



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
ALBERTA

Professional Development Terms and Conditions

Contents

Purchasing Terms and Participant Responsibilities	2
Applicability	2
CPA Alberta Profiles Requirements	2
Definition of “Course”, “Product”, or “Offering”	2
Pricing Disclaimer	2
Product Types and Descriptions	2
Enrollment, Access and Participation	3
Registrations	3
Registration Deadlines Vary by Course Type	3
Payments	4
Receipts	4
Waitlist	4
Access to Courses	5
Access Restrictions	5
Days of Validity	5
Course Access Timeline Extension Requests	6
Technical Requirements	6
Course Materials and Pre-Work Requirements	6
Parking and Other Expenses	6
Changes to Registrations	7
Registrations Changes and Support	7
Refunds**	7
Transfers	8
Participant Substitutions	8
Participant No-Shows	9
Extenuating Circumstances	9
Changes by CPA Alberta	10
Cancellations and Changes	10
Attendance and Completion	10
Attendance Policy	10
Completion and Certificate of Completion	11
Broadcasting or Group Viewing Policy	11
Repeat Learning	11
Privacy, Copyright & Disclaimers	12
Privacy	12
Copyright Material	12
Views Expressed Disclaimer	12
Code of Conduct	12
Release of Indemnity	12
Discount and Loyalty Programs	13
PD Savings Program	13
Corporate Savings Program	14
Sales and Promotions	15

Purchasing Terms and Participant Responsibilities

Applicability

The terms and conditions apply to all Chartered Professional Accountants of Alberta (CPA Alberta) Professional Development (PD) purchases. By purchasing products from CPA Alberta, you, the participant, agrees to the CPA Alberta PD terms and conditions.

CPA Alberta reserves the right to update or change the terms and conditions at any time without notice.

CPA Alberta Profiles Requirements

You must have a current email address indicated as “preferred” in your CPA Alberta profile. You are responsible to ensure that all contact information in your CPA Alberta profile is up to date. Log in to the [Member Portal](#) to update your e-mail address and contact information.

CPA Alberta will not be responsible for any undelivered emails, phone calls and/or confirmations due to an outdated profile.

Definition of “Course”, “Product”, or “Offering”

For the purposes of these Terms and Conditions, the term “*course*” or “*product*” or “*offering*” refers to all CPA Alberta Professional Development offerings, including but not limited to individual courses, workshops, programs, certificate programs, conferences, and related products—excluding the Corporate Savings Program. Any reference to “*course*” or “*product*” or “*offering*” throughout this document should be interpreted to include all such offerings unless explicitly stated otherwise.

Pricing Disclaimer

Please note that prices for CPA Alberta Professional Development Courses are subject to change without prior notification to participants. We reserve the right to adjust pricing based on various factors, including but not limited to course content updates, market conditions, and administrative costs. Any such changes will be effective immediately upon being posted on our website or communicated through other appropriate channels. By enrolling in CPA Alberta courses, you acknowledge and accept that pricing may fluctuate and agree to abide by the prevailing prices at the time of registration.

Product Types and Descriptions

In-Person Course

This instructor lead training is a live course (or workshop) where you, the participant, attend and actively engage in learning at a specific location, date and time. These can vary in length. For example, half-day, full-day or two-days in length.

Live Virtual Course

This instructor lead training is an interactive virtual course (or workshop) where you, the participant, attend and actively engage in learning at a specific date and time. These can vary in length. For example, one (1) hour, two (2) hours, half-day, full-day or two-days in length. Live virtual courses are not recorded.

E-Learning Course

Also known as on-demand, e-learning is a video of a course that provides a self-paced, online learning experience.

Live Virtual Certificate Program

A certificate program is a grouping of courses that allow participants to acquire substantive knowledge in specific topics. A certificate will be issued once participants attend and complete all the necessary courses and tasks within that program.

Live Virtual and In-Person Executive Program

An Executive Program is a multi-day, in-person or live virtual program tailored to a specific audience or topic for in-depth learning at a specific location, date and time.

Live Virtual and In-Person Conference

A Conference is one or more days where you, the participant, can select from multiple concurrent sessions and where you, the participant, have attended and actively engaged in learning at a specific location, date and time.

Other Courses and Products

New course formats and products could be added to the PD program at any time. Participation and expectations will be identified without notice.

Corporate Savings Program

CPA Alberta's group savings program enables organizations to purchase their professional development with a discount of up to 30% off the regular price for a one-year period. Credits can be used for courses, conferences, and other select products and can be topped up at any time.

