

## CPA Professional Education Program candidate application process

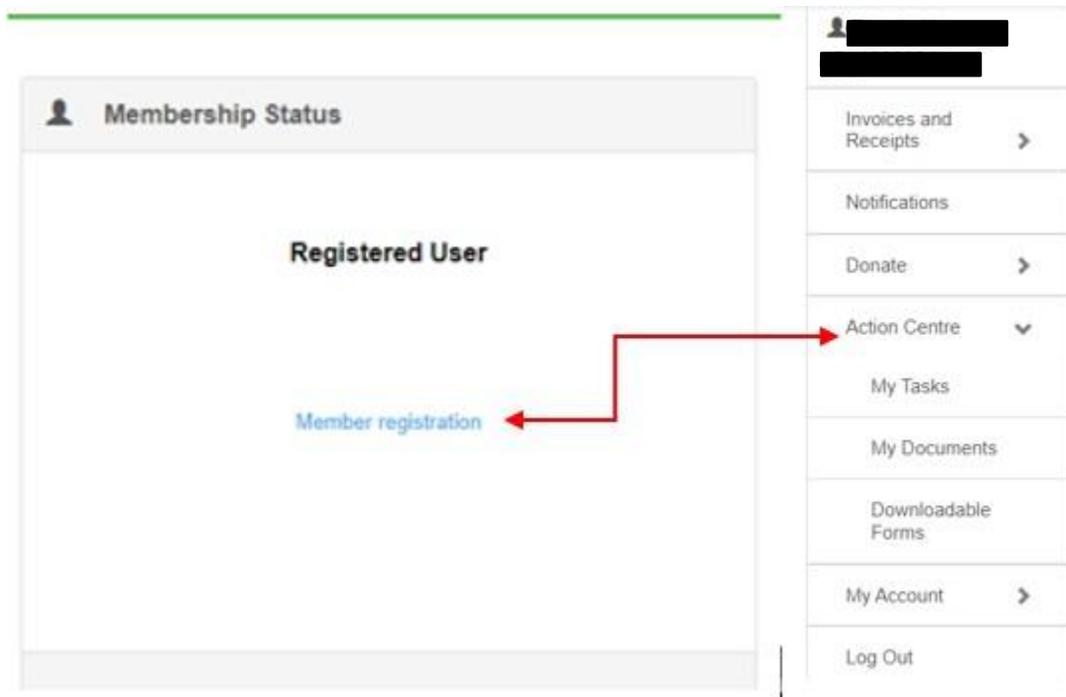
Please follow the steps below to ensure your application is submitted successfully.

### Step 1 – Create Profile or Login

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 a profile, do NOT create a new one. If you are unsure of your login ID or your password, please use the Retrieve Login function on the login page.

### Step 2 – Start Online Application

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



From the My Tasks screen, click on the **New Member Application - Professional Education Program** form, which will then open to the online application form. Anything marked with a red asterisk\* is a mandatory field and must be completed 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.

**NOTE:** Please **DO NOT** withdraw or rescind your application without first contacting [applications@cpaalberta.ca](mailto:applications@cpaalberta.ca) to discuss.

*Note: When asked to supply your CPA Canada number please use the CPAWSB student number adding the letter C to the beginning.*

## 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 – Complete Online Application and Notarization

Within the online application, please fill out the information required from steps 1 to 7. 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 online 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.

## Step 4 – Upload Notarized Application and Copy of ID to Portal

Once you and the notary have both signed the application, navigate back to your application and upload the notarized application and a piece of government issued ID.

If you are a Canadian citizen, please upload a legal document such as a driver's license, passport or birth certificate.

If you have selected “other” under Citizenship status, proof that you are lawfully permitted to work or study in Canada is required. Please upload a copy of your Permanent Resident Card or work permit.

**NOTE:** If you forget to upload your ID with your application, please email it to [applications@cpaalberta.ca](mailto:applications@cpaalberta.ca) Please **DO NOT** withdraw or rescind your application.

Please do not proceed further until a notarized application has been uploaded.



## Submit Notarized Application

Download completed application and have signed and notarized by a notary public or commissioner of oaths. Once notarized, please return to this page to upload completed application.

Download Application for Notarization

[Generate Form Download](#) ←

Upload Notarized Application

[Choose files](#) ←

## Step 5 – Review and Payment of Prescribed Fees

Upon uploading of your notarized application and required legal documents, you will be directed to the payment page. If you want to review your application before submitting, click on the previous button. Please ensure you have included the following elements to form a complete application prior to proceeding:

- Complete and notarized application
- Evidence of Canadian citizenship or that you are lawfully permitted to work in Canada

Once you are comfortable you have completed the application, you are ready to pay the membership fees. You are required to remit the one-time Application Fee, plus the Annual Member Fees, prorated if applicable. All major credit cards are accepted for payment. Enter your payment information and select Process Payment.

Payment Information

**Payment Type:**

Credit  Cheque

Some browsers are encountering issues with the auto-fill function, please manually enter your credit card information. For further assistance, please contact [finance@cpaalberta.ca](mailto:finance@cpaalberta.ca).

**Card Number: \***

**Expiry Month: \***  **Expiry Year: \***  **CVV: \***

**Cardholder's Name: \***

## Step 6 – Submit Application

Upon successful completion of your fee payment, you will receive a “Payment Successful” notification. Click the Next button to submit your application.

Payment Information

Payment Successful. Please press the "Next" button below to continue the application.

Until you have clicked Submit Application on the next page, your application has not been submitted



## Submit Application

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

You will then receive a notification that your application has been downloaded correctly.

All done!

Thank you for submitting your Application for membership. Application processing time may take between 4 to 6 weeks. Once the Registrar has reviewed your application you will receive an email notifying you of the outcome. You are reminded you are **not** permitted to promote yourself as a CPA member in the province of Alberta unless your application has been approved.

**Please note:** Once we have received a **complete** 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.

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