



CPA PREPARATORY COURSES

STUDENT GUIDE FOR REDESIGNED CORE COURSES

Advanced Financial Reporting
Audit and Assurance
Information Technology
Intermediate Financial Reporting 1
Intermediate Financial Reporting 2
Intermediate Management Accounting
Taxation

Updated September 2022



A Note About This Guide

This is a comprehensive starting point for the following **redesigned** CPA preparatory courses:

- Advanced Financial Reporting (AFR)
- Audit and Assurance (AUA)
- Information Technology (ITE)
- Intermediate Financial Reporting 1 (IF1)
- Intermediate Financial Reporting 2 (IF2)
- Intermediate Management Accounting (MAA)
- Taxation (TAX)

If you are taking a CPA preparatory course other than those listed above, please refer to the [Student Guide](#) for non-redesigned courses.

Please refer to [CPA Canada's Harmonized Education Policies](#) for national guidelines regarding the implementation of policies for admission, administration, courses, examinations, and other policies for CPA preparatory courses.

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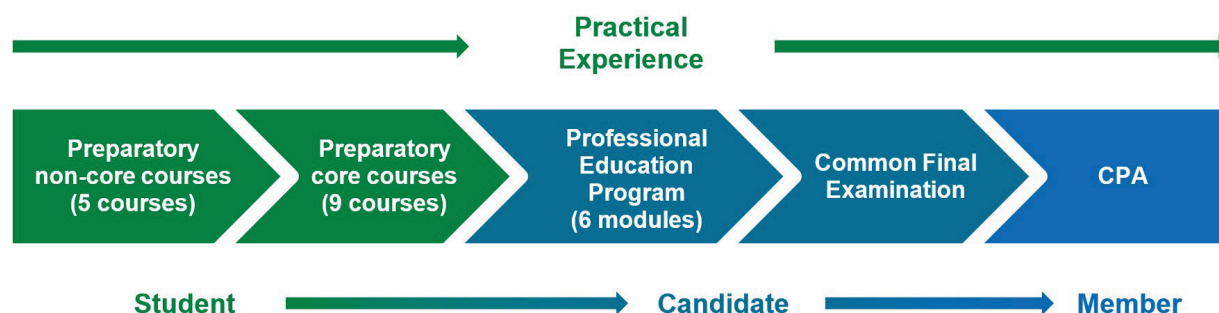
Program Overview

The journey to becoming a CPA has three stages: student, candidate, and member. The CPA certification program is built on three pillars of education:

- prerequisite education (such as the CPA preparatory courses) and the CPA Professional Education Program (CPA PEP)
- practical experience
- the Common Final Examination (CFE)

CPA Canada refers to people at the different stages of certification as follows:

- A student is anyone enrolled in prerequisite courses, including the CPA preparatory courses.
- A candidate is anyone enrolled in the CPA PEP.
- A member is anyone who has met the education, experience, and examination requirements for CPA certification and has been formally accepted into membership by a regionally/provincially regulated CPA body.



Section 1 of [The CPA Competency Map](#) discusses the program overview in more depth.

Overview of CPA Preparatory Courses

The CPA preparatory courses focus on developing the prerequisite technical competencies outlined in the *CPA Competency Map*, which are essential to entering the CPA PEP. These courses are intended for those who have an undergraduate degree in a discipline other than accounting and lack some or all of the necessary prerequisites of the CPA PEP. The only academic prerequisite for enrolling in the CPA preparatory courses is the completion of a minimum of 30 credit hours or equivalent education at a post-secondary institution. For more information on admission requirements for the CPA preparatory courses, course credits, and admission requirements for the CPA PEP, refer to the [Harmonized Education Policies](#).

There are 14 CPA preparatory courses:

Preparatory course	Type
Introductory Financial Accounting (IFA)	Non-core
Introductory Management Accounting (IMA)	Non-core
Economics (ECO)	Non-core
Statistics (STA)	Non-core
Business Law (BUL)	Non-core
Intermediate Financial Reporting 1 (IF1)	Core
Intermediate Financial Reporting 2 (IF2)	Core
Advanced Financial Reporting (AFR)	Core
Corporate Finance (COF)	Core
Audit and Assurance (AUA)	Core
Taxation (TAX)	Core
Intermediate Management Accounting (MAA)	Core
Performance Management (PMA)	Core
Information Technology (ITE)	Core

These courses include the following:

- four preliminary non-core courses to develop basic competencies in management accounting, financial accounting, economics, and statistics, which provide a foundation for the core courses
- one non-core course in the area of business law
- nine core courses to develop technical competencies in intermediate and advanced financial accounting, corporate finance, audit and assurance, personal and corporate taxation, management accounting, performance management, and information technology

Students need to complete only the courses they require. These courses **may not be transferable** for credit to a post-secondary institution.

