

# CPA Harmonized Education Policies Vol. 3

*A collection of policy directives  
for CPA preparatory courses*

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# Introduction

The *CPA Harmonized Education Policies Vol. 3* outline the national guidelines regarding the implementation of policies for admission, administration, courses, course examinations and other policies for CPA preparatory courses.

The specific regulations and bylaws of the provincial/regional bodies take precedence (where applicable) over these general guidelines and requirements. Contact your provincial/regional CPA body for specific requirements.



# 1 Admission Policies

## 1.1 Admission requirements

To be admitted to CPA preparatory courses (formerly CPA PREP), applicants require:

- completion of a minimum of 30 credit-hours<sup>1</sup> or equivalent of education at a post-secondary institution
- good character

An additional admission category is in section *1.4 Additional admission category*.

### 1.1.1 International applicants

Credit-hours or equivalent education obtained from post-secondary institutions, which are recognized in the *International Handbook of Universities* published by the International Association of Universities or a similar recognition service, will be accepted. Canadian study permits are required for all international students studying in Canada.

International education should be assessed for CPA preparatory course admission by a recognized qualification assessment service. The qualification assessment service may include non-degree academic credit from an international professional designation to count toward the credit-hour requirement.

The process for determining content equivalency is up to the regional/provincial body in accordance with the CPA national recognition and accreditation standards for post-secondary institutions. International credentials are compared to the competency requirements of the CPA Competency Map.

<sup>1</sup> Credit-hour is an input measure meant to reflect student time required to earn credit for the course. Generally a three credit course requires 33 hours of contact time (lectures etc.) or 132 hours of student engagement time (lectures, tutorials, practice activities, testing or assessment, or preparation).

## 1.2 30 credit-hour definition

The completion of the minimum 30 credit-hours required for entry into CPA preparatory courses must be granted by an academic institution that either must be:

- a post-secondary academic institution that is authorized by the appropriate regulatory authorities in Canada to grant degrees and/or diplomas
- a university that provides post-secondary academic education and is recognized in the *International Handbook of Universities* published by the International Association of Universities or a similar recognition service
- a post-secondary academic institution that is a member of the equivalent national association in another country and is accredited by the appropriate regulatory authorities in the other country to grant degrees

The academic institution must:

- be established or accredited by a statute or other governmental approval
- offer a program(s) of academic study beyond the general and compulsory primary and secondary levels of schooling required by the government of the country, state, or province as the case may be

For the purposes of the recognition of prerequisites, the academic institution can accept instruction provided by either:

- a non-degree-granting institution
- an educational institution outside of Canada that is recognized for credit by an authorized, degree-granting Canadian institution

## 1.3 Conditional admission

Applicants must satisfy all admission requirements before starting CPA preparatory courses. Applicants who have satisfied all of the requirements, but their 30 credit-hours have not yet been formally conferred and/or their official transcript is not yet available, will be granted conditional admission to start a CPA preparatory course. Students are permitted to register in all eligible (i.e., prerequisite requirements are met) CPA preparatory courses within four months of their initial application for admission to CPA preparatory courses while they are conditionally accepted. Courses that start within the four-month period can be completed and examination results will be released. Students will automatically be deregistered from all CPA preparatory courses that start after the four-month period if official transcripts have not been provided.



## 1.4 Additional admission category

### Mature entrants

A mature entrant into CPA preparatory courses is defined as an individual who meets the eligibility criteria described below:

1. completion of at least three years of relevant experience in any of the CPA technical competency areas — Financial Reporting, Strategy and Governance, Management Accounting, Audit and Assurance, Finance and Taxation — with any two competency sub-areas developed to at least a Level 0 proficiency as identified in the [CPA Practical Experience Requirements standards document \(CPA PER\)](#)
2. submission of a comprehensive resume presenting all current and past work experience, community service and volunteer activities
3. submission of all official transcripts from any prior university or college courses taken, if applicable
4. submission of two letters of reference from a:
  - i. current employer
  - ii. personal character reference

## 1.5 Admission process

To complete admission to CPA preparatory courses, applicants must submit the following:

1. a correctly completed application form
2. the appropriate fee remittance
3. all required supporting documentation, which may include official transcripts, international credit equivalency reviews (e.g. International Qualifications Assessment Service (IQAS)/World Education Services Canada), transcripts from other recognized accredited bodies, proof of legal name, and completed student or candidate code of conduct form
4. a study permit, for international, non-resident students studying in Canada, if required



# 2 Administrative Policies

## 2.1 Fees/refunds

Regional/provincial bodies will set course access fees and collect these fees from students.

## 2.2 Transfers from other regions

On request from the student, necessary records will be transferred from one region/province to another. Transfers should normally occur at the completion of a CPA preparatory course.

