



**CPA**

CHARTERED  
PROFESSIONAL  
ACCOUNTANTS

WESTERN  
SCHOOL  
OF BUSINESS

# CPAWSB Getting Started Guide

## CREATING A MY CPA PROFILE

Updated: **January 21, 2021**

A My CPA profile should NOT be created with CPAWSB and is not required if you are

- an active member of an international accounting body that has a valid recognition agreement with CPA Canada
- an active member of an international accounting body that has a valid recognition agreement with the CPA legacy bodies (CA, CGA and CMA)

Please contact your respective province at the links below for more information.

- [Alberta](#)
- [British Columbia/Yukon](#)
- [Manitoba](#)
- [Northwest Territories/Nunavut](#)
- [Saskatchewan](#)

## OPENING NOTICE

If you have made the decision to pursue your CPA designation and you are ready to start the enrolment process with the CPA Western School of Business, your first step is to create a My CPA profile. Please proceed with this guide.

If you are currently just looking for information about becoming a CPA, finding out if the CPA designation is right for you and/or have outstanding questions or concerns about the CPA certification program, please DO NOT proceed with the steps outlined in this guide at this time. Instead, please contact a Student Recruitment Officer at your CPA provincial body.

A CPA Student Recruitment Officer can help you with:

- General information about the CPA designation, the CPA Professional Education Program (CPA PEP), CPA preparatory courses and post-secondary institution transfer credits.
- Determining if the CPA certification program fits your career aspirations and your current situation.
- Getting started in becoming a CPA and outlining your pathway toward the designation.
- Providing information about Practical Experience Requirements (PER), mentorship, career services, volunteer opportunities, possible financial assistance and scholarships, upcoming provincial CPA information sessions and events, and so much more!

Provincial CPA Organizations	Student Recruitment Contact Information
<p><b>CPA British Columbia</b>  <a href="http://goCPAabc.ca">goCPAabc.ca</a>            (Yukon residents are administered by CPA BC)</p>	<p><a href="mailto:recruitment@bccpa.ca">recruitment@bccpa.ca</a>            604.872.7222            (toll free: 1.800.663.2677)</p>
<p><b>CPA Alberta</b>  <a href="http://cpaalberta.ca">cpaalberta.ca</a>            (NWT and Nunavut are administered by CPA AB)</p>	<p><a href="mailto:gettingstarted@cpaalberta.ca">gettingstarted@cpaalberta.ca</a>            toll free: 1.844.454.1245</p>
<p><b>CPA Saskatchewan</b>  <a href="http://cpask.ca">cpask.ca</a></p>	<p><a href="mailto:becomeacpa@cpask.ca">becomeacpa@cpask.ca</a>            306.359.0272</p>
<p><b>CPA Manitoba</b>  <a href="http://cpamb.ca/becomeacpa">cpamb.ca/becomeacpa</a></p>	<p><a href="mailto:info@cpamb.ca">info@cpamb.ca</a>            204.943.1538            (toll free: 1.800.841.7148)            Book a consultation with a CPA Program Advisor <a href="#">here</a>.</p>

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## INTRODUCTION

This guide outlines the steps needed to start your journey to becoming a CPA, including:

- Creating a My CPA profile with the CPA Western School of Business (CPAWSB);
- Navigating and Maintaining your My CPA profile
- Contact Information for further assistance

### **Becoming familiar with CPA terminology**

If you are not yet familiar with CPA terminology, click [here](#) for a glossary of CPA terms.

### **Regions Serviced by CPAWSB**

CPAWSB only accepts applications from people who will be governed by CPA bodies in Western Canada (British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, and Nunavut). Please contact (CPA Ontario/Atlantic/Quebec) directly if you wish to register for CPA PEP or CPA preparatory courses outside the western region of Canada.

### **Language Advisory**

CPA education programs, including CPA PEP and CPA preparatory courses, require a high level of English proficiency. A minimum of grade 12 English or [Canadian Language Benchmark \(CLB\)](#) level 8 or higher is suggested. Generally, if you have CLB levels below 8, expect to spend additional time on your studies. If you have a CLB level 7 or below, we recommended you improve your language competence before applying to CPA education programs. Language test equivalency charts can be found on the [Government of Canada website](#).

### **Requirements that must be met to be fully PEP eligible to enroll in the CPA Professional Education Program:**

- **A degree from a recognized post-secondary institution**
- A total of **120 credit hours** of recognized post-secondary education
- **All prerequisite education has been successfully completed**
  - Non-core courses: minimum 50 percent final grade or a passing grade
  - Core courses: minimum 60 percent final grade with an overall average GPA of 65 percent across all the core courses.
  - At least one applicable course in each of the CPA core competency areas (Financial Reporting, Strategy and Governance, Management Accounting, Audit and Assurance, Finance, and Taxation) **must have been taken within the 10 years preceding admission to CPA PEP** (note: this must be met on the date that approval of your admission application for CPA PEP is provided).

