CPA Alberta Convocation – Frequently Asked Questions Surrounding the Membership Process

This document will provide answers to some general questions you may have surrounding the membership process.

1) **When can I apply for membership?**

   Once a candidate has successfully completed the Common Final Exam (CFE) and the practical experience requirements*, they will be eligible for membership.

   *Please note that you must wait to apply for membership until the Practical Experience Team has advised you that your practical experience is complete and that you are eligible to apply for membership. Your application cannot be processed until your practical experience is complete.

2) **How quickly will my CPA Review be processed?**
   Our review times vary significantly and following CFE results, we receive a large volume of requests. We will process your CPA Review as soon as possible. For PPR candidates, your CPA Review first goes to your Program Leader for certification and then comes to CPA Alberta. To ensure that your CPA Review is finalized as quickly as possible, ensure you attach your Chargeable Hours Submission Form if you were working in public accounting, and that your enabling competency responses are well written.

3) **What if I have passed the CFE and have 30 months duration, but don't have the assurance hours required for my pre-approved program?**
   Please reach out to the CPA Alberta Practical Experience team for further discussion.

4) **How do I know if I have met the core, depth, and breadth requirements?**
   View your Consolidated Summary in PERT for a snap-shot of your self-reported experience. If your self-assessments indicate that you have met all requirements, you are eligible to submit a CPA Review.

5) **What if I have not met with my mentor twice per year?**
   If you have not met with your mentor twice per year and had these meetings documented in PERT, you may be assessed a penalty of one additional month of duration added to your total required duration for each missed meeting.

6) **When can I start using the CPA designation?**

   The use of the CPA designation in Alberta is strictly prohibited, and is only allowed to be used by members in good standing of CPA Alberta. Candidates are not permitted to use the CPA designation until such time as they are admitted to membership and have received confirmation from CPA Alberta that they are registered to do so.

7) **When will I receive my membership certificate?**

   Membership certificates are provided once a candidate has submitted their membership application and it has been processed and approved. Once admitted, the candidate will receive a welcome package, along with their CPA Membership Certificate, in the post.

8) **Does my application have to be notarized?**

   Yes, a candidate must complete an application and have it signed by either a notary public or a commissioner for oaths. Submitting an application without proper notarization will delay your application process.

9) **How long does the application process take?**

   From the time a complete application is received it may take 4 to 6 weeks to receive notification regarding the approval of your membership. Once you receive the approval email notification, you may start using your designation.

10) **I already paid fees to CPAWSB, do I have to pay fees to CPA Alberta as well?**

    Yes, you must pay the appropriate membership fees as per the application form. Depending on the time of year you apply, you will pay a prorated membership fee. Upon acceptance to membership, CPAWSB will be notified of your membership and will issue you a pro-rated refund of your candidate fees, if applicable.

11) **Must I have completed my practical experience in order to attend the CPA Alberta Convocation events?**

    No. To be part of the CPA Alberta Convocation events (that is, to be a graduate), you must be a successful writer of the Common Final Exam (CFE). Completion of practical experience is not required to attend these events; however, as detailed above, these hours are required to apply for your membership and, once admitted, be granted the right to use the CPA designation.