisory

CPA education programs require a high level of English proficiency.

A minimum of Grade 12 English or **Canadian Language Benchmark (CLB)** level 8 or higher is suggested. Generally, anyone with CLB levels below 8 will need to spend additional time on their studies. Therefore, it is recommended that students or candidates with CLB levels 7 or below, improve their language competence before enrolling in CPA education programs.

Check the “I Agree” checkbox to confirm that you have read and understood that successful completion of CPA education programs generally requires Grade 12 English, or CLB levels at 8 or higher.

#### Language Support

Select “Yes” if you would like more information about language upgrading support. Otherwise, select “No”.

#### Next (Transcript Assessment Summary)

Based on your assessment and the courses or modules you require, select the course or module you plan to enroll in and the session you plan to start in and then click on the **NEXT ►** button

Once the page loads, the type of transcript assessment you completed should be listed. If additional documents or answers to questions are required from you, they will also be listed. Answer any questions and click on the **NEXT ►** button.

### Profile Information


Complete each section: **Contact Information, Current Residential Address, Employment Info\***, and **Business Address**.

**\*Candidates in pre-approved path employment positions:** Completing employer information now ensures that if your employer offers the option of paying for your module or course fees, the payment can be associated with your registration. Adding this is not available later in the process.


Click on the  button.

### Good Character and Reputation

The questions in this section are provincial legislative requirements to establish that an applicant has good character and reputation. Answering “yes” to any of the questions means that CPAWSB Student & Support Services will contact you for more information and, if required, supporting documents.


Answer all the questions and click on the  button.

### Declarations

Carefully read the **Application Declaration, Student Commitment, Privacy Statement**, and the **CPA Professional Education Program Entrance Requirements**. If you agree with each one, select the “I Agree” checkboxes. After you finish, click on the  button.

### Admission Application Payment

The last step is to pay the initial registration fee (if any) and annual student or candidate dues. Payment is accepted by credit card only.

**PLEASE NOTE:** You will see the following “Promo Code” field: Promo Code:  

There are currently no promotional offers of any kind, so please leave this field empty.

**PLEASE NOTE:** Fee schedules and additional CPAWSB information about CPA PEP, ACAF, and CPA preparatory courses are available in the [CPA Program Overview section](#) of the [CPAWSB website](#).

After you enter your credit card information, click on the  button.

A confirmation page will load, confirming your payment and submission of your admission application.

After your admission application is reviewed, you will receive an email from Admission Services, indicating whether it is approved or denied. If your program application is approved, you can start registering in modules or courses for which you are qualified.

If you do not receive an approval email within five business days of applying, please contact [preppapplication@cpawsb.ca](mailto:preppapplication@cpawsb.ca) for ACAF or CPA preparatory course applications or [cpaapplication@cpawsb.ca](mailto:cpaapplication@cpawsb.ca) for CPA PEP applications to inquire about your application.

## STEP 6: Register for a module or course

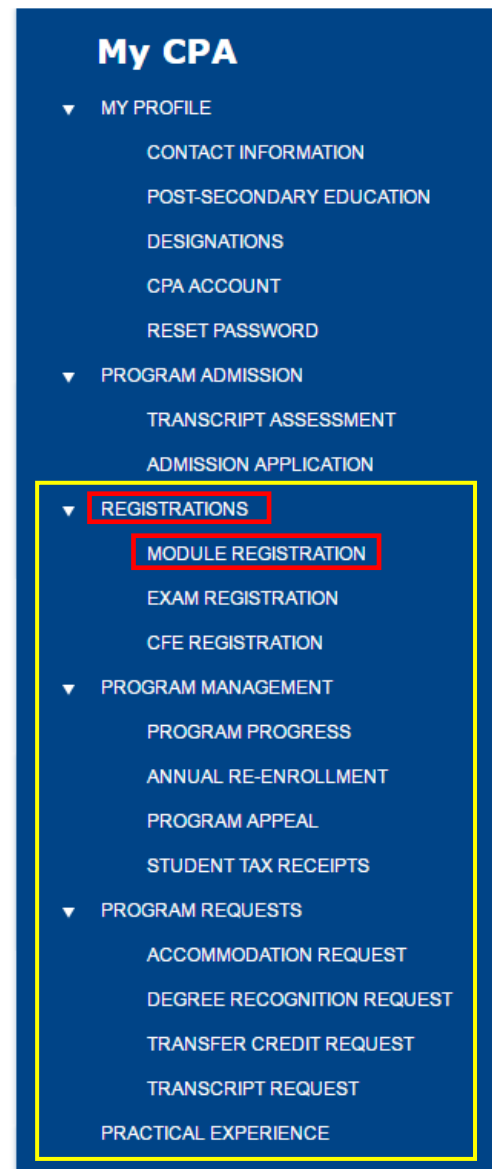
After your program application is approved, you can start registering in modules or courses for which you are qualified.

