CPA Program Enrollment Process

GETTING STARTED

If you are interested in becoming a Chartered Professional Accountant, your first step is to create a CPA profile at my.cpawsb.ca. Once your profile is created, watch for an email with a link to set up your password. Click on the link, set up your password and complete the following steps:

STEP 1
Enter your post-secondary information
Log into My CPA Profile and enter your post-secondary information, if you haven't already done so. Include all degrees, designations, diplomas, certificates, and courses you have completed or will complete. The listed transcripts and documents should match the ones you intend to submit for evaluation.

STEP 2
Request a transcript evaluation
Log into My CPA Profile, select Program Admission, then select Transcript Assessment, and click on the Add Transcript Assessment Request button. Complete the request and pay the transcript evaluation fee online.

STEP 3
Submit post-secondary transcripts for evaluation
Have your official transcripts sent directly from your educational institution(s) to the CPA Western School of Business. If official transcripts are not available (this only applies to domestic transcripts), enclose the most recent unofficial copies. Your CPA candidate status will remain conditional, pending receipt of official transcripts.

All international transcripts must be official and should be assessed by IQAS, ICES or WES. When assessment is completed, please have 3rd party evaluator send transcripts directly to the CPA Western School of Business.

Mailing Address:
  CPA Western School of Business, Student & Support Services
  201, 1074 103A Street SW
  Edmonton, Alberta T6W 2P6

Once all transcripts and documents are received (based on all the documents you indicated would be submitted), you will receive an email confirmation and assessment will begin. You will receive another email notification when assessment is completed. Results of your transcript assessment will be added to your online profile. To view results, log into My CPA Profile, select Program Admission, then select Transcript Assessment, and click on the View link.

Important: If you believe you have or will meet all prerequisite requirements and plan to register directly for the next Core 1 offering of the CPA Professional Education Program (PEP), do not wait for your transcript assessment to be completed.

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Request and pay for an assessment, and continue with steps 4 and 5 even if your assessment is still in progress. Submit your PEP program admission application and Core 1 module registration through the CPA portal when the next PEP registration period opens. This will allow you to avoid any late fees. Your assessment will be completed before the start of the module to confirm your participation.

STEP 4

Enroll in a CPA program

Based on the results of your assessment, you may qualify for the CPA Prerequisite Education Program (PREP) or the CPA Professional Education Program.

If eligible, complete a program admission application by following these steps: log into My CPA Profile, select Program Admission, then select Admission Application, and use the Admission Application wizard to enter all required information.

Once processed, you will receive an email confirming the status of your application. If approved, continue with step 5 and register for your first module.

Reminder: Submitting an application does not register you for a module. You need to register for your first module online.

STEP 5

Module registration

Once your program admission application is approved, your final step is to register for any PEP or PREP modules you are required to complete, when registration opens for those modules. Log into My CPA Profile, select Program Admission, then select Module Registration.

QUESTIONS?

If you have questions about how to qualify for PREP or PEP, the enrollment process, or the path to becoming a CPA, visit cpaalberta.ca, call 1.855.306.9390 or email becomeacpa.ab@cpawsb.ca