Enrollment, Access and Participation

Registrations

Registrations are accepted online only.

All fees must be paid in full to receive access information and before attending or accessing any course.

Same-day registrations are not permitted for in-person courses.

Online course registrations on the same day may be allowed on a case-by-case basis—please contact the Professional Development department at pdregistration@cpaalberta.ca or call 1-800-232-9406 to inquire.

Registration Deadlines Vary by Course Type

- **In-person course:**
Register at least three (3) days before the course starts (unless otherwise noted in the course listing).
- **Live virtual course:**
Register up to one (1) day before the course starts (unless otherwise noted in the course listing).
- **E-learning course:**
Registration is available until the specified deadline, ensuring sufficient time for completion.

- **Live virtual certificate program:**
Register up to one (1) day before the course starts (unless otherwise noted in the course listing).
- **Live Virtual conference:**
Registrations for virtual conferences must be received more than five (5) days prior to the course start date, unless otherwise indicated on the registration page.
Group registrations for virtual conferences must be received more than seven (7) days prior to the course start date, unless otherwise indicated on the registration page.
- **In-Person conference:**
Registrations for in-person conferences must be received more than ten (10) days prior to the conference start date.
Group registrations for in-person conferences must be received more than 21 days prior to the course start date, unless otherwise indicated on the registration page.
- **In-Person and Live Virtual executive program:**
Registrations for in-person and virtual executive programs must be received more than thirty (30) days prior to the start date.

Payments

Payment must be made in full at the time of registration. Registrations will not be processed without payment.

- Accepted payment methods: American Express, MasterCard, Visa and Corporate Savings Program Credit.
- PST, HST or GST applies to all fees as applicable
- All courses are subject to all applicable taxes. While CPA Alberta understands that some organizations are GST exempt, courses are attended by the individual, not the organization, and are thus subject to GST regardless of employer or employment status. This is the position taken by the Canada Revenue Agency.

Receipts

Course details can be reprinted by logging into your [PD Portal](#) and selecting My Orders from the left-hand menu, select View Order and print.

Alternatively, Payment Receipts are attached in the purchase confirmation e-mail for each PD course registration. Please e-mail pdregistration@cpaalberta.ca to request copies of your registration receipt(s).

Waitlist

If a course is full, you may join the waitlist at no cost. However, being on the waitlist does not guarantee a spot in the course.

- If a spot becomes available, you will receive an email from pdregistration@cpaalberta.ca.
- Registrations from the waitlist are on a first-come, first-served basis.
- A confirmed spot is only secured after payment is received.
- Until registration is confirmed, refunds, transfers, or participant substitutions are not permitted.

Access to Courses

Course access is provided through CPA Alberta's learning management system at <https://learn.cpaalberta.ca>.

Login instructions will be sent via a confirmation email to your preferred email address in your CPA Alberta profile. If you do not receive your login details within 24 hours of registering, please contact pdregistration@cpaalberta.ca for assistance.

- **Live Virtual Course and Live Virtual Certificate Programs:**
Access details are emailed after registration and are also included in the itinerary section of the order confirmation email. You will receive a reminder email one (1) day before, and again one (1) hour before the course begins. Access to the course opens 15 minutes before the scheduled start time, at which point a green **Join Webinar** button will appear on <https://learn.cpaalberta.ca>.
- **E-learning Course:**
Access details are emailed after registration and are also included in the itinerary section of the order confirmation email. You will access the course through <https://learn.cpaalberta.ca>. Multiple reminder emails for the upcoming expiry will be sent as the expiry date approaches.
- **Live Virtual Conference:**
Access details are emailed three (3) days prior to the start of the conference.
- **Live Virtual Executive Program:**
Access details are emailed upon registration and 30 days prior to the start of the Executive.
- **Other Course Delivery Formats:**
As new course formats are introduced, access instructions may change without notice.

Access Restrictions

- Access is strictly for the registered individual only.
- Sharing login credentials, course content, videos, materials, files, or resources is not permitted.
- Group viewing of live or e-learning courses, or distributing course materials, resources and videos without authorization is strictly prohibited as per all copyright policies.
- Participants may not use AI tools to attend, access, or interact with course content on their behalf. Course materials must not be recorded, captured, or fed into AI systems for any purpose.

Days of Validity

- **In-person Course, Live Virtual Course, Live Virtual Certificate Programs, Virtual Conference, In-person Conference, In-person Executive Programs and Live Virtual Executive Programs:**
 - Has a specific scheduled date and time
 - Access to course materials is for 30 days after the course is completed.
 - Are not recorded, attendance is required at the scheduled date and time
- **E-learning Course:**
 - Have a specific access period of 30 to 180 days from the registration date.
 - The access period is clearly stated in the course instructions, enrollment email, or within the learning platform at <http://learn.cpaalberta.ca>.