Admittance into the CPA PEP requires 120 credit hours or equivalent post-secondary education. Students with an undergraduate or master's degree but fewer than 120 credit hours may attain the outstanding credit hours through the completion of the CPA preparatory courses. For more information on CPA preparatory course credits, refer to the [Harmonized Education Policies](#).

Students must achieve a minimum grade of 50% in non-core courses and 60% in core courses, **with an overall average grade of 65% on the core courses**, for admittance into the CPA PEP.

The order in which you take your preparatory courses is important, as some courses are prerequisites for others. Core courses may be taken in any order, provided the prerequisite requirements for each course have been met. Information on prerequisites by course is provided in the [Harmonized Education Policies](#).

Non-core courses

For information on non-core courses, refer to the [Student Guide](#) for non-redesigned courses.

Core courses

The CPA preparatory core courses are offered on a semester basis. For details on course start dates and exam dates, refer to the [CPA Preparatory Courses Calendar](#).

All core courses have been redesigned except for Corporate Finance and Performance Management, which will be redesigned for November 2022 (Semester 1). These redesigned core courses reflect a shift toward increased learner flexibility. By incorporating technology, each redesigned course will adapt content to meet unique learner needs through customized experiences that integrate interactivity, just-in-time feedback, and multimedia resources.

Time commitment

The time commitment for core courses is expected to be 15 to 20 hours per week on average. You should expect to spend additional time if you are less familiar with the technical concepts.

The course activities are self-paced. You will have to manage your time appropriately to complete them before the course end date. You must meet the exam eligibility requirements by the course end date to write the exam. It is strongly encouraged that you set up a learning plan early in the course.

Transfer credits and internationally educated students

Each regional/provincial CPA body publishes a transfer credit guide that is used to determine which courses taken at a post-secondary institution are equivalent in content to CPA preparatory courses.

In addition, there are specific steps that internationally educated students must complete.

Contact your regional/provincial CPA body for more information (see [Appendix I](#)).

Learning Management System

D2L is the learning management system used to deliver the CPA preparatory courses.

Technical requirements

Required hardware

- A personal computer (PC, Apple, or tablet computer)
- At least 8 GB RAM
- 1.5 GB of free hard-drive space

Required software

- Microsoft PowerPoint (minimum Office 2010 compatible)
- Microsoft Word (minimum Office 2010 compatible)
- Microsoft Excel (minimum Office 2010 compatible)
- Power BI (which requires a Windows operating system)
- JavaScript enabled
- Cookies enabled
- Acrobat Reader

General requirements

- Sound card with speakers or headphones (courses contain audio that requires headphones or speakers)
- Internet access (high speed is strongly recommended)
- Firefox (latest) or Chrome (latest)

Additional hardware/software requirements

The user guide for Power BI outlines additional technical requirements for running the software. A PC computer is required to run the Power BI software. The Power BI guide is located on the course D2L site.

Access

You will receive an automatic email once you have been enrolled in a course on D2L. The email will contain instructions for login and access. You will continue to have access to your course for 12 months after course completion (or withdrawal).

Refer to the instructions in the automatic email for important first steps to accessing your course. As outlined in the email, you will need to complete the academic honesty quiz and the training contract upon entering a course for the first time (before you gain access to the course materials).

The training contract represents a contract of agreement between you and CPA Canada. It contains a series of questions about your responsibilities along with expectations for you to understand and agree to relating to CPA Canada proprietary materials, plagiarism, software responsibilities, CPA Canada property, and penalties for failing to comply. Many of these items are discussed in further detail in this guide. All students must complete this contract.

Time zone

You can set the time zone based on your location. This allows you to view your activity due dates in your own time zone. **It is highly recommended that you set D2L to your local time zone to ensure you do not miss the course end date, when all activities are due.**

The course end dates are initially stated in Pacific Standard Time (PST) by default. Adjusting the time zone in D2L only changes how the course end date is displayed; it does not change the actual course end date.

For example, if you were in Calgary, you would set your time zone to Mountain Standard Time (MST). For a course end date of Friday night at 11:55 p.m. PST, your course end date would show as Saturday at 12:55 a.m. MST (that is, Saturday at 12:55 a.m. MST is equivalent to Friday at 11:55 p.m. PST).

Course Format

The redesigned CPA preparatory core courses allow students to work through course concepts in an effective and efficient manner. The courses incorporate technology solutions that adapt course content to meet unique learner needs.

Course prerequisites and topic coverage by unit are outlined in the respective course syllabuses.

