



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS

WESTERN
SCHOOL
OF BUSINESS

CPAWSB Employer Resource Guide

April 2024

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Who is this Resource Guide for?

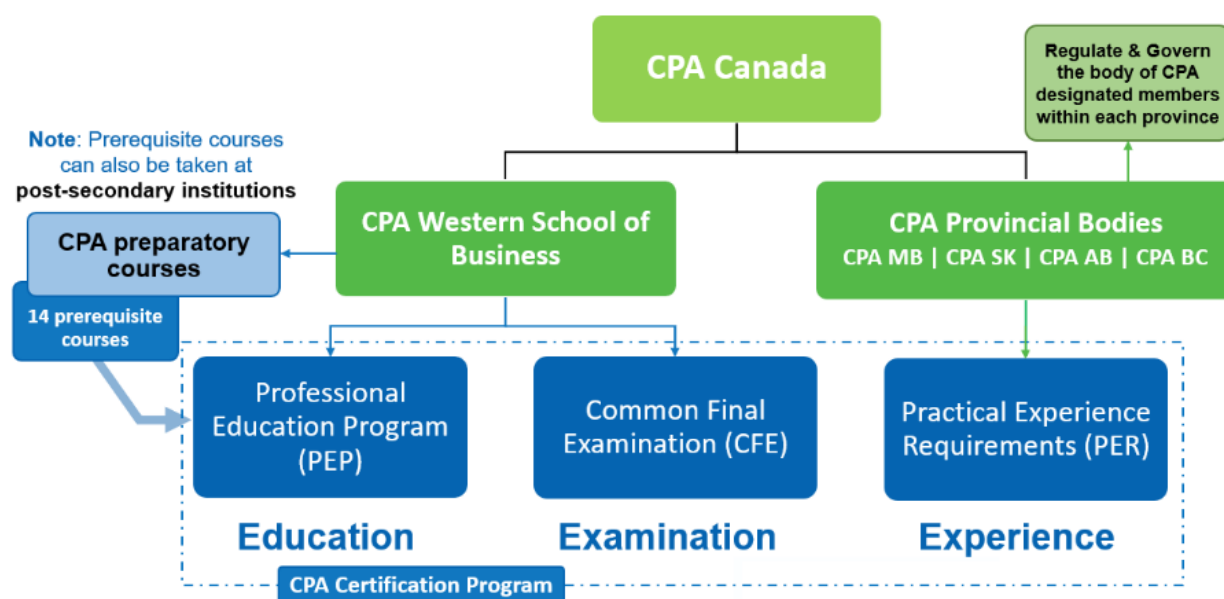
This guide is for employers with students enrolled in [CPA preparatory courses](#), candidates enrolled in the [CPA Professional Education Program \(CPA PEP\)](#), including the Common Final Examination (CFE), and/or members enrolled in the [Post-Designation Public Accounting \(PDPA\)](#) program. The guide outlines the programs delivered by CPAWSB as well as the support and resources that employers can expect from CPAWSB.

Terminology

Anyone enrolled in CPA preparatory courses is considered a CPA student while anyone enrolled in CPA PEP is considered a CPA candidate. “Learner” is used in this document to refer to students and candidates collectively and “students” or “candidates” is used if information applies only to that category of learner.

CPA Certification Program Administrative Bodies

**Yukon residents are administered by CPA British Columbia; Northwest Territory and Nunavut residents are administered by CPA Alberta.*



CPA Canada

CPA Canada is the national body that develops the CPA preparatory courses, CPA PEP, PDPA, and CPA Reciprocity examination; develops and marks all CPA exams including the CFE and PDPA exams; and develops CPA practical experience requirements. CPA Canada supports each regional and provincial body across Canada.

Provincial CPA Bodies

In Western Canada (Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, Northwest Territories, and Nunavut), the provincial CPA bodies are responsible for: member regulation and support, recruitment, practical experience (including CPA mentors) and professional development. They also

govern CPA candidates, administer the practical experience requirements for CPA certification, and CPA students in Manitoba.

The provincial CPA bodies for the Western Region are:

[CPA Alberta](#)

[CPA Northwest Territories & Nunavut](#)

[CPA British Columbia](#)

[CPA Saskatchewan](#)

[CPA Manitoba](#)

[CPA Yukon](#)

CPA Western School of Business (CPAWSB)

The CPA Western School of Business (CPAWSB or “the School”) delivers CPA education on behalf of provincial and territorial CPA bodies in Western and Northern Canada. This includes CPA preparatory courses, CPA PEP, Post Designation Public Accounting (PDPA and CPA Reciprocity Examination).

Benefits of Training CPA Candidates

Employers of CPA learners experience the following benefits:

- **Create a more skilled work force:** People in the CPA certification program are developing competencies that will enable them to perform increasingly complex accounting tasks and receive training in essential skills such as strategy, problem solving, and leadership.
- **Reward employees:** Employers that sponsor employees recognize employee contributions and believe in employees’ long-term potential.
- **Retain employees:** The CPA program is designed to be completed while working, meaning employers do not need to fill employee positions while they are studying. Employees can learn and work at the same time.

CPA Certification Program

Admission process

Before registering for a CPA PEP module or a CPA preparatory course, applicants must first be admitted to CPAWSB and have their transcripts assessed to confirm their eligibility. Detailed information about the [admission process](#) can be found on the CPAWSB website.

