

Using & Understanding the Document Checklist

The **Document Checklist** is a key component of your transcript assessment. It is an online tool used by YOU and the CPAWSB transcript assessment team to identify the documents required for your transcript assessment and to communicate when CPAWSB receives those documents.

You will first see the document checklist when you request and pay for your transcript assessment from CPAWSB, though the checklist is generated when you create your profile and list your post-secondary education history (your degrees and designations) on your My CPA profile.

Make sure all your degrees & designations are listed in the document checklist

It is important to enter all completed and in-progress post-secondary education and designation information when you create your My CPA profile. Listing all your educational history does not mean you will be required to submit all the documents, but it will provide the transcript assessment team with details to help determine which documents should be submitted for your transcript assessment.

- If you have not yet requested a transcript assessment, log into your My CPA profile at any time and update the education history to make sure it includes everything.
- If you have already requested and paid for a CPAWSB transcript assessment and you need to add post-secondary education, add it to your education history in your profile and contact the Transcript Assessment team by calling [1.866.420.2350 ext. 6003](tel:1.866.420.2350) or emailing transcriptassessment@cpaweb.ca and inform them of completed or in-progress education you have added so they can need add it to the assessment details.

Select the documents you plan to submit when requesting your transcript assessment

When you log into your profile and request a transcript assessment, you will see the Document Checklist (an example is illustrated on the following page). The information you entered in the Degrees and Designations section of your profile will automatically appear in the appropriate checklist sections.

Only certain sections of the Document Checklist will apply to you, depending on your applicant type:

Applicant with an international (Non-Canadian) Degree,

- Section 1 and 2
- Section 3 – Legal Name Change Documentation (Include if applicable)
- Extra Documents Section – Used only if extra documents are required or if you submit a recognized Third-Party Verification that is not a WES ICAP; completed by CPAWSB staff only

Applicant with a Canadian Degree

- Section 1 – Transcripts
- Section 3 – Legal Name Change Documentation (Include if applicable)
- Extra Documents Section - Used only if extra documents are required; completed by CPAWSB staff only

Applicant with NO degree (but at least 8 years of relevant experience) – ‘Mature Status’

- Section 4a, 4b, 4c and 4d
- Section 3 – Legal Name Change Documentation (Include if applicable)
- Extra Documents Section - Used only if extra documents are required; completed by CPAWSB staff only

Applicant with an International Designation (member of IFAC)

- Section 5a, 5b and 5c
- Section 3 – Legal Name Change Documentation (Include if applicable)
- Extra Documents Section - Used only if extra documents are required; completed by CPAWSB staff only

In the sections of the document checklist that pertain to your applicant type, select the documents you plan to submit by putting a check in the appropriate boxes in the **I Will Submit** column of the Document Checklist*. The following is an example of the document checklist you will see.

Document Checklist	I Will Submit
<p>1. Transcripts – Please request transcripts(s) from all the post-secondary institutions (PSI) you have attended within Canada. Include all accounting and non-accounting education. The PSI's registrar's office must send documentation directly to the CPAWSB in a sealed envelope. Transcripts are not required for designates from accounting organizations that are member bodies of the International Federation of Accountants (www.ifac.org), or for preparatory courses taken through the CPAWSB.</p> <p><CDN Post-Secondary you attended – Program Name></p>	<input checked="" type="checkbox"/>
<p>2. 3rd Party Verification - Applicants who have completed any education outside of Canada must submit a 3rd party verification. Contact World Education Services (www.wes.org) and request an International Credential Advantage Package (ICAP) and have it sent directly to the CPAWSB. Designates from The Institute of Chartered Accountants of India or The Institute of Chartered Accountants of Pakistan are not required to submit a 3rd Party Verification.</p> <p><Non CDN Post-Secondary you attended – Program Name></p>	<input type="checkbox"/>
<p>3. Legal Name Change Documentation – If your CPA profile name does not match the name on any submitted documents, email a copy in PDF format of the official document supporting the change of legal name.</p>	<input type="checkbox"/>
<p>4. References – If you do not have a post-secondary degree, or are not in your final year of a degree program, the following documents must be obtained and emailed directly from the issuer to the CPAWSB. Documents a, b and d <input type="checkbox"/> should explain how the level 1 proficiency has been satisfied for two sub-comp^o nency areas. It is recommended that specific examples and time frames be provided.</p>	<input type="checkbox"/>
<p>a. Resume detailing employment history and job responsibilities</p>	<input type="checkbox"/>
<p>b. Experience Verification (EV) self assessment form. Complete a form for each employer listed on your resume and submit to your employer(s). Request that the employer(s) verify correctness and sign the form. <i>The employer(s) must send a copy of the signed EV form(s) directly to the CPAWSB.</i></p>	<input type="checkbox"/>
<p>c. Personal character reference letter directly from the issuer</p>	<input type="checkbox"/>
<p>d. A reference letter from a CPA member in good standing or a member of an international accounting body that has a reciprocity agreement with CPA Canada.</p>	<input type="checkbox"/>
<p>5. Letter of Good Standing – For applicants who have a designation from an organization that is a member body of the International Federation of Accountants (www.ifac.org), the following are required:</p>	<input type="checkbox"/>
<p>a. Letter of good standing from your accounting body mailed directly to the CPAWSB.</p>	<input type="checkbox"/>
<p>b. Transcript from your accounting body mailed directly to the CPAWSB. (Not applicable to designates from The Institute of Chartered Accountants of India or The Institute of Chartered Accountants of Pakistan)</p>	<input type="checkbox"/>
<p>c. Resume detailing employment history and job responsibilities</p>	<input type="checkbox"/>
Extra Documents	
Letter of X	
Certificate from Y	