Course Access Timeline Extension Requests

E-learning courses have a specific deadline to complete the course, which will be clearly indicated in the course special instructions, the enrollment e-mail, or by logging into <http://learn.cpaalberta.ca>. A one-time extension of up to 30 days may be granted for e-learning courses upon written request to pdregistration@cpaalberta.ca or by calling 1-800-232-9406.

Technical Requirements

Participants must ensure that their computer systems meet all minimum technical requirements prior to enrolling. Information regarding technical requirements needed for courses is located on the Learning Management Platform (Docebo) [website](#).

CPA Alberta is not responsible for any issues arising from a participant's failure to review or meet these requirements. No refunds, transfers, or substitutions will be provided to participants who do not verify or meet the necessary technical requirements for any course.

Course Materials and Pre-Work Requirements

- **In-Person Courses, Live Virtual Courses and Certificate Programs**
You will receive an email one (1) business day prior to the course date directing you to access your online materials through the [Learning Management System](#). You will have access to the material for up to 30 days after the course has ended.
- **In-Person Courses, Live Virtual Courses and Certificate Programs with Pre-work**
Courses requiring pre-work will need to be completed in the timeline specified by an email from pdregistration@cpaalberta.ca.
- **E-Learning Courses**
Materials and resources can be accessed by logging into the [Learning Management System](#) and selecting the course title on the dashboard. The materials will be available to download under the course menu.
- **Live Virtual Conferences**
You will receive a link to access the Conference via email at least 1 day prior. If applicable, materials and resources will be shared with registrants on the day of the conference.
- **In-person Conferences**
Venue information will be provided upon registration. If applicable, materials and resources will be shared with registrants on the day of the conference.
- **Live Virtual and In-person Executive Programs**
Dependent on the specific Executive Program, there may be extensive pre-work required. Please refer to your specific Executive Program for details.

Materials and resources can be accessed by logging into the [Learning Management System](#) and selecting the Executive Program on the dashboard.

Parking and Other Expenses

For in-person learning, parking fees are the responsibility of the participant. CPA Alberta will not pay for any expenses accrued during a course.

Changes to Registrations

Registrations Changes and Support

Changes to registrations can generally be made by the participant by logging into their account at CPA Alberta's [PD Portal](#).

Any changes to registrations that require execution by CPA Alberta can be submitted in writing to pdregistration@cpaalberta.ca or by calling 1-800-232-9406.

Refunds**

- **Live Virtual Course, In-person Course and Live Virtual Certificate Programs:**

A full refund to store credit will be granted if the withdrawal request is received more than seven (7) days before the start date.

A refund to the original payment method may be provided upon request. **

Full refunds will not be granted for withdrawal requests received 7 days or less before the start date*.

- **E-learning Courses:**

Once the materials for an e-learning course have been released, withdrawals are not permitted*.

- **Live Virtual Conferences:**

Store credit will be granted if the conference withdrawal request is received more than seven (7) days before the final registration close date.

Once the registration deadline for a live virtual Conference has passed, withdrawals and refunds are not permitted.

Group registrations are not eligible for a refund.

- **In-person Conferences:**

A store credit will be granted if the conference withdrawal request is received more than ten (10) days before the final registration close date.

Once the registration deadline has passed for the in-person conference, withdrawals and refunds are not permitted.

Group registrations are not eligible for a refund.

- **Live Virtual and In-Person Executive Programs:**

A full withdrawal or refund, minus an administration fee of \$100 plus applicable tax, will be granted if the withdrawal request is received more than 30 days before the start date of an executive program.

If a withdrawal or refund request is received 15-30 days before the program start date, an administration and/or material fee of \$500 plus applicable tax will apply for live virtual offerings and an administration and/or material fee of \$1,000 plus applicable tax will apply for in-person offerings.

Refunds will not be granted if the written withdrawal/transfer request is received 15 days or less before the program start date.

*Some exceptions may apply and will be reviewed individually.

****Please note that if the original payment was received greater than 180 days prior to the refund request, a refund to a credit card is not possible. A store credit will be issued for the total refunded amount.**

Transfers

- **Live Virtual Courses, In-person Courses and Live Virtual Certificate Programs:**

Requests to transfer your registration to a future offering will be accepted up to seven (7) days prior to the course start date.

