



# CPA Preparatory Courses Student Guide

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Welcome to the [CPA Western School of Business](#) (CPAWSB or ‘the School’) and CPA preparatory courses. We are pleased to have you registered and look forward to getting to know you as you progress on the pathway to becoming a Chartered Professional Accountant (CPA).

Please use this Student Guide as a detailed reference to the CPA preparatory courses rules and regulations. Please note that [CPA Canada](#) and CPAWSB reserve the right to make changes to CPA preparatory courses policies and to inform students of changes as they occur.

We use CPA learning software, [Brightspace \(D2L\)](#), and email to provide important announcements and updates; please ensure that your contact information in [My CPA Portal](#) is current. You can update your contact information at any time by logging into the portal.

## 1. CPA Accreditation

At qualification, you must demonstrate the competencies, skills, and knowledge expected of Canadian CPAs. Specifically, you will be required to demonstrate:

- Technical competencies in financial reporting, strategy and governance, management accounting, as well as in audit and assurance, finance, and taxation.
- Enabling competencies including professionalism, ethical behavior, written and oral communication, leadership, and problem-solving and decision making.

The CPA certification program is designed to help you develop those competencies and consists of:

- CPA preparatory courses available in an accelerated format and delivered part-time to prepare anyone lacking the academic prerequisites for admission to CPA Professional Education Program (CPA PEP)
- Academic prerequisites for admission to CPA PEP
- Graduate-level courses in CPA PEP
- Evaluations, including a Common Final Evaluation (CFE)
- Relevant practical experience

## 2. Overview and Eligibility

CPA preparatory courses are delivered in an intensive, accelerated format designed for those who lack some or all the prerequisite courses required for admission to CPA PEP. You only need to complete the courses you require for admission to CPA PEP.

Designed to be completed part-time to offer maximum flexibility and accessibility, CPA preparatory courses are available via self-study the option for webinar learning according to the schedule. Students are expected to spend an average of 20 hours each week on course materials and assignments.

Enrolling in CPA preparatory courses requires one of the following:

- One year (30 credits) of post-secondary study in any discipline from a diploma or degree program at a recognized post-secondary institution (PSI); or
- Three years of relevant work experience, which includes exposure to accounting and/or finance functions

To be admitted to CPA PEP, you will require a university degree—or Canadian equivalent—with 120-credit hours of post-secondary education. If you have an undergraduate or Masters’ degree with fewer than 120-credit hours, you can attain the outstanding credit hours through completing CPA preparatory courses.

The following credits will be recognized for CPA preparatory courses:

Introductory Financial Accounting	IFA	3	Non-Core *
Introductory Management Accounting	IMA	3	
Economics	ECO	3	
Statistics	STA	3	
Business Law	BUL	3	
Information Technology	ITE	3	
Intermediate Financial Reporting 1	IF1	3	Core **
Intermediate Financial Reporting 2	IF2	3	
Advanced Financial Reporting	AFR	3	
Corporate Finance	COF	3	
Audit and Assurance	AUA	3	
Taxation	TAX	3	
Intermediate Management Accounting	MAA	3	
Performance Management	PMA	3	
<b>TOTAL</b>		<b>42</b>	

\* Non-core CPA preparatory course evaluations will be based 100 percent on the final exam. You will need to achieve 50 percent on the exam to pass a non-core course. Information Technology will become a core course in May 2022.

\*\* Over the next year, redesigned core CPA preparatory courses will be introduced to replace the existing core courses. Full details about the changes are available on the [CPAWSB website](#).

## 2.1 CPA Preparatory Course Time Limit

There is no time limit to complete the CPA preparatory courses. However, **core** preparatory courses must be completed within ten years of applying to CPA PEP, and a cumulative average of 65 percent or higher is required for entry into CPA PEP

## 2.2 CPA Preparatory Course Structure

There are fourteen CPA preparatory courses. You **ONLY** need to complete those courses for which you have no approved and recognized academic credit. The delivery schedule has been designed to allow all the CPA preparatory courses to be completed within approximately three years, assuming one exam per semester. For more information about CPA preparatory courses, please click [here](#).

### 2.2.1 Course Overview

#### *Non-core Courses*

Non-core courses are self-study, using an e-textbook (exception Information Technology) and practice problems; access to a facilitator is also provided. Courses are offered through open enrollment so students can register for a course at any time and receive access to materials within five business days. Each non-core course concludes with a final exam that must be written within one year of the initial course registration date at a CPAWSB exam centre. Students who do not complete the final exam within the one-

year time limit will fail the course, and an attempt will be charged. Students will be required to retake the course to be eligible for another examination attempt. Students must achieve a grade of at least 50 percent to pass a non-core course.

Non-Core Course	Prerequisite
Introductory Financial Accounting (IFA)	
Introductory Management Accounting (IMA)	Introductory Financial Accounting (IFA)
Economics (ECO)	
Statistics (STA)	
Business Law (BUL)	
Information Technology (ITE)	

Introductory Financial Accounting and Introductory Management Accounting are prerequisites for all core courses. You must have either recognized academic credits or equivalent course credits for both introductory accounting courses **BEFORE** proceeding with ANY core course. Introductory Management Accounting may be taken concurrently with but not before Introductory Financial Accounting. Students must successfully complete the IFA exam before registering for the IMA exam.

No refunds will be provided after you have been provided access to the course materials on Brightspace (D2L).

#### Core Courses

Core courses are available via self-study using weekly notes, pre-recorded lectures, and practice problems. Each course is offered five times annually. Core courses include six instructional weeks during which time students must complete quizzes and mandatory projects. All core courses conclude with a final exam that must be written within one year of the course start date at a CPAWSB exam centre. Students who do not complete the final exam within the one-year time limit will fail the course, and an attempt will be charged. Students will be required to retake the course to be eligible for another examination attempt.

Please review [Section 5.2](#) and [Section 5.3](#) for more information.

Core Course	Prerequisite
Intermediate Financial Reporting 1 (IF1) *	Introductory Financial Accounting (IFA) Introductory Management Accounting (IMA)
Intermediate Financial Reporting 2 (IF2) *	Intermediate Financial Reporting 1 (IF1)
Advanced Financial Reporting (AFR)	Intermediate Financial Reporting 1 (IF1) Intermediate Financial Reporting 2 (IF2)
Corporate Finance (COF)	Introductory Financial Accounting (IFA) Introductory Management Accounting (IMA)
Audit & Assurance (AUA) *	Intermediate Financial Reporting 1 (IF1) Intermediate Financial Reporting 2 (IF2)
Taxation (TAX) *	Intermediate Financial Reporting 1 (IF1) Intermediate Financial Reporting 2 (IF2)
Intermediate Management Accounting (MAA)	Corporate Finance (COF)
Performance Management (PMA)	Intermediate Management Accounting (MAA)

\* Redesigned CPA preparatory courses in 2021 will have different course and grading structures. Please refer to [Section 5.3](#).

You will receive access to core course materials at least one week prior to the [course start](#).

### 2.3 Eligibility for CPA Preparatory Courses

To be eligible to enroll in CPA preparatory courses, you must have completed at least one year (30 credits) of post-secondary study in any discipline from a diploma or degree program at a recognized PSI, or three years of relevant work experience, which includes exposure to accounting and/or finance functions. You must provide all required supporting documentation, which may include official transcripts, international credit equivalency reviews (e.g. [World Education Services Canada](#)), transcripts from other recognized accredited bodies, and proof of legal name. Admission using three years of relevant work experience also requires the submission of a comprehensive resume. Additional documentation may be requested.

CPA preparatory courses are designed to fulfill the requirements for entry to CPA PEP. These courses are not transferrable for credit to a PSI.

#### 2.3.1 Internationally Educated Students

Credit hours or equivalent education obtained from PSIs that are recognized in the International Handbook of Universities published by the International Association of Universities or a similar recognition service will be accepted. If you are a temporary resident studying in Canada, you need a Canadian study permit.

Course exemption(s) can be granted for Introductory Financial Accounting, Introductory Management Accounting, Economics, Statistics, and/or Information Technology completed internationally where:

- A specific equivalency standard cannot be determined, but coverage of CPA requirements is deemed to be sufficient in the foundation topic area; and
- Submitted transcripts indicate completion of applicable courses at a minimum international grade conversion of 50 percent or higher for non-core courses and 60 percent or higher for core courses.

Exemptions are granted for completing the equivalent subject(s) through an accredited educational institution at the required CPA knowledge level. Detailed documentation that outlines specific course coverage, applicable text(s), and evaluation criteria must be submitted. Refer to the “Entry” column of the [CPA Competency Map Knowledge Supplement](#) for detailed CPA requirements at the prerequisite level.