## STEP 1: CREATE A MY CPA PROFILE

When creating or accessing your profile, it's best to use

- a laptop or desk-top computer and not a hand-held device
- internet explorer as your browser

Go to [my.cpawsb.ca](http://my.cpawsb.ca) directly to access the My CPA Portal or use the link in the top right-hand corner of the [CPAWSB website](http://cpawsb.ca).



Click on [Create a My CPA Profile](#) as shown below:

A screenshot of the My CPA Portal login page. On the left is a blue login form with fields for 'EMAIL' and 'PASSWORD', a 'Remember me' checkbox, a green 'LOG IN' button, and a link for 'Forgot your password?'. On the right, the text reads 'Login' followed by 'Log in to your My CPA Portal to access and update your personal and secure information and to manage your CPA program, including:' and a list of services: '- annual re-enrollment', '- module registrations', '- exam registrations', and '- program progress (to review your academic record and see exam results)'. Below this is the text 'Not registered?' and a blue link 'Create a My CPA Profile' which is circled in red. At the bottom, it says 'If you cannot remember your login credentials, please contact support rather than create a new profile.' and provides contact information: 'Call toll-free: 1-855-306-9390 or email us at [admissionadvising@cpawsb.ca](mailto:admissionadvising@cpawsb.ca)'.

Provide your personal information, education history, and employment history as prompted.

### CPAWSB's Primary Form of Communication

You will be asked to provide a personal and/or a business email address in your My CPA profile and specify which one you prefer as your contact email. The CPAWSB's primary form of communication is by email.

It is important to keep your personal and/or business email address(es) up to date.

**It is important that you use your legal name when creating your profile.** If your legal name has changed and differs from any documents you submit, you will need to submit proof of legal name change documentation.

If you have a **preferred name** that you like to use for correspondence, please enter that name in the 'Preferred Name' field.

## Residency Requirements

This field specifies your CANADIAN residency status. If you are not a Canadian Citizen or a Permanent Resident of Canada, you are considered a Temporary Resident.

Temporary Residents (i.e. individuals who do not have Canadian Citizenship or Permanent Resident status) currently living in Western Canada (BC, AB, SK, MB, YT, NWT, NU), are **required to have Canadian study permits while enrolled in CPA preparatory courses and appropriate study and/or work permits while enrolled in CPA PEP.**

For more information, please refer to [Appendix A: Residency Requirements.](#)

## Post-Secondary Education

**It is important that you enter all completed and in-progress post-secondary education and designation information.** This will help CPAWSB staff determine what documents may be available and required for proof of meeting all enrollment requirements.

Once you have completed your My CPA profile, you will receive two emails, as follows:

- A welcome email with next steps; and
- A password creation email. **Your profile will not be active until you create the password.**

If you do not receive one of or both of the above emails, please contact the Admission Advising Team at [admissionadvising@cpawsb.ca](mailto:admissionadvising@cpawsb.ca) or at 1-866-420-2350 (ext. 6001) for assistance.

## NAVIGATING AND MAINTAINING YOUR 'MY CPA PROFILE'

You can return to your profile at any time to update\* your contact information post-secondary information or to view your account.

\*It is important that you keep your address, email address(es), post-secondary education history and employment information in the My CPA profile up to date if anything changes.

When you log into your [My CPA profile](#), prior to enrolling into CPA PEP or CPA preparatory courses, you will see the following 'limited' navigation menu on the left. (Once you are enrolled into CPA PEP or CPA preparatory courses you will see additional menu items)



As a prospective learner, several functions can be performed through your My CPA profile, including:

Menu Item	Purpose
<b>MY PROFILE</b>	
CONTACT INFORMATION	Your personal information including your preferred email address (also your login email), and your home address. (This can be updated by you at any time)
EDUCATION HISTORY & DESIGNATIONS	This should include <b>ALL</b> your post-secondary education and any accounting related designations if you are an active member. (This can be updated by you at any time, but if updated after a transcript assessment has been requested, also email the changes you made to <a href="mailto:transcriptassessment@cpawsb.ca">transcriptassessment@cpawsb.ca</a> )
CPA ACCOUNT	You can access payment history and invoices/receipts for any services that you pay for and checking the balance of your account.
RESET PASSWORD	You can use this link to have an email sent to your log-in email allowing you to reset your password.
<b>PROGRAM ADMISSION</b>	
TRANSCRIPT ASSESSMENT	You can use this link to request a CPAWSB transcript assessment and to view your document checklist (showing any outstanding documents required for the assessment), and also to view your completed assessment.
ADMISSION APPLICATION	You can use this link to submit an admission application for CPA PEP or CPA preparatory courses.