Admission Pathways

Before starting the admission process, it is important to identify the applicant type. There are four admission pathways:

1. Applicant with an international designation.
2. Applicant holding or completing an international (non-Canadian) degree.
3. Applicant holding or completing a degree from a Canadian post-secondary institution.
4. Applicant with no degree, but at least eight years of relevant experience (Mature status).

For more information on the different types of admission pathways, please visit [CPAWSB | Apply for CPA PEP Entry](#).

Annual Re-Enrollment

All learners are required to [re-enroll with the School annually](#) to remain in good standing. Annual re-enrollment includes completing the annual declaration, updating contact and employer information in My CPA portal to ensure learners receive communications from CPAWSB and provincial CPA bodies, and paying annual dues through the [My CPA](#) portal.

For information on how learners can pull an invoice from My CPA portal for reimbursement, please review [Appendix A](#) at the end of this document. Annual dues amount and other administrative fees for CPA PEP are available [here](#). The administrative fee schedule is updated annually.

Wrongful Use of the CPA Designation

Learners may not, under any circumstance, use the “CPA” designation or any other title suggesting that they are Chartered Professional Accountants. Please [contact the applicable provincial CPA body](#) to confirm provincial guidelines on use of titles for learners.

CPA Preparatory Courses

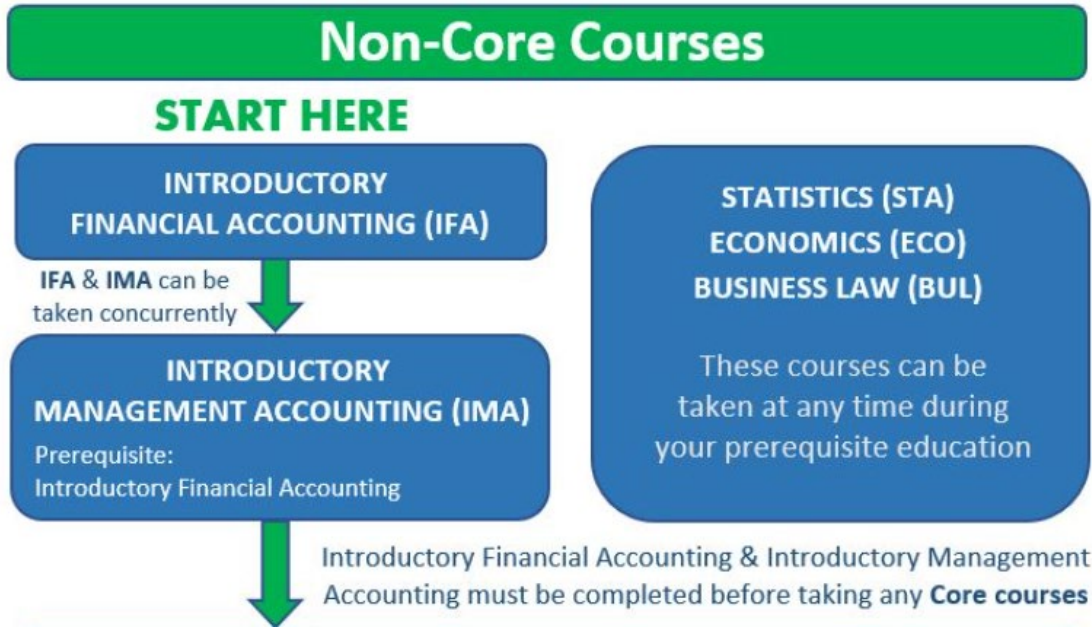
[CPA preparatory courses](#) are designed for those who lack some or all the prerequisite knowledge required for admission to [CPA PEP](#).

CPA preparatory courses are delivered part time in a focused and flexible format. The preparatory courses consist of five non-core courses and nine core courses, which together make up all 14 of the prerequisite courses required for entry to CPA PEP.

Non-core courses

Designed with the working professional in mind, preparatory courses are offered on a part-time basis to offer maximum flexibility and accessibility. They combine online learning and self-study. Students only need to complete courses they did not receive academic credit for (determined by a CPAWSB transcript assessment, if applicable) and that are required for admission to CPA PEP.