Please note that only Canadian course content is accepted for the following CPA preparatory courses:

- Taxation
- Business Law

If English is not your first language, to be successful in CPA preparatory courses and CPA PEP you will need a high/professional level of English proficiency—meaning you can articulate ideas orally and in written form with detailed descriptions, opinions, and explanations (preferably at benchmark level 8 in reading/comprehension and listening skills). CPAWSB strongly recommends that participants are currently employed in a business position or have two years of relevant work experience.



### 2.3.2 Internationally Designated Professionals

If you have an international accounting designation that is associated with the International Federation of Accountants (IFAC), potential eligibility for CPA PEP includes:

- Review and consideration of the undergraduate/graduate university degree, the designation, and level of related practical experience

Additional documentation must be submitted, including details and verification of practical experience as related to the CPA competencies, as well as review processes at committee levels, confirmation of acceptance under this route can take a considerable timeframe.

Resources for internationally designated accountants can be found on the [Certification Resource Centre](#).

### 2.4 Transfer Credits and Exemptions

Each provincial CPA office publishes a [Transfer Credit Guide](#) used to determine which PSI courses are equivalent in content to CPA preparatory courses. To gain an exemption from a CPA preparatory course, you must request a transcript assessment through My CPA Portal (you will need to create a profile if you do not already have one). Then, arrange for official transcripts to be mailed directly from the PSI(s) to the School indicating completion of the course(s) that adequately cover applicable prerequisites as outlined in the [CPA Competency Map](#). Please note that transcript assessments are only valid for one year from the date of the review.

CPA preparatory course exemptions are granted for completing the equivalent subject(s) through an accredited educational institution at the required CPA knowledge level. Core preparatory course exemptions will be granted for completing and passing an equivalent course with a mark of at least 60 percent. Non-core preparatory course exemptions will be granted for completing and passing an equivalent course with a mark of at least 50 percent. Practical experience completed in the absence of having completed an equivalent academic course(s) will not be considered as a basis for a CPA preparatory course exemption. The equivalent academic course(s) must have been completed over ten years ago for consideration of practical experience. Please refer to Section 1.4 of the [CPA Harmonized Education Policies Vol. 3](#) for additional information on using practical experience towards CPA preparatory course exemptions. For exemption from CPA preparatory courses and admission to the CPA PEP, students/candidates should have completed at least one applicable course in each of the CPA competency areas of Financial Reporting, Strategy and Governance, Management Accounting, Audit and Assurance, Finance, and Taxation within the last ten years.

Prerequisite education will be reassessed for currency of knowledge when you apply for CPA PEP:

- All core CPA preparatory courses, or equivalents at a PSI, must have been completed within ten years of when you apply for CPA PEP.
- There are no currency requirements for the non-core preparatory courses.

CPAWSB recommends completing all prerequisite requirements through one PSI program if possible. Courses within one subject area completed at multiple PSIs may not provide the required entry-level competencies for that subject area to qualify for entry into the CPA PEP and the course content, evaluation methodologies and teaching methods may differ. If you mix courses within a subject area, you risk missing content, repeating content, or not being able to achieve the depth in the knowledge topics required to be

successful in CPA PEP. This is especially important with the core preparatory prerequisites, which are intermediate and advanced financial reporting, corporate finance, audit and assurance, taxation, intermediate management accounting, and performance management.

In situations where two courses are required to meet the CPA prerequisite and the first half of a course is completed at PSI A and the second half at PSI B, you may be required to submit detailed course outlines of both courses for a review and mapping to be completed at the time of the transcript assessment. If the coverage has not been met, an exemption cannot be granted, and you need to have achieved the minimum passing grade (50 percent for non-core and 60 percent for core courses) in both courses to be granted the exemption.

If you believe you should receive credit for a CPA preparatory course that was not granted in your original transcript assessment, please review the Course Overview and CPA Competency Map first. If after reviewing these items you still feel that an exemption is warranted, you should request a Transcript Reassessment by emailing [transcriptassessment@cpaweb.ca](mailto:transcriptassessment@cpaweb.ca) and **not** enroll in the current offering of the preparatory course in question. If you are granted an exemption through a transcript reassessment while enrolled in a current offering of the CPA preparatory course, we will reevaluate your course registration on a case-by-case basis to determine whether a partial refund can be provided, however a full refund will not be issued.

#### 2.4.1 Challenge Exams

Challenge exams are available for **core** CPA preparatory courses and cost \$210 + GST. A challenge exam will provide eligible students an exemption from the course portion of the CPA preparatory course and an opportunity to sit the exam only. Students will be granted one attempt to challenge the exam for each course and must obtain a 60% or higher on the challenge exam to be successful. If unsuccessful, the full CPA preparatory course (course and exam) or equivalent approved course(s) through a post-secondary institution must be completed.

To be eligible for a challenge exam a student must have:

1. Completed a course(s) through a post-secondary institution that no longer meets the 10-year currency requirement for exemption. The course must be:
  - a. equivalent per the [provincial transfer credit guide](#) or
  - b. eligible for a partial exemption as per the self-assessment tool
2. Completed a course(s) through a post-secondary institution that cannot be sufficiently verified for equivalence through acceptable supporting documentation. In which case, the student will be required to complete the self-assessment tool and attain the minimum required coverage of topics (50%) to be eligible to challenge the exam.

CPA preparatory course materials will not be available to students who choose to challenge an exam. If you are granted a challenge exam while enrolled in a current offering of the CPA preparatory course, you will be subject to current course withdrawal and refund policies.

Please refer to the [Challenge Exam Policy FAQ](#) and Section 3.3 of the [CPA Harmonized Education Policies Vol. 3](#) for additional information on challenge exams.

## 3. Registration Timelines and Fees

### 3.1 Course and Exam Registration

Students are not required to choose their exam date when registering for a course; the flexible model of the preparatory courses allows you to choose an exam date when you feel ready to do so. You are welcome to select your examination date at the time of course registration, however, there's no downside or penalty for waiting, if you keep the following in mind:

- You must complete all the course components within the six-instructional weeks of your course start date. Please review the course start dates on our [Schedules](#) page.
- You must attempt the course-end examination within one year of the course start date. The start date for non-core courses is defined as the date of initial registration.
- You must register for your selected exam date no later than six weeks prior to the exam. Please review the exam schedule and registration deadlines on our [Exam Schedules](#) page.
- You may change your exam date once you've selected it, however, a withdrawal penalty will apply if you decide to change your exam date less than five weeks prior to the exam. Withdrawal deadlines are stated within the exam schedule and registration deadlines document posted on our [Exam Schedules](#) page.

You can enroll in up to two exams per semester providing the exam times do not conflict. For more information, please contact the CPA preparatory courses Student Experience Team at [prepadvising@cpawsb.ca](mailto:prepadvising@cpawsb.ca). The detailed exam schedule can be found [here](#).

### 3.2 Conditional Course Enrollment

Students must successfully pass their prerequisite course examination prior to beginning a subsequent course. For core courses, grades are released on the Wednesday prior to the Saturday course start. You may conditionally enroll in your next core course and if you are not successful in passing your prerequisite course examination, we will automatically withdraw you and provide a full refund of the course fees.

### 3.3 Course Registration Deadlines

A schedule of upcoming CPA preparatory courses, including registration and withdrawal deadlines, can be found [here](#).

Course offerings may be cancelled due to insufficient enrollment. Registering well before the deadline helps avoid course cancellations. If an offering you are registered in is cancelled, you will be notified and issued a full refund.

### 3.4 Course Fees (in effect to March 31, 2022)

The fee paid with course registration covers one course registration and one exam registration. Exam withdrawal penalties, challenge exam, and rewrite fees (if applicable) are separate.

Non-core Courses <ul style="list-style-type: none"> <li>• Introductory Financial Accounting</li> <li>• Introductory Management Accounting</li> <li>• Economics</li> <li>• Statistics</li> <li>• Business Law</li> </ul>	\$530
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<ul style="list-style-type: none"> <li>Information Technology</li> </ul>	
Distance – Core Courses <ul style="list-style-type: none"> <li>Intermediate Financial Reporting 1</li> <li>Intermediate Financial Reporting 2</li> <li>Advanced Financial Reporting</li> <li>Corporate Finance</li> <li>Audit and Assurance</li> <li>Taxation</li> <li>Intermediate Management Accounting</li> <li>Performance Management</li> </ul>	\$695
Webinar – Core Courses <ul style="list-style-type: none"> <li>Advanced Financial Reporting</li> <li>Corporate Finance</li> <li>Intermediate Management Accounting</li> <li>Performance Management</li> </ul>	\$795
Exam Rewrite (only applicable to Core Courses)	\$210
Exam Remark	\$100
Exam Withdrawal (within five weeks of the exam)	\$115
Challenge Exam	\$210

All fees are subject to GST. The CPAWSB is engaged as the contractor for education delivery, on behalf of CPA British Columbia, CPA Alberta, CPA Saskatchewan, and CPA Manitoba and collects GST on their behalf.