Each redesigned core course contains six units. For each unit, you will work through a checklist in D2L and complete the following learning activities in this order:

1. Master the concepts in the adaptive learning platform:
 - a) Read the assigned lessons in the CPA Canada Learning Library eBooks and complete the lesson assessments.
 - b) Complete the adaptive review.
 - c) Complete the unit assessment.
 - d) Review the e-lessons on key topics (if applicable)
2. Apply what you have learned:
 - a) Complete the practice problems.
 - b) Complete the task-based simulations (TBSs).

** Note: The Information Technology course consists of practice problems only.*

All learning materials are accessed using the course's D2L site and adaptive learning platform. Information on each of the learning activities is provided below.

Learning materials

Below is a summary of learning materials that may be available in each course:

Course component	Description
CPA Canada Learning Library eBooks	eBooks for technical studying that include written instruction, examples, summary problems, and adaptive assessments consisting of multiple-choice questions. Accessible via the adaptive learning platform.
E-lessons	Short instructional lessons focused on the practical application of the concepts in the eBook readings
Practice problems	Short problems that cover a small number of topics. Complete solutions are provided
Practice problem debrief videos	Videos that explain how to approach the problems, including templates, tips, and techniques
Task-based simulations	Objective-format simulations that require students to complete a template (solutions are provided)
Retired exam questions	Past exam questions provided for additional practice (solutions are provided)
Webinars	Webinars covering key technical topics from that unit
Exam reference schedule (Taxation only)	A reference sheet provided for use during the exam

CPA Canada Learning Library eBooks and e-lessons

You will be assigned specific lessons in the eBooks. eBook lessons include detailed explanations and examples of technical material.

The eBooks are the primary source of instruction. You should work through them as the first step in each unit; the other learning activities provide an opportunity to apply and test the knowledge from the eBook.

You will then complete a series of lesson assessments containing multiple-choice questions to evaluate your mastery of the concepts. The lesson assessments are not graded; however, the lesson assessment questions may be used later in graded assessments.

After you have attempted all the eBook lessons and lesson assessments for a unit, you will complete an adaptive review. The number of questions in an adaptive review is dependent on your performance, as the assessment will adapt in difficulty and provide questions based on your previous answers. After you complete the adaptive review, you will identify your knowledge gaps through personalized reports and remediate those gaps through further studying in the eBook. Adaptive reviews are graded. You must complete each adaptive review in one sitting. Plan your time accordingly, as you cannot save your progress and continue later. The first attempt will count for grades. Any subsequent attempts will be for practice only.

Finally, you will complete the unit assessment, which consists of 25 multiple-choice questions from the eBook. Unit assessments are graded. You must complete the unit assessment in one sitting. Plan your time accordingly, as you cannot save your progress and continue later. The first attempt will count for grades. Any subsequent attempts will be for practice only.

Depending on which course you are taking, you may also have the opportunity to complete e-lessons, which are short, interactive lectures that work through examples on key topics. You may complete these at any time during a unit.

eBook activities that contribute to your overall course grade (adaptive reviews and unit assessments) must be completed in the adaptive learning platform by the course end date stated in D2L.

Practice problems

You will be assigned a series of short practice problems that are linked to technical material from each unit's eBook readings. You should work through the eBook for that unit before completing the practice problems, which resemble the constructed-response questions used in the final exam.

You must submit your responses to the practice problems by the course end date stated in D2L. Responses will be evaluated for a reasonable attempt. A blank file is not considered a reasonable attempt.

No feedback will be provided on your response, but you will be able to evaluate your own response using the solutions and debrief videos (if applicable for your course).

TBSs

If applicable, you will be assigned a set of TBSs for each unit. The TBSs are objective-style questions that provide further practice on the technical concepts covered in the eBook and practice problems.

You must submit your completed task responses to the dropbox by the course end date stated in D2L. Responses will be evaluated for a reasonable attempt. A blank task file is not considered a reasonable attempt.

No feedback is provided on your response. You will be able to debrief your response using the solution.

Introduction to the Preparatory Courses

Introduction to the Preparatory Courses is a separate course in D2L. All students are enrolled in the course once they are enrolled in a redesigned CPA preparatory course. This course will help you become familiar with the CPA preparatory courses and their policies, procedures, and structure, and provide a variety of resources to help with your studies.

Support

Discussion board

A national discussion board is available for all students in a course for each semester. You can post questions about the content of the course to the discussion board. The discussion board is monitored by the lead facilitator(s).

The goal of the discussion board is to:

- allow for efficient and consistent information flow to students
- provide all students with learning opportunities
- encourage student-to-student interaction

The discussion board will be available from the first day of the course until the course exam date. After the exam, the discussion board will close, and students will not be able to make new posts.

To ensure privacy and security, lead facilitators will not provide email addresses or telephone numbers for communication outside the discussion board.

You should expect to receive responses from the lead facilitator within 24 hours. If you do not feel that your query has been fully addressed through discussion board dialogue, you may contact the [CPA Canada Prep Hotline](#) for further support.

