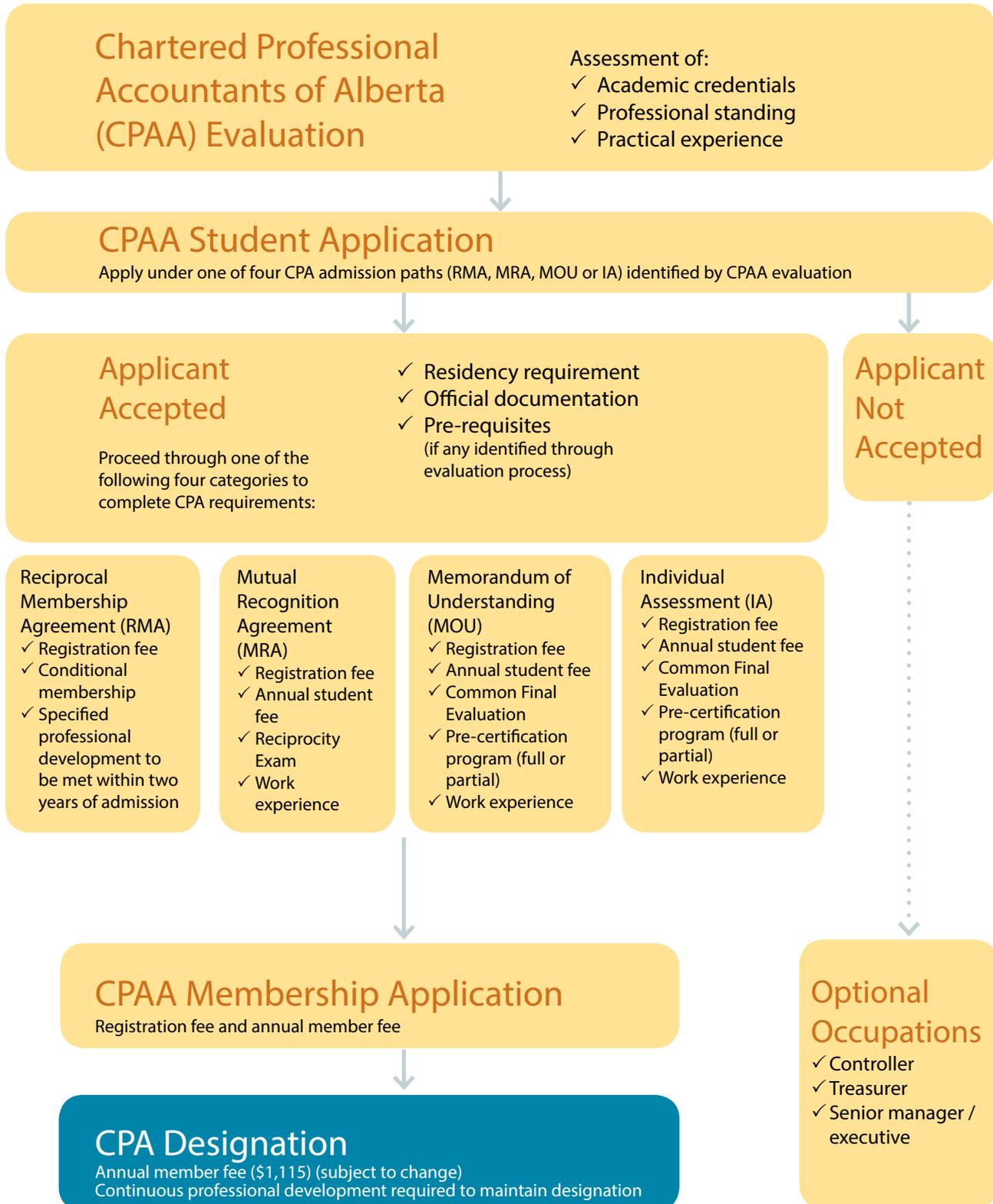


Chartered Professional Accountant

Certification Process



*All RMA, MRA and MOU Agreements signed by legacy accounting bodies are being honoured until the agreements expire

Chartered Professional Accountant

Certification Process

Description of Accounting Occupation

Accountants give financial and business advice to individuals and businesses. They may prepare budgets, tax returns and financial statements. Other duties might include designing and overseeing accounting systems, auditing or helping companies plan financial management policies and strategies.