### 3.5 Annual Student Dues (in effect to March 31, 2022)

Annual Student Dues	\$580
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You are required to pay annual student dues while enrolled in the CPA preparatory courses. **Annual student dues are valid from April 1, 2021, to March 31, 2022**, and you are required to renew your student dues annually. Reduced student dues are offered for new students who register after October 1, 2021. Annual student dues are non-refundable.

Annual Student Dues are subject to GST. The CPAWSB is engaged as the contractor for education delivery on behalf of CPA British Columbia, CPA Alberta, CPA Saskatchewan, and CPA Manitoba and collects GST on their behalf.

## 4. Technology: Technical Requirements

Students will use their personal computer to complete coursework in [Brightspace \(D2L\)](#). Please refer to [Section 4.5](#) and [Section 6](#) for information on the computer requirements for the exams.

The minimum technical requirements to run Brightspace (D2L) are:

Hardware Requirements	Windows PC-based desktop or laptop computers Minimum of 8 GB RAM Minimum of 1.5 GB hard-drive space Available USB ports
Operating System Requirements	Windows 7 or higher

Software Requirements	Microsoft PowerPoint 2010 or higher Microsoft Word 2010 or higher Microsoft Excel 2010 or higher Microsoft Power BI JavaScript enabled Cookies enabled Acrobat Reader
Other Requirements	Sound card with speakers or headphones High-speed internet Firefox or Chrome (latest version)

Please note all CPA course materials, including Power BI and Brightspace, are specifically designed for the Windows operating systems. As a result, there is a risk if you use any Apple product; please refer to [Section 4.3](#). The recommended operating system for the CPA preparatory courses is Windows. If you are using a computer from your employer, some employers may require administrative access to install programs such as Microsoft Power BI.

If you are experiencing issues in Brightspace (D2L), please use Firefox and/or Chrome, as they are the most reliable browsers to use Brightspace (D2L).

#### 4.1 Brightspace (D2L)

A critical component of CPA preparatory courses is [Brightspace \(D2L\)](#). You will receive access to Brightspace (D2L) before the start of your course(s) and will receive an email with Brightspace (D2L) login credentials.

You will use Brightspace (D2L) to access course notes, pre-recorded lectures, and other course materials. Course updates and announcements will be posted on Brightspace (D2L). Brightspace (D2L) also contains a discussion board, where you can communicate with other students and your facilitator to further your understanding of the course materials. Please allow your facilitator up to forty-eight hours to respond to course inquiries. We encourage you to check Brightspace (D2L) frequently to make use of the online resources.

Brightspace (D2L) utilizes plagiarism detection software; if you are found plagiarizing or cheating on any assignments or quizzes, you may be subject to penalties that may include failing the course, a committee hearing to determine a good character, completing the ethics course, or even suspension or expulsion from the CPA program. Please refer to [Section 13](#).

Students taking a non-core CPA preparatory course will have access to their course materials in D2L for one month following their final examination grade release date. At the end of the month, they will no longer have access.

Students taking a non-redesigned core preparatory course would continue to have access to their course materials in Brightspace (D2L) if they completed the course after September 1, 2018 until they are unenrolled from D2L.

Students taking a redesigned core preparatory course will have access to redesigned course materials for a period of twelve months upon writing the course exam. Students will continue to have access to the SmartBook if they are registered as a student in the preparatory courses or CPA PEP.

You will not have access to course materials for any courses you withdraw from.

**It is important to set your time zones. Please see the following instructions:**

In Brightspace (D2L), the default time zone is Eastern. Unless you change your time zone settings, your quiz and project submission deadlines will reflect Eastern time and be incorrect. Late quiz and project submissions are not accepted. To change the time zone, select “*Account Settings*” under your name, located in the top right-hand corner. Scroll down to the settings for “*Time Zone*” and set the time zone for the area you reside in.

If you require technical assistance with Brightspace (D2L), please visit the [Brightspace \(D2L\) Helpdesk](#) to create a ticket or search the Knowledge Base for articles relating to Brightspace (D2L).

#### 4.2 Calculator

The only approved calculator for CPA preparatory courses exams is the Texas Instrument BA II Plus. The Texas Instrument BA II Plus Professional Edition is not approved for CPA preparatory courses. Students are expected to bring their own Texas Instrument BA II Plus calculators to the exam as they will not be provided at the exam centre. The calculators are available from online retailers and office supply stores. We encourage you to purchase one before your course starts to become familiar with how to use it before the exam. Please refer to [Section 10.2](#) for additional practice problems designed for your calculator.

#### 4.3 Microsoft Power BI

Students are required to complete at least one data analysis activity using Microsoft’s Power BI software for each of the technical competencies. **Please note the Power BI software is not compatible with the Apple/Mac operating system and will need to be completed on a Windows laptop.**

Power BI is a business analytics tool that allows users to visualize data and share insights across groups, teams, and organizations. It lets you build advanced queries, models, and reports. Power BI can connect to hundreds of data sources and summarize them with live dashboards and reports.

Microsoft offers a free desktop version of Power BI that you can download on the [Microsoft Power BI website](#).

Power BI will prompt students to set up an account once installed; however, **this is optional**. An account is not necessary or required to complete your weekly problems. To skip the sign-in or account creation process, when Power BI launches, a pop-up window will display. The window has a link at the bottom left that says, “Already have a Power BI account? Sign in.” Clicking on the link prompts a window requiring your credentials. You can close the window and proceed with your activity.

#### 4.4 Web Etiquette

The CPA profession expects members and students to uphold high standards of professional conduct at all times, including when using electronic communication such as email or the Brightspace (D2L) discussion board. If you have any questions about the appropriate use of the discussion board or email, contact the CPA preparatory courses Student Experience team at [prepadvising@cpaweb.ca](mailto:prepadvising@cpaweb.ca).

## 4.5 Examinations

Due to the ongoing impacts of COVID 19, assessments for Semester 1 2021 (January/February 2021) to Semester 1 2022 (January/February 2022), will be delivered remotely and not at in-person exam centres. The assessments are to be written at home or another remote location using students' computers. You will receive further information on the assessment format that will be used for your course closer to the assessment dates.

## 5. Course Materials

All course materials and resources are provided through [Brightspace \(D2L\)](#). You must complete the Academic Honesty Quiz and Training Contract to unlock course materials. Please refer to [Section 4.1](#) for more information about Brightspace (D2L).

### 5.1 Non-Core Preparatory Courses

Students will have access to a Course Overview. The overview will introduce you to the course and includes information on the structure and the topics covered. It also includes important information regarding the evaluation component.

Suggested study plans are provided to help you plan your study time. You are encouraged to personalize these plans to meet your individual needs.

The final exam will be weighted 100 percent of your final grade.

#### 5.1.1 E-Textbook

You will have access to an e-textbook through Brightspace (D2L), and the Bookshelf app can be downloaded on a mobile device or computer through your operating system's app store. The e-textbook provides an overview of the topics being covered for each chapter. Please note, you cannot print the e-textbook due to copyright laws.

For Business Law, the e-textbook can be accessed through Revel. Revel is an interactive learning experience that allows you to read, practice, take notes, and test yourself, all in one place. Revel multiple tools to help you learn, study, and prepare for your exam. Revel focuses on your course materials on a 'read a little, do a little' approach, and it can help you learn, understand, and retain the material better compared to a traditional textbook.

For Information Technology, the student notes are developed by CPA Canada and cover each concept in sufficient detail, related to the competency map, in six parts.

#### 5.1.2 Practice Problems & Quizzes

Practice problems give you the opportunity to practice and master the concepts taught in the student notes. Practice problems will not be contributed to your overall course mark.

Quizzes are detailed in the course overview. There are four quizzes based on the e-textbook. These quizzes are not mandatory for completion, but students are encouraged to complete the quizzes to help them prepare for their exam. Quizzes will not be contributed to your overall course mark.

## 5.2 Non-Redesigned Core Preparatory Courses

CPA preparatory courses include quizzes, mandatory projects, and end with a final exam that covers all course materials. Evaluation components are subject to change; review the “Course Overview” document for each course available via Brightspace (D2L). Please refer to [Section 5.3](#) for the schedule of redesigned preparatory courses.

If you are registered for the webinar course delivery, attendance is optional; however, we encourage you to attend and arrive on time. The webinar schedules will be posted on Brightspace (D2L) before the course start date. To prepare, complete the assigned readings before the webinars as the webinars are meant to supplement the pre-recorded lectures and materials.

You are responsible for using the course materials available in Brightspace (D2L) to learn on your own if you cannot attend a webinar. Live webinars are recorded and will be posted to Brightspace (D2L) within one business day.

The final exam will be weighted 70 percent of your overall course grade.

### 5.2.1 Student Notes

The student notes are like chapters in a textbook, providing an overview of the topics being covered for the week. The core CPA preparatory course student notes are weekly PDF files you can download and print.