Here are some best practices you should follow when you post to the discussion board:

- Only post questions related to course content and studying to the discussion board.
- Before you post to the discussion board, first check to see if your question has already been asked by searching keywords using the search function.
- There is no need to say “thank you” after receiving a reply to your post. While this is polite and appreciated, it creates many unnecessary posts.
- The tone of discussion board postings should be professional.
- Although lead facilitators will respond on the discussion board, the discussion board is not monitored by those who develop the curriculum. You are encouraged to

provide any feedback to CPA Canada via the course survey in Unit 6. This ensures that those responsible for making changes receive the feedback.

The CPA Canada Prep Hotline

The [CPA Canada Prep Hotline](#) can answer questions related to the following subjects:

- national policies
- submitting to the incorrect dropbox
- course structure
- other queries that were posted previously to the discussion board but were not resolved there

You can access the [CPA Canada Prep Hotline](#) by clicking the Prep Hotline button.

You can expect a response to hotline queries within 24 hours, Monday to Friday.

Questions on the following subjects will be redirected as follows (see [Appendix I](#) for contact information):

Subject	Contact
Course administration (admission requirements, prerequisites, enrolment, deferrals, extensions, and withdrawals)	Region/province
CPA preparatory course planning	Region/province
Exam registration, eligibility, and writing location	Region/province
Technical questions on course content	Discussion board
IT technical support (grading and technical issues)	IT Helpdesk
Suggestions for course content improvements	Course survey in Unit 6

Regional/provincial CPA body

Questions related to course and exam registration and withdrawal, prerequisite requirements, extensions, exam eligibility and CPA preparatory course planning should be directed to your regional/provincial CPA body ([Appendix I](#)).

IT Helpdesk

For help with IT issues, you can contact the [IT Helpdesk](#) by clicking the IT Helpdesk button. **For the fastest resolution of your technical issue, contact the IT Helpdesk instead of posting to the discussion board or contacting the CPA Canada Prep Hotline.**

Additional Student Resources

Knotia

Knotia is CPA Canada's platform to access the *CPA Canada Handbook*. You will be provided access to Knotia. You will not have access to the Canadian Federal Income Tax Collection or Professional Engagement Guide and should instead refer to the eBooks and the Taxation exam reference schedule for guidance. Taxation is the only course that has an exam reference schedule.

Contact the CPA Canada Customer Service Department at 1.800.268.3793 or member.services@cpacanada.ca for any issues with your Knotia account.

Submitting Assignments

Refer to D2L for the course end date. All activities listed below are due on the course end date.

File submission format

eBook Activities

Completion of the eBook adaptive reviews and unit assessments is tracked automatically in the adaptive learning platform. You must complete each adaptive review and unit assessment in one sitting. Only your first attempt at each will count for grades.

Practice problems

Responses to all practice problems for a specific unit should be drafted in one Word and (if required) one Excel file.

Qualitative responses should be drafted in Word, and calculations (if any) should be drafted in Excel. This means that all practice problems for a unit will be submitted in one Word file and, if necessary, one Excel file. You are encouraged to use page breaks in Word and separate worksheets in Excel to organize your responses in a professional manner.

Responses must:

- be in Arial, Times New Roman, or Calibri 12-point font
- be single spaced
- have one-inch margins

Files should be named with the following convention, where # is the unit number: "LastnameFirstname-PP#".

The file extension after the name will be either .doc or .docx for a Word file, and .xls or .xlsx for an Excel file.

TBSs (if applicable)

TBSs must be completed in the task Excel templates provided for each TBS. You will have a set of completed TBS templates to submit for each unit. **You must submit all completed TBS task files for a unit at once to the dropbox.**

Files should be named with the following convention:

LastnameFirstname-TBS#-#, where #-# is the unit number followed by the TBS number (for example, the third TBS in Unit 2 would be “2-3”)

The file extension after the name will be .xls or .xlsx.

Submitting to the dropbox

The dropbox functionality within D2L is used to track student submissions of practice problems and TBSs (where applicable).

You must submit documents to the correct dropbox. You cannot overwrite files submitted to the dropbox. If you upload incorrect files to the dropbox (or use the incorrect dropbox):

- Contact the [CPA Canada Prep Hotline](#) and request that the original submission be deleted so that you can submit the right files.
- Include the correct files with your hotline request to ensure files are received before the course end date.
- Hotline staff will delete the incorrect files and extend the dropbox for you to resubmit to, and they can verify that the same files were submitted to the dropbox.
- If the hotline staff do not receive the correct files before the course end date, then the submission will be considered late and cannot be accepted.

Solutions and videos

You will get access to the solutions and practice problem debrief videos (if applicable) after you submit your response to the dropbox. These debrief materials can be found in the unit checklist.

Late submissions

The course end date can be found in D2L. Late submissions will not be accepted unless an extension has been granted.

The course end date is initially presented in PST by default. If you have set up your local time in D2L, the course end date will reflect the correct time in your time zone.

Course Grade and Exam

The exam preparation checklist in your course D2L site contains resources that you should review to prepare for the day of the exam, including exam regulations and blueprints.

To be eligible to attempt the course exam, you must achieve a minimum grade of 75% on the course activities. If you do not meet this requirement, you may not be eligible to write the course exam. The course exam must be written within one year of the course start date.

Only students who are not eligible to write the course exam will be notified by their region/province. If you have not been contacted, you should assume you are qualified to write unless you hear otherwise.

If you are unsure about your eligibility to write the exam at any point, please contact your region/province ([Appendix I](#)).

Course grade

To determine the overall grade on the course activities, the activities are weighted according to the following components:

- Adaptive reviews — 20%
 - You will receive one grade for a unit's adaptive review. The adaptive review is assessed as a whole, based on a reasonable attempt. They are not assessed for proficiency. As such, you are expected to use these as a learning tool and make a reasonable attempt.
 - A grade of 100% is awarded for a reasonable attempt on the adaptive review (there are no partial marks).
 - Each unit's adaptive review is weighted evenly, worth $\frac{1}{6}$ of 20%, or 3.33%, for the entire course.
- Unit assessments and course survey — 40%
 - For each unit assessment, you are eligible for two graded components:
 - Attempt: A grade of 100% is awarded based on a reasonable attempt made before the course end date.
 - Score: This grade is based on your actual performance on your first attempt for the unit assessment. Any subsequent attempts will not be graded.

For example, if a student completes a unit assessment before the course end date and answers 50% of the questions correctly, the student will receive a grade of 100% for submitting a reasonable attempt and a grade of 50% for their actual performance.

- For the course survey, a grade of 100% is awarded based on completion of the survey before the course end date.

The grades for the unit assessment components and the course survey are weighted evenly and averaged together to comprise 40% of the overall course grade.

- Practice problems — 20%*
 - You will receive one grade for a unit's set of practice problems. The problems are assessed as a whole, based on a reasonable attempt. They are not assessed for proficiency. As such, you are expected to use these as a learning tool and make a reasonable attempt.
 - A grade of 100% is awarded for a reasonable attempt on a set of practice problems (there are no partial marks).
 - Each unit's practice problems are weighted evenly, worth $\frac{1}{6}$ of 20%, or 3.33%, for the entire course.
- TBSs — 20%*
 - You will receive one grade for a unit's set of TBSs. The TBSs are assessed as a whole, based on a reasonable attempt. They are not assessed for proficiency. As such, you are expected to use these as a learning tool and make a reasonable attempt.
 - A grade of 100% is awarded for a reasonable attempt on a set of TBSs (there are no partial marks).
 - Each unit's TBSs are weighted evenly, worth $\frac{1}{6}$ of 20%, or 3.33%, for the entire course.

** For Information Technology, the practice problems are worth 40% and there is no separate TBS component.*

The overall grade on the course activities is cumulative. Therefore, the beginning overall grade on the course activities is 0%. As activities are completed and grades are received on those activities, the overall grade on the course activities will increase proportionately to the grades earned, weighted based on the course activity (as outlined above).

You will need to achieve 75% overall by the course end date to be eligible to write the exam. You may view your total grade accumulated in the Grades section in D2L at any time. It can take up to 48 hours for grades to be awarded in the gradebook after completion of activities or submission to dropboxes. If a grade has not been awarded within 48 hours of submission, contact the [IT Helpdesk](#).

Passing grade

Once you are eligible to write the course exam, the exam grade becomes your final grade for the course. In other words, the exam grade is weighted 100% toward the course grade (and the other activities completed in the course do not count toward the final course grade).

In core courses, you must achieve a minimum grade of 60% on the exam to pass the course. If you achieve 50-59% on the exam, you may rewrite the exam without retaking the course. If you achieve below 50% on the exam, you must retake the course (and re-attain your eligibility to take the exam, by achieving 75% overall in the course).

For more information on passing exam grades, refer to the [Harmonized Education Policies](#).

Academic and Professional Policies

You must familiarize yourself with policies on appeals and conduct, which you are responsible for knowing in order to be successful in your courses.

Conduct

The CPA preparatory courses are designed to prepare students to join a respected profession. As a student taking the CPA preparatory courses, you are expected to uphold the same values as the profession's members. For more detail, refer to your regional/provincial CPA body's code of ethics, which should be found on its website.

Using the CPA designation

Before passing the CFE and being formally accepted into membership by a regionally/provincially regulated CPA body, students may not, under any circumstances, use the designation "CPA" or any other title suggesting that they are Chartered Professional Accountants. Refer to the regional/provincial guidelines on the use of titles for students.

Professionalism

How students act reflects on the CPA designation and affects the level of respect the profession receives. Students taking CPA preparatory courses are expected to behave professionally. Refer to the [Harmonized Education Policies](#) for more information.

Code of ethics

All students are required to abide by their regional/provincial act, bylaws, and code of ethics. Those who do not abide by the code of ethics may be subject to the disciplinary process and have their registration removed.

Academic honesty

During their studies in the CPA preparatory courses, students are expected to maintain the highest standards of academic honesty. While each course has some of its own unique requirements and standards, academic honesty applies equally to all students. Plagiarism — the unauthorized and/or uncredited use of others' intellectual property — is considered a serious offence and may result in penalties. There is likewise a no-tolerance policy toward cheating of any sort. Students are expected to conduct their studies with professionalism and integrity. Where there is any doubt, students should contact their region/province for guidance ([Appendix I](#)).

Plagiarism

CPA Canada represents highly qualified professionals who demonstrate an ongoing commitment to providing best business practices and the highest standards of accounting and ethics. As such, CPA Canada takes violations of ethics very seriously. As stewards of the public trust, students, candidates, and members are expected to maintain a high level of integrity and ethical standards.

Plagiarism in any form is considered a serious offence. All cases of suspected plagiarism will be investigated, will be taken very seriously, and will have significant consequences that will impact the education journey and possibly the career of the individuals involved. Students are reminded that they are expected to always maintain the highest standards of academic honesty, including when completing course work, writing exams, and reporting practical experience. Ultimately, it is your responsibility to ensure that you do not commit an act of plagiarism.

Penalties

CPA Canada does not tolerate plagiarism in any form. Students who are found guilty of plagiarism are subject to penalties and consequences that may include but are not limited to the following:

- the finding being noted in the student/candidate database
- a mark of “fail” in the course
- a committee hearing to determine good character
- an ethics course
- suspension or expulsion

The regional/provincial body responsible for investigating the plagiarism also has the right to issue additional penalties or contact other regulatory bodies as required.

Any questions regarding this plagiarism policy should be directed to your regional/provincial body using the contact information in [Appendix I](#).

Plagiarism examples

Among other things, copying from other student work (current or previous), solutions, or any other source is considered plagiarism, and penalties will apply (see above). If you are using content from a source (such as the *CPA Canada Handbook*, CPA Canada Learning Library eBooks, or an online source), be sure to clearly reference your source.

Plagiarism also includes (and is not limited to) whenever a student:

- presents work that has been written in part or in whole by another person as the student’s own
- presents the words, images, or data of another person as the student’s own, without reference to the original author or the original source

- presents work that contains unreasonably long quotes, even when properly cited
- presents work that in any way compromises the integrity of the evaluation process
- presents work that is substantially similar to another person's work
- presents work that contains any portion of the CPA Canada solutions in the examinations or assignments
- shares CPA Canada program files with others (see the training contract and academic honesty quiz)
- purchases work that has been written in part or in whole by another person and presents it as the student's own

CPA Canada's definition of plagiarism includes the use of materials posted to study resource websites or platforms such as Course Hero, Chegg, OneClass, Quizlet, WhatsApp groups, Kijiji, and so on. **Any instance of use of these types of materials will be flagged by our plagiarism-detection software and subject to investigation.** Posting content to these websites or platforms before, during, or after your enrolment in a course is also considered plagiarism and will be investigated accordingly.

Students are encouraged to use the discussion board as a platform to collaborate with their peers before composing their own responses. Collaboration can include:

- discussing technical topics
- identifying potential resources for further research
- discussing a general approach to assignments

Collaboration does not involve sharing files or templates with peers. This would be considered plagiarism or enabling plagiarism. Unless explicitly stated otherwise, students are expected to compose their responses to course assignments independently.

Each region/province has the right, at its sole discretion and without specific notice to students, to use active or passive techniques to detect plagiarism. This includes, but is not limited to, comparative analysis of written submissions in hard copy or electronic form. This analysis can be done by human reviewers or by using plagiarism-detection software that searches a comparative databank of written submissions from other current students or those from previous years, CPA Canada articles, or internet-based resources.

Plagiarism and cheating are serious offences and are considered to be a breach of the Code of Professional Conduct, as governed by the profession's discipline committees. Plagiarism and cheating may result in suspension of the student's registration and eligibility to continue pursuing the designation. All students are responsible for thoroughly familiarizing themselves with and adhering to the Code of Professional Conduct found on their regional/provincial website.

Appeals

Below is a discussion of the various appeals within the CPA preparatory courses. All contact information regarding appeals for your region/province can be found in [Appendix I](#).

