

This message contains an update on 2016/17 fees and registration information, policy reminders and other important information about CPA PEP. This message is being sent to all CPA PEP candidates and to all pre-approved program route (PPR) employers on December 21, 2015, and will be posted on the CPAWSB website. Candidates who work under the experience verification route (EVR) are asked to share this information with their employer.

2016/17 Administrative fees

There will be a slight increase in CPA PEP fees for the 2016/17 academic year. To locate the fee schedule online, click [here](#).

Registration information

Until September 2017, new candidates will continue to be able to register in CPA PEP by meeting the undergraduate degree requirements and any of the CPA, CA, CMA or CGA prerequisites in their entirety. Any candidates who enter CPA PEP by meeting the CA, CMA or CGA legacy prerequisites will also be required to complete Module Zero.

Module Zero is designed to supplement the legacy prerequisites, helping candidates fill any knowledge gaps before they start Core 1. Module Zero must be completed at least three weeks prior to beginning Core 1. Information about this free and flexible online material is available [here](#). New candidates applying to the CPA program should register in the program during the registration period for the first module they would like to participate in. Late module registrations will be accepted if space is available but candidates must submit their admission application at least one month prior to the start of a module for completion of the application process. The application process is outlined [here](#). Once their Admission Application is approved, candidates can enroll in modules via the MyCPA portal. Please note that registration into CPA PEP does not register the candidate into a module. Module registration is a separate process.

The 2016 and 2017 Schedule of CPA Module Key Dates reflects the modules that will be offered over the next year. The schedule can be found [here](#). Please note:

- Module start dates and exam dates may be different for each module within a session.
- Candidates that are on track to participate in the Winter offering of Capstone 1 will be required to register for the Spring offering of Capstone 2 and the Summer offering of the CFE. Capstone 2 will commence in April 2016 and the CFE will run from May 25-27, 2016.
- For the 2017 calendar year, there will be one CFE offered in September 2017. For the 2018 calendar year, the CFE offerings have not yet been determined.
- Also in 2017, CPAWSB will be looking to consolidate the offerings of the Finance and Performance Management modules to offer the full module only twice a year. This will help to ensure there are satisfactory registrations to ensure workshops can be run at most locations. Exams will be offered for Finance and Performance Management in every session to ensure challenge exams can be written. Please note this policy will be reviewed in the event the CPA PEP Summer Fast Track Stream is extended into 2017.

Tax receipts

Tax receipts from the CPA PEP program will be provided online in February through the MyCPA portal. Candidates who transitioned from a legacy program in 2015 can expect to receive two receipts, one from CPA PEP and one from the legacy body. Please contact your legacy body directly concerning your legacy tax receipt.

Practical experience

All candidates registering and commencing employment on or after September 1, 2014, will need to satisfy the CPA Practical Experience Requirements (PER).

Employment is not required for admission into CPA PEP; however, candidates will need to complete 30 months of relevant practical experience in order to become CPAs. Additional information regarding the steps that candidates need to take to gain access to the Practical Experience Reporting Tool (PERT), and start satisfying the CPA PER, is available [here](#).

Practical experience is administered by the provincial CPA bodies. For additional information regarding practical experience, please visit the following websites or contact the provincial CPA bodies directly:

In Alberta, [click here](#) or contact practicalexperience@cpaalberta.ca

In British Columbia, [click here](#) or contact cpabcper@bccpa.ca

In Manitoba, [click here](#) or contact practicalexperience@cpamb.ca

In Saskatchewan, [click here](#) or contact practicalexperience@cpask.ca

Annual re-enrollment

Annual re-enrollment fees will be payable online only, through the MyCPA portal. To do this candidates click on 'Program Management', select 'Annual Re-enrollment' and complete all of the required steps. Candidates will have a choice to pay fees immediately or defer payment until May 31, 2016.

In order to register for any modules in the spring session, candidates will be required to complete the Annual Re-enrollment process first before registering in the module.

Employment changes

Candidates who change employers need to update their employment information in the [MyCPA portal](#) within two weeks of a change in employment. Candidates are also required to update their profile in PERT and submit experience reports. For further information, please refer to the [PERT user guides](#) or contact the provincial bodies directly at the email addresses provided above.

CPA PEP Summer Fast Track Stream coming in 2016

In May 2016, candidates in the western region will have the opportunity to participate in the pilot of the CPA PEP Summer Fast Track Stream which is an accelerated PEP option that allows candidates to complete core and elective modules at a faster pace than the regular schedule. The profession will assess the feasibility of extending the option long term after the pilot has been completed.

The ideal candidates for this stream will be able to study full time between May and September 2016, taking Core 1 and Core 2 modules simultaneously for eight weeks starting in May 2016. Upon successful completion of these modules, they can then take two electives simultaneously for eight weeks starting in July 2016. Candidates who successfully complete the four CPA PEP modules by the end of September 2016 will then be able to work full-time for seven months before beginning Capstone 1, in May 2017.

More information regarding this option will be made available in the new year. Candidates who would like to pursue this option should notify CPAWSB by email at cpamodule@cpawsb.ca to express interest and to get the required special registration rights that will allow them to register for Core 1 and Core 2 concurrently.

Expectations for Academic Integrity

During their studies in the CPA Certification Program, candidates are expected to maintain the highest standards of academic honesty. Plagiarism — the unauthorized and/or uncredited use of

others' intellectual property — is considered a serious offence and may result in penalties including suspension or dismissal from the program. Candidates are encouraged to use the module discussion board as a platform for collaboration with their peers prior to composing their own responses. Collaboration can include:

- Discussion of technical topics
- Identification of potential resources for further research
- Discussion of general approach to assignments

Collaboration does not involve sharing files or templates with peers; which constitutes enabling plagiarism.

At the time of registration for each module or exam, candidates agree to a [training contract](#), which outlines the expectations for academic honesty in the program. Please refer to the CPAWSB's website to review the [plagiarism policy](#). Candidates can also find additional information about academic honesty in the Candidate Guide for each module.

Reminder for Candidates Writing Exams

Candidates are reminded that they must use a PC laptop to write all exams utilizing Securexam for the PEP exams. Candidates will not be able to use Macs or tablets (including Surface Pros) when writing exams. CPA Canada has a \$200 fine for candidates who do not upload their electronic examination file within three hours of the completion of a module examination.

Student & Support Services

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