### 5.2.2 Pre-Recorded Lectures

Pre-recorded lecture videos are available to support learning the weekly concepts and cover the course materials will be provided via Brightspace (D2L). Please note you cannot download the videos.

### 5.2.3 Practice Problems

Practice problems provide additional opportunities for students to attempt and reinforce what they learn each week. Answers are provided for all questions.

### 5.2.4 Quizzes

Core CPA preparatory courses include six weekly quizzes as part of the course materials, due every **Friday at 11:55 p.m. Pacific**. Quizzes contribute twelve percent to the overall course mark.

A schedule of the quiz deadlines will be provided through Brightspace (D2L) at the beginning of each course. These quizzes are not mandatory and must be submitted via Brightspace (D2L) by the stated deadline. Late quizzes will not be accepted; you will receive zero on any quizzes that you fail to submit before the deadline. If you answer four out of five questions correctly on a quiz, you receive 80 percent on that quiz. Group discussions and collaboration is encouraged, but you must complete and submit all quizzes individually.

Quiz answers are available after the quiz submission deadline passes.

### 5.2.5 Mandatory Projects

Projects are mandatory course components and are used to assess how you apply and integrate the knowledge you have acquired through their CPA preparatory courses. They contribute eighteen percent of the overall course mark.



You are expected to make a reasonable effort to complete course projects. Projects will not be accepted if less than fifty percent has been completed or reasonably attempted and submitting only the project template is insufficient. If you do not complete at least fifty percent of a project you will be withdrawn from the course without a refund and lose access to the course materials on Brightspace (D2L).

Unless specified otherwise, projects will be due at 11:55 p.m. Pacific at the end of Week 3 and Week 5. Projects must be submitted via Brightspace (D2L) by the stated deadline. Late projects are not accepted; if you do not submit your project by the stated deadline, you will be withdrawn from the course without a refund and lose access to the course materials on Brightspace (D2L). Project work must be completed and submitted individually through Dropbox. Multiple submissions to Dropbox are allowed. For example, students who have already submitted both Word and Excel files can resubmit corrected files up until the submission deadline. Please note only the most recent submission is retained. In extenuating circumstances, you may request for an extension by contacting [prepmodule@cpawsb.ca](mailto:prepmodule@cpawsb.ca) for more information. Please direct project non-submissions or any other administrative concerns to [prepmodule@cpawsb.ca](mailto:prepmodule@cpawsb.ca).

Project grades will be released approximately ten business days after the submission deadline. If you feel that project grades were missed or if there is an issue with your project mark, please contact [prepmodule@cpawsb.ca](mailto:prepmodule@cpawsb.ca) **within three business days of receiving your project results**. You will be required to outline specifically where marks were missed.

### 5.3 Redesigned Core Preparatory Courses

Redesigned core preparatory courses are aimed to increase learner flexibility. Each redesigned course will incorporate technology in Brightspace (D2L) to adapt the course content to meet your needs by offering a customized experience that integrate interactivity, real-time feedback, and multimedia resources.

Over the next year, redesigned core CPA preparatory courses will be introduced to replace the existing ones:

2021 Semester 2 (beginning February 2021)	Intermediate Financial Reporting 1 (IF1) Intermediate Financial Reporting 2 (IF2) Taxation (TAX)
2021 Semester 3 (beginning May 2021)	Audit and Assurance (AUA)
2022 Semester 3 (beginning May 2022)	Information Technology (ITE)*
2022 Semester 4 (beginning July 2022)	Advanced Financial Reporting (AFR) Intermediate Management Accounting (MAA)
2023 Semester 1 (beginning November 2022)	Corporate Finance (COF) Performance Management (PMA)

\* Information Technology will become a core course at this time

You will have access to redesigned course materials for a period of ten months upon writing the course exam. You will continue to have access to the SmartBook if they are registered as a student in the preparatory courses or CPA PEP.

### 5.3.1 Course Structure

These CPA preparatory courses are designed to allow you to work through your course in an effective and efficient manner. You will need to achieve a minimum overall grade of 75 percent on your course activities, by the end of your six-week course, as this is used to determine your exam eligibility.

Your overall exam eligibility grade is cumulative and is based on your course activities. Therefore, at the start of your course, the beginning overall exam eligibility grade on the course activities is zero percent. As course activities are completed and grades are earned, your overall exam eligibility grade will increase proportionately, weighted based on the type of activity listed below. You may view your accumulated overall exam eligibility grade in Brightspace (D2L) at any time.

Each course contains six units, and for each unit, you will need to complete the following weighted course activities:

#### *SmartBook & Adaptive Assignments*

You will be assigned specific chapters to read in the SmartBook. Each chapter has been carefully designed to include detailed explanations and examples of technical material.

Throughout each chapter, you will complete a set of diagnostic questions. Based on your performance on the diagnostic questions and your self-declared level of confidence, the SmartBook will adapt and highlight knowledge gaps you need to improve upon. You can improve your knowledge gaps by further studying in the SmartBook.

Additionally, as you work through the chapters, you will have the opportunity to complete e-lessons on key topics. These e-lessons are interactive short lectures with example walk-throughs.

The SmartBook Adaptive Assignments will be weighted 20 percent of your overall exam eligibility grade:

- Your mark on each SmartBook adaptive assignment is based on your actual performance of the assignment before the submission deadline. For example, if you achieve 75% mastery at the deadline, then 75% is pushed to the Brightspace (D2L) Gradebook within 24 hours of the deadline.
- The collection of assignments within a unit will be averaged together for the adaptive assignment grade for that unit. Each assignment is weighted evenly within a unit.
- Each unit's SmartBook grade is weighted equally.

#### *Practice Problems*

Students will be assigned a series of short practice problems that are from the unit's SmartBook readings and are meant to resemble exam constructive response questions. Practice problems also provide good preparation for the multiple-choice unit quiz and course exam questions.

The Practice Problems will be weighted 20 percent of your overall exam eligibility grade:

- Each unit has a set of practice problems and must be submitted to Dropbox. You are assessed automatically for completion. If you attempt the practice problems and submit it, you will get 100 percent; even if you attempt one out of five practice problems, you will get 100 percent. Please note if you submit a blank file, you will receive a zero.
- Each unit's Practice Problem grade is weighted equally.

### *Task-Based Simulations*

Students will be assigned a set of task-based simulations (TBSs). The TBSs are a set of objective-style questions that provide further practice of the concepts covered in the SmartBook and Practice Problems.

The Task-Based Simulations will be weighted 20 percent of your overall exam eligibility grade:

- Each unit has a set of TBSs and must be submitted to Dropbox. You are assessed automatically for completion. If you attempt and submit the TBSs, you will get 100%; even if you attempt and submit one out of three TBSs, you will get 100 percent. Please note if you submit a blank file, you will receive a zero
- Each unit's TBS grade is weighted equally.

### *Quizzes*

At the end of each unit, you will need to complete a quiz. Each unit quiz consists of 25 multiple-choice questions.

The Quizzes will be weighted 40 percent of your overall exam eligibility grade:

- The course survey is classified as a "quiz"
- Your quiz mark for each unit quiz is equally weighted as 50 percent for completion and performance. For example, if you score 75% on the unit quiz, your calculated grade will be 87.5%
- Each Unit Quiz grade is weighted equally.

Students must complete **all** course activities within six weeks of the [course start date](#). The completion of these activities will count towards the 75 percent exam eligibility requirement (as described above) to write the final exam. Upon meeting the 75 percent eligibility requirement, students have one year from the course start date to write the exam.

**Students who do not achieve a minimum exam eligibility grade of at least 75% on course learning activities within the six instructional weeks will not be eligible to write the course exam and will be charged with a failed course attempt. Students will be required to retake the course to qualify for the exam.**

As such, to avoid falling behind, we strongly encourage students to complete the units assigned each week.

### *Final Exam*

The exam format remains the same for the redesigned courses. Sample exam questions and accompanying solutions will be available in the redesigned courses. The final exam grade is weighted 100 percent of your final course grade. Students must achieve at least 60% on the exam to successfully complete the course.

#### 5.3.2 Time Commitment

The time commitment for these redesigned core courses is expected to be at least twenty hours per week on top of your personal and work commitments. You should expect to spend additional time if you are less familiar with certain concepts. A typical unit (completed each week) will consist of:

- SmartBook
  - Reading: 5 – 6 hours

- Diagnostic questions: 2 – 3 hours
- E-lessons: 2 – 3 hours
- Practice Problems and debrief: 3 – 4 hours
- Task-Based Simulations and debrief: 1 – 2 hours
- Quiz and debrief: 2 hours

To facilitate self-study, these courses will rely on an adaptive approach that enables you to study materials relevant to your knowledge base and gaps. You will have access to lead facilitators on the course discussion board and a hotline to ask questions regarding course content.