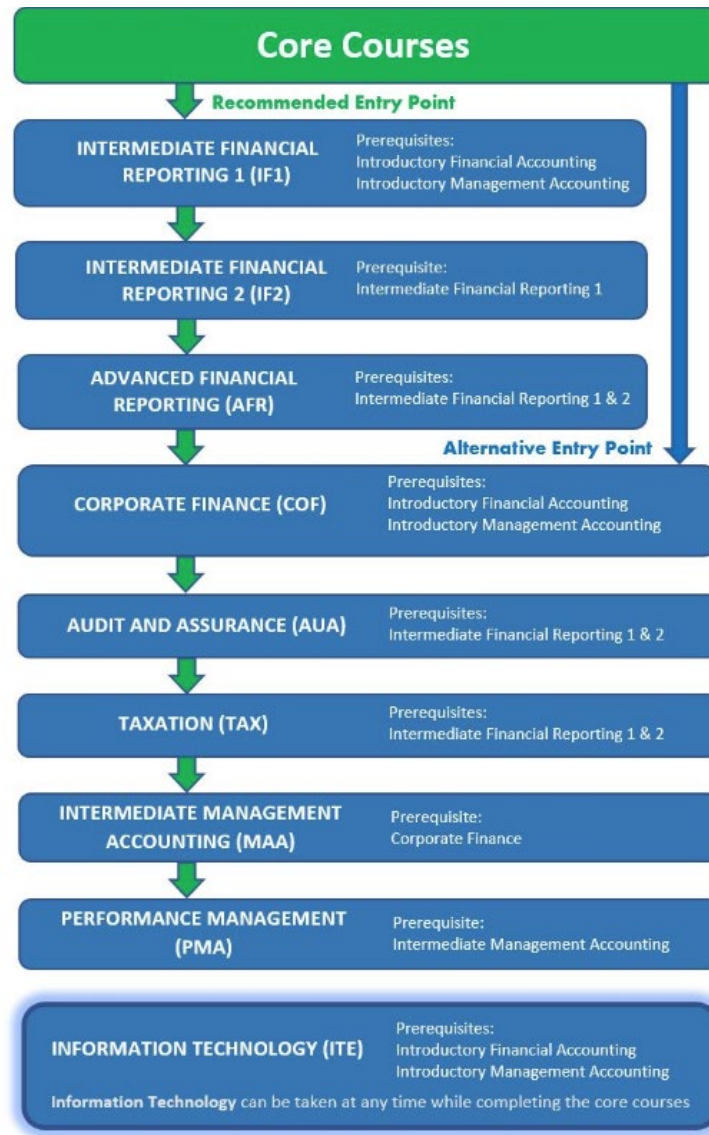
Non-core courses are self-study, using an e-textbook and practice problems; access to a facilitator is also provided. Courses are offered through open enrollment so students can register for a course at any time and receive access to materials within five business days. Each non-core course concludes with a final exam that must be written within one year of the initial course registration. Students must achieve a grade of at least 50 percent to pass a non-core course.



Core Courses

There are nine core CPA preparatory courses.

Core preparatory courses are available via self-study using a SmartBook. Courses are offered through open enrollment so you can register for a course at any time and receive access to materials within five business days. Core courses include six units during which time students complete course activities. All core courses conclude with a final exam that must be written on a scheduled exam date within one year of the course start at a CPAWSB exam centre. Students must achieve a grade of at least 60 percent to pass a core course. The final grade is calculated based on the final exam. Please refer to the [Course Delivery FAQ](#) for more information.



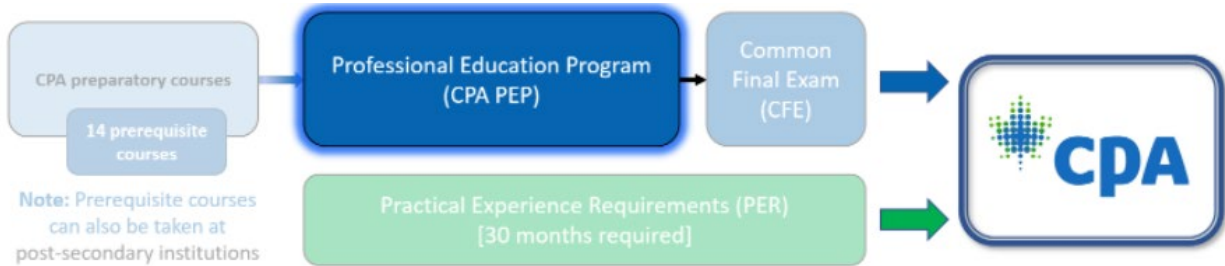
Arrows indicate recommended pathways; prerequisites determine what courses **must** be taken first
Core courses cannot be taken concurrently if one of the courses is a prerequisite for the other

CPA Certification Requirements

The nationally developed CPA PEP is the graduate-level education component required to obtain the CPA designation. It is a graduate-level program delivered on a part-time basis using a blended learning model combining online learning and self-study.

CPA PEP candidates are required to successfully complete all six modules before they are eligible to write the CFE. The CFE is a three-day examination requiring candidates to demonstrate depth and breadth of competency development in accordance with the CPA Competency Map, which describes the knowledge, skills and proficiency levels expected of candidates and members. In addition to completing CPA PEP and the CFE, the CPA certification program requires a term of relevant practical experience which is administered by the provincial CPA bodies.

Practical experience requirements for the practice of public accounting are recognized separately from practical experience requirements for certification. The specific regulations and bylaws of the provincial/regional body and the specific licensing regime or authority within each provincial body to control public accounting take precedence over these general requirements.



Note: provincial CPA bodies may have additional requirements in addition to the components reflected above.

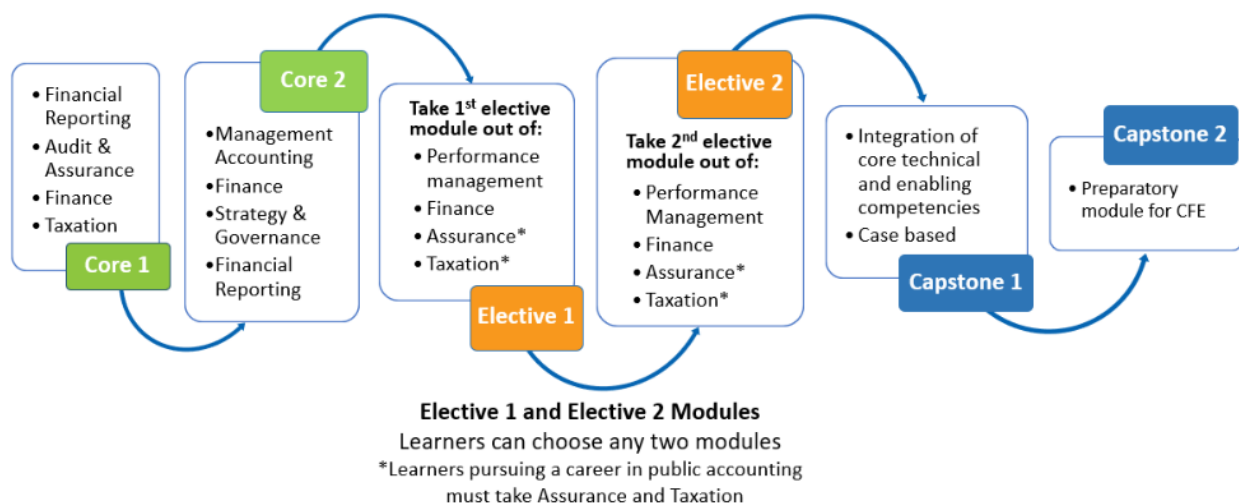
CPA Professional Education Program (CPA PEP) Modules

