

How to become a CPA, CGA member

Under the ACCA Mutual Recognition Agreement

Eligibility under MRA (until end of business day on April 30, 2021)

ACCA members wishing to be admitted as a member of a CPA provincial body through the Mutual Recognition Agreement (MRA) must meet the following requirements:

1. Obtain membership with ACCA through the completion of the ACCA Professional or Part 3 examinations and meet experience requirements. Members who obtained membership with ACCA through an MRA with another professional body are not eligible to become a member of the CPA provincial body pursuant to this MRA.
2. Do not have any outstanding ethics complaints, nor have been subject to any disciplinary sanctions within the five (5) years prior to their application.
3. If admitted as a member by ACCA after December 31, 1997, they must have a degree from a postsecondary institution recognized by CPA Canada.
4. Submit a complete application to the appropriate CPA provincial body before the end of the business day on April 30, 2021.

Incomplete applications will not be processed.

Requirements for a Complete Application

1. Obtain an application form and a list of admission requirements from the CPA provincial body where you plan to apply. You may only apply to a single CPA provincial body.
2. Contact ACCA and request a Membership Status Letter be sent directly to the CPA provincial body. It must state the date of admission to membership and whether or not the ACCA membership was attained through an MRA with another professional body. It must also state whether or not you have been subject to any disciplinary sanction in the last five (5) years or under investigation for any disciplinary sanction.
3. Contact your university to have an official sealed transcript evaluated by a third-party assessor. The third-party assessment must be sent directly to the CPA provincial body verifying you have a post-secondary degree equivalent to a three- or four-year Canadian bachelor's degree. This assessment must be dated within one year of your application.

4. Provide a current resume or curriculum vitae. Additional information on your practical experience may be requested by the CPA provincial body.
5. Submit your completed application form through the CPA provincial body. You may be requested to provide documentation to support your legal name.
6. Pay the required fees to the CPA provincial body.
7. Complete the CPD course, Overview of Canadian Tax and Law, and submit the certificate of completion.
8. Meet any other admission requirements as imposed by the CPA provincial body or under law.

When your application has been approved, you will be notified of your admission to membership and have the right to use the CPA, CGA designation. You cannot use the designation until you are informed of your admission. Properly completed applications must be received by the end of the business day on April 30, 2021.

Public practice requirements

Admission as a member under this MRA does not automatically provide a member with the right to work in public practice. Members will be required to meet the CPA provincial body's entry to public practice requirements in their jurisdiction.