When you next log into your My CPA profile, you will see four new sections available in the menu:

- REGISTRATIONS
- PROGRAM MANAGEMENT
- PROGRAM REQUESTS
- PRACTICAL EXPERIENCE

These sections of your My CPA profile allow you to:

- Register in modules/courses and exams including the CFE;
- Monitor your progress including what courses or modules you have taken and have remaining;
- Pay annual re-enrollment fees;
- Make program appeals;
- Access annual tax receipts;
- Request workshop and exam accommodations;
- Request degree recognition (**Note:** only for legacy CGA students to report degree completion);
- Request transfer credit updates. (Use this to update your transcript assessment as you complete prerequisite courses);
- Request a CPA transcript; and
- Access the Practical Experience portal and PERT tool to report practical experience.



To register for a course or module, select **REGISTRATIONS** from the menu and then select **MODULE REGISTRATION**.

You will now see a summary of your program enrollment(s) and your module registration history, which shows previous and current course or module registrations.

To register for a new course/module, click on the **+ ADD MODULE REGISTRATION** button. Next, use the pull down menu to select the Academic Session in which you want to register. The courses or modules available for that session will appear. The ones you are eligible to enroll in will appear with a checkbox and will display **Eligible to Register** in the **My Status** column (see screen shot below).



Select  Register  Invoice  Confirmation

### Select a Module Offering:

Academic Session:

| Register?                | Level | Module | Module Name            | Delivery | Schedule | My Status                          |
|--------------------------|-------|--------|------------------------|----------|----------|------------------------------------|
| <input type="checkbox"/> | 1     | C1     | Core 1                 | Standard | Online   | Registered for Course in Session 3 |
| <input type="checkbox"/> | 2     | C2     | Core 2                 | Standard | Online   | <b>Eligible to Register</b>        |
|                          | 3     | AS     | Assurance              | Standard | Online   | Prerequisites Not Met              |
|                          | 3     | PF     | Performance Management | Standard | Online   | Prerequisites Not Met              |
|                          | 3     | TX     | Tax                    | Standard | Online   | Prerequisites Not Met              |

\* If the module delivery method is Classroom or Webinar a surcharge applies

CANCEL

NEXT ►

After selecting the course(s) or module(s) you want to register in, click on the **NEXT ►** button. Information about the start date and exam date will appear; select your preferred exam location. For CPA PEP modules only, you will also be asked to select your preferred workshop location. Next, read the CPA Student Training Contract and if you agree, select the checkbox confirming that you have accepted its obligations and conditions. Finally, Click on the **NEXT ►** button.

**PLEASE NOTE:** Module and course withdrawal deadlines and penalties are outlined in the Administrative Fee Schedules available on the CPAWSB website:

- [CPA PEP Administrative Fees](#)
- [ACAF Administration Fees](#)
- [CPA preparatory courses Administration Fees](#)

**Your final step** for registering in the course or module is to enter your credit card information\* and complete payment.

\*Some candidates will have the option to pay by credit card or have their employer pay for the module or course. This is only available to candidates of pre-approved pathway employers who requested to have the option available.

**PLEASE NOTE:** When paying by credit card, you will see the following “Promo Code” field:

Promo Code:  **APPLY**

Currently, there are no promotional offers of any kind so please leave this field empty.

After you enter the appropriate payment information, click on the **SUBMIT ORDER ►** button.

A new page will load, confirming your payment for the module or course.

## Resources and Additional Information

### Schedules for CPA PEP, ACAF, and CPA preparatory courses

Module and course registration takes place throughout the year for the CPA Professional Education Program (CPA PEP), the Advanced Certificate in Accounting and Finance (ACAF), and CPA preparatory courses. Schedules, including registration periods, module and course start dates, and exam dates are available on the CPAWSB website:

- [CPA Professional Education Program \(CPA PEP\) Schedule & Key Dates \(Western Region\)](#)
- [Advanced Certificate in Accounting & Finance \(ACAF\) Schedule \(Western Region\)](#)
- [CPA preparatory courses Schedule \(Western Region\)](#)

### CPA Practical Experience Requirements (CPA PER)

CPA certification includes a period of practical experience. To begin reporting practical experience, you first need to apply and be accepted into CPA PEP. After you have been accepted as a CPA candidate you will be granted access to the Practical Experience Reporting Tool (PERT).

Practical experience requirements are administered through provincial CPA organizations within Western Canada (BC, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, and Nunavut). For more information, visit the [CPA Canada website](#) for the [CPA practical experience requirements overview](#) and visit the website of the provincial CPA body that you are enrolling within:

- [CPA British Columbia](#) (includes the Yukon)
- [CPA Alberta](#) (includes the Northwest Territories & Nunavut)
- [CPA Saskatchewan](#)
- [CPA Manitoba](#)

If you still have questions after thoroughly reviewing the PER and PERT information on the CPA Canada and provincial websites, email the practical experience team in your [province or territory](#) with your unanswered questions or concerns.

### Important Technical Requirements

Exams for CPA PEP modules, ACAF modules, and CPA preparatory courses are required to be written using only **Windows-based** laptops and using only **Texas Instrument BA II Plus calculators** (no other calculators are permitted, including the Texas Instrument BA II Plus Professional). Laptop requirements are outlined in detail on the CPAWSB website: [CPAWSB computer requirements](#)

The Texas Instrument BA II Plus is available for purchase from online retailers and office supply stores. Students and candidates are encouraged to use it while taking courses and modules to become familiar with the functions.

## Questions? | Who to Contact

### Provincial CPA Organizations

If you have not completed a [My CPA profile](#) yet and are looking for information about becoming a CPA or finding out if the ACAF is right for you, contact your provincial CPA organization and ask to speak with a business development officer. Provincial CPA bodies also have information about practical experience, mentorship, career services, volunteer opportunities and upcoming provincial CPA information sessions and events.

| Provincial CPA Organizations   | Business Development Contact   |
|--|--|
| <b>CPA British Columbia</b><br><a href="http://goCPAabc.ca">goCPAabc.ca</a><br>(Yukon residents are governed by CPA BC)    | <a href="mailto:recruitment@bccpa.ca">recruitment@bccpa.ca</a><br>604.872.7222 (toll free: 1.800.663.2677)   |
| <b>CPA Alberta</b><br><a href="http://cpaalberta.ca">cpaalberta.ca</a><br>(NWT & Nunavut residents are governed by CPA AB) | <a href="mailto:gettingstarted@cpaalberta.ca">gettingstarted@cpaalberta.ca</a><br>toll free: 1.844.454.1245  |
| <b>CPA Saskatchewan</b><br><a href="http://cpask.ca">cpask.ca</a>  | <a href="mailto:becomeacpa@cpask.ca">becomeacpa@cpask.ca</a><br><a href="mailto:acaf@cpask.ca">acaf@cpask.ca</a> (specifically for ACAF inquiries)<br>306.359.0272 |
| <b>CPA Manitoba</b><br><a href="http://go.cpamb.ca">go.cpamb.ca</a>  | <a href="mailto:becomeacpa.mb@cpawsb.ca">becomeacpa.mb@cpawsb.ca</a>   |

### CPA Western School of Business

#### Admission Advising for CPA Prospects

Prospects have completed a My CPA online profile but have not yet been accepted into the Advanced Course in Accounting and Finance (ACAF), the CPA Professional Education Program (CPA PEP), or CPA preparatory courses.

| Questions about  | Contact  |
|--|--|
| Accessing and navigating your My CPA online profile<br><br>Program enrollment processes including transcript assessment processes, and general questions regarding CPA PEP, ACAF, and CPA preparatory courses. | <a href="mailto:admissionadvising@cpawsb.ca">admissionadvising@cpawsb.ca</a><br>1 855 306.9390 (toll free) |

### Assistance and Advising for Students

Students have applied to and been accepted into the ACAF program or into CPA preparatory courses.

| Questions about   | Contact  |
|---|--|
| Eligibility for entry into ACAF or CPA preparatory courses, including prerequisites and transcript assessments,   | <a href="mailto:preptranscriptassessment@cpawsb.ca">preptranscriptassessment@cpawsb.ca</a> |
| Applying for entry into ACAF or CPA preparatory courses, enrolling in courses, temporary or permanent program withdrawals, and annual student dues            | <a href="mailto:prepapplication@cpawsb.ca">prepapplication@cpawsb.ca</a>                   |
| ACAF or CPA preparatory courses currently in session, including questions about quizzes and projects, module withdrawals, grading, and program policy appeals | <a href="mailto:prepmodule@cpawsb.ca">prepmodule@cpawsb.ca</a>                             |
| ACAF or CPA preparatory course exams, including questions about accommodations, special consideration requests, and Secureexam                                | <a href="mailto:prepexams@cpawsb.ca">prepexams@cpawsb.ca</a>                               |
| General student advising, including assistance with course planning, transfer credits, and obtaining appendix letters for study permit requirements           | <a href="mailto:prepadvising@cpawsb.ca">prepadvising@cpawsb.ca</a>                         |

### Assistance and Advising for Candidates

Candidates have applied to and been accepted into the CPA Professional Education Program (CPA PEP).

| Questions about   | Email address  |
|---|--|
| Applying for entry into CPA PEP, including transcript assessments, eligibility, and prerequisites                         | <a href="mailto:cpaapplication@cpawsb.ca">cpaapplication@cpawsb.ca</a>       |
| Enrolling in CPA PEP modules, including registrations and withdrawals, Module Zero, schedules, key dates, and evaluations | <a href="mailto:cpamodule@cpawsb.ca">cpamodule@cpawsb.ca</a>                 |
| Accommodations for CPA PEP workshops and exams  | <a href="mailto:cpaaccommodations@cpawsb.ca">cpaaccommodations@cpawsb.ca</a> |
| CPA PEP extensions  | <a href="mailto:cpaextensions@cpawsb.ca">cpaextensions@cpawsb.ca</a>         |