CPA PEP is comprised of six modules focused on preparing CPA candidates for a career in business and accounting, targeted toward mid-level to management-level positions. There are two core modules, two elective modules, and two capstone modules.

Core 1 and Core 2 must be successfully completed before starting the elective modules, two elective modules must be successfully completed before starting Capstone 1 and Capstone 1 must be successfully passed to be able to continue to Capstone 2.

Candidates do **not** have to meet the [practical experience requirements](#) before registering in or completing the CFE.

Candidates must finish CPA PEP modules and attempt the CFE within six years from the start date of their first PEP module. Candidates have up to seven years to complete the three [CPA certification requirements](#) (CPA PEP, CFE, and practical experience). For more information about time limitations to complete CPA PEP, please visit the [CPAWSB website](#).



Competency Development

All CPA PEP modules are evaluated based on competency demonstration rather than a numerical grading system. The [CPA Competency Map](#) lays the foundation for the CPA certification program, including education, accreditation, examinations, and practical experience requirements, and describes the knowledge, skills and proficiency levels candidates must achieve to become a Canadian CPA. There is also a [Competency Map tool](#) that provides learners with a streamlined layout that displays competencies alongside knowledge lists, as well as the ability to filter the Map by competency area, module and proficiency level. There are also optional, [self-assessed entrance exams](#) available in the Certification Resource Centre (CRC) before starting Core 1 and Core 2 to help candidates determine any knowledge gaps before starting the module.

Module Registration

Session enrollment deadlines, module start dates, and withdrawal deadlines and [workshop locations](#)¹ are provided at least one year in advance on the CPAWSB website so candidates can map their module schedules. Registration takes place several weeks before the start of each module; candidates may need to register for a module while completing its prerequisite. The CPAWSB CPA PEP Schedule of Module Key Dates can be found [here](#).

Candidates who are unsuccessful in a prerequisite module after registering for the subsequent module will be withdrawn without penalty. For example, a candidate taking Core 1 during the winter session can register for Core 2 in the next session. If the candidate does not successfully pass Core 1, they may be withdrawn from Core 2 without penalty.

Public Accounting and CPA PEP Electives

Candidates who are pursuing a public accounting license upon CPA certification, should take **Assurance** and **Tax** as their CPA PEP electives. These candidates should also choose *Assurance* and *Financial Reporting* as their areas of depth on the CFE.

¹ Candidates can attend the mandatory workshops in-person or virtually.

Candidates who do not select these courses as their CPA PEP electives can still bridge into public practice post-certification through the [Post-Designation Public Accounting \(PDPA\) program](#).

Candidates should contact their [provincial CPA body](#) for more information on licensing requirements.

Fast-Track Pathway

Fast-track scheduling gives candidates the option to complete Core 1 and Core 2 concurrently and/or two elective modules concurrently, though both core modules must be complete before starting the elective modules. Candidates working full time are advised against fast-track scheduling as completing two modules in one session typically requires 40 hours of study per week. Candidates who choose this option should consider the time commitment and rigour before registering for fast-track scheduling.

If taking elective modules using the Fast-Track option, candidates cannot choose electives with conflicting exam times. No exam accommodations will be granted for conflicting exam schedules.

More details pertaining to fast-track scheduling are available [here](#).

Extended Pathway

CPAWSB offers an [extended pathway](#) option to take the core and elective modules. The extended module structure matches the same content and structure delivered during the traditional eight-week offerings but delivered over 20 weeks.

Unsuccessful CPA Preparatory Courses and CPA PEP Examinations

- CPA preparatory course results are released via Desire2Learn, eleven business days following the exam. Results are also available via the My CPA Portal under the Program Progress section.
- CPA PEP module [results](#) are released according to the [module schedule](#) and candidates can view their overall results via [My CPA](#) Portal and detailed results on the [CPA Canada National Candidate Portal](#).
- Employers who have access can view results for candidates (who have granted permission) via the [Employer Portal](#).

Learners have three options after failing an exam:

1. After the first unsuccessful attempt: rewrite the exam only
2. Optional after the first unsuccessful attempt and required after the second failure: Re-attempt the course/module and exam.
3. After any unsuccessful attempt: Appeal the exam result. Appeals must be requested through My CPA portal before the deadline posted in the applicable schedule.

Learners can review their detailed exam feedback by logging into the CPA Canada National Candidate Portal.

Depending on the module exam, all competencies may not be covered. Feedback will be received for the competencies tested during the exam.