The Chartered Professional Accountant (CPA) designation is the only legislated accounting designation in Alberta. The CPA designation was formed in 2015 as a result of the unification of Canada's three legacy accounting designations—the Certified General Accountant (CGA), Certified Management Accountant (CMA), and Chartered Accountant (CA) designations. This unification is occurring across Canada.

The majority of CPAs work in the corporate world—private and public—where they use their accounting, financial and business expertise in areas such as audit, assurance, tax, financial planning, and business advisory services. CPAs who work at CPA firms offer these services to clients. Many CPAs also work in government, the not-for-profit sector or education, where their duties could include developing policies or teaching others. CPAs can also be specialists in fields like business valuation, investigative and forensic accounting, insolvency, restructuring, information technology and others.

Obtaining Certification in Alberta

In order for you to work as a Chartered Professional Accountant in Alberta, you must be a member of the Chartered Professional Accountants of Alberta (CPA Alberta).

To become a member of CPA Alberta, there are several steps you must follow. First it must be determined which of CPA Alberta's four (4) categories you fit into (see "Framework for Recognition" below). From there, you can see what education or practical requirements you will need to fulfill in order to become a member.

If you already have a recognized accounting designation from another country, you may be exempt from some or most of the requirements.

Contact information for CPA Alberta, links to all forms and other resources are at the end of this document.

Note: If you are interested in a career in accounting but do not aspire to be a Chartered Professional Accountant, you can explore the Advanced Certificate in Accounting and Finance (ACAF). This certification is the recognized national standard for intermediate-level accounting and related positions. The ACAF program develops your skills in the areas most in demand: strong technical abilities, hands-on experience with industry specific software, and the soft skills needed to be successful in the workplace. You may be eligible for this program if you are an internationally trained accountant seeking Canadian applied accounting and finance skills. For more on ACAF, visit www.cpaalberta.ca/acaf.

Residency Requirement

You can have your training and education evaluated by CPA Alberta before you move to Alberta, but you must have either temporary or permanent work or study status in Canada to complete your registration.

Requirements

1. *Academic Credentials*

It is beneficial to have a degree to register as a CPA candidate. If you are registering through the Memorandum of Understanding or the Individual Assessment categories, you may be required to take additional courses (modules) through the CPA Western School of Business (CPAWSB) and/or post-secondary prerequisite courses. Depending on your academic and professional education record, you may be exempt from certain modules and/or may have limited participation in the modules.

Transcripts are not required to register through the Reciprocal Membership Agreement or Mutual Recognition Agreement categories, but they are required to register through the Memorandum of Understanding and the Individual Assessment categories (see “Framework for Recognition” below).

2. *Work Experience*

Practical experience is not required to register for the CPA Professional Education Program, but must be gained while in the program or prior to being granted the CPA designation. CPA students must complete a 30-month practical experience period. The requirements of this experience are outlined in the CPA Canada Practical Experience Requirements document, which is available on the CPA Alberta website.

If you already have practical experience, up to 12 months of relevant experience may be applied towards the requirements of the program.

3. *Good Character and Reputation*

On your application to register, you are asked to truthfully declare your answers to a series of questions. These questions examine your background and any possible offenses. If you have committed offenses, you may be asked to provide details and references.

Framework for Recognition

The following charts explain the four (4) categories of the Framework for Recognition, what you must submit for each and what further requirements you will need to fulfill.

Once you have completed all requirements for your category, you can apply to become a CPA. To do this, you will need to provide:

- A completed membership registration application
- Appropriate fees.

Reciprocal Membership Agreement

What it means	Your professional credentials will be recognized.
Do I fit into this category?	<input type="checkbox"/> I have a recognized accounting designation. <input type="checkbox"/> I am a current registered member in good standing with an organization that has a <i>Reciprocal Membership Agreement</i> with any of the legacy designated accounting bodies. <input type="checkbox"/> I have completed the admission, exam and experience requirements of the organization I belong to. <input type="checkbox"/> I resided in the jurisdiction of the organization I belong to for the two years immediately preceding admission to membership <input type="checkbox"/> I can provide evidence I have either temporary or permanent work or study status in Canada. <input type="checkbox"/> I'm of good character and reputation.
What you will need to submit	<input type="checkbox"/> Completed Reciprocal Membership Agreements Registration Application <input type="checkbox"/> Registration fees <input type="checkbox"/> Resumé <input type="checkbox"/> Written verification from the accounting organization you are a member of that indicates: designation held, current membership status, date of admission to membership and the academic requirements you have completed, including examinations taken
Further requirements	Education: You are required to successfully complete Reciprocity Professional Development course within two years of admission to CPA Alberta, your membership remains conditional until the education requirement is met.