### 5.3.3 Transitioning from Previous Preparatory Course Format

The grade structure of core preparatory courses that **have not been redesigned** will not change. The grade in these courses will continue to be based on:

- 70% - final examination
- 18% - two mandatory projects
- 12% - six weekly quizzes

A student who has completed their coursework under the non-redesigned grade structure, listed above, **but will be writing the exam (including rewrites) after the course has been redesigned will:**

- Have access to the SmartBook and redesigned course materials for studying purposes but will not be required to complete the course activities
- Be considered eligible to write the exam
- Be subject to the new grading structure, where the final exam is worth 100% of the grade

## 6. Examinations

To complete a CPA preparatory course, you must write the final exam. Please register for the exam by logging into My CPA portal. Exam schedules, registration deadlines, and withdrawal deadlines are posted to our [Schedules](#) page. It is the student's responsibility to review the course and exam schedules and to plan their studies accordingly. Late exam registrations will not be accepted.

Before the examination, you are expected to review and be familiar with the Exam Regulations\* available on [CPA Canada's website](#). Within the Exam Regulations is a list of items prohibited from exam centre, including but not limited to:

- Mechanical pencils and pens
- Opaque (not see-through) drinking containers
- Hoodies
- Scarves and neck ties
- Wireless mice and wired keyboards
- Tablets, netbooks, or Apple devices as they are not compatible with the exam software
- Electronic data storage devices, communication devices including but not limited to USB keys, cell phones, electronic diaries, recording or filming devices, cameras, fitness trackers.

Please note that this is not an exhaustive list and you are required to carefully review the Exam Regulations to avoid any violations on the day of the exam or after the exam. If you have any questions regarding the regulations, please contact [prepexams@cpawsb.ca](mailto:prepexams@cpawsb.ca).

Exams can only be written at the scheduled dates and times. You must present government approved photo identification at the exam centre.

CPAWSB does not provide calculators so you must bring a Texas Instrument BA II Plus calculator to the exam. This is the only calculator approved by CPA Canada and no other calculator (including the Professional version of the Texas Instrument BA II Plus) is permitted. See [Section 4.2](#) for more information.

CPAWSB has no tolerance for cheating and plagiarism. If you violate the integrity of the examination, examination procedures, or examination regulations, you will receive a mark of zero and be subject to disciplinary measures. You may be asked to withdraw from CPA preparatory courses.

All examinations and responses are non-disclosed and as such, you will not be permitted to view your completed exam.

For more information regarding CPA preparatory course examinations, please click [here](#).

\*Please note that the Examination Regulations for the Semester 1 2022 (January/February 2022) remote assessment is different. You will receive access to the remote exam regulations closer to the evaluation date.

### 6.1 Exam Content

For details on the length and structure of each exam, please refer to the Exam Blueprint that can be accessed through Brightspace (D2L).

Please note that the format for the Semester 1 2022 (January/February 2022) remote assessment may differ from what is stated within the “Overview” document posted on Brightspace (D2L). More information on the format for assessments held remotely will be provided as it becomes available.

### 6.2 Exam Grade Requirements

For non-core CPA preparatory courses, you will be required to achieve a minimum overall mark of 50 percent. Please refer to [Section 5.1](#).

For **non-redesigned core** CPA preparatory courses, you will be required to achieve a minimum of 50 percent on your examination (including rewrites) in addition to an overall mark of 60 percent in the course to pass. The final grades for CPA preparatory courses are cumulative of all quizzes, assignments, and exams within the course. There is no specific requirement in passing the quizzes or assignments component. Please refer to [Section 5.2](#).

For **redesigned core** CPA preparatory courses, you will be required to achieve a minimum of 60 percent on your examination (including rewrites) to pass the course. Please refer to [Section 5.3](#).

### 6.3 Exam Centres

Due to the ongoing impacts of COVID 19, the assessment for Semester 1 (January/February 2022) will be delivered remotely and not at in-person exam centres. The assessments are to be written at home or

another remote location using students' computers. You will receive further information on the assessment format that will be used for your course closer to the assessment dates.

When you register for a CPA preparatory course, you select the examination centre where you will write the final exam for that course. To request to write at a different exam centre from the one you selected when registering, email [prepexams@cpawsb.ca](mailto:prepexams@cpawsb.ca) at least six weeks before the scheduled exam date as seating at certain centres may be limited. Requests received within six weeks of an exam will be considered but are subject to availability and may not be granted.

If you live more than 150 km from one of the examination centres listed below you can request an alternate exam location through My CPA Portal. For more information on this, please refer to [Section 6.5](#).

Subject to availability, the following examination centres will have an IT proctor on the invigilation team:

Province	Writing Centre
British Columbia	Abbotsford
	Burnaby
	Kamloops
	Kelowna
	Nanaimo
	Prince George
	Surrey
	Vancouver
Alberta	Victoria
	Calgary
	Edmonton
	Grande Prairie
	Lethbridge
Saskatchewan	Medicine Hat
	Red Deer
Saskatchewan	Regina
	Saskatoon
Manitoba	Brandon
	Winnipeg

The following secondary examination centres will **not** have an IT proctor on the invigilation team:

Province	Writing Centre
British Columbia	Castlegar
	Cranbrook
	Fort St. John
	Revelstoke
	Terrace
Alberta	Fort McMurray
	Lloydminster
	Peace River
Saskatchewan	Swift Current

Manitoba	The Pas
	Thompson
Northwest Territories	Yellowknife
Nunavut	Iqaluit
Yukon	Whitehorse

Writers in secondary locations have access to remote, rather than in-person, IT support.

#### 6.4 Medical Exam Accommodations

If you have any disabilities, including learning disabilities, and require exam accommodations, submit a request through My CPA Portal. Detailed supporting documentation from a medical professional will be required and additional information may be requested. Accommodations can range from additional writing time to a separate writing location and requests are reviewed on a case-by-case basis. To allow time to assess requests, submit accommodation requests when you first enroll in CPA preparatory courses or at least ten weeks before your first CPA preparatory course exam. All accommodation requests are reviewed by the National Accommodations Advisory Panel.

For more information on accommodations, including detailed information on how to apply, please refer to the information on [CPA Canada's website](#) or contact the CPA preparatory Exams team at [prepexams@cpaweb.ca](mailto:prepexams@cpaweb.ca).

#### 6.5 Alternate Exam Location Request

If you live more than 150 km from a formal exam centre; or you are physically unable, due to a medical condition, to write the examination at a CPA examination centre, you can request to write at an alternate exam location. You need to submit the request through [My CPA Portal](#) six weeks before the exam date. Requests must be submitted by the stated deadline. **Late requests will not be accepted.**

Students are required to appoint an exam invigilator that meets the requirement below:

- Be a registered Canadian CPA (CA, CMA, or CGA), an individual holding a current professional designation (i.e. doctor, lawyer, professional engineer), a professor or an examinations coordinator at a local university or college.
- Be available to supervise the exam(s) at the nationally scheduled date and time.
- Not be a relative, friend, direct supervisor, or otherwise have or potentially have their objectivity compromised.
- Not share a personal postal address with the exam writer.
- Be comfortable with administering the exam and assisting with any IT problems that arise, with the help of an on-call IT Proctor. The individual's professional qualifications and ability to act as an invigilator will be confirmed. The person must be willing and available to respond to correspondence from the regional office. Exam writers are responsible for the performance of their invigilators and should appoint invigilators with care.
- Have access to a printer, cell phone (capable of being placed on vibrate)/phone, reliable internet access, and a computer on the day of the examination. The invigilator should also be able to provide a quiet room with access to internet and power for the exam to be written in.

CPAWSB will confirm the person's eligibility and reserves the right to refuse the invigilator you propose. In this case, you will need to find another invigilator. If you cannot find a suitable invigilator 4 weeks prior

to the scheduled exam date, you will be required to write the exam at one of the designated examinations centres listed above in [Section 6.3](#).

Students who already have ongoing alternate location requests, please ensure that you confirm with your proposed exam supervisor that they will be available for each of the exam sessions that you have registered for.

For more information, please contact the CPA preparatory Exams team at [prepexams@cpawsb.ca](mailto:prepexams@cpawsb.ca)

### 6.6 Exam No Shows

If you do not write and upload an exam during its scheduled time, or if you download the exam and then choose not to write it, you will receive a mark of zero for the exam and will not be allowed to continue in the course. Late submissions will not be accepted. Your transcript will show a failed course attempt and you will not be refunded any fees. If you do not wish to write an exam in the semester you have registered for, you may withdraw from the exam. Please refer to [Section 8.2](#) for further details.

