

Registration and Withdrawal Guide

Table of Contents

Login.....	2
Registration Steps.....	2
Module Registration Steps.....	3
Exam Registration Steps	5
Deferred Exam Registration.....	5
Rewrite Exam Registration.....	5
Waitlist Registration Steps	5
Withdrawal Steps	6
Module Withdrawal	6
Examination Withdrawal.....	6
Fees	6

Login



The login form is a blue rectangle with a white border. At the top left is the CPA logo. To its right, the text 'CHARTERED PROFESSIONAL ACCOUNTANTS' and 'WESTERN SCHOOL OF BUSINESS' is displayed in a small, blue, sans-serif font. Below the logo, the word 'Login' is written in white, bold, sans-serif font. Underneath 'Login', the word 'EMAIL' is in small white text, followed by a white input field. Below that, the word 'PASSWORD' is in small white text, followed by another white input field. Under the password field, there is a small white checkbox followed by the text 'Remember me?'. Below this is a green button with the text 'LOG IN' in white. At the bottom left of the form, the text 'Forgot your password?' is in small white font.

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



The 'My CPA' page has a dark blue background with white text. At the top left, 'My CPA' is written in a large, white, bold, sans-serif font. Below it is a list of menu items, each preceded by a right-pointing triangle icon. The items are: 'MY PROFILE', 'PROGRAM ADMISSION', 'REGISTRATIONS' (which is expanded to show a sub-menu), 'CFE REGISTRATION', 'PROGRAM MANAGEMENT', 'PROGRAM REQUESTS', 'PRACTICAL EXPERIENCE', and 'UPLOAD A DOCUMENT'. The sub-menu under 'REGISTRATIONS' includes 'MODULE REGISTRATION' and 'EXAM REGISTRATION', both of which are highlighted with a red rectangular border.

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:

Module Registration History

+ ADD MODULE REGISTRATION

- Select the appropriate “**Academic Session**” from the dropdown menu:

Select a Module Offering:
 Academic Session: Select Value

- For **PDPA-Taxation**, please refer to the [schedules](#) 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.

Register?	Level	Module	Module Name	Delivery	Schedule	My Status
<input type="checkbox"/>	2	C1	Core 1	Distance Learning		Eligible to Register
	2	C2	Core 2	Standard	online	Prerequisites Not Met
	3	AS	Assurance	Standard	online	Prerequisites Not Met
	4	CP2	Capstone 2	Standard	Module start: April 2, Mandatory workshop: April 2-3	Prerequisites Not Met
<input checked="" type="checkbox"/>	5	PDPA	PDPA	Standard	Available for CPA members only Module start June 25 Have fun	Eligible to Register

- 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.

Exam Location: ⓘ

Workshop Location:

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

☐ I confirm I have read and accept the obligations and conditions of the [CPA Student Training Contract](#) *

Privacy

This personal information, in addition to information already in your My CPA profile, is collected by CPAWSB on behalf of the provincial CPA body listed in your My CPA profile and will be used to administer your participation CPA education and provide support related to CPA education. Your personal information, including your name, email address, CPA ID, birth date, and the course/module/exam you are registering in, will be disclosed to CPA Canada to administer your participation in CPA education. You can view privacy policies and contact information of the provincial CPA bodies at www.cpaweb.ca/privacy

☐ I consent to the above. *

- Select Payment Option and click **Make Payment**:

Item	Qty	Unit Price	Price	Tax	Total
PDPA - PDPA Spring Module Fees	1	1300.00	1300.00	65.00	1365.00
Total:			\$1,300.00	\$65.00	\$1,365.00

Payment Option:

MAKE PAYMENT

CANCEL **◀ BACK**

- Your registration is now complete:

Module Registration

Thank you for your purchase. Your payment has been received.

[◀ BACK TO MY CPA](#)

FINISH

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 [Schedules](#) 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-Taxation**, please refer to the [schedules](#) online for session information.

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 [fees section](#) below for more 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):

Module Registration History							
+ ADD MODULE REGISTRATION							
Registration Date	Module Offering	Type	Module Status	Exam Status	Mark	Attempt	
27 Mar 2017	PEP 2017/2018 Spring: PDPA	Regular	New	New		Yes	View

- 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.