CPA Harmonized Education Policies Vol. 3

A collection of policy directives for CPA preparatory courses

Effective November 30, 2019
<table>
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<th>CPA provincial/regional bodies</th>
<th>CPA Education contact information</th>
</tr>
</thead>
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<td></td>
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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.

The CPA profession’s goal is to provide an environment that is safe and conducive to learning for all individuals. Individuals who violate this environment either through their actions, words or by violating any of the course/examination regulations will be expelled from the premises/program/profession. Re-admittance will be at the discretion of the province/region.
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\(^1\) 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.

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\(^1\) 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 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 (contact your provincial/regional CPA body). Applicants admitted on a conditional basis can start and complete their course and exam within the four-month period provided they are eligible (i.e. prerequisite requirements are met). Conditionally admitted students will automatically be deregistered from all CPA preparatory courses that start after the four-month period if official transcripts have not been provided or their 30 credit-hours have not been officially verified.
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. World Education Services Canada), transcripts from other recognized accredited bodies, proof of legal name, and completed student or candidate code of conduct form

4. proof of a study permit, for international, non-resident students studying in Canada (where required by the province/region)
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.

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 Behaviour 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 and cannot request transfer credits from post-secondary institutions, 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 (or online where required) 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 charged if the withdrawal request occurred after the first day of class and 24 hours before the final examination
• a course attempt charged if the final examination is attempted
• a course attempt charged and a failing mark given if a student fails to attend their registered examination sitting without notice
• a course attempt charged and a failing mark given if a student does not write the course examination within one year of registering for the course (see Section 4.2 Course Examination Time Limit for more information)
• a requirement 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 and applicants are subject to academic entry requirements at that time.

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. Students should contact their provincial/regional body for request details.
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.
- Corporate Finance is a prerequisite for Intermediate Management Accounting.
- Intermediate Management Accounting is a prerequisite for Performance Management.
- Economics, Statistics, Business Law and Information Technology may be taken at any time.

Students must successfully pass their prerequisite course examination prior to starting a subsequent course.
<table>
<thead>
<tr>
<th>Non-core courses</th>
<th>Core courses*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Management Accounting</td>
<td>Intermediate Financial Reporting 2</td>
</tr>
<tr>
<td>Economics</td>
<td>Advanced Financial Reporting</td>
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<tr>
<td>Statistics</td>
<td>Corporate Finance</td>
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<tr>
<td>Business Law</td>
<td>Audit and Assurance</td>
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<td>Information Technology</td>
<td>Taxation</td>
</tr>
<tr>
<td></td>
<td>Intermediate Management Accounting</td>
</tr>
<tr>
<td></td>
<td>Performance Management</td>
</tr>
</tbody>
</table>

* The 10 year currency requirement applies only to the core courses.

Note: For information on time limitations for recognizing completed CPA preparatory courses for admission and enrollment eligibility, refer to the currency of education sections of the Harmonized Education Policies for the CPA Professional Education Program (CPA PEP).

### 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.

Preparatory course exemptions that are granted, as they meet the currency of education aspect at the time the transcript assessment is completed, will be honored for admission to CPA PEP provided they still meet the currency of education policy (Section 1.1.3 Currency of Education of CPA Harmonized Education Policies Vol. 1) at that time. The completion of updated courses may be required for any expired exemptions.

Note: A grade point average (GPA) of 65% or higher over all core courses is required for entry into the CPA Professional Education Program (CPA PEP).
3.3 Course projects
To be eligible to attempt a course-end examination, students must submit all of the projects specified for the course. Submitted projects not meeting the minimum standard will be considered incomplete and students will not be eligible to write the final examination or to request an examination deferral.

3.3.1 Late projects
No late CPA preparatory course projects will be accepted; however, extensions may be granted under extenuating circumstances by contacting your provincial/regional CPA body. Extension requests must be submitted two days prior to the project deadline.

3.4 Class attendance
Attendance is not mandatory for CPA preparatory classroom or webinar 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.

*Note:* A GPA of 65% or higher on the core courses is required for entry into the CPA PEP.

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

For core courses, a passing mark is 60%. Students are permitted only one rewrite attempt per course and must qualify for the rewrite with a mark of 50% or better.
For core courses, a passing mark is 60%.

- **A student who fails an attempt at a course with a mark of 50% and above** can attempt the rewrite examination provided they have not already completed a rewrite attempt or exhausted their three examination attempts. Students must attempt their rewrite at the next available exam sitting.

- **A student who fails an attempt with a mark less than 50%** must retake the course before another attempt at the examination is permitted provided they have not already exhausted their three examination attempts.

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.

For non-core courses, a passing mark is 50%.

- **A student who fails an attempt with a mark less than 50%** must retake the course before another attempt at the examination is permitted provided they have not already exhausted their three examination attempts.

### 3.7 Access to course materials in D2L

As of Semester 1, 2018, students taking a CPA preparatory course will have access to their course materials in D2L until they are officially unenrolled from D2L.
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 take CPA preparatory courses and/or examinations.

Students may be provided with access to electronic 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 time limit
Students taking a CPA preparatory course must attempt that course-end examination within one year of the course start date.

The start date for non-core courses is defined as the completion date of full registration.

Students can withdraw from an examination up to the day before the examination without academic penalty provided the next available examination they register for is within the time limit maximum or within one year of the course start date/registration completion date. Some provinces/regions may charge withdrawal fees.

If a student does not show up for an examination, they receive an “incomplete” on their course result.

Students who exceed the one-year time limit without completing the final examination will fail the course and an attempt will be charged. Students will be required to retake the course to be eligible for another examination attempt.
4.3 Course examination remarks

Appeals of examination results are permitted for students who “Fail” a core course only. Non-core courses are not eligible for appeal. Remark requests must be made within three business days after the examination results are released, and may be subject to a fee.

Remark results for the core courses will not be available before the next semester begins. In this event, and where a course is a prerequisite for a subsequent course, students may choose to enroll in and begin the next course. If the remark does not provide a change to a passing grade, students must leave the course and a provincial/regional administrative fee may apply.

All examination responses are marked once. After the results are recorded, the constructed response questions are remarked for results falling within a set range of the course passing grade. Differences between the first and second marking are arbitrated by a third marker, ensuring fairness in marking the student responses around the course passing grade. For more detailed information on the appeal process, refer to the Appeal of Examination Results document located on D2L.
5 Student Integrity and Behaviour Policies

5.1 Academic integrity
The CPA profession takes academic integrity seriously. Academic misconduct for students taking CPA programs and courses includes (but is not limited to) plagiarism, the enabling of plagiarism and theft of a current or former student or candidate’s work.

Submissions will be monitored for evidence of plagiarism. Penalties for academic misconduct may result in disciplinary action as stated in the CPA Canada Plagiarism Policy or the rules and regulations of your provincial/regional CPA body.

5.2 Professional conduct
Students taking CPA preparatory courses are expected to behave professionally. Appropriate behavior includes but is not limited to: adhering to provincial/regional 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 behavior may result in disciplinary action as stated by your provincial/regional CPA body.
Appendix: CPA Preparatory Course Credit Allocation

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Financial Accounting (IFA)</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Management Accounting (IMA)</td>
<td>3</td>
</tr>
<tr>
<td>Economics (ECO)</td>
<td>3</td>
</tr>
<tr>
<td>Statistics (STA)</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Financial Reporting 1 (IF1)</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Financial Reporting 2 (IF2)</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Financial Reporting (AFR)</td>
<td>3</td>
</tr>
<tr>
<td>Corporate Finance (COF)</td>
<td>3</td>
</tr>
<tr>
<td>Audit and Assurance (AUA)</td>
<td>3</td>
</tr>
<tr>
<td>Taxation (TAX)</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Management Accounting (MAA)</td>
<td>3</td>
</tr>
<tr>
<td>Performance Management (PMA)</td>
<td>3</td>
</tr>
<tr>
<td>Business Law (BUL)</td>
<td>3</td>
</tr>
<tr>
<td>Information Technology (ITE)</td>
<td>3</td>
</tr>
</tbody>
</table>

CPA Professional Education Program admission requires:
• an undergraduate degree or Masters’ degree
• completion of prerequisite learning with a GPA of 65% or higher overall core courses
• 120 credit-hours or equivalent of education (30 credit-hours*/one academic
year of full-time or equivalent education)
• good character

* 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).