### 6.7 Exam Rewrites

For core CPA preparatory courses, you might be eligible for a rewrite, if your final course grade is:

- 60 percent or higher, but your exam grade is less than 50 percent
- Between 50 and 59 percent

If you haven't already exercised your rewrite attempt for the course, you have the option to rewrite the exam the next semester. If you choose not to rewrite the exam the next time the exam is available, you will need to retake the entire course before re-attempting the exam. A rewrite exam is considered another attempt at the course. The fee for an exam rewrite is \$210 + GST. If you withdraw from the rewrite up until the day before the scheduled exam date, the rewrite fee will be refunded, minus the exam withdraw penalty fee of \$115 + GST. Deferrals of rewrite exam are not permitted.

If you are attempting a rewrite exam for a **non-redesigned core** course, the rewrite exam replaces the grade for all other course examinations but will not replace your quiz or project grades.

If you exercise your rewrite exam attempt for a **core course that has been redesigned**, the rewrite exam will be worth 100% of your overall course grade. Full details about the upcoming CPA preparatory courses changes are available on the [CPAWSB website](#).

Exam rewrites are not offered for non-core courses.

### 6.8 Exam Remark

If you are unsuccessful in a core CPA preparatory course exam, you can request a remark of the exam via My CPA Portal within three business days of receiving the final course grade. Exam remark requests will not be accepted outside this time frame and only those who were unsuccessful in the course can request an exam remark. The exam remark fee is \$100 + GST and will only be refunded if the final course mark changes to a pass because of the remark.

Only the constructed response portion of your exam will be reviewed; the multiple-choice section of the exam is not reviewed. A change to the grade is made only if one or more of the following errors occurred:

- The markers misapplied the marking guidelines



- The markers failed to consider a relevant section of the student’s response (e.g. the markers missed a relevant discussion somewhere, etc.); or
- The markers exhibited poor application of judgement

Remarks are solely based on the procedures listed above. Extenuating circumstances will not be considered.

For more information on the exam remark and what it entails, please refer to:

- For **non-redesigned courses**: the “Appeals of Examination Results” document posted within the Required Software, Guides, and Regulations widget on the Brightspace (D2L) course page.
- For **redesigned courses**: the National Student Guide (Appeal/ Remark of exam results section) posted within the Getting Started section on the Brightspace (D2L) course page.
- Contact [prepexams@cpaweb.ca](mailto:prepexams@cpaweb.ca) for more information

## 7. Completing a Course

Exam and final grades will be released within eleven business days of the final examination on Brightspace (D2L) unless stated otherwise by the regional office, and the grades will be updated on the My CPA Portal under the Program Progress section.

### 7.1 Statement of Completion

You can obtain a Statement of Completion once you successfully complete your preparatory course. The Statement of Completion can be accessed through Brightspace (D2L) and be printed for your records. The statement will include the course name, description, expiry date (if applicable), issue date, and credit hours. If you have any questions about the Statement of Completion, please contact the [Brightspace \(D2L\) Helpdesk](#) by creating a ticket.

Statement of Completions are not available for any preparatory courses before Semester 3 (2018).

### 7.2 Obtaining Official Transcripts

You can obtain official transcripts at any time by submitting an “Official Transcript Request” through My CPA Portal. Please allow ten business days for processing. Fees for transcripts or additional copies are posted on the [CPAWSB website](#). If you have any questions about obtaining official CPA transcripts, please contact [prepadvising@cpaweb.ca](mailto:prepadvising@cpaweb.ca).

### 7.3 Course Repeats

You have three attempts to pass each preparatory course. If you fail a course three times, you are no longer eligible to take it as a CPA preparatory course and will need to complete its equivalent at a PSI.

#### 7.3.1 Non-Core Preparatory Course Repeats

If your **final course grade** is:

- **50% or high**: You have successfully passed your non-core CPA preparatory course.
- **49% or lower**: You have not successfully passed your non-core CPA preparatory course and may register to retake the course. Please see our website for the [course offering schedule](#).

Because 50 percent is the passing grade for non-core preparatory courses, exam rewrites are not offered. If you attempted the exam and were unsuccessful, you can apply for a course repeat at a reduced fee of \$310. Only one reduced-fee course repeat is permitted per non-core preparatory course.

If you are eligible to register for a reduced fee for your non-core course, register and pay the full course fee on your My CPA Portal. Once your transaction has been completed, please email [prepadvising@cpaweb.ca](mailto:prepadvising@cpaweb.ca).

### 7.3.2 Non-Redesigned Core Preparatory Course Repeats

For Semester 3 2021, this is applicable to the following core preparatory courses and exams:

- Advanced Financial Reporting (AFR)
- Corporate Finance (COF)
- Intermediate Management Accounting (MAA)
- Performance Management (PMA)

If your **final course grade** is:

- **60% or higher and your exam grade is 50% or higher:** You have successfully passed your core CPA preparatory course.
- **60% or higher but your exam grade is less than 50%; OR between 50% and 59%:** You have not passed your core CPA preparatory course. If you have not already used your rewrite attempt for your course, you do qualify for a rewrite exam in the next semester. You should note that an exam rewrite counts as an attempt at your CPA preparatory course (each student gets three attempts at each course). You may choose not to retake the exam and simply take a 'fail' for the course, the choice to rewrite is up to you.
- **49% or lower:** You have not successfully passed your core CPA preparatory course and may register to retake the course. Please see our website for the course offering [schedule](#).

If you fail the exam rewrite and have not exhausted all three of your course attempts, you must retake the course before the third and final attempt at the exam.

### 7.3.3 Redesigned Core Preparatory Course Repeats

This is currently applicable to the following redesigned core preparatory courses and exams:

- Intermediate Financial Reporting 1 (IF1)
- Intermediate Financial Reporting 2 (IF2)
- Audit & Assurance (AUA)
- Taxation (TAX)

If your **final course grade** is:

- **60% or higher:** You have successfully passed your core CPA preparatory course.
- **Between 50 – 59%:** You have not passed your core CPA preparatory course. If you have not already used your rewrite attempt for your course, you do qualify for a rewrite exam in the next semester. You should note that an exam rewrite counts as an attempt at your CPA preparatory course (each student gets three attempts at each course). You may choose not to retake the exam

and simply take a 'fail' for the course, the choice to rewrite is up to you. **Please note the rewrite will be worth 100% of your final course grade.**

- **49% or lower:** You have not successfully passed your core CPA preparatory course and may register to retake the course. Please see our website for the course offering [schedule](#).

## 8. Withdrawals

To withdraw from CPA preparatory courses, either temporarily or permanently, notify the CPA Student Experience team in writing by submitting an email requesting the withdrawal to [prepadvising@cpawsb.ca](mailto:prepadvising@cpawsb.ca). Your withdrawal date will be the date the School receives the email.

Please note that non-attendance does not constitute a withdrawal from CPA preparatory courses.

### 8.1 Course Withdrawals

You can voluntarily withdraw from a course through your [My CPA Portal](#). Should you voluntarily withdraw from your course through your My CPA Portal, here are the instructions to withdraw:

1. Login to your My CPA Portal
2. Click on 'Registrations' then 'Module Registration'
3. Once you are on Module Registration page, click on 'View' next to the course
4. Once you are on the 'View' page, click on 'Withdraw'

Please note if you re-register in the course, you are required to restart from Week 1 and complete all course components.

The conditions for withdrawing from a CPA preparatory course are as follows:

- After the withdrawal deadline up until the day before the final exam, no refund is provided, and no course attempt is charged.
- If you write the final exam, or if you do not show up to the exam, no refund is provided, and a course attempt is charged.
- No refunds are provided for self-study non-core preparatory courses once access to the course materials has been granted (Introductory Financial Accounting, Introductory Management Accounting, Economics, Statistics, Business Law, Information Technology).

Annual student fees are non-refundable. CPA preparatory course fee reimbursement is as follows:

Withdrawal Period	Applicable Refund
Before the semester/course withdrawal deadline as stipulated <a href="#">here</a>	The course fee will be refunded, minus a 15% administrative fee
After the withdrawal deadline up until the day before final exam	No refund will be issued; the withdrawal will not count as a course attempt
On the day of the exam or after the final exam	No refund will be issued; the withdrawal will count as a course attempt

If you are having any questions or issues withdrawing through your My CPA Portal, please contact [prepadvising@cpawsb.ca](mailto:prepadvising@cpawsb.ca).

## 8.2 Examination Withdrawals

You can voluntarily withdraw from an exam through your My CPA Portal any time up until the day before the final exam. Please note that if you are withdrawing from an exam within five weeks of the exam date, a \$115 + GST withdrawal fee will be charged. In the case of an extenuating circumstance, such as a death in the family or extended illness, a refund of the withdrawal fee might be issued if sufficient supporting documentation is provided. Supporting documentation should be emailed to [cpaaccommodations@cpaweb.ca](mailto:cpaaccommodations@cpaweb.ca) prior to the scheduled exam date.

If you decide to proceed with the exam withdrawal, you may register for another upcoming exam if the exam date is within one year of your course start date for core courses.