- If the learner would like further information about their exam feedback, they can contact the Learner Support Team at learnersupport@cpawsb.ca

The Common Final Examination (CFE)

The [CFE](#) is a three-day examination in which CPA candidates demonstrate the depth and breadth of their competency development in accordance with the [CPA Canada Competency Map](#).

CFE Eligibility

To be eligible to attempt the CFE, candidates must complete Capstone 2, and have either completed the Core, two elective, and Capstone 1 modules of CPA PEP or have completed an accredited program offered by a post-secondary institution. All candidates must comply with the [examination writing rules](#).

CFE Days

Day 1 of the CFE is connected to the case covered in the Capstone 1 module. Days 2 and 3 of the CFE test the depth and breadth of a candidate's competency development. Candidates attempting the CFE for the first time must attempt all three days of the examination in the same offering.

Unsuccessful CFE Attempts: Options

Candidates who are unsuccessful on the CFE can choose to request a remark of their results; request a Performance Analysis Report (PAR), which is a personalized review of their results; and/or register to retake the failed portion(s) of the exam. Fees and deadlines for a re-mark and/or a PAR request are provided to unsuccessful candidates along with the CFE exam results.

Requesting a Re-mark of the Exam Result

An exam re-mark ensures candidates have received credit for all competencies demonstrated and does not provide any additional feedback regarding the result.

Should an exam re-mark be successful in demonstrating a passing result for the exam, fees paid for the re-mark will be refunded.

Performance Analysis Reports (PAR)

The Day 1 performance analysis will give candidates specific feedback on the areas where the minimum standard was not met and provide commentary of how to improve performance. Topics in which candidates performed well will also be reviewed for feedback.

Day 2 and Day 3 performance analysis will provide feedback on each simulation and how the candidate performed relative to the Board's expectations, with both positive and negative feedback pertaining to the candidate's performance, including suggestions for ways to improve.

Should an appeal result in a change to a candidate's result from "fail" to "pass", a detailed performance analysis will not be performed, and any associated fees will be refunded. Fees will also be refunded for successful appeals. An example of the PAR can be found on the [CPAWSB results website](#).

The deadline to submit an appeal and request a performance analysis is the same and is posted on [the CPA PEP Schedule of Module Key Dates](#) for each module and session. Once submitted, requests for appeals or performance analysis reports cannot be changed.

Repeating the Exam

Candidates who fail any or all days of the CFE will need to register to repeat the failed days as follows:

- Candidates who fail Day 1 are required to repeat Day 1
- Candidates who fail Day 2 or Day 3 are required to repeat both Day 2 and Day 3
- Candidates who fail all three days are required to repeat all three days as part of the same CFE offering

CFE Report

CPA Canada publishes an annual [CFE report](#) with commentary from the Board of Examiners on candidates' overall national performance on the CFE.

Review Materials Module (RMM)

Review Materials Modules (RMM) are self-study/self-directed modules. Candidates are only eligible to register for RMM modules in the following circumstances:

- If they have been granted a module exemption.
- If they have been granted a challenge exam.
- If they have previously attempted the CFE.
 - Fees for RMM modules are indicated in the [CPAWSB CPA PEP Administrative Fee Schedule](#). RMM modules are self-study, without facilitator access and do not include the module workshop and include the following: Access to 8 weeks of assignments (no submission required; no marking or feedback provided)
 - Access to 8 weeks of solutions and debrief materials for all assignments.
 - Opportunity to write the module end examination in exam conditions, with feedback provided. Please note that if candidates fail the exam, their standing is unaffected.
 - Access to the unmonitored peer discussion board for the module.
- RMM modules are available based on the module schedule as listed in the [CPA PEP Schedule of Module Key Dates](#)

Practical Experience Requirements

[Practical Experience](#) is administered by the provincial CPA bodies in the Western Region.

For specific information regarding practical experience, please visit the following websites or contact the provincial CPA bodies directly:

[CPA Alberta](#)

[CPA BC and Yukon](#)

[CPA Saskatchewan](#)

[CPA Manitoba](#)

[CPA Northwest Territories and Nunavut](#)

(practical experience managed by CPA Alberta)

ppr@cpaalberta.ca

practicalexperience@bccpa.ca

practicalexperience@cpask.ca

practicalexperience@cpamb.ca

admin@cpa-nwt-nu.org

CPA Policies

CPA Harmonized Education Policies

[The Harmonized Education Policies](#) include a collection of policy directives for the CPA preparatory courses, CPA PEP, and the CFE.

The *Harmonized Education Policies Vol.1* for the CPA PEP outlines the profession's expectations regarding the implementation of policies for admission, administration, CPA PEP modules, module evaluation, and the CFE.

The *Harmonized Education Policies Vol.3* for CPA preparatory courses outlines the profession's expectations regarding the implementation of policies for admission, administration, CPA preparatory courses, and course evaluation.

Learning Standards

Learners participating in CPAWSB-delivered education—including students in CPA preparatory courses, candidates in CPA PEP, and anyone enrolled in the Post-Designation Professional Accounting (PDPA) modules or Chartered Professional Accountants Reciprocity Examination (CPARE)—are expected to uphold academic integrity and display high standards of professional behavior.

Learners are expected to familiarize themselves with and adhere to all CPA policies including the [CPAWSB Learner Conduct Guide](#) which contains the Academic Integrity and the Use of Artificial Intelligence that was released on August 2023, Code of Professional Conduct, Bylaws, and CPA legislation for their province, which is located on each provincial website.