Mutual Recognition Agreement

What it means	Your professional credentials will be recognized.
Do I fit into this category?	<ul style="list-style-type: none"> <input type="checkbox"/> I have a recognized accounting designation. <input type="checkbox"/> I am a current registered member in good standing with an organization that has a <i>Mutual Recognition Agreement</i> with any of the legacy designated accounting bodies. <input type="checkbox"/> I have completed the admission, exam and experience requirements of the organization I belong to. <input type="checkbox"/> I resided in the jurisdiction of the organization I belong to for the two years immediately preceding admission to membership <input type="checkbox"/> I can provide evidence I have either temporary or permanent work or study status in Canada. <input type="checkbox"/> I'm of good character and reputation.
What you will need to submit	<ul style="list-style-type: none"> <input type="checkbox"/> Completed Foreign Trained Candidate Registration Application <input type="checkbox"/> Registration fees <input type="checkbox"/> Resumé <input type="checkbox"/> Written verification from the accounting organization you are a member of that indicates: designation held, current membership status, date of admission to membership and the academic requirements you have completed, including examinations taken <input type="checkbox"/> Practical Experience Certificate for Foreign Trained Applicants (filled out by an employer(s))
Further requirements	<p>Experience: You will have to fulfill the minimum experience outlined in the Practical Experience Requirements (see "Resources").</p> <p>Education: You will need to take a Reciprocity Examination (see "Examinations").</p>

Memorandum of Understanding

What it means	Your professional credentials cannot be recognized in full, but you may qualify for exemptions from certain examinations and practical experience requirements.
Do I fit into this category?	<input type="checkbox"/> I am a current registered member in good standing with an organization which has a limited reciprocity agreement with a legacy accounting body. <input type="checkbox"/> I have completed the admission, exam and experience requirements of the organization I belong to. <input type="checkbox"/> I resided in the jurisdiction of the organization I belong to for the two years immediately preceding admission to membership. <input type="checkbox"/> I can provide evidence I have either temporary or permanent work or study status in Canada. <input type="checkbox"/> I'm of good character and reputation.
What you will need to submit	<input type="checkbox"/> Student Registration Application <input type="checkbox"/> Registration Fees <input type="checkbox"/> Resumé <input type="checkbox"/> Official transcripts sent directly from educational institution (officially translated to English if necessary) <input type="checkbox"/> Written verification from the accounting organization you are a member of that indicates: designation held, current membership status, date of admission to membership and the academic requirements you have completed, including examinations taken <input type="checkbox"/> Practical Experience Certificate for Foreign Trained Applicants (filled out by an employer(s))
Further requirements	<p>Experience: You will have to fulfill the minimum experience outlined in the CPA Practical Experience Requirements document.</p> <p>Education: You must successfully complete the Common Final Evaluation (CFE - see "Examinations") plus one (1) of the following as determined by CPA Alberta:</p> <ul style="list-style-type: none"> • Optional participation in the CPA Professional Education Program, through the CPA Western School of Business (if some of your previous education has been recognized), OR • Mandatory participation in the CPA Professional Education Program, through the CPA Western School of Business (if there is a limited recognition of your previous education), OR • Mandatory passing of the CPA Professional Education Program, through the CPA Western School of Business (if only your degree has been recognized).

Individual Assessment

What it means	You may provide your own evidence of competence.
Do I fit into this category?	<input type="checkbox"/> I am a member of an accounting organization that is not recognized by CPA Alberta OR <input type="checkbox"/> I am not a member of an accounting organization, but I have completed a four (4) year degree program in accounting, business or commerce (Note: having a degree is not mandatory, but will greatly benefit your chances of being accepted by CPA Alberta).
What you will need to submit	<input type="checkbox"/> Official transcripts sent directly from your post-secondary institution (if your documents are not in English, provide copies of a certified translation), a resumé detailing your related experience and any other documents that you feel would be relevant to your assessment <input type="checkbox"/> Assessment of your credentials from the International Qualifications Assessment Service (IQAS) <input type="checkbox"/> Registration fees
Further requirements	<p>Experience: You will have to fulfill the minimum experience outlined in the CPA Practical Experience Requirements document.</p> <p>Education: You must successfully complete the Common Final Evaluation (CFE) (see “Examinations”) and some or all of the CPA Professional Education Program, through the CPA Western School of Business, depending on an assessment of your education and training.</p>