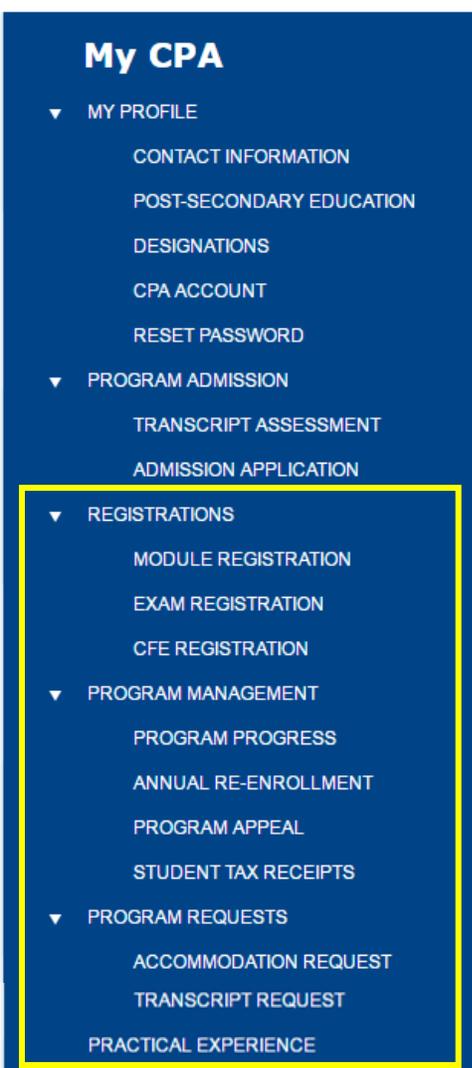
For more information about navigating the additional areas of your My CPA profile once you have an admission application approved for CPA PEP or CPA preparatory courses, please refer to [Appendix A: Navigating your My CPA profile once you are a student or a candidate.](#)

## THE NEXT STEPS AFTER COMPLETING YOUR MY CPA PROFILE

Once you have created your My CPA profile and activated it, your next steps will depend on the applicant type you fall under. Applicant types are determined by your post-secondary education history.

To access more information for the next steps of the enrollment process, including access to detailed enrollment information for each of these applicant types, please visit the [Getting Started - Admission Process section on the CPAWSB website](#).

## Appendix A: Navigating your My CPA profile once you are a student or a candidate



Once you have an approved admission application for CPA PEP or for CPA preparatory courses, when you log into your [My CPA profile](#), you will see the full My CPA navigation menu on the left.

In addition to MY PROFILE and PROGRAM ADMISSION, you will now also have 4 additional main menu items:

- REGISTRATIONS
- PROGRAM MANAGEMENT
- PROGRAM REQUESTS
- PRACTICAL EXPERIENCE

The chart below provides details about the additional functions that can be performed from each of these new sections, within your My CPA profile.

Menu Item	Purpose
<b>REGISTRATIONS</b>	
MODULE REGISTRATION	You can register for CPA PEP modules or CPA preparatory courses here.
EXAM REGISTRATION	You can register for CPA PEP module exams or CPA preparatory course exams here.
CFE REGISTRATION	You can register for the CPA PEP Common Final Exam (CFE) here.
<b>PROGRAM MANAGEMENT</b>	
PROGRAM PROGRESS	You can monitor your progress including what CPA preparatory courses or CPA PEP modules you have taken and have remaining.
ANNUAL RE-ENROLLMENT	You can complete annual re-enrollment and pay annual dues here.
PROGRAM APPEAL	You can make program appeals here.
STUDENT TAX RECEIPTS	You can access annual tax receipts here.
<b>PROGRAM REQUESTS</b>	
ACCOMMODATION REQUEST	You can request workshop and exam accommodations here.
TRANSCRIPT REQUEST	You can request a CPA transcript here.
<b>PRACTICAL EXPERIENCE</b>	You can access the Practical Experience portal and the Practical Experience Reporting Tool (PERT) here.

## Appendix B: Temporary Residents – Residency Requirements

If you currently live or are planning to live in Western Canada (British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, or Nunavut) and take the CPA Professional Education Program but do not have Canadian citizenship or permanent resident status, information on studying and working in Canada as an international student can be found on the [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) website.

For more information or questions regarding:

- holding a study permit (appropriate study permits are required for CPA preparatory courses) or
- holding a study permit and a work permit (including a post-graduation work permit, a PGWP) together (appropriate study and/or work permits are required for the CPA Professional Education Program)

Please contact one of the following:

- [Immigration, Refugees and Citizenship Canada \(IRCC\)](#)

Answers to your questions may be found by utilizing the [IRCC Help Centre](#) tool or you can call the [IRCC Client Support Centre](#) or [submit an IRCC web form](#) if you have already submitted a permit application or have an existing IRCC profile.