Behavioural Conduct Academic Integrity

The CPA profession takes academic integrity (including plagiarism) very seriously. The act of plagiarism includes (and is not limited to) enabling plagiarism, authorized or unauthorized use of another or former student or candidate's work and failure to properly cite sources.

As future professional accountants, all learners are expected to display a high-level of ethical behavior and integrity.

All learners agree to a [training contract](#), which includes common sense provisions relating to behavioural conduct and academic integrity.

Post Designation Public Accounting (PDPA)

[The PDPA program](#) is available to members in good standing who have not previously met the qualifications for a license to practice public accounting in their jurisdictions. Please contact your provincial CPA body for information about the practical experience requirements.

The PDPA Program has two purposes:

- 1) It provides CPAs with the option of qualifying for public accounting registration post-certification.
- 2) It protects the public interest by ensuring that all members offering specific public accounting services meet the profession's public accounting registration standards.

PDPA Taxation Module

The PDPA Taxation module is designed to equip registrants with the competencies necessary to provide taxation services and guidance.

The PDPA Taxation module is self-study and includes access to a facilitator to mark assignments and to answer questions. Registrants have the option of attending a two-day weekend workshop (with candidates enrolled in CPA PEP) and submitting assignments for review by the facilitator.

The examination for the PDPA Taxation module is four hours long and comprises two cases (150 minutes allotted for this section), and objective-style questions, such as multiple-choice questions and task-based simulations. See the [Taxation Examination Blueprint](#) for more information.

PDPA Module

The PDPA module covers the technical knowledge required for public accounting registration, including tax, assurance, financial reporting, finance, and strategy and governance. It is mandatory for members seeking post-certification public accounting registration in jurisdictions with no tiered registration, and for audit and review registration in jurisdictions offering tiered registration.

It is a self-study module that consists of reading resources, practice problems, and multiple-choice questions covering the CPA Competency Map at the elective level.

The PDPA module is designed as a preparatory module and candidates must complete it to be eligible to write the PDPA examination.

CPA Education Updates for Employers

Employers who are interested in receiving emails related to CPA education updates, can send an email to the CPAWSB Learning Partnerships and Standards team contact roles for up to four program contacts. For some organizations, one person may assume all contact roles and responsibilities. Please let us know who holds each of the employer contact roles listed below to ensure communications are sent to the appropriate individuals.

- **Regional/National Contact:** Responsible for more than one location within one organization. This contact receives all updates sent from CPAWSB to the Student Contact and HR Contact.
- **HR Contact:** Responsible for the review and assessment of candidate module and CFE results. This contact receives correspondence from CPAWSB relating to the module and CFE results.
- **Student Contact:** Responsible for day-to-day candidate CPA PEP activities, registration, scheduling and outstanding dues. This contact receives all program updates. This person does not receive module or CFE results information.
- **Pre-Approved Program Route (PPR) Leader:** An individual who supervises and assesses candidate practical experience requirements within their pre-approved program at their organization. This individual has been approved by their provincial CPA body.

Any updates related to employer contacts at your organization should be sent to partnerships@cpaweb.ca

CPAWSB Employer Portal

The [CPAWSB Employer Portal](#) is a self-service portal where employers can review the CPA academic results, CPAWSB registration details for learners who have granted consent for their information to be shared with their employer and accounts receivable information. For more details, including the application form and user guide, please visit the [employers](#) section of the CPAWSB website.

Employers can also email any questions to partnerships@cpaweb.ca.

Support for Learners

CPAWSB provides guidance for students and candidates enrolled in CPA preparatory courses, CPA PEP, and the CFE. Employers can support their students and candidates in many ways, including practical training, study leave, available tutoring and/or mentoring services.

My CPA Portal: Consent to Receive Communications, Disclose Academic Results or Enrollment Status to Employers

Due to privacy regulations, CPAWSB cannot disclose a learner's status without their consent. However, there are a few ways for employers to obtain this information:

1. Ask the learner to provide a copy of their transcript (they can find this in My CPA portal) or if a more official document is required, they can request a transcript to be sent directly to their employer. The learner would have to request this through My CPA Portal (My CPA>>Program Requests>>Transcript Request)
2. Have the learner request a status letter which would confirm that they are currently enrolled in CPA studies, which courses they have completed and if they are currently registered in any modules. The learner would have to request this through My CPA Portal (My CPA>>Program Requests>>Status Letter Request)
 - Further information about both options can be found here; <https://www.cpaweb.ca/current-learners/administration/record-requests>
3. Employers can verify a learner's status using the [CPA Candidate Verification Directory](#). The directory is a listing of active CPA candidates in British Columbia, Alberta, Saskatchewan, Manitoba, and Yukon who have met all entrance requirements to CPA PEP.
4. If the learner is currently enrolled and you would like to keep up to date on their progress, you can sign up for the [CPAWSB Employer Portal](#).
 - Employers can view the academic results of their learners via the Employer Portal. Please note, CPAWSB can only provide employers with specific academic information for those learners who have granted consent for this information to be shared.
 - CPAWSB cannot require that learners provide consent to receive communications from CPAWSB or to release academic results to their employer. Employers can remind learners that their information will only be visible in the portal if they provide consent to CPAWSB by updating their consent status in [My CPA Portal](#).
 - Instructions for how candidates can update their consent preferences are available [here](#).

