



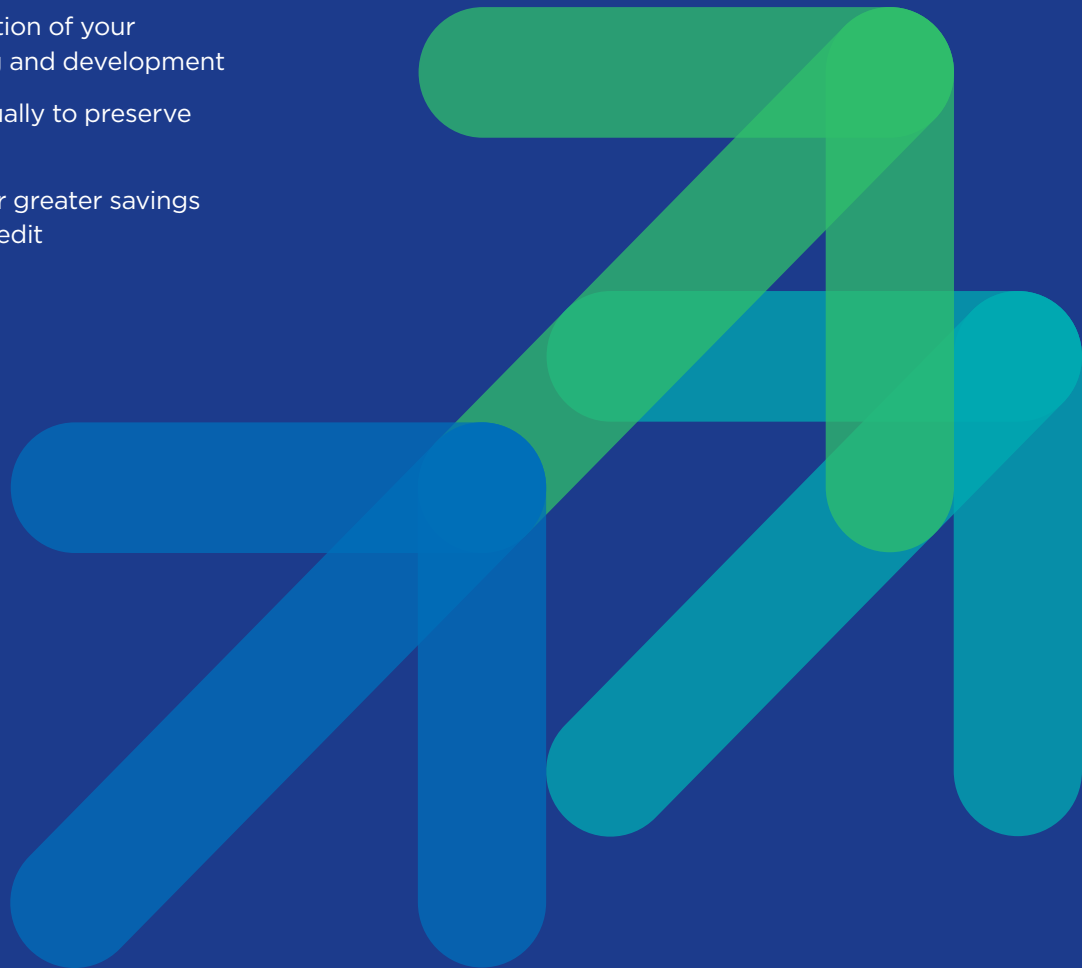
CORPORATE SAVINGS PROGRAM

INVEST IN EXCELLENCE WITH THE CORPORATE SAVINGS PROGRAM.

Access relevant and quality learning to meet your organization's goals and individual needs while enjoying significant savings on high-quality professional development. Investing in your team's growth has never been more rewarding—join our savings program today!

Key features include:

- Save up to 30% on all eligible products depending on the program selected
- Centralize administration of your organizations training and development
- Option to renew annually to preserve your discount
- Option to upgrade for greater savings and to top up your credit



THREE LEVELS OF SAVINGS

Program level	Standard	Enhanced	Premium
Discount off regular price	20%	25%	30%
Credit purchased	\$2,500	\$8,000	\$13,500

Organizations have the option to purchase multiple programs to ensure they have the credit required for their organization's learning requirements. All programs have the option to purchase a top up credit. Refer to the Frequently Asked Questions for more details.

HOW IT WORKS



Step 1: Determine your program level



Step 2: Request a Corporate Savings Program from CPA Alberta



Step 3: CPA Alberta will set up your program with your employees



Step 4: Employees log into CPA Alberta's PD Portal to register for eligible products using your program credits

WHAT PROGRAM IS RIGHT FOR YOU?