If possible, CPA Alberta will offer a transfer to the next available live virtual session or an e-learning version of the course, if available.

Alternatively, store credit can be applied to the registrant's account to use toward another course of their choice.

Transfer requests will not be accepted less than 7 days before the scheduled live virtual course. *

*Some exceptions may apply and will be reviewed on a case-by-case basis.

- **E-learning Courses:**

Once the materials for an e-learning course have been released, transfers are not permitted.

- **Live Virtual Conferences:**

Requests to transfer your registration to another offering will be accepted up to seven (7) days prior to the course start date.

Group registrations are not eligible for a transfer.

- **In-person Conferences:**

Requests to transfer your registration to another offering will be accepted up to ten (10) days prior to the course start date.

Group registrations are not eligible for a transfer.

- **Live Virtual and In-person Executive Programs:**

A transfer is permitted, minus an administration fee of \$100 plus applicable tax, if the withdrawal request is received more than 30 days before the start date of the executive program.

If a transfer request is received 15-30 days before the program start date, an administration and/or material fee of \$500 plus applicable tax will apply for live virtual offerings and an administration and/or material fee of \$1,000 plus applicable tax will apply for in-person offerings.

A transfer request will not be granted if the written withdrawal/transfer request is received 15 days or less before the program start date.

Please note that if payment was received greater than 180 days prior to the refund request, a refund to a credit card is not possible. A store credit will be issued for the total refunded amount.

Participant Substitutions

- **Live Virtual Course, In-person Course, and Live Virtual Certificate Programs:**

Participant substitution of the registered attendee is permitted to another person with two (2) days' notice before the start date of the course.

- **E-learning Courses:**

Once the materials for an e-learning course have been released, participant substitutions are not permitted.

- **Live Virtual and In-person Conferences:**

Participant substitution of the registered attendee is permitted to another person with three (3) days' notice before the start date of the conference.

Group registrations are eligible for participant substitutions with three (3) days' notice before the start date of the conference.

- **Live Virtual and In-person Executive Programs:**

Participant substitutions will only be accepted up to 30 days prior to the executive program start date. No substitutions will be accepted within 30 days of the first date of the Executive Program. Additional fees may apply.

To request a substitution, please email pdregistration@cpaalberta.ca and include the course information, name of the original registrant with CPA Alberta ID and the name and CPA Alberta ID number of the replacement participant.

Participant No-Shows

- **In-Person Courses:**

Attendance will be taken during the course by the instructor. If you do not attend, you will be listed as absent.

- **Live Virtual Courses and Live Virtual Certificate Programs:**

Attendance is recorded and tracked through the [Learning Management System](#). Live virtual courses will not be recorded for future viewing unless indicated.

- **Live Virtual Conferences:**

Attendance will be recorded and tracked through either the Learning Management System or other online platform. If you do not attend, you will not receive a certificate of completion for the Conference.

- **In-Person Conference:**

Attendance will be taken during the conference. If you do not attend, you will not receive a certificate of completion.

- **Live Virtual Executive Programs:**

Attendance will be recorded and tracked through either the Learning Management System or other online platform. If you do not attend, you will not receive a certificate of completion.

- **In-person Executive Programs:**

Attendance will be taken during the executive program. If you do not attend, you will be listed as absent, and you will not receive a certificate of completion.

Extenuating Circumstances

Exceptions to withdrawal, transfer, or no-show policies may be considered under extenuating circumstances. These are situations that are unforeseeable, unavoidable, and beyond the control of the registrant.

All requests for exceptions must be submitted in writing to pdregistration@cpaalberta.ca and will be reviewed on a case-by-case basis.

Changes by CPA Alberta

All CPA Alberta courses are subject to change between the time of publication and the date of the course. An e-mail notification indicating any changes will be sent to registered participants.

Cancellations and Changes

CPA Alberta reserves the right to cancel any course for any reason. When possible, a minimum of 5 days' notice will be provided. In such cases, CPA Alberta will issue a full refund to store credit or offer a transfer to an available course if applicable.

CPA Alberta strives to provide timely communication if a course is cancelled. However, in rare cases, cancellations may occur on short notice due to unforeseen circumstances. To ensure you receive notifications, please keep your CPA Alberta profile updated with your current mobile phone number. CPA Alberta is not liable for financial losses due to cancellations or outdated contact information. CPA Alberta's liability is limited to the course fees paid.

- **Change of Date:**
If a course is rescheduled, CPA Alberta will offer either a full refund or transfer your registration to the next available session.
- **Change of Venue:**
If the course venue changes, CPA Alberta will notify you via email.
- **Change of Instructor:**
CPA Alberta reserves the right to change instructors for the course without prior notification. Situations may occur in which an instructor cannot teach the course. If possible, CPA Alberta will try to find a suitable instructor, however, if one cannot be found then we will reschedule the course to another date or cancel the course depending on the instructor's availability.

Attendance and Completion

Attendance Policy

- **Live Virtual Courses, Live Virtual Certificate Programs and Live Virtual Executive Programs:**
To receive CPD credit, you must join the course through <http://learn.cpaalberta.ca> to be marked as present.

Failure to attend on the scheduled date, without prior notice, will be treated as a forfeiture of registration and will result in the loss of eligibility for a refund or transfer.

For live virtual courses, live virtual certificate programs, and live virtual executive programs attendees must update their Zoom display name to reflect their actual first and last name. This is required for accurate tracking and issuance of Continuing Professional Development (CPD) credit.

Failure to do so may result in CPA Alberta being unable to confirm attendance in the event of a CPD audit.
- **In-person Courses, In-person Conferences, and In-person Executive Program:**
To receive CPD credit for in-person courses, your name must be on the registration list, and you must be present when attendance is recorded by the instructor, otherwise, there is no way of verifying whether you have attended a course or received the product. If your name is not on the registration list, you will not be permitted entry into the course.

Failure to attend an in-person course on the scheduled date, without prior notice, will be treated as a forfeiture of registration and will result in the loss of eligibility for a refund or transfer.

- **Live Virtual Conferences:**

To receive CPD credit, you must join the course through the online conference platform to be marked as present. Failure to attend on the scheduled date, without prior notice, will be treated as a forfeiture of registration and will result in the loss of eligibility for a refund or transfer.

For virtual conferences attendees must update their display name to reflect their actual first and last name. This is required for accurate tracking and issuance of CPD credit. Failure to do so may result in CPA Alberta being unable to confirm attendance in the event of a CPD audit.

Completion and Certificate of Completion

- **Live Virtual Courses, Live Virtual Certificate Programs and Live Virtual Executive Programs:**

To receive CPD credit for e-learning courses, you must access the course through <http://learn.cpaalberta.ca>.

Upon completion of all learning activities a certificate of completion will be available to download through the [Learning Management System](#). You will be able to view and print your current and previous registrations in your CPA Alberta PD profile for your records.

- **In-person Courses, In-person Conferences, and In-person Executive Program:**

Upon completion of all learning activities, a certificate of completion will be available to download through the Learning Management System. For in-person courses, conferences and executive programs there will be a delay in accessing the certificate of completion, as CPA Alberta verifies attendance.

- **E-learning Courses:**

To receive CPD credit for e-learning courses, you must access the course through <http://learn.cpaalberta.ca>. All components of a course must be completed including a passing grade on any assessments to obtain a certificate of completion.

- **Virtual Conferences:**

To receive CPD credit for a virtual conference, you must access the course through the online conference platform.

Upon completion of all learning activities a certificate of completion will be available through the learning management system.

For information on what is required for tracking your CPD please refer to “[What is considered a CPD Learning Activity](#)” for further details.

Broadcasting or Group Viewing Policy

Participants are not permitted to share their login credentials, stream or display course content to groups, or post any portion of the course on social media or other public platforms.

Repeat Learning

If a registrant enrolls in an e-learning course previously completed in the past, and the course content has not been updated, it may not qualify for CPD hours.

For information on what qualifies as CPD please refer to “[What is considered a CPD Learning Activity](#)” for further details.

Privacy, Copyright & Disclaimers

Privacy

Your privacy is very important to CPA Alberta. Please refer to the [privacy statement](#) on the CPA Alberta website.

Copyright Material

All material is delivered to you by Chartered Professional Accountants of Alberta and uses copyrighted works under license.

No part of a course, workshop, conference or program including materials, resources and or videos may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means (photocopying, electronic, mechanical, recording or otherwise), or entered into any generative artificial intelligence system or similar technology, without the prior written permission of the copyright holder and publisher, applications for which shall be made to the Chartered Professional Accountants of Alberta. All rights reserved.

Views Expressed Disclaimer

The views and opinions expressed by an instructor, author, speaker, presenter, advisor, or other contractor are the views of that person and may not represent the views or opinions of CPA Alberta or its employees. The views and opinions expressed are non-authoritative and have not been formally endorsed by CPA Alberta and do not reflect the views of CPA Alberta. The information included in a course, workshop, conference or program are for general purposes only.

CPA Alberta, the instructors, authors, speakers, presenters, advