

Registration and Withdrawal Guide

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Login



Go to the My CPA Portal page: https://my.cpawsb.ca

The first time you login, you will need to use the "Forgot your password?" link on the main page to trigger a password reset email to the email address you provided in your application. Once your password is set, you can login as normal.

Your CPAWSB Candidate ID number can be found in the upper right-hand corner on the My CPA homepage. Please refer to this number when making inquiries or contacting CPAWSB.

Registration Steps



Select "Registrations > Module Registration" to see the modules currently available to you for registration.

For your first attempt, you must register for the module. When you register for a module, the related exam registration is automatically created for you, so you do not need to register for the exam separately.

If you have already attempted the module, you may be eligible to register for the exam only as a rewrite. To register for an exam-only rewrite attempt, select "Registrations > Exam Registration".

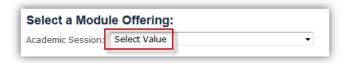


Module Registration Steps

• In the "Module Registration" window, click the "Add Module Registration" button:



• Select the appropriate "**Academic Session**" from the dropdown menu:



- For **PDPA-Taxation**, please refer to the <u>schedules</u> online for session information.
- For **PDPA/CPARE**, please select session 'PostDesignation Education'
- Select the desired module that you are "Eligible to Register" for registration in the "Register?" column
- Click the "**NEXT**" button:
 - NOTE: **Do not** register for Core 1. C1 is a PEP module for candidates in the CPA certification program.



Select your preferred "Exam Location" from the dropdown menu

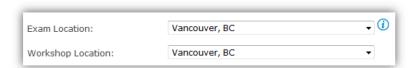
NOTE:

• For the PDPA-Taxation module **only**, select your preferred "**Workshop Location**" for the **optional** module workshop. Due to our system limitations, you must select a "**Workshop Location**" even if



you do not wish to attend. If you would like to attend In-person, please select a city, otherwise please select 'Virtual'.

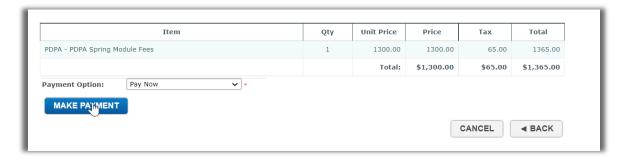
• For PDPA/CPARE, you will only have to select an "**Exam Location**" as there are no associated workshops.



• Confirm that you have read and agreed to the Training Contract and consent to the Privacy statement. Once you have done so, click **NEXT**:



• Select Payment Option and click Make Payment:



• Your registration is now complete:





Exam Registration Steps

Deferred Exam Registration

- In the "Exam Registration" window, click the "Add Exam Registration" button
- Select the academic session*
- Select the desired examination, with status: Eligible for Deferred
- Select preferred **Exam Location**, read and accept conditions of the **CPA student Training** Contract, read and consent to the **Privacy statement**
- **Submit Order**, \$0.00 fee will be required

Note, no fee is required for a deferred exam registration as an examination deferral fee has been paid. Please refer to the fees section below for more information.

Deferred exam registrations can only be made when an academic session is open for registration. Please review the PDE <u>Schedules</u> webpage for more information. If the session you need to register in is closed or not yet available, please wait for the session to open to complete your registration.

Rewrite Exam Registration

- In the "Exam Registration" window, click the "Add Exam Registration" button
- Select the academic session*
- Select the desired examination, with status: Eligible for Rewrite/Eligible for Challenge
- Select preferred Exam Location, read and accept conditions of the CPA student Training Contract, read and consent to the Privacy statement
 Select Payment Option and click Make Payment

For PDPA/CPARE, please select session 'PostDesignation Education'

Waitlist Registration Steps

Registration requests received after the registration period ends are treated as a waitlist.

To register for a waitlist position, please follow these instructions:

- Log into My CPA portal
- Select Module/Exam Registration
- Select the session
- Click on Wait List for the module/exam
- Select Payment Option and click Make Payment

There is fee you will be required to pay to register for the waitlist. Once we have reviewed and approved your waitlist request, you will be able to register for the module in which the registration period is no longer open for. The waitlist fee is in addition to the module fee and is non-refundable. Please refer to the <u>fees section</u> below for more information.

^{*}For **PDPA-Taxation**, please refer to the <u>schedules</u> online for session information.



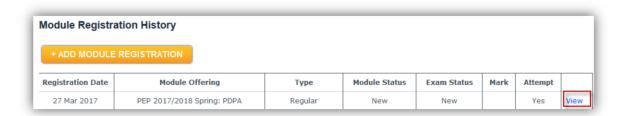
Withdrawal Steps

Module Withdrawal

Registrants must withdraw from modules via My CPA Portal. Withdrawal requests will not be processed by email.

To withdraw from a module:

- Log into My CPA Portal
- Select "Registrations > Module Registration"
- Click "View" (to the right of your existing Module Registration):



• Click "Withdraw", and follow the prompts:



Examination Withdrawal

If you are registered for an examination only, to withdraw:

- Log into My CPA Portal
- Select "Registrations > Exam Registration"
- Click View (next to your Exam registration)
- Click **Withdraw** and follow the prompts

Note, if you are registered in a Deferred examination, an attempt will be counted if you choose to withdraw from your current examination at any time.

Whether any of your fees will be refunded after withdrawal depends on the timing of when you initiate withdrawal through the My CPA Portal. Withdrawal penalty fees will only be waived in cases of documented extenuating circumstances.

Fees

Information about Module and Examination fees, including withdrawal penalties, can be found here.

If you have any questions, please contact PDPA@cpawsb.ca.