Updating communication preferences in the My CPA Portal:

| PERSONAL | ADDRESS | EMPLOYMENT | CAPSTONE |
|--|--|-------------------------------------|-------------------|
| Salutation: Miss ▼ | Residency Status: Canadian Citizen ▼ * | Birth Date: Month ▼ Day ▼ Year ▼ * | Gender: Female ▼ |
| Legal First Name: Jacqueline ▼ * | Preferred Email Address: Home ▼ * | Home Email: jdarlington28@gmail.com | Business Email: ▼ |
| Preferred First Name: ▼ | Home Phone: ▼ ⓘ | Mobile Phone: ▼ ⓘ | |
| Middle Name: ▼ | | | |
| Legal Last Name: D ▼ * | | | |
| Former Last Name: ▼ ⓘ | | | |
| What is your first language? Select Value ▼ | | | |
| Do you identify as a member of either of the following Indigenous populations? Select Value ▼ | | | |
| <p>Note: First Nations includes both Status and Non-Status.</p> | | | |
| <h3>Communication Preference</h3> <p>From time-to-time, the CPA Western School of Business (CPAWSB) and the provincial CPA bodies send commercial electronic messages, such as invitations to events or information about CPA education programs and the CPA profession to students, candidates, and other people who are not enrolled in those programs. Select below to receive commercial electronic messages from CPAWSB and/or provincial CPA bodies. You can withdraw your consent to receive commercial electronic messages at any time.</p> <p>Please note: You may still receive certain types of electronic messages from CPAWSB or your provincial body, even after withdrawing your consent, including messages sent in response to specific requests, inquiries, or complaints; messages relating to the CPA certification program or a CPA course in which you are enrolled; messages to satisfy a legal obligation including regulatory compliance, enforce a right, or to provide you with a notice of an existing or pending right; and other messages that CPAWSB and your provincial body is not prohibited from sending you under applicable anti-spam legislation.</p> <div style="border: 2px solid red; padding: 5px;"> <p><input checked="" type="radio"/> Yes, I agree to receive commercial electronic messages from CPAWSB and/or provincial CPA bodies.</p> <p><input type="radio"/> No, I do not want to receive commercial electronic messages from CPAWSB and/or provincial CPA bodies.</p> </div> | | | |

* required fields

Please ensure we always have your most up-to-date contact information and employment history.

Updating consent to disclose academic results to employers in the My CPA Portal:

Current Employer

Employment Status:

Employment Start Date:

Employer: ⓘ

Please ensure the "Employment Sector" and "Job Title" values are still accurate.

Employment Sector:

Job Title:

Department:

Business Phone: ⓘ

Extension:

Business Fax: ⓘ

Is your position at the firm identified as a pre-approved position?
 Yes No

Business Address

Address 1:

Address 2:

City:

Country:

Postal/Zip Code:

You have the option of granting consent to CPAWSB, as a service provider to the provincial CPA bodies in Western Canada (CPA BC, CPA Yukon, CPA Alberta, CPA Saskatchewan, and CPA Manitoba), to disclose personal information in your My CPA profile, including CPAWSB enrollment information, module and exam registration information, exam results, CPA practical experience start date and experience route, and other information relating to your CPA education, to the employer identified in your profile for the purposes of facilitating employer support. You can withdraw your consent at any time by returning to this screen in your profile or by contacting privacy@cpaweb.ca. You can view privacy policies and contact information of the provincial CPA bodies at www.cpaweb.ca/privacy

I consent to CPAWSB disclosing my personal information to the employer listed in my CPA profile.
 I do **not** consent to CPAWSB disclosing my personal information to the employer listed in my CPA profile.

Employers can use the information provided in the reports to engage their employees and identify areas where employees may benefit from additional employer support to develop their individual skills and competencies.

Study Time

CPA candidates vary in academic strengths and may request time off to study before exams. It is CPA Canada's policy that candidates do not require study leave, though some employers may choose to grant it.

Learner Support

Learner Tutoring

CPAWSB provides learners the opportunity to connect with tutors who are familiar with CPA education and programs.

Please note that CPAWSB does not administer any tutoring arrangements, and tutoring relationships, including payment terms, are solely between the learner and the tutor. CPAWSB is not responsible for the integrity or quality of tutors or administering any fees/payments outstanding. CPAWSB is not involved beyond training CPA tutors and providing the initial list of qualified tutors to learners.

Peer Studying

CPAWSB recognizes that learners may find it challenging to build peer networks due to their location or nature of employment. CPAWSB provides opportunities for learners to connect with each other to establish study groups or connect with mentors or tutors where available.

Learners who would like more information about tutoring or study groups can contact learnersupport@cpawsb.ca.

Individualised Study Plans

CPAWSB [Learner Support](#) offers counselling to all unsuccessful CFE candidates. This counselling assists candidates with interpreting their CFE transcripts and works with the candidate to create individualised weekly study plans specific to each candidate's competency gaps. These individual study plans are provided at no additional charge. Candidate interested in developing an individual study plan can contact learnersupport@cpawsb.ca for more information.

Financial and Personal Support

CPA education, whether CPA preparatory or CPA Professional Education Program, is considered a part-time academic program that is designed for post-secondary graduates and working professionals. The CPA Western School of Business (CPAWSB) delivers CPA education but is not a post-secondary institution and does not qualify for government student loans or grants.

Information about [financing options](#) and [payment methods](#) can be found on the CPAWSB website.

Personal Support

Learners in Alberta, Saskatchewan, Manitoba, and British Columbia have access to formal personal support programs. For information about mental health and other personal resources available to learners, please visit the [CPAWSB blog](#).