For non-core preparatory courses, the exam date must fall within one year of your course registration date.

Should you decide to voluntarily withdraw from your examination through your My CPA portal, here are the instructions to withdraw:

- 1) Login to your MyCPA Portal
- 2) Click on 'Registrations' then '**Exam Registration**' (not in the Module Registration area)
- 3) Once in Exam Registration click on 'View' next to your exam
- 4) Once on the view page for your exam click on 'Withdraw'
  - a. a \$115 + GST withdrawal fee will be charged if you are withdrawing from an exam within five weeks of the exam date

## 8.3 Temporary Withdrawals

In special circumstances, you can temporarily withdraw from CPA preparatory courses for a maximum of two years. During a temporary withdrawal, you will not have access to the course materials, but may access other benefits (job boards, etc.). For more information on temporary withdrawals, please contact the Student Experience team at [prepadvising@cpaweb.ca](mailto:prepadvising@cpaweb.ca).

## 8.4 Permanent Withdrawals

You can permanently withdraw from CPA preparatory courses in good standing by submitting a request in writing to CPAWSB. For more information on permanent withdrawals, please contact the Student Experience team at [prepadvising@cpaweb.ca](mailto:prepadvising@cpaweb.ca).

## 9. Course Deferral Requests

You may request a medical deferral in the case of a health or similar disability that may affect your ability to continue with the course. Appropriate documentation must be provided, and additional information may be requested to approve the deferral request.

Course deferrals for core preparatory courses will be considered on a case-by-case basis for extenuating medical circumstances or a death in the family, and not for work-related or personal commitments. In the case of extended illness, each situation will be reviewed by CPAWSB.

If you are unable to complete a **core preparatory course within six weeks of the course start date**, please submit a course deferral request to [cpaaccommodations@cpaweb.ca](mailto:cpaaccommodations@cpaweb.ca) and include a letter on the medical

professional's letterhead containing the following information: student's name, date of the letter, the professional's assessment of the situation and expected recovery time completed by the physician.

Course deferral requests must be submitted **at least two weeks** before the final exam. Requests after this time will not be accepted. Only deferral requests based on extenuating medical circumstances that affect your ability to complete the course will be considered.

Medical deferrals will only be granted to legitimate requests that have been submitted following the procedures outlined above. CPAWSB reserves the right to refuse deferrals if insufficient documentation has been provided, the request has not been submitted on time, or the legitimacy or authenticity of the documentation is in question.

If a course deferral has been granted, you must register in the next offering of the course. After the first day of classes, refunds are not available for any portion of CPA preparatory course fees.

## 10. Tips for Success and Additional Resources

CPA preparatory courses are mostly self-study and are designed to be completed within an accelerated time frame of six weeks, compared to traditional post-secondary courses which are usually offered over fifteen weeks. Be prepared to devote fifteen-to-twenty hours each week of study to be successful in these accelerated courses. Students who clear their schedules before starting a CPA preparatory course and familiarize themselves with the learning environment have a better chance of being successful in their studies.

It is essential that regardless of the learning route chosen, you review the student notes, complete **ALL** the problems in the student notes, as well as any in-class problems assigned by the facilitators if you wish to be successful in the preparatory courses. If you are registered in the webinar delivery option, arriving prepared will help you get the most from time with the facilitator.

### 10.1 Excel Refresher Videos

Excel skills are essential to success in CPA preparatory courses as many of the practice problems and cases require creating Excel solutions from scratch. A series of "How to" Excel videos are available on Brightspace (D2L) to help you improve your Excel skills. The videos range from demonstrating introductory to intermediate Excel skills, skills necessary to be successful when completing CPA preparatory course questions. They are set up in segments to allow you to review only topics you wish. Major topic covered are:

- Introduction to Excel
- Math and Finance Functions
- Tables and Tabular Data
- Introduction to Data Visualization
- Formulae and functions

### 10.2 Calculator Practice Problems

Being efficient in using your calculator is essential for success in CPA preparatory courses. One of the most important calculations you will do is calculating the "Time Value of Money." A document with sample problems on the "Time Value of Money" can be found under your "Course Reference Materials" on

Brightspace (D2L) and the [Certification Resource Centre](#). It is recommended that you practice these and compare your answers to the solutions provided.

### 10.3 CPA Way Case Writing Videos

Case writing is an important skill to have to be successful in CPA preparatory courses. A series of videos are available to help students improve their case writing skills. These videos can be found under “Content” on Brightspace (D2L) and the [Certification Resource Centre](#).

The videos cover all the key aspects for successful case writing such as assessing the situation, how to do a proper analysis of key issues, how to draw conclusions and provide advice, and how to properly communicate your findings. Additionally, there are two videos that we would like to note. The first video is a facilitator walking you through a case assignment from start to finish which may be valuable for first time case writers. The second video walks you through the difference between a strong and weak case assignment highlighting the differences between the two papers and on how you can improve your case writing skills.

### 10.4 How to Read the Project Feedback

A short video is provided to help students interpret their feedback report from their facilitators. The feedback report is provided to help you better understand why you received the grade you did. The link is available under the “Course Reference Materials.”

### 10.5 Adapting to the Canadian Accounting Workplace

Adapting to the Canadian Accounting Workplace is an online, optional, interactive course designed for internationally trained professionals, students, or candidates who currently work or seek employment in the accounting field. It is based on dozens of interviews with Canadian employers and internationally trained accountants. There are seven modules covering:

1. Resume Preparation
2. Interview Skills
3. Challenges in the Accounting Workplace
4. Expressing Your Opinions and Making Presentations
5. Giving and Receiving Feedback
6. Conflict Resolution
7. Ethical Decision Making

### 10.6 Culturally Inclusive Exams and Facilitation in Accounting

This interactive course is designed to provide students with valuable insights into their own cultural biases and assumptions, as well as foundational knowledge and skills on how to work effectively and respectfully in culturally diverse environments. Students will learn about the following:

- culture and accounting
- understanding bias, stereotyping, fairness, and offensiveness in testing
- how to increase cultural awareness and cultural competencies
- a cultural lens framework
- English language proficiency and its relevance in accounting
- dealing with exam anxiety

This course consists of six modules that take about three hours in total to complete.

### 10.7 Introduction to Indigenous Culture

This interactive course is designed to provide students with a valuable introduction into the deep cultural and historical foundations upon which the future prosperity of Indigenous communities must be built. Students will learn about the following:

- Indigenous history
- Indigenous people
- Reconciliation and the impact of colonization and lessons learned
- Seven Generations: moving from poverty to prosperity

This course consists of four modules that take about one hour in total to complete.

## 11. Academic Guidelines and Regulations

### 11.1 Student Transfers

If you are moving to another province, you need to officially transfer your records to your new province of residence. When CPAWSB receives your request, necessary records will be transferred from one region/province to another. Please contact [prepadvising@cpawsb.ca](mailto:prepadvising@cpawsb.ca) for more information about student transfers.

### 11.2 Student Deregistration

You will be deregistered from CPA preparatory courses for:

- Non-payment of fees;
- Failure to comply with the provincial body's Acts, Bylaws, and/or rules (applicable to Manitoba students only);
- Exhausting all CPA preparatory courses attempts

You may be suspended or deregistered from an individual course or from enrolling in CPA preparatory courses in the future for academic or professional misconduct.

If you are deregistered, you may be considered for reinstatement based on:

- a) Whether you merit and qualify for reinstatement; and
- b) Academic and/or experience requirements at the time of re-entry and conditions to be completed if reinstated.

### 11.3 Re-registration in CPA Preparatory Courses

If you leave the CPA preparatory courses voluntarily, you can re-register based on the requirements when you want to re-enter. CPA prerequisite courses previously completed will be re-evaluated for current relevance.

## 12. Policies

The CPA Western School of Business and CPA Canada publish policies to help students understand how the CPA preparatory courses operate. CPA students should review the following policies:

- [CPAWSB Policies](#)
- [CPA Harmonized Education Policies \(HEP\)](#)
- [Examination regulations](#)

### 12.1 Appeals

In some situations, students can formally appeal decisions to the CPAWSB Admission and Standards Appeal Committee. Students must follow the appeal process outlined on the [CPAWSB website](#).

Payment and refunds, per the published [schedules](#), are not subject to appeal. In cases of hardship, contact the CPA Student Experience team at [prepadvising@cpawsb.ca](mailto:prepadvising@cpawsb.ca) to discuss resources that may be available or alternate arrangements that may be considered.

## 13. Professional Conduct and Academic Integrity

### 13.1 Professional Conduct

Students enrolled in CPA preparatory courses are expected to demonstrate professionalism by being actively engaged, being prepared, and communicating respectfully. Students are expected to familiarize themselves with and adhere to all CPA polices including the [CPAWSB Professional Conduct Policy](#), Code of Professional Conduct, Bylaws, and CPA legislation for their province which is located on each provincial website). A key goal of the CPA profession is to provide an environment that is safe and conducive to learning for all individuals. Individuals who violate this environment either through their actions, words or by violating any of the professional conduct regulations may receive disciplinary action from the profession.