The student must be in good standing in the currently enrolled region/province at the time of the request.

Receiving regional/provincial bodies will honour the assessment work completed by the sending regional/provincial body.

## 2.3 Expulsion or suspension

Students will be suspended or expelled from a CPA preparatory course for:

- non-payment of fees
- failure to comply with regulations of provincial CPA body, where applicable
- exhausting course or examination attempts

Students may be suspended or expelled from taking CPA preparatory courses for academic or professional misconduct. For more information, see *Chapter 5 Student Integrity and Behavior Policies*.

Students who are expelled may be considered for reinstatement based on:

- whether the applicant merits and qualifies for re-instatement and
- academic and/or experience requirements at the time of re-entry and conditions to be completed if reinstated.

## 2.4 Withdrawals

### 2.4.1 Temporary withdrawals

In special circumstances, students taking CPA preparatory courses can temporarily withdraw from taking additional courses for a maximum two years in total. While they are withdrawn, students do not have access to course material, but may access other benefits (job board, etc.).

### 2.4.2 Permanent withdrawals

Students taking CPA preparatory courses can permanently withdraw in good standing by submitting a request in writing to their provincial/regional CPA body.

### 2.4.3 Course withdrawals

Voluntary course withdrawal requests must be made in writing to the appropriate provincial/regional CPA body by the student.

Students withdrawing from a CPA preparatory course are subject to the following:

- no course attempt is charged if the withdrawal request occurred after the first day of class and before the final examination
- a course attempt is charged if the student attempts the final examination
- a course attempt is charged if the student does not defer the exam to the next available sitting
- required to restart the course if the student re-enrolls in the course

## 2.5 Readmission

Students who have temporarily withdrawn from CPA preparatory courses (see Section 2.4.1 *Temporary withdrawals* for more information) do not need to apply for readmission and are eligible to continue taking CPA preparatory courses if they notify the appropriate provincial/regional CPA body before the two year limit for temporary withdrawals.

Students who have been expelled or suspended (see Section 2.3 *Expulsion or suspension* for more information), or have chosen to permanently withdraw (see Section 2.4.2 *Permanent withdrawals* for more information) must apply for readmission to take CPA preparatory courses. All admission requirements (see Section 1.1 *Admission requirements* for more information) must be met.

## 2.6 Academic accommodation

Students taking CPA preparatory courses may request academic accommodations in the case of a documented health condition or similar disability that may affect their ability to participate in a course or attempt its examination. Appropriate documentation must be provided and additional information may be requested to approve the requested accommodation.



# 3 Course Policies

## 3.1 Course enrollment

The order in which CPA preparatory courses are completed depends on any course exemptions students receive:

- Introductory Financial Accounting and Introductory Management Accounting are prerequisites for:
  - Intermediate Financial Reporting 1
  - Intermediate Financial Reporting 2
  - Advanced Financial Reporting
  - Corporate Finance
  - Audit and Assurance
  - Taxation
  - Intermediate Management Accounting
  - Performance Management
- Introductory Management Accounting may be taken concurrently with but not prior to Introductory Financial Accounting.
- Intermediate Financial Reporting 1 is a prerequisite for Intermediate Financial Reporting 2.
- Intermediate Financial Reporting 2 is a prerequisite for Advanced Financial Reporting.
- Intermediate Financial Reporting 1 and Intermediate Financial Reporting 2 are prerequisites for Audit and Assurance.
- Corporate Finance is a prerequisite for Intermediate Management Accounting.
- Intermediate Management Accounting is a prerequisite for Performance Management.
- Economic, Statistics, Business Law and Information Technology may be taken at any time.

Non-core courses	Core courses
Introductory Financial Accounting	Intermediate Financial Reporting 1
Introductory Management Accounting	Intermediate Financial Reporting 2
Economics	Advanced Financial Reporting
Statistics	Corporate Finance
Business Law	Audit and Assurance
Information Technology	Taxation
	Intermediate Management Accounting
	Performance Management

## 3.2 Course exemptions

An exemption will be granted for a CPA preparatory course if the student has taken an equivalent course and passed with a mark of at least 60% for a core course or a mark of at least 50% for a non-core course. For more detailed information, see Section 1.1 *Admission requirements*.

Applicants whose academic credits can be sufficiently verified for equivalence through acceptable supporting documentation (for example, official transcripts, course syllabus, etc.) will be provided appropriate course exemptions for the CPA preparatory course(s).

Academic credits that cannot be sufficiently verified for equivalence through acceptable supporting documentation (for example, official transcripts, course syllabus, etc.) will result in the applicant not receiving course exemptions.

## 3.3 Course assignments

To be eligible to attempt a course-end examination, students must submit all of the assignments specified for the course. Submitted assignments not meeting the minimum standard will be considered incomplete.

