

## Re-admission to membership application process

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

### Step 1 – Retrieve your username information

In order to complete the application process, you are required to log into our system using your prior username, which was your CPA Alberta id number. If you are not sure, what your username is you may retrieve it by clicking on the retrieve login [here](#). Once you have your login if you are unsure of your password, you may use the reset password link.

### Step 2 – Start Online Application

From the landing page, click on Action Centre, My tasks to access the appropriate application.

My Tasks

**Start a New Task**  
Select a task from the categories below:

**Member Registration**  
[Click here](#) if you hold a current CPA membership with another provincial body.

**Requests**  
[Click here](#) if you would like to request re-admission to membership and are NOT currently registered with another CPA provincial body.

**My Active Tasks**

Task	Status	Status Date
There are no tasks currently assigned.		

CPD >  
Donate >  
Action Centre ▾  
My Tasks  
My Documents  
Service Requests  
My Account >  
CRA District Office Contact Lists  
Tax Clinic Volunteering

From the My Tasks screen, under requests, click on the **request re-admission to membership**, which will then open to the introduction and a question regarding your reason for cancellation/resignation. If you resigned or were cancelled for administrative reasons, you will answer no to the question in step 2. Once you submit the application will open for your completion. 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.

*Note: Most information will auto populate based on your prior information, please update where necessary.*

### Reason for resignation/cancellation

Was your membership cancelled due to Conduct and Discipline? \*

Please select

Previous

Submit Request

## Step 3 – Complete Online Application, Notarize Application, and Upload to Portal

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

Step 6 – If you received an administrative cancellation (e.g. non-payment of fees, failure to report CPD) when completing the online application, you are required to answer “yes” to the character and reputation question asking whether the applicant has been “involuntarily removed from the register of the professional regulatory organization”. As a result of this response, you are required to provide additional information regarding the cancellation and arrange to have three reference letters provided to CPA Alberta.

Step 8 - For the application process to be considered complete, your application **MUST** be notarized by a notary public or commissioner of oaths. During this step 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. Once you and the notary have both signed the application, navigate back to your application and upload the notarized 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 4 – Upload Legal Documents

If you are a Canadian citizen, please upload a legal document such as a driver's license, passport or birth certificate. This can be uploaded as part of step 8 of the online application (noted above).

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 as part of step 8 of the online application (noted above).

**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.

## 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 readmission fee first. Once your application has been reviewed you will be notified of any outstanding fees as per the re-admission policy. 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 submitted 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.