Include if applicable

Within several business days of requesting and paying for a transcript assessment, the document checklist will be verified, and the Transcript Assessment team will indicate all documents they believe are required for your assessment. You will receive the following email indicating that 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 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 request transcript(s) from all the post-secondary institutions (PSI) you have attended within Canada. Include all accounting and non-accounting courses from your registrar's office.	<input type="checkbox"/>	
2. 3 rd Party Verification - Applicants who have completed any education outside of Canada must submit a 3 rd party verification. Contact World Education Services (www.wes.org) and request an International Credential Advantage Package (ICAP) and have it sent directly to the CPAWSB . Designates from The Institute of Chartered Accountants of India or The Institute of Chartered Accountants of Pakistan are not required to submit a 3 rd Party Verification. <Non CDN Post-Secondary you attended – Program Name>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Legal Name Change Documentation – If your CPA name does not match	<input type="checkbox"/>	

Please pay close attention to the **Req’d (Required)** column as documents that are checked in this column **MUST** be received before your assessment will be started.

They may also add additional ‘required’ documents to the document checklist under **Extra Documents** at the bottom of the list (as illustrated below).

c. ...ing employment history and job	<input type="checkbox"/>	
Extra Documents		
Letter of X		<input checked="" type="checkbox"/>
Certificate from Y		<input checked="" type="checkbox"/>

If there is a discrepancy between what you believe you should submit and what has been marked as ‘required’ by the transcript assessment team, you should contact the Transcript Assessment team by calling **1.866.420.2350 ext. 6003** or emailing transcriptassessment@cpawsb.ca and speak with an inspector. They can review the document checklist with you to find out why certain documents are required or to make any changes to the documents that have or have not been marked as ‘required’.

Receiving additional emails that indicate your Document Checklist has been updated.

Between the time you have requested your transcript assessment from CPAWSB up until you receive an email saying that your transcript assessment has been completed, you may occasionally receive the same email from the CPAWSB Transcript Assessment team, indicating that your document checklist has been updated. This email (just like the one below) will look exactly like the one you initially received when the transcript assessment team verified your document checklist and checked the documents you are required to submit.

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

This email could mean any of the following:

- Documents already listed in your document checklist have been marked as 'required' or have been unchecked as being 'required'
- Additional documents have been added to the bottom of your document checklist and marked as 'required'
- One or more of the documents that are marked as 'required' have been received by CPAWSB

Any time you receive one of these emails, you should log into your profile and select **Transcript Assessment** to view your Document Checklist.

- Check to see if any additional documents have now been marked as required or if any additional documents have been added to the bottom of the document checklist and marked as required. There is also a possibility that documents have been unchecked as required.
- Check to see if any 'required' documents have been received by CPAWSB. When the first document(s) are received by CPAWSB, an additional column will appear in the document checklist with the title **Rec'd (Received)**. This column will show the date to the right of the document that was received. This is illustrated below.

Document Checklist	I Will Submit	Req'd	Rec'd
1. Transcripts – Please request transcript(s) from all the post-secondary institutions (PSI) you have attended within Canada. Include all accounting and non-accounting courses. <small>For registrants who have completed post-secondary education outside of Canada, please refer to the 3rd Party Verification section.</small>	<input type="checkbox"/>		
2. 3 rd Party Verification - Applicants who have completed any education outside of Canada must submit a 3 rd party verification. Contact World Education Services (www.wes.org) and request an International Credential Advantage Package (ICAP) and have it sent directly to the CPAWSB . Designates from The Institute of Chartered Accountants of India or The Institute of Chartered Accountants of Pakistan are not required to submit a 3 rd Party Verification. <input type="text" value="<Non CDN Post-Secondary you attended – Program Name>"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jun 4, 2017
3. Legal Name Change Documentation – If your CPA name does not match			

You are responsible for knowing what documents have been marked as required in your document checklist so you can identify any changes to your document checklist. It is also important to note that **all documents checked as 'required'** need to be submitted before your transcript assessment will be started.

You can log into your profile at any time and look in the Transcript Assessment section to review your document checklist and all outstanding documents. If you have questions about outstanding 'required' documents or any other questions about your document checklist or pending transcript assessment, contact the Transcript Assessment team by calling [1.866.420.2350 ext. 6003](tel:18664202350) or emailing transcriptassessment@cpaweb.ca.

You will receive messages when all documents required to begin your transcript assessment **have been received** and when your assessment has been completed. The assessment team typically completes the assessment ten business days **after receiving all required documents**. Periods of high volumes (i.e., active registration periods) may lengthen processing times.