Students are expected to behave professionally throughout the programs and courses. Professional conduct includes (but is not limited to): adhering to provincial/ regional codes of conduct, behaving ethically, demonstrating integrity and honesty, and exhibiting respect to others including all written and oral communication with students, students, facilitators, session leaders, educational staff, and provincial, regional, and national (CPA bodies) administrative and contracted staff. Penalties for unprofessional conduct may result in disciplinary action by the CPA bodies.

### 13.2 Academic Integrity

You are preparing to join a profession that maintains strict academic and professional standards. The CPA profession takes academic integrity (including plagiarism) very seriously. Any actual or attempted behaviour by a student, or any assistance by a student or others to engage in behaviour that has an adverse effect on another person or on the CPA profession is a breach of academic integrity. Examples of behaviour that may be subject to disciplinary action include but are not limited to the following:

- Plagiarism (academic)
- Plagiarism on practical experience reports
- Violation of examination rules
- Cheating during examinations



- Behavioural misconduct including harassment, sexual harassment, violence, unwelcome vexations, disruptive behaviour, damage to property, unauthorized entry providing false information or identification where authorized business or activities of the CPA Profession is being conducted or held, bringing any firearm(s), explosives, weapons or hazardous materials on to property being used for CPA activities or, misuse of technology.

### 13.2.1 Collaboration

Studying and working in groups is beneficial for learning and encouraged by the School. It encourages students to interact with their peers in their courses and allows them to build contacts within the CPA profession. Working with others can offer many benefits to both students in a classroom setting or those taking courses through webinars and distance learning. Having contacts to talk to about course progression, difficult concepts, or sharing ideas about projects and quizzes can be invaluable for keeping a positive mindset and achieving success in the CPA preparatory courses.

You are encouraged to use the course discussion board through Brightspace (D2L) as a platform to collaborate with your peers, ask questions about the course materials, or respond to your peers' questions and comments. Collaboration **does not** involve sharing files or templates with peers. This would be considered plagiarism or enabling plagiarism. Unless **explicitly** stated, students must produce and answer their quizzes and course projects independently.

It is important to understand and recognize the difference between collaboration and plagiarism. While it's acceptable to help others understand course concepts and questions, students should **never** share their answers with another. Doing so enables plagiarism by allowing others to earn marks without completing the work themselves. It impedes their learning process because they do not have the opportunity to apply the concepts and ideas they are learning. Students are expected to exercise caution when collaborating with one another. Students are encouraged to review the [CPA Canada Plagiarism policy](#) and the CPAWSB blog which has numerous posts related to academic integrity and provide information about how to avoid plagiarizing and collaborating effectively during your studies:

- [Academic Integrity: Acknowledging Sources](#)
- [Academic Integrity: How to properly use CPA provided sources](#)
- [Plagiarism: Grey areas](#)
- [Academic Integrity: Should I...?](#)
- [Do You Want a Study Partner? Tips for Success](#)
- [Collaboration, Sharing, and comparing: What's Okay?](#)

If you use different communication methods, such as Facebook or messaging services like WhatsApp, to participate in study groups, it's important to ensure you are not participating in or enabling plagiarism. If you are unsure if your study group is engaging in activities that can be considered as plagiarism, please contact [prepmodule@cpawsb.ca](mailto:prepmodule@cpawsb.ca) for guidance. Facilitators are always available to assist you, so you should never feel that you have no one to run ideas by or ask questions.

### 13.2.2 Plagiarism

Plagiarism in any form is considered a serious offence. All cases of suspected plagiarism will be investigated, are taken very seriously and will have significant consequences that will impact the education journey and possibly the career of the individuals involved. Students are reminded that they

are expected to always maintain the highest standards of academic honesty, including in the completion of their course work, writing exams, and reporting practical experience. Ultimately, it is your responsibility to ensure that you do not commit an act of plagiarism.

### *Penalties*

The School does not tolerate plagiarism in any form. Students who are found guilty of plagiarism are subject to penalties and consequences that may include but are not limited to the following:

- the finding being noted in the student/candidate database
- a mark of “fail” in the course
- a committee hearing to determine good character
- an ethics course
- suspension or expulsion

### *Plagiarism Examples*

Among other things, copying from other student work (current or previous), solutions, or any other source is considered plagiarism, and penalties will apply (see above). If you are using content from a source (such as the CPA Canada Handbook, CPA Canada Learning Library SmartBooks, or an online source), be sure to clearly reference your source.

Plagiarism also includes (and is not limited to) whenever a student:

- presents work that has been written in part or in whole by another person as the student’s own
- presents the words, images, or data of another person as the student’s own, without reference to the original author or the original source
- presents work that contains unreasonably long quotes, even when properly cited
- presents work that in any way compromises the integrity of the evaluation process
- presents work that is substantially similar to another person’s work
- presents work that contains any portion of the CPA Canada solutions in the examinations or assignments
- shares CPA Canada program files with others (see the training contract and academic honesty quiz)
- purchases work that has been written in part or in whole by another person and presents it as the student’s own

CPA Canada defines plagiarism to include the use of materials posted to study resource websites or platforms such as Course Hero, Chegg, Oneclass, Quizlet, WhatsApp groups, Kijiji etc. Any instance of use of these types of materials will be flagged by our plagiarism detection software and subject to investigation. The provision of materials (posting of content) to these websites or platforms before, during, or after your enrolment in the program/course is also considered plagiarism and will be investigated accordingly.

Students are encouraged to use the discussion board as a platform to collaborate with their peers before composing their own responses. Collaboration can include:

- discussing technical topics
- identifying potential resources for further research

- discussing a general approach to assignments

Collaboration does not involve sharing files or templates with peers. This would be considered plagiarism or enabling plagiarism. Unless explicitly stated otherwise, students are expected to compose their responses to course assignments independently.

The School has the right, at its sole discretion and without specific notice to students, to use active or passive techniques to detect plagiarism. This includes, but is not limited to, comparative analysis of written submissions in hard copy or electronic form. This analysis can be done by human reviewers or by using plagiarism-detection software that searches a comparative databank of written submissions from other current students or program years, program articles, or internet-based resources.

Plagiarism and cheating are serious offences and are a breach of the Code of Professional Conduct, as governed by the profession's discipline committees. Plagiarism and cheating may result in suspension of the student's registration and eligibility to continue pursuing the designation. All students are responsible for thoroughly familiarizing themselves with and adhering to the Code of Professional Conduct found on [our website](#).

#### 13.2.3 Use of CPA provided and outside source material

The CPA provides various learning resources for learners to use throughout their CPA education. Although these resources are provided by the profession, it is important to remember that they must be cited like any other material. It is important to note that CPA solutions (that are provided after assignment submission) are intended for debrief purposes only. The CPA solution should not be used to complete an assignment or shared with anyone else. For information on how to properly use CPA provided material, visit the [CPAWSB blog](#).

#### 13.2.4 Acknowledging sources

Students are expected to submit original work during their CPA preparatory courses, however sometimes an outside source can help expand on their idea. If a student uses the ideas or content from another source within an assignment, the content should not exceed a reasonable amount and it must be properly cited. If there is unoriginal content found in an assignment submission that was not cited, this would be a violation of academic integrity (plagiarism). For information on how to properly acknowledge a source, visit the [CPAWSB blog](#).

#### 13.2.5 Purchasing assignments or CPA material

As future CPA's, all learners are expected to act with integrity and ethically. Engaging in activity such as purchasing and/or selling CPA material (including but not limited to Learning eBook or SmartBook content, CPA solutions, and assignments) is not only a violation of academic integrity but could result in more serious outcomes since these actions involve copyrighted material. For further information, review the [CPA training contract](#).

### 13.3 Facilitator Feedback and Complaints

At the end of each semester, you can provide feedback about your facilitator. This feedback is important as it is reviewed by CPAWSB and impacts future facilitator assignments.

CPAWSB is committed to providing a quality learning experience for all students. If you have concerns with your learning experience or your facilitator, we encourage you to email your facilitator with specific

examples. If you are unable to resolve your concerns with the guidance of the facilitator, please contact [prepmodule@cpawsb.ca](mailto:prepmodule@cpawsb.ca) and include detailed description of your concerns and any communications between you and the facilitator should be included in the communication.

#### 13.4 Wrongful Use of the CPA Designation

You may not, under any circumstance, use the “CPA” designation or any other title suggesting that you are a Chartered Professional Accountant. The term “CPA Student” is also not an appropriate title for students enrolled in the CPA preparatory courses. Please refer to the provincial guidelines on use of titles for students.