1. **What are CPA preparatory courses?**
CPA preparatory courses provide the knowledge requirements for admission to the CPA Professional Education Program (CPA PEP).

There are 14 preparatory courses and they use a blend of self-study and instructor-facilitated learning formats:

*Self-study courses (also referred to as non-core courses):*
- Introductory Financial Accounting
- Introductory Management Accounting
- Economics
- Statistics
- Business Law
- Information Technology

*Instructor-facilitated courses (also referred to as core courses):*
- Intermediate Financial Reporting 1
- Intermediate Financial Reporting 2
- Advanced Financial Reporting
- Corporate Finance
- Audit and Assurance
- Taxation
- Intermediate Management Accounting
- Performance Management

CPA preparatory courses do not constitute a program and do not lead to a certificate or credential. In addition, they may not be transferable for credit to a post-secondary institution.
2. **What are the differences between CPA preparatory courses and the CPA Professional Education Program (CPA PEP)?**

CPA preparatory courses are a suite of courses offered by the CPA profession which can be taken to meet the prerequisite course requirements for entry to the CPA Professional Education Program (CPA PEP).

The CPA Professional Education Program (CPA PEP) is a graduate level program for candidates pursuing the CPA designation. The CPA is Canada’s pre-eminent, globally recognized professional business and accounting designation.

3. **What is the structure of CPA preparatory courses?**

   **Non-core** CPA preparatory courses are self-study, and are comprised of a variety of online learning materials, including:
   - student notes
   - practice problems
   - quizzes
   - Pearson MyLab access (a collection of online homework, tutorial, and assessment products)

Depending on when students register for non-core courses, they can have up to 12 weeks to complete their self-study course materials. Students can expect to spend from five to ten hours per week on the non-core courses, depending on their prior accounting knowledge. Students who are less familiar with accounting concepts could spend upwards of 15 hours or more.

   **Core** CPA preparatory courses are instructor-facilitated, and are comprised of both in-person and online learning materials, including:
   - lecture slides
   - in-class problems
   - student notes
   - practice problems
   - quizzes
   - projects

The core courses are condensed to be completed within an accelerated time frame of six weeks. On average, 12 to 15 hours a week of study is suggested to be successful in the core courses. However, students who are less familiar with accounting concepts could spend upward of 20 hours or more.

Both non-core and core courses also end with a final examination. For detailed information on individual course structure and content, refer to the *CPA Preparatory Courses Syllabus*. 
4. **How are CPA preparatory courses delivered?**

CPA preparatory courses are delivered using a blend of online learning and self-study with additional options for webinar or classrooms lectures. Delivery options may vary among provinces/regions. Prospective students should contact their provincial/regional CPA body for information on course delivery.

5. **How long does it take to complete CPA preparatory courses?**

Students taking CPA preparatory courses in order to meet the prerequisite requirements for the CPA Professional Education Program (CPA PEP) only need to complete the courses they require. The duration to complete the CPA preparatory courses will vary based on the number of required courses.

Each non-core preparatory course can last up to 12 weeks in length. Students who enroll in non-core courses after the course start date will have less time to complete the course. Each core preparatory course is six weeks in length.

6. **What are the prerequisite requirements for admission to CPA preparatory courses?**

The only academic prerequisite for enrolling in CPA preparatory courses is the completion of a minimum of 30 credit hours or equivalent education at a post-secondary institution.

7. **Do the CPA preparatory courses recognize transfer credits from domestic and international educational institutions?**

Provincial/regional CPA bodies publish a Transfer Credit Guide that is used to identify which courses taken at domestic post-secondary institutions are equivalent in content to the CPA preparatory courses. To gain exemptions from CPA preparatory courses, students must provide an official transcript from their post-secondary institution indicating completion of the courses that adequately cover the content as described in the CPA Competency Map.

For internationally-educated students, credit hours or equivalent education obtained from post-secondary institutions that are recognized in the *International Handbook of Universities* (published by the International Association of Universities) or by a similar recognition service will be accepted. Canadian study permits are required for all temporary residents studying in Canada.

For core CPA preparatory courses, exemptions will be granted if students took an equivalent course and passed with a mark of at least 60%. For non-core CPA preparatory courses, a passing grade of 50% in an equivalent course is required.

For more information on transfer credit recognition and exemption eligibility, Refer to the *CPA Canada Student Guide for Preparatory Courses* or contact your provincial/regional CPA body.
8. **How are CPA preparatory courses graded?**

The grades for CPA preparatory courses are allocated as follows:

<table>
<thead>
<tr>
<th></th>
<th>Non-core courses</th>
<th>Core courses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quizzes</strong></td>
<td>20%</td>
<td>18%</td>
<td>Quizzes are not mandatory, but students are strongly encouraged to complete them to ensure success.</td>
</tr>
<tr>
<td><strong>Projects</strong></td>
<td>N/A</td>
<td>12%</td>
<td>Course projects are mandatory and must be completed by the deadlines outlined in the course schedule.</td>
</tr>
</tbody>
</table>
| **Course Examinations** | 80%             | 70%          | • Non-core: Course examinations consist of multiple-choice questions.  
                      |                  |              | • Core: Core course examinations are composed of approximately 50 marks for multiple-choice questions and approximately 50 marks for constructed-response questions. |

More information on course final examinations can be found in the [CPA Preparatory Courses Examination Blueprint](#).

**Note:** Starting with the examinations taking place on June 19 and June 20, 2020, students must achieve a minimum of 50% on their core course examination in addition to an overall mark of 60% in their core course in order to pass.

For admittance into the [CPA Professional Education Program (CPA PEP)](#), students must achieve a minimum grade of 50% in non-core courses and 60% in core courses, with an overall grade of 65%.

9. **When are CPA preparatory courses offered?**

CPA preparatory courses are currently offered across four semesters throughout each calendar year. The schedules for preparatory course are publicly available on the [CPA preparatory courses section of the CPA Canada website](#). Contact your [provincial/regional CPA body](#) to see which offerings are available in your area.

10. **What are the fees for CPA preparatory courses?**

Fees for CPA preparatory courses vary by province/region. Contact your [provincial/regional CPA body](#) for more information.
11. What are the technology and administrative requirements for CPA preparatory courses?
CPA preparatory course materials are delivered via D2L, an online learning management system. All students registered in D2L are provided access to weekly student notes, practice problems, class materials (slides and problems), resource materials, and other documents. Access to D2L requires a PC-based computer running Microsoft Windows 7, 8, or 10 operating system. No Apple or PowerPC computers are allowed during examinations, even if they run Windows.

Surpass (SecureClient) is the software used to deliver examinations. Students are provided CPA-issued laptops equipped with the software to write their examinations.

Students enrolled in CPA preparatory courses are expected to maintain the highest standards of academic honesty. Before starting courses, all students must complete the Academic Honesty and Training Contract quizzes.

More information on technology and administrative requirements can be found in the CPA Canada Student Guide for CPA Preparatory Courses.

12. Where can I enroll in CPA preparatory courses?
CPA preparatory courses are delivered provincially and, in some cases, regionally. Prospective students should contact their provincial/regional CPA body to register for courses.

13. How can I prepare myself for taking CPA preparatory courses?
Students preparing to take CPA preparatory courses should visit the CPA preparatory courses section of the CPA Canada website, which provides an overview of courses as well as links to helpful resources or visit their provincial/regional website. For more in-depth information, the CPA Certification Resource Centre offers a variety of resources that students can use both for preparing for and when enrolled in CPA preparatory courses.

Additional helpful resources include:
- CPA Canada Student Guide for CPA Preparatory Courses
- CPA Preparatory Courses Syllabus
- CPA Harmonized Education Policies Vol. 3