

Program Admission - Assessment Instructions



Getting Started

Your first step to joining the CPA Professional Education Program (PEP) or Advanced Certificate in Accounting & Finance (ACAF) is to complete a formal transcript assessment. All transcript assessments in western Canada are performed by the CPA Western School of Business (CPAWSB) on post-secondary education gained within Canada (domestic) and outside of Canada (international). For those who may be undecided on which program of study to pursue, the assessment results will automatically include standing for both PEP and ACAF.

How to Complete This Process

Step 1: Create a **My CPA Profile** at go.CPAmb.ca/get-started. Follow the instructions to reach the **My CPA Portal**, and click on the **Create a My CPA Profile** link to access and complete the profile form.

Step 2: Once you have completed your profile, you will receive two separate emails. One email will contain a [link](#) to set up your portal password and the other will provide information on your next steps. At this step, you will have only created a **My CPA Profile**. Follow the next steps to submit a transcript assessment request.

Step 3: Once you have set up your password, log in to **My CPA Portal** at my.cpawsb.ca and enter your post-secondary education information. The information you list in the education history section of your online profile must match what you plan to submit for your assessment.

Note: If you have received transfer credit from a post-secondary institution for courses you completed at a previous post-secondary institution, you will also need to submit the official transcript from the original post-secondary institution(s) where you took the courses.

Step 4: Request a transcript assessment by clicking on **Program Admission – Transcript Assessment** and follow the steps. The cost to request an assessment is \$150 CDN for domestic only transcripts and \$250 CDN for international only transcripts. A combination of international and domestic transcripts can also be requested for \$250 CDN. You may submit multiple transcripts on an assessment at no additional cost.

Step 5: Contact your post-secondary institution(s) and request that your official sealed transcript(s) be mailed directly to the CPAWSB for the assessment. All documents should be sent to the main CPAWSB processing centre:

**CPA Western School of Business,
Student & Support Services
301, 1253 - 91 Street SW,
Edmonton, Alberta T6X 1E9**

Important: CPAWSB will **not** accept original transcripts received directly from the applicant or official transcripts that are not in an original sealed envelope from the post-secondary institution. Any required supporting documents must also be submitted directly to CPAWSB.

Step 6 (for international CPA PEP transcript assessments only): Applicants who have completed an international (non-Canadian) degree must also request a third party credential assessment by any one of the registered Canadian assessment services within the [Alliance of Credential Evaluations Services of Canada](#) (ie. [WES](#), [IQAS](#) or [ICES](#)).

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The completed assessment must be mailed directly to the CPA Western School of Business. A basic degree report that verifies the Canadian degree equivalency is sufficient. **The degree assessment process has its own associated costs, separate from the CPA transcript assessment.**

Your transcript assessment will not begin until CPAWSB has received all applicable documents.

Documents that cannot be issued in English or French must include a certified translation or a notarized copy of the certified translation.

International Designations: Mutual Recognition Agreements (MRA's), Reciprocal Membership Arrangements (RMA's), and Memorandum of Understanding (MOU) agreements exist which allow individuals who hold certain international professional accounting designations to become Canadian CPAs. For more details and application instructions, visit [CPA Canada's website](http://CPACanada.ca) at CPACanada.ca.

Internationally designated accountants who are not part of one of the formal agreements, may also be eligible for advanced standing in the CPA program of studies. If you hold an international professional accounting designation and you are a current member in good standing with an accounting body that is a member of the [International Federation of Accountants \(IFAC\)](http://InternationalFederationofAccountants.org), enter the information in your education history under the **designation tab**. You will be required to submit additional documentation for advanced standing consideration, including a confirmation letter of good standing from the accounting body and details of practical experience.

If you are an internationally designated accountant in good standing, make sure to select **PEP Advanced Standing** as the value for the **Requested Entrance Standard**. When your transcript assessment request is processed, you will be notified about any required documents that must be submitted.

Step 7: Once your assessment has been completed, you will be notified by email that the result of your transcript assessment is ready in your **My CPA Profile** to view.

Note: Transcript assessments are valid for 1 year from the date they are completed.

Step 8: Based on your assessment results you can apply to CPA PEP, CPA preparatory courses, or the ACAF program. Click on **Program Admission – Admission Application** in the **My CPA Portal** and follow the steps to complete your **admission application**.

Once your **admission application** has been reviewed and approved, you will receive an email from Admission Services and will be eligible to start registering in modules or courses for which you are qualified.

Questions

For general information about CPA PEP, CPA preparatory courses, or the ACAF program, visit go.CPAmb.ca.

For questions about accessing and navigating your online **My CPA Profile**, program enrollment including the transcript assessment process, and general questions regarding CPA PEP, CPA preparatory courses, or the ACAF program, please contact the [Admission Advising](mailto:admissionadvising@cpawsb.ca) team at admissionadvising@cpawsb.ca or 1-855-306-9390 (toll free).