

## REQUESTING AND PAYING FOR A TRANSCRIPT ASSESSMENT

You need to reside in Western Canada to enroll in the CPA program with the CPA Western School of Business, however you may apply for a transcript assessment to confirm your eligibility for the CPA program from your home country.

You must request a transcript assessment **BEFORE** arranging to send any documents to CPAWSB for your transcript assessment. This will ensure that CPAWSB Transcript Assessment team members can:

- Attach scanned copies of your submitted documents to your My CPA profile when they are received, reducing the risk of documents being lost or misplaced.
- Notify you by email that a document has been received and added to your Document Checklist.
- Clearly identify when all your documents have been received and your transcript assessment is ready to be started.

**CPA TRANSCRIPT ASSESSMENT FEE:** The non-refundable transcript assessment fee is **\$100 + GST** and is subject to change. For current fee schedules check the [CPA PEP](#) or [CPA preparatory sections](#) of the CPAWSB website.

**ASSESSMENT EXPIRY:** You must apply for admission to CPA preparatory courses or to CPA PEP before the assessment expiry date, which is one year from the date it is completed. If you want to apply for admission after your transcript assessment expires, you will first be required to request and pay for a new transcript assessment.

### Requesting the Transcript Assessment from your My CPA Portal


1. Log into your [My CPA profile](#). In the navigation menu, click on the **PROGRAM ADMISSION** tab and select **TRANSCRIPT ASSESSMENT**.




2. After the next page loads, click on the [+ ADD A TRANSCRIPT ASSESSMENT REQUEST](#) button to see the Document Checklist\*.

The information you entered in the Degrees and Designations section of your My CPA profile will automatically appear in the appropriate sections of the document checklist.

Only certain sections of the Document Checklist will apply to you, depending on your applicant type. Review [Using & Understanding the Document Checklist](#) for complete directions on using the document checklist and to better understand which sections of the document checklist apply to you. You can also watch the Using and [Understanding the Document Checklist Instructional Video](#).

Identify the documents you plan to submit by checking the appropriate boxes in the **I Will Submit** column of the Document Checklist\* and then clicking on the  button.

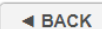
3. Review your transcript assessment order and click on the  button.

Request  Order  Complete

Item	Qty	Unit Price	Price	Tax	Total
Transcript Assessment	1	100.00	100.00	5.00	105.00
		<b>Total:</b>	<b>\$100.00</b>	<b>\$5.00</b>	<b>\$105.00</b>







Select your payment option. Pay with your credit card or pay from your bank account with INTERAC online services, as illustrated below.

#### Review Your Order

Total Amount: CAD 105.00

[« Return to CPA Western School of Business](#)

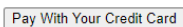
#### Pay With Your Credit Card

Cardholder Name

Credit Card Number



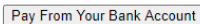
Expiry Date (MMYY)




#### Pay From Your Bank Account



Pay directly from your bank account using the INTERAC Online service.



The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

A confirmation page will load thanking you for your purchase, as illustrated below. To complete the process, click on the  button at the bottom of the page.

## Transcript Assessment

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

[< BACK TO MY CPA](#)



**Within minutes** of clicking on the **FINISH** button, you should receive an email indicating that your transcript assessment request has been received. Check your junk folder if it's not in your inbox.

**Within 2-3 business days**, the transcript assessment team will confirm your transcript assessment request, verify the document checklist, and indicate the documents required for your assessment.

Once they have done this, you will receive an email exactly like the one shown below, indicating your Document Checklist has been updated.

Hello <your name>,  
Your Document Checklist has been updated. There may be additional documents required to complete your assessment. To review your updated Document Checklist, log in to the website and select Transcript Assessment in the My CPA menu.  
Regards,  
Transcript Assessment Team

When you receive this email, log into your My CPA profile and select **Transcript Assessment** to view your **Document Checklist**.

A “Req’d” (**Required Documents**) column will now be visible next to the “I will submit” column.



Document Checklist	I Will Submit	Req'd
1. Transcripts – Please <a href="#">request transcript(s)</a> from all the post-secondary institutions (PSI) you have attended within Canada. Include all accounting and non-accounting education and registrations.	<input type="checkbox"/>	
2. 3 <sup>rd</sup> Party Verification - Applicants who have completed any education outside of Canada must submit a 3 <sup>rd</sup> party verification. Contact World Education Services ( <a href="http://www.wes.org">www.wes.org</a> ) and request an International Credential Advantage Package (ICAP) and have it sent directly to the <a href="#">CPAWSB</a> . Designates from The Institute of Chartered Accountants of India or The Institute of Chartered Accountants of Pakistan are not required to submit a 3 <sup>rd</sup> Party Verification. <input type="text" value="&lt;Non CDN Post-Secondary you attended – Program Name&gt;"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Legal Name Change Documentation – If your CPA name does not match		

Please pay close attention to the **Req’d (Required)** column as documents that are checked in this column WILL be expected and your assessment will not be started until all those **Required** documents are received. See [Using & Understanding the Document Checklist](#) for complete directions or watch the [Using and Understanding the Document Checklist Instructional Video](#).

You have now completed the process of requesting your transcript assessment and can proceed with the next step of having all the official transcripts and documents, that are marked as required on the document checklist, submitted directly to CPAWSB.

If you believe documents are missing from the document checklist or have been selected by the transcript assessment team in error, email [transcriptassessment@cpaweb.ca](mailto:transcriptassessment@cpaweb.ca) or call 1.866.420.2350 ext. 6003 to connect with an Inspector.