Submissions for the *Reciprocal Membership Agreement* and *Mutual Recognition Agreement* categories can be sent to CPA Alberta at the following address:

Chartered Professional Accountants of Alberta
Registration Department
10180-101 Street
Edmonton, Alberta T5J 4R2
Canada

Submissions for the *Memorandum of Understanding* and *Individual Assessment* categories can be sent to the CPA Western School of Business (CPAWSB) at the following address:

CPA Western School of Business
301, 1253-91 Street SW
Edmonton, Alberta T6X 1E9
Canada

English Language

There is no specific English requirement for CPA students or for CPA Alberta membership, although all CPA courses in Alberta are conducted in English. High levels of English speaking and writing skills are essential to finding success. It is highly recommended that students score at least an 8 on the Centre for Canadian Language Benchmarks test prior to enrolling in the CPA programs.

Examinations

If you're registered through the Mutual Recognition Agreement category, you will need to take a Reciprocity Exam. You are allowed four (4) years and a maximum of three (3) attempts to pass the exam.

If you're registered through the Memorandum of Understanding or Individual Assessment categories, you will need to take the Common Final Evaluation (CFE). The CFE demonstrates that you are proficient in the competencies required to become a CPA. You will be required to write three (3) papers in a three (3) day period. With each paper, you will respond to business scenarios that represent the kind of challenges you faced during your work experience, or will soon face in your career as a CPA.

Payment

The following fees are due throughout the CPA certification process. All fees are in Canadian dollars and are subject to change. Contact CPA Alberta for the most up-to-date fees.

Foreign Applicant Transcript Evaluation (CPAWSB)	\$250
Registration Fee (CPA Alberta Member)	\$650
Registration Fee (CPAWSB Student)	\$395
Annual Student Fee (CPA Alberta)	\$350
Annual Dues (CPA Alberta– includes CPA Canada dues)	\$1,115
Annual Dues (CPAWSB Students)	Full year: \$940
	Half year: \$470
	Co-op/summer student: \$470
CPAWSB Modules	\$1,150
Audit Module (limited participation)	\$300
Common Final Evaluation (CFE)	\$1,330
Reciprocity Exam	\$475

Average Earnings

The overall average earnings for Accountants, according to the Alberta 2013 Wage and Salary survey:

Average hours worked per week	38.7
Average wage per hour	\$35.80
Average salary per year	\$71,802

The CPA also does its own salary survey every two years. The latest CPA salary survey can be found at www.cpaalberta.ca/Services/Career-Centre/Career-Resources/Salary-Survey.

Employment Options

You can also consider working in Alberta in related occupations such as Controller, Treasurer, Chief Financial Officer, Senior Manager/Executive, Budget Officer, Accounting Manager or Information Systems Manager.

For more information about additional employment options, go to the following website: [Alberta Learning Information Service \(ALIS\) Occupational Profiles — Accountant \(www.alis.alberta.ca/occinfo\)](http://www.alis.alberta.ca/occinfo).

Contact Information

Chartered Professional Accountants of Alberta (CPA Alberta)
 580 Manulife Place
 10180-101 Street
 Edmonton, Alberta T5J 4R2
 Phone: 780-424-7391
 Toll-Free: 1-800-232-9406
 Fax: 780-425-8766
 Email: registrations@cpaalberta.ca
 Website: www.cpaalberta.ca

International Qualifications Assessment Service (IQAS)
 9th Floor, 108 Street Building
 9942 - 108 Street
 Edmonton, Alberta T5K 2J5
 Phone: 780-427-2655
 Fax: 780-422-9734
 Website: www.work.alberta.ca/iqas

Resources

This information is an overview of the certification process. For the most current information on CPA certification visit the CPA Alberta website at www.cpaalberta.ca.

Internationally Trained Accountants:

[International Credential Recognition](#)

[International accounting bodies with existing Mutual Recognition Agreements and Reciprocal Membership Agreements](#)

[International accounting bodies with existing Memorandums of Understanding](#)

[International Accounting Professionals without Agreements](#)

Academic Credentials:

[CPA Western School of Business \(CPAWSB\)](#)

Work Experience:

[Practical Experience Requirements](#)

Examinations:

[Exams](#)

Fees:

[CPAWSB Administrative Fee Schedule](#)