- Your local embassy
- A Regulated Canadian Immigration Consultant (RCIC) or a Regulated International Student Immigration Advisor (RISIA) registered with the [Immigration Consultants of Canada Regulatory Council](#). You can perform an ‘Advanced RCIC Search’ to find registered professionals in your area [country, province/region, city].

If required, CPAWSB can provide you with an “Appendix to the study permit” or status letter in support of your study permit application for immigration purposes.

The timing of when and how you should make your request is dependent upon whether you will be enrolling directly into CPA PEP or CPA preparatory courses as outlined below.

### Enrolling in CPA preparatory courses:

Request the “Appendix to the study permit” by emailing your request to [prepadvising@cpawsb.ca](mailto:prepadvising@cpawsb.ca), **after** your transcript assessment is completed and indicates that you are eligible to start in CPA preparatory courses. You must make your request **before** completing an admission application.

**Important:** You will need to email a copy of your study permit to [prepadvising@cpawsb.ca](mailto:prepadvising@cpawsb.ca) **before** submitting an admission application for CPA preparatory courses. Admission applications will **not** be approved unless there is a copy of your study permit on file.

If you are taking prerequisite courses through a post-secondary institution, request the required information directly from that post-secondary institution.

## Enrolling directly into CPA PEP:

You will only be able to request a status letter after your admission application for CPA PEP has been **approved**. With an approved CPA PEP admission application, you can request the Status Letter from your student portal:



Indicate the status letter is for a study permit, complete the online form, and submit your request.

For more information and questions on requesting an 'appendix to the study permit' or 'status letter', please contact the CPAWSB Admission Advising team at [admissionadvising@cpaweb.ca](mailto:admissionadvising@cpaweb.ca) or at 1-866-420-2350 ext. 6001.

**COVID-19 Notice:** Certain exemptions and allowances have been made with our standard enrollment processes due to the COVID-19 public health risk. The CPA profession is carefully monitoring the situation at all times for any new developments and is committed to ensuring that we keep prospective learners informed of any updates that may impact enrolling in courses or modules with the CPA Western School of Business.

The [CPA Canada website FAQs](#) and the [CPAWSB website FAQs](#) are regularly updated as decisions are made on the impacts of COVID-19 on the CPA certification program. Please review these FAQs carefully as any information provided within them will supersede any information outlined within this guide.

We know this is an unprecedented time and we are working hard to ensure minimal disruption as you pursue the CPA designation.

## Appendix C: Questions? | Who to Contact

### Provincial CPA Organizations – Student Recruitment & Practical Experience

If you are looking for information about becoming a CPA or finding out if the CPA designation is right for you, contact your provincial CPA organization and ask to speak with a student recruitment officer.

Provincial CPA bodies also have information about practical experience, mentorship, career services, volunteer opportunities and upcoming provincial CPA information sessions and events.

Provincial CPA Organizations	Contact
<b>CPA British Columbia</b> (Yukon residents are administered by CPA BC)	<b>Student Recruitment</b> Website: <a href="http://goCPAbc.ca">goCPAbc.ca</a> Email: <a href="mailto:recruitment@bccpa.ca">recruitment@bccpa.ca</a> 604.872.7222 (toll free: 1.800.663.2677)
<b>CPA Alberta</b> (Northwest Territories and Nunavut are administered by CPA AB)	<b>Student Recruitment</b> Website: <a href="http://cpaalberta.ca">cpaalberta.ca</a> Email: <a href="mailto:gettingstarted@cpaalberta.ca">gettingstarted@cpaalberta.ca</a> toll free: 1.844.454.1245
<b>CPA Saskatchewan</b>	Website: <a href="http://cpask.ca">cpask.ca</a> Email: <a href="mailto:becomeacpa@cpask.ca">becomeacpa@cpask.ca</a> 306.359.0272
<b>CPA Manitoba</b>	<b>Student Recruitment</b> Website: <a href="http://cpamb.ca/becomeacpa">cpamb.ca/becomeacpa</a> Email: <a href="mailto:info@cpamb.ca">info@cpamb.ca</a> 204.943.1538 (toll free: 1.800.841.7148)

### CPA Western School of Business (CPAWSB) - Admission advising for new CPA applicants

You are a new applicant if you plan to enroll with CPAWSB but have not yet been accepted into the CPA Professional Education Program (CPA PEP) or CPA preparatory courses.

Questions about	Contact
Accessing and navigating your My CPA online profile  Program enrollment processes including requesting a transcript assessment, and general questions regarding CPA PEP, and CPA preparatory courses	<b>CPAWSB Admission Advising</b>  Website: <a href="http://cpawsb.ca">cpawsb.ca</a> Email: <a href="mailto:admissionadvising@cpawsb.ca">admissionadvising@cpawsb.ca</a> Toll Free: 1 866 420.2350 ext. 6001