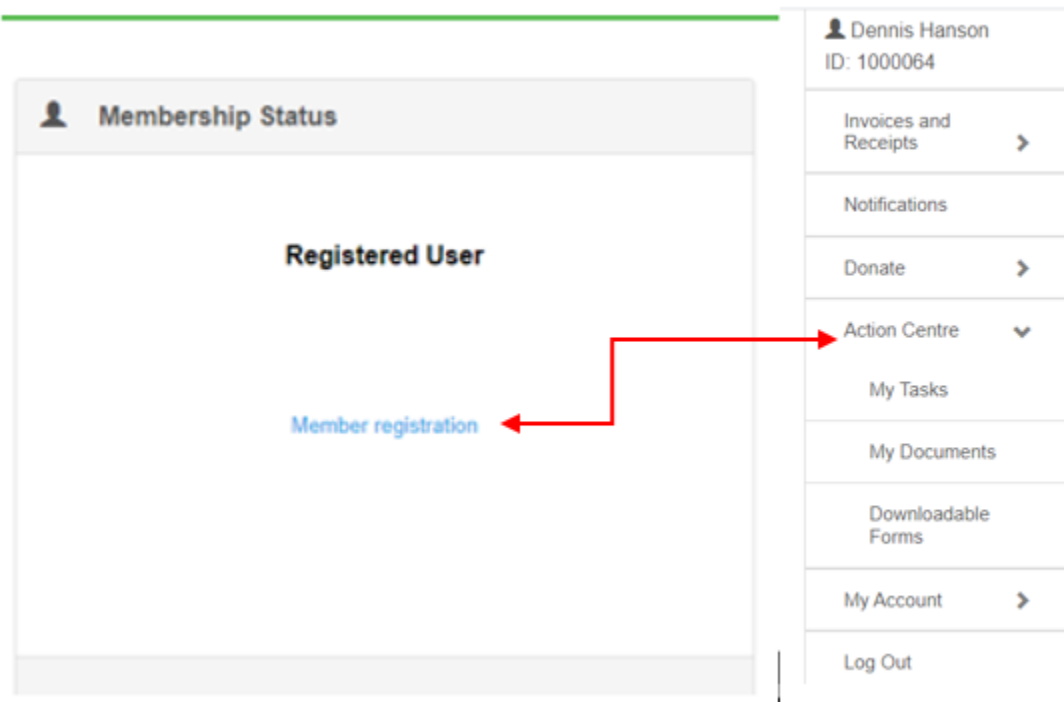


## Designated Member in another Province application process

Step 1 – In order to complete the application process, you are required to create a record in our system. You may do that [here](#). If you have already created an account, do NOT create a new profile. If you are unsure of your login ID or your password, please use the retrieve login function on the login page.

Step 2 – From the landing page, click on Member registration or Action Centre to access the appropriate application.



From the My Tasks screen, click on the Designated Member in another Province application form, which will then open to the online application form. Anything marked with a red asterisk\* is a mandatory field and must be completed in order to move on. If at any time you are not able to complete the application, you can exit and return to the application process at a later date. To access your application, under **Action Centre** click on **My Tasks**. Your application will be saved under **My Active Tasks**. Click on the blue + button to resume. This will take you back to the section you were completing.

### Start a New Task

Select a task from the categories below:

#### Member Registration

[New Member Application - Professional Education Program](#) - Complete this application form if you have completed all the requirements under the PEP program

[Pre-assessment Questionnaire](#) - Please complete this assessment if you are an Internationally Designated Member

[New Member Application - Designated Member in Another Province](#) - Complete this application form if you currently hold a CPA Membership with another provincial body

Step 3 - For the application process to be considered complete, your application **MUST** be notarized by a notary public or commissioner of oaths. On step 8 of your application, you will have the ability to print a copy of your application form by clicking Generate Download. You will then take this form to get notarized. Once you and the notary have both signed the application, navigate back to your application and upload the notarized application.

Step 4 - Upon uploading of your notarized application, you will be directed to the payment page. All major credit cards are accepted for payment.

Step 5 - Submit application. If you want to review your application before submitting, click on the previous button. When you are sure all is correct, click on the Submit Application button.

## Submit Application

Please review the information you have provided and if complete and accurate, submit the application by pressing the "Submit Application" button below.



Application processing time may take between four to six weeks. Once the Registrar has reviewed your application, you will receive an email notifying you of the outcome. You are reminded that you are **not** permitted to promote yourself as a CPA member in the province of Alberta unless your application has been approved.

Step 6 – Complete and sign Section 1 of the [Verification of Membership form](#), have your current provincial governing body complete it, then send directly to CPA Alberta at [applications@cpaalberta.ca](mailto:applications@cpaalberta.ca).

Ready to apply? Click [here](#) to log on to the member portal.