Appeal of course grade for exam eligibility

Students should expect a high level of fairness, professionalism, and objectivity in the CPA preparatory courses appeals process. The appeals process is designed to handle concerns raised by students. The intent of the process is to ensure fairness and clear communication.

All appeals related to CPA preparatory course policies must be made in writing, and each appeal must clearly state that it is a letter of appeal. The stronger the submission, the greater the likelihood that it will be favourably considered. To make an appeal stronger:

- Include an explanation and supporting documentation, where applicable, if there were extenuating circumstances that kept you from meeting the requirements or established policies.
- Avoid making general statements such as “I will work harder.” Identify the issue or weakness that created the situation, and clearly outline what changes are required and what you will do should your appeal be successful.

The applicable regional/provincial body, in line with its established processes and/or bylaws, will consider appeal submissions. If the appeal is of a confidential nature, all individuals involved in the review are bound by privacy policies. An appeal decision can be expected within six weeks of submission unless additional information is requested from the student. Any other reasons for a delay beyond this time frame will be communicated in writing.

For appeals relating to exam results and final course grade, refer to the section on exam remarks below.

Appeal of fees

Issues with payment and refunds, as per the approved and published schedules, are not appealable. In the case of financial hardship, contact your regional/provincial body to discuss resources that may be available or alternate arrangements that may be considered.

Appeal relating to ethics and conduct

Ethical issues such as cheating or plagiarism will first be dealt with by the student’s regional/provincial body. Depending on the nature of the situation, and/or in line with regional/provincial requirements, the matter may have to be forwarded to the individual responsible for ethical issues. Any reported instances of plagiarism may result in disciplinary action according to the standards/policies of the regional/provincial body. Students may submit an appeal of the decision for consideration by the appeals

committee, and they will be notified of the results in writing. Students will be responsible for any costs of the appeal.

For ethical issues that relate to workplace or professional conduct, the regional/provincial committee for disciplinary action will consider the matter.

Appeal (remark) of exam results

For a \$100 fee, you may request a remark of your exam results after your core course exam. You must request a remark within three business days after the results are released for the exam in question. Requesting an exam remark is permitted when you “fail” a core course.

Once your request is received, the constructed-response questions are remarked. A change to the exam grade is made only if one or more of the following errors occurred:

- The markers misapplied the marking guidelines.
- The markers failed to consider a relevant section of your response (for example, the markers missed a relevant discussion somewhere).
- The markers exhibited poor application of judgment.

Refer to the [Harmonized Education Policies](#) for additional information on remarks.

If your remark results in a change to your exam grade, your remark fee will be refunded. Results of a remark will be released as they become available. CPA Canada will not accept remarks relating to previous exams or issues from before the exam. You may not request a remark on the basis of changes to the course or the course’s curriculum from previous course offerings.

Course Administration

You should be familiar with how to make changes to your courses.

Personal information changes

You are responsible for notifying your regional/provincial education body (see [Appendix I](#)) when personal information or circumstances change, such as the following:

- address change
- employer change
- name change

Enrolling in a course

To enrol in a course, you must be registered as a CPA preparatory course student in a Canadian region/province, usually the one in which you are living. You can register as a student and enrol in a course by visiting your regional/provincial site for specific

instructions. Direct any questions about the registration process to the contacts in [Appendix I](#).

Withdrawing from a course

Except in unusual circumstances, you can withdraw from a course by contacting your region/province using the contact information in [Appendix I](#).

If you withdraw from a CPA preparatory course, you will not be considered to have used up a course attempt if you made the withdrawal request after the first day of the course and 24 hours before the final examination. Please note that a “course attempt” means an attempt at a course and/or the course exam. In all cases, if you re-enrol in a course after withdrawing from an earlier offering, you will need to restart the course from the beginning. Refer to the [Harmonized Education Policies](#) for more information on course attempts.

Withdrawing from an exam

If you have registered for and are eligible to write an exam, you may withdraw from the exam at any time prior to the date of the exam. If you do not request a withdrawal by the deadline and do not write the exam, you will receive a “fail” for the course.

To withdraw from an exam, contact your region/province ([Appendix I](#)).

Course fees and student dues

Course fees are required in full at the time of enrolment. To maintain status as a CPA student, you are also required to pay annual dues set by your regional/provincial body.

If you withdraw from a course, you may or may not be given a refund for the course. Check with your region/province to determine if you are eligible for a refund.

Important dates

The schedule lists the course enrolment dates, course start and exam dates, and the dates that results are released. You are encouraged to check your regional/provincial website for key dates.

Accommodations and extensions

Extenuating circumstances sometimes make it difficult for students to complete their assignments. CPA Canada has certain procedures in place to deal with these situations.

