

CPAWSB Module Registration

REGISTRATION PROCESS

Submit Profile Information

Complete the 'Member Information' Form, and submit to PDPA@cpawsb.ca to request that CPAWSB create a My CPA Portal profile for you. Once your profile has been created, you can register for approved modules via My CPA Portal.

Register for a Module

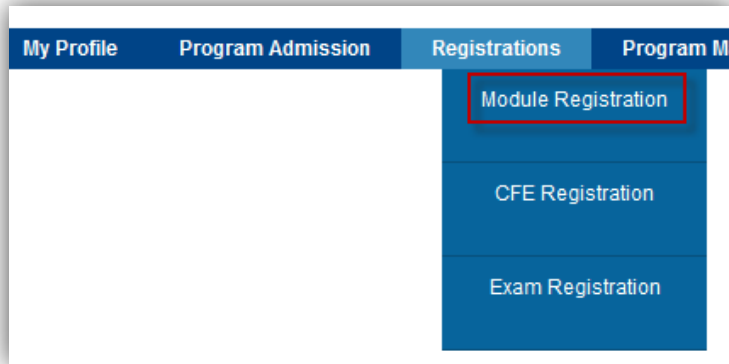
During the registration period, follow the steps below to register for PDPA modules:

- Log into My CPA Portal at my.cpawsb.ca.

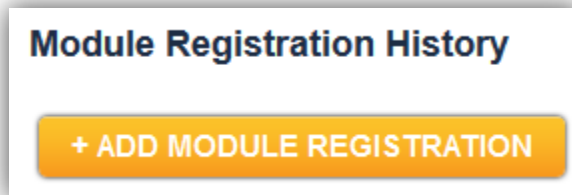


The screenshot shows the login page for the My CPA Portal. At the top, there is the CPA logo and the text "CHARTERED PROFESSIONAL ACCOUNTANTS WESTERN SCHOOL OF BUSINESS". Below this is a blue box with the word "Login" in white. Underneath "Login" are two white input fields: "Username" and "Password". Below the "Password" field is a green button with the text "LOG IN" in white. At the bottom of the blue box, there is a link that says "Forgot your password?".

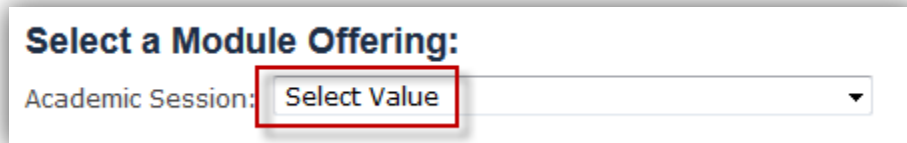
- Select **Module Registration** from the drop-down menu to see which modules are available for registration:



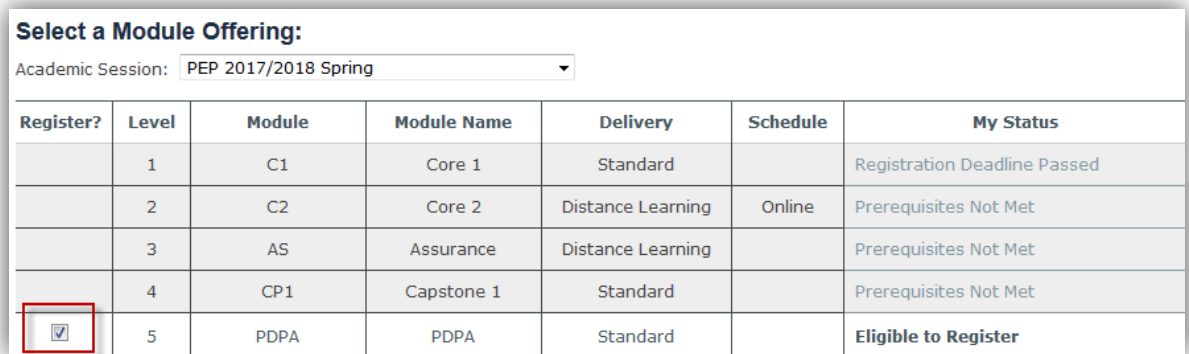
- Click **Add Module Registration**:



- Indicate the appropriate academic session from the dropdown menu:




- After the session has been selected, choose the desired module for registration, then click **NEXT**:



- Choose your preferred exam and workshop locations for your module. The PDPA-Tax and PDPA-Assurance modules include both a workshop and an exam. In contrast, the PDPA module does not have a workshop; however, you are asked to input a requested workshop location during the PDPA module registration process. This is an administrative step only; a workshop location preference is requested simply to work


around the limitations of our registration management system. **PDPA module registrants are NOT required to attend a workshop, only an exam.**

Exam Location:	<input type="text" value="Vancouver, BC"/>	
Workshop Location:	<input type="text" value="Vancouver, BC"/>	

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

<input type="checkbox"/>	confirm I have read and accept the obligations and conditions of the CPA Student Training Contract *
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- Enter payment details, as required, and click **Confirm**:

Payment	
Charge Amount:	\$1,460.00
Card Type:	<input type="text" value="Select Value"/> *
Card Number:	<input type="text"/> *
Card Holder:	<input type="text"/> *
Security Code:	<input type="text"/> 
Expiry Date:	<input type="text" value="Month"/> <input type="text" value="Year"/> *

- Your registration is now complete:

Your transaction has been processed. Please log into My CPA in order to access your account information. If you wish to enroll in another course or exam, when you finish this transaction you will be able to select another transaction.
<input type="button" value="FINISH"/>

Approximately two weeks before the module start date, module registrants will be sent a comprehensive pre-module communication, outlining various details such as key dates, software requirements, and resources. In addition, a webinar will be held a few days before the module starts to provide further information. One-to-two days before the module starts, you will be granted access to the module content on D2L, our online learning platform.

MODULE WITHDRAWAL

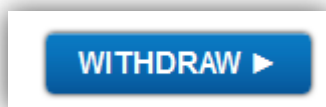
Registrants must withdraw from modules via My CPA Portal. Withdrawal requests will not be processed by email.

To withdraw from a module:

- Log into [My CPA Portal](#)
- Select **Module Registration**.
- Click **View** (next to your 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:



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

Registrants that withdraw are eligible for refunds per the following schedule:

- 70 percent of module fees refunded after the registration deadline
- 50 percent of module fees refunded two weeks prior to module start date
- No refunds will be issued once access to the module materials has been granted

To determine whether you may be eligible for a refund of course fees, please contact PDPA@cpawsb.ca.