### 3.3.1 Late assignments

No late CPA preparatory course assignments will be accepted, however extensions may be granted under extenuating circumstances.



### 3.4 In-class attendance

Attendance is not mandatory for in-class CPA preparatory course sessions. Students have the option to review distance learning through the online materials.

### 3.5 Passing a Course

To pass a CPA preparatory course, students must achieve a passing grade of 50% on non-core courses and a passing grade of 60% on core courses. The final mark on the course, which may be based on various assessments, determines the passing grade.

### 3.6 Repeating a course

Students have up to a maximum of three attempts to pass each CPA preparatory course.

For non-core courses, a passing mark is 50%. A student who fails a non-core course must repeat the course before attempting the examination again.

For core courses, a passing mark is 60%.

- **A student who fails the first attempt at a course with a mark of 50% and above** can attempt the supplemental or make-up examination. If the student fails the second attempt, the student is required to retake the course in order to have a third and final attempt at the examination.
- **A student who fails the first attempt with a mark less than 50%** must retake the course before a second attempt at the examination is permitted.

If the third attempt is unsuccessful, students will not be able to attempt the CPA preparatory course again. However, they can choose to complete the equivalent course at a post-secondary institution and can continue taking other CPA preparatory courses.

### 3.7 Access to courses in Brightspace (D2L)

Students taking CPA preparatory courses will have access to their courses in Brightspace (D2L) for six months from the date of registration. At that point, courses will be “retired” and students will no longer have access. The six month window is sufficient to allow students to complete each course. In special circumstances, access beyond the six month time limit can be arranged if the regional/provincial staff approves the request. A fee may be applied for extended access.



# 4 Course Examination Policies

## 4.1 Course examinations

Students taking CPA preparatory courses must comply with the examination writing rules, and all applicable provincial/federal laws. CPA members are not permitted to write CPA preparatory course-end examinations.

Students may be provided with access to reference material during all course-end examinations. The nature and volume of reference material will be adapted to each course's assessment objectives.

## 4.2 Course examination deferrals

Students taking CPA preparatory courses who have completed the course assignments can choose not to write the course-end examination and defer writing the examination until the next regional examination offering. If they do not attempt the examination at the next regional offering, they fail the course and an attempt is charged. Deferral requests should be made to the appropriate provincial/regional body within three business days after the examination.

## 4.3 Course examination appeals

Only CPA preparatory final examination results are subject to appeal. Appeals must be made within three business days after the examination results are released, and may be subject to a fee.

It is possible that appeals results will not be available before the next course begins. In this event and where one course is a prerequisite for a subsequent course, students may choose to enroll in and begin the next course. If the appeal is unsuccessful, students must leave the course.

The following process applies to appeals requested by students who fail course-end examinations:

- i) **Objective Format Portion:** When the style of objective format includes a written component (e.g., short answer or fill in the blank), the responses will be reviewed. If there is a combined score (objective and case portions combined), the score will be re-tabulated to verify its accuracy.; however, since the responses to most objective format questions will be input and marked electronically, there is no need to re-tabulate.
- ii) **Written Portion:** A marker's judgment should be accepted in the absence of evidence strongly supporting that their judgment was in error. A change to the student's results should be made only if one or more of the following errors occurred, the markers:
  - misapplied the marking guidelines
  - failed to consider a relevant section of the student's response (e.g. the markers missed a relevant discussion somewhere in the paper, etc.)
  - exhibited poor application of judgment

# 5 Student Integrity and Behaviour Policies

## 5.1 Academic integrity and misconduct

The CPA profession takes academic integrity and misconduct seriously. Academic misconduct for students taking CPA programs and courses includes plagiarism, the enabling of plagiarism, theft of a current or former student or candidate's work, or unethical behaviour such as lying or cheating.

Submissions will be monitored for evidence of plagiarism. Penalties may include suspension or expulsion from the program or course, where applicable.

## 5.2 Appropriate behaviour

Students taking CPA preparatory courses are expected to behave professionally. Appropriate behavior includes but is not limited to: adhering to provincial codes of conduct, behaving ethically, demonstrating integrity and honesty, and exhibiting respect to others including all written and oral communication with students, candidates, facilitators, session leaders, educational staff, and provincial, regional, and national administrative staff. Penalties for inappropriate behaviour may include suspension or expulsion.



# Appendix A: CPA Preparatory Course Credit Allocation

Module	Number of credits
Introductory Financial Accounting	3
Introductory Management Accounting	3
Economics	3
Statistics	3
Intermediate Financial Reporting 1	3
Intermediate Financial Reporting 2	3
Advanced Financial Reporting	3
Corporate Finance	3
Audit and Assurance	3
Taxation	3
Intermediate Management Accounting	3
Performance Management	3
Business Law	1.5
Information Technology	1.5



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