Extensions for course activities

Late submissions will not be accepted. However, in extenuating circumstances, you may request an extension. To request an extension, contact your region/province ([Appendix I](#)). Lead facilitators on the discussion board do not have the authority to grant

extensions. Workload or lack of internet connection are not usually considered extenuating circumstances.

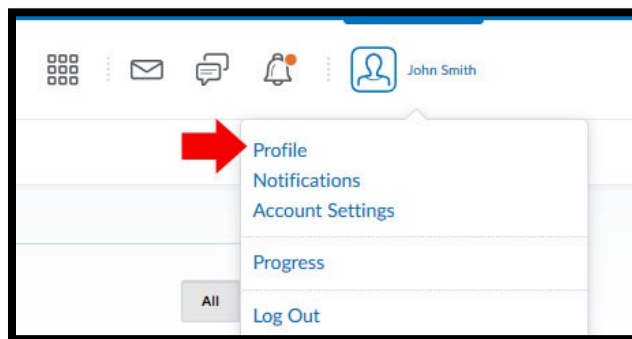
Academic accommodations

If you have a medically documented reason or disability that affects your participation in the course activities or your ability to attempt the course exam as scheduled, you can request an academic accommodation. You will need to provide appropriate documentation and may be asked to provide additional information. To request course or exam accommodations, see [Appendix I](#).

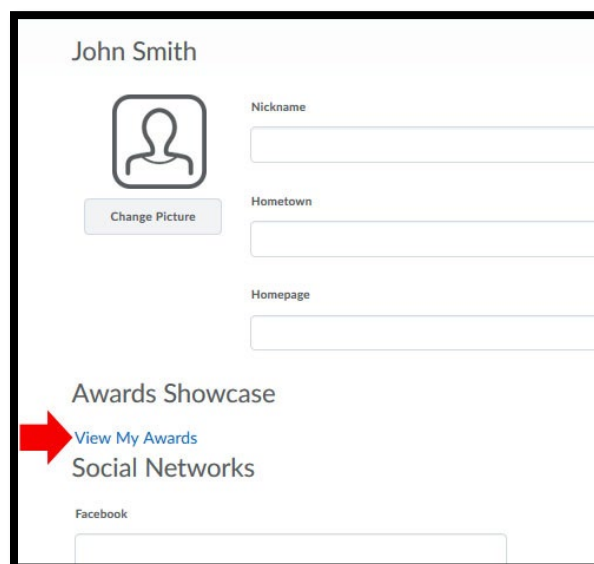
Statements of Completion

Students can print out their Statement of Completion award certificate after successfully completing a preparatory course.

Awards will be accessible through the “Profile” link:



If you have received an award, a link to “View My Awards” will appear:



If you do not have any awards, the “Awards Showcase” section will be blank:

Course Home Content Awards

Edit My User Profile

John Smith

Awards Showcase

Social Networks

Facebook

Google+

Twitter

LinkedIn

The Statement of Completion will look similar to the following:

CPA CHARTERED PROFESSIONAL ACCOUNTANTS / COMPTABLES PROFESSIONNELS AGRÉÉS

Statement of Completion

has successfully fulfilled the academic requirements of this course.

A minimum grade of 50% is required to pass this course.

Student ID: _____

Date

Tami Hynes

Tami Hynes
Vice-President, Education

Appendix I: Contact Information

For course content–related questions, please post your question to the course discussion board.

For personal course questions (such as those related to the course structure and requirements), please contact the [Prep Hotline](#).

For IT-related issues, please contact the [IT Helpdesk](#).

Contact your region/province below for questions about the following:

- registering in the CPA preparatory courses
- prerequisites
- admittance criteria
- exam eligibility
- course withdrawals
- extensions
- course and exam accommodations

CPA regional/provincial offices	CPA education contact information
CPA Western School of Business	Email: prepadvising@cpawsb.ca Exam inquiries: prepexams@cpawsb.ca Phone: 1.866.420.2350
CPA Ontario	Website: CPA Ontario website Exam results appeals: ppp@cpaontario.ca Phone: 1.800.387.0735
CPA Atlantic School of Business	Email: programs@cpaatlantic.ca Phone: 902.334.1172
CPA Canada — International	Email: internationalinquiries@cpacanada.ca Exam results appeals: kscarlett@cpacanada.ca

Appendix II: Frequently Asked Questions

1. [I forgot to submit an activity before the course end date. What can I do?](#)
2. [Where can I find the date of my exam?](#)
3. [I'm worried I won't qualify to write the exam. What should I do?](#)
4. [What is going to be on the exam?](#)
5. [Is there a formula sheet for the exam?](#)
6. [I posted on the discussion board over 24 hours ago, and I haven't received a response or I did not receive the answer I wanted. What should I do?](#)
7. [The unit activities take a lot longer than the suggested time. Why is that?](#)