General Feedback and Questions

If you would like to provide feedback about CPA education or be included in future education related communications from the CPAWSB, please contact partnerships@cpawsb.ca for additional information.

Contacts for CPAWSB

Employers can visit the Employers section of the CPAWSB website for education related information and contacts that is tailored to [employers](#).

Learners can visit the [Contact Us](#) page of the CPAWSB website for a complete list of CPAWSB contacts for specific program-related questions.

Appendix A: How to pull an invoice from the My CPA portal (Learners)

This section will provide learners with a step-by-step process to obtain an invoice from My CPA portal. Before starting the process, please read the hints below.

- CPAWSB does not forward any CPA education-related invoices to employers; each learner is responsible for submitting their own invoice(s) for re-imbusement.
- Once they have completed your transaction (module registration, annual re-enrollment etc.), you must wait one business day for the invoice to be posted to My CPA portal. CPAWSB is unable to accelerate this process. Do not wait until the last day of an employer-given deadline to complete your registration.
- Payment is due within 30 days of the date you completed the transaction, so submit your invoice(s) to your employer as soon as possible.

Step One: Log into My CPA portal using your email address and password.

A screenshot of the My CPA portal login page. The page has a dark blue background. At the top left is the CPA logo. Below it, the word "Login" is written in white. There are two white input fields: the first is labeled "EMAIL" and the second is labeled "PASSWORD". Below the password field is a checkbox labeled "Remember me?". At the bottom left is a green button with the text "LOG IN" in white. At the bottom right is a link that says "Forgot your password?".

Login

Log in to your My CPA Portal to access and update your personal and secure information and to manage your CPA program, including:

- Transcript Assessment
- Program Progress
- Module Registrations
- Exam Registrations
- Annual Re-enrollment

Not registered?

Create a My CPA Profile

If you cannot remember your login credentials, please contact support rather than create a new profile. Call toll-free: 1-855-306-9390 or email us at admissionadvising@cpawsb.ca.

CPAWSB is engaged as the contractor for education delivery on behalf of CPA British Columbia, CPA Alberta, CPA Saskatchewan and CPA Manitoba

Step Two: Select 'CPA Account' from the 'My Profile' tab.

Welcome [REDACTED] [LOG OUT](#)

CPA CHARTERED PROFESSIONAL ACCOUNTANTS WESTERN SCHOOL OF BUSINESS

My CPA

▼ MY PROFILE

- CONTACT INFORMATION
- EDUCATION HISTORY & DESIGNATIONS
- CPA ACCOUNT**
- RESET PASSWORD
- ▶ PROGRAM ADMISSION
- ▶ REGISTRATIONS
- ▶ PROGRAM MANAGEMENT
- ▶ PROGRAM REQUESTS
- PRACTICAL EXPERIENCE

My CPA

Welcome to your My CPA home page! From here you can manage and review all your CPA program activities.

Step Three: Select the 'View' button in the far-right column of the invoice you would like to print.

Welcome [REDACTED] [LOG OUT](#)

CPA CHARTERED PROFESSIONAL ACCOUNTANTS WESTERN SCHOOL OF BUSINESS

CPA Account

Account Balance \$2,845.50 [< BACK TO MY CPA](#)

Transaction History

| Date | Invoice # | Description | Amount | Outstanding | Status | View |
|-------------|--------------|-------------------------------|------------|-------------|--------|----------------------|
| 24 Jul 2019 | INV000248711 | PEP 2019/2020 Fall: Sep - Dec | \$1,323.00 | \$1,323.00 | Posted | View |
| 22 Jul 2019 | INV000248276 | PEP Program Admission | \$1,522.50 | \$1,522.50 | Posted | View |
| 24 Jun 2019 | INV000243626 | Transcript Assessment Request | \$105.00 | \$0.00 | Posted | View |

[◀ RETURN](#)

Step Four: Once opened, select the 'Print' button to export the document to PDF.



Welcome [Redacted] [LOG OUT](#)

CPA Account

[< BACK TO MY CPA](#)

Invoice Number: INV000248711

Invoice Date: 24 Jul 2019

Amount: \$1,323.00

Description: PEP 2019/2020 Fall: Sep - Dec

Amount Outstanding: \$1,323.00

Invoice Items

| Item | Quantity | Unit Price | Price | Tax | Total |
|---------------------|----------|------------|----------|-------|----------|
| C1 Fall Module Fees | 1 | 1,260.00 | 1,260.00 | 63.00 | 1,323.00 |

[◀ BACK TO LIST](#)
[PRINT](#)
[MAKE PAYMENT](#)

Step 5: Open the PDF, print the invoice (or email a copy).



CPA School of Business

Suite 201, 1074 103A St SW
Edmonton, AB T6W 2P6

"The CPAWSB is engaged as the Contractor for education delivery, on behalf of the provincial CPA organization."

Invoice

CPA Number: [Redacted]
[Redacted]
[Redacted]

GST CPA AB # 106904287 RT0003

Invoice # INV000248711

Invoice Date: July 24, 2019

Phone: [Redacted]

PEP 2019/2020 Fall: Sep - Dec 2019: C1 Registration

| Item | Quantity | Unit Price | Price | Tax | Total |
|---------------------|----------|------------|-------------------|----------------|-------------------|
| C1 Fall Module Fees | 1 | \$1,260.00 | \$1,260.00 | \$63.00 | \$1,323.00 |
| | | | \$1,260.00 | \$63.00 | \$1,323.00 |

Outstanding Amount
\$1,323.00