

# Student Handbook

## LEGACY CGA STUDENTS



This handbook is for those students who have completed all of the academic requirements for their legacy CGA program and are still working towards completing their degree and/or professional experience requirements. These students are referred to as 'legacy completers' or 'legacy CGA students' and have been given until September 2018 to complete their CGA designation requirements.

### Degree requirement

All legacy CGA students have until September 30, 2018 to complete their outstanding degree requirement. A recognized undergraduate or graduate degree, in any field, is required to earn your accounting designation.

When you complete your degree, follow the steps below to fulfill the requirement:

- Submit an online degree recognition request to CPA Alberta to update your record; and
- Request an unopened official transcript be sent directly to CPA Alberta's office from the post-secondary institution that awarded your degree.

Once your educational profile is up-to-date, submit a degree recognition request:

<https://cgastudents.cpaalberta.ca/login> > LOGIN > Students & Candidates > MyCGA > CGA Program > Program Management > Degree Recognition Request

### Professional experience requirement

Both education and experience contribute to developing the skills required of a professional accountant. Prior to graduating, you must demonstrate the competencies that the business community and the professional membership require of a newly designated accountant.

Professional level experience is assessed based on the legacy CGA Competency Framework. The Professional Experience Required for Certification (PERC) assessment tool facilitates participation by employers and ongoing communication between supervisor and student. You will record examples of your work activities applicable to the competency areas, and make regular submissions for verification and review. Your requirement will be to practice at a professional level of competency over time.

#### Competency Framework

*\* in-depth professional practice required in at least 3 areas*

Leadership	Professionalism	Professional Knowledge*
1. strategic & organizational leadership	1. ethics & trust	1. financial accounting & reporting
2. organizational effectiveness	2. stakeholder focus	2. management accounting
3. individual and team leadership & development	3. communication	3. assurance & other related services
	4. integrative approach	4. finance & financial planning
	5. problem solving	5. business environment
	6. professional development & self-evaluation	6. information technology
		7. taxation

As a student, you must demonstrate that you are competent in all areas. Demonstrating a competency means that you have done work that requires you to use specific skills or abilities, as well as apply certain types of knowledge.

Competencies are measured over a minimum of 24 months. You should not expect that a single employment position will give you enough experience to attain the required level in all competency areas. You will most likely require 30 to 48 months of progressive full-time employment to have the required level of professional practice.

Before employment information can be used in your official assessment, the employment file must be verified by your employer and reviewed by CPA Alberta. You may self-assess your PERC files at any stage.

International work experience can be included in the assessment; however, if you use international work experience, then you will also need a minimum of 12 months full-time Canadian experience at the professional level.

CPA Alberta will assign a reviewer for ongoing review of confirmed employment, verified by your supervisor. You will be notified when you have met the overall PERC requirements.

*All legacy CGA students have until **September 1, 2018** to complete their professional experience (PERC) requirement.*

More information about Professional Experience Required for Certification (PERC) for CGA Legacy students is available [here](#).

Sign off (approval) of CGA PERC assessment, is valid for **three** years. If your PERC has been approved, but you have not completed your degree requirement, please note that additional information will be communicated separately by the end of summer 2016.

## Program completion and time limits

Since all legacy CGA students have completed the academic requirements for the legacy CGA Program but still have the degree and/or PERC (Professional Experience Required for Certification ) remaining, all legacy CGA students' program expiry dates will be adjusted to reflect the **September 30, 2018** expiry.

To view your program progress:

<https://cgastudents.cpaalberta.ca/login> > LOGIN > Students & Candidates > MyCGA > CGA Program > Program Management >

Program Progress

## Applying for membership

Once you have successfully completed all CGA Program requirements, we will send you a congratulatory email with instructions on how to apply for membership as a designated member. If you have completed all the legacy CGA Program requirements and have not yet been contacted, please email us immediately at:

[legacycgaadvising@cpaalberta.ca](mailto:legacycgaadvising@cpaalberta.ca)

## 2016 CGA Convocation

A final, inclusive CGA convocation will be held in the fall of this year. All current legacy candidates and grads will be invited to cross the stage to be recognized, and will be introduced according to their status at the time of convocation. Certificates will not be issued at convocation. Instead, they will be mailed upon member application approval. Those who finish all requirements after the convocation date will also receive their certificates in the mail upon completion. The designation granted will be CPA, CGA.

Convocation is scheduled for **October 29, 2016**, and more information will be mailed to all candidates closer to the scheduled event date.

The Legacy CGA Student Services team can be contacted via email at [legacycgaadvising@cpaalberta.ca](mailto:legacycgaadvising@cpaalberta.ca) or by scheduling a telephone advising call. Appointments are available weekly. Please remember to keep your email address current to ensure that all future communications from CPA Alberta are received.

## Withdrawal Policy/Re-Admission Policy

If you choose to withdraw completely from the CGA program or if you fail to complete your annual re- enrollment as a legacy CGA student, then:

- It is highly recommended that you contact Student Services to speak with a student advisor regarding your situation prior to withdrawing from the legacy CGA program.
- You will **not** be able to return to the program at a later date as per our re-admission policy.
- You will have to apply to the CPA program as a new student and be evaluated according to the CPA [Harmonized Education Policies](#).
- The current CPA bridging policies will no longer apply to you as you will not be a current CGA student.

**To withdraw from the CGA Program:**

<https://cgastudents.cpaalberta.ca/login> > LOGIN > Students & Candidates > Program> Program Management >

Program Withdrawal