For information purposes only. Estimates are based on a seven-hour live virtual course.

About your PD needs

Your responses:

How many people are taking PD from CPA Alberta?	2 - 6	7 - 12	13 or more
How many CPD hours will you need?	40 - 125	126 - 275	276 or more
What is your annual PD budget?	\$2,500 - \$7,999	\$8,000 - \$12,999	\$13,000 or more
	↓ Standard	↓ Enhanced	↓ Premium

FREQUENTLY ASKED QUESTIONS

Who can purchase a Corporate Savings Program?

- Any organization, company or firm can purchase a program

Can I purchase more than one program?

- Yes, multiple programs can be purchased to ensure you have the credit required for your organization's learning requirements

How does the Corporate Savings Program differ from the Passport program?

- Expiry of the discount is from date of purchase
- Credit does not expire
- Use the dollars for purchasing instead of tickets

What price is the discount applied to?

- The discount is removed from the full regular (non-member) price of the course. Early bird, CPA Exclusive pricing, bundle and save and other promotional discounts are not applicable when using the corporate savings program

What payments options are available for the Corporate Savings Program?

- Credit card online
- Credit card via phone
- Cheque

How many hours of PD does each package include?

- The estimated figures provided in the above chart are based on a 7-hour live virtual course. However, do note that the number of hours covered by each package is approximate and varies depending on the package you choose and the courses selected for purchase

Why is GST not charged on the packages?

- As this is a credit similar to a gift card, GST is charged when you register for a course not on the credit you purchase

Does your program allow me to approve the use of the credit?

- No, the system does not provide this service at this time

How do I designate a program administrator? Can I change the program administrator?

- CPA Alberta will set up the program and designate a program administrator
- Please contact pdregistration@cpaalberta.ca with the name and CPA Alberta number and CPA Alberta will change the administrator

How do I add an individual to the program? How do I remove an individual from the program?

- Please contact pdregistration@cpaalberta.ca with the name and CPA Alberta number for an individual to be added or removed to the program
- Please note that the process to remove an individual from a program will temporarily deactivate the individual's account. The account will be reactivated by CPA Alberta

How many individuals can be added to the program?

- There is no limit to the number of individuals that can be added to the Corporate Savings Program

As an administrator, can I register individuals in a course?

- No, due to privacy concerns, administrators are not permitted to register individuals
- The PD portal requires a sign-in to each CPA Alberta member account for the completion of registrations in the individual's name. While this process may add an extra step, the sign-in requirement is in place to enhance your overall experience and ensure the accuracy of your registrations. It's a great way to maintain the quality and security of your PD journey

How do I register for a course, conference, or other eligible product?

- Log into the PD Portal with your CPA Alberta number and password to search for available courses, conferences and eligible products. The prices viewed include the discount

Why are some products not eligible under the Corporate Savings Program?

- These are specialized products that do not allow for a discount to be applied

What is the term of the program?

- One year from date of purchase

What expires at the end of the term?

- The discount only expires, credits will remain in the program and can be used to purchase regular priced eligible products

How do I renew the program?

- To renew your Corporate Savings Program, contact CPA Alberta a minimum of 10 business days prior to the expiry date to confirm that you would like to renew the program

What happens if I do not use all of the credit?

- The credit will always be available and can be used to purchase regular priced eligible products

Can I carry over the credit to the next year?

- Yes, you can carry over the credit to the next year if you purchase another year at the same program level otherwise the discount expires at the end of the one-year term

What happens if I want to take more courses that I have credit for?

- Contact CPA Alberta to purchase additional credit to be added to the program

When I register for a course and there is not adequate credit to cover the total can I pay the remaining balance with a credit card?

- No, Corporate Savings Program credits cannot be combined with a credit card. Please contact CPA Alberta to add additional credit to your program

We plan to take more PD than I initially thought, can we upgrade to a better savings program?

- Yes, however, past registrations will not be adjusted for the new savings discount

Program limits and some fine print

All professional development terms and conditions apply. Corporate Savings Program discount cannot be combined with the early bird price, CPA Exclusive pricing, bundle and save and other promotional discounts. Select courses and PD programs are excluded from the Corporate Savings Programs. Your purchase is valid for one year from the date of purchase. Annual renewal is required to continue to have discount privileges. Discount expires one year from the date of purchase. However, any outstanding credits do not expire. The product is eligible for credit top-ups.

Read the complete Corporate Savings Programs Terms and Conditions at cpaalberta.ca/Professional-Development/Professional-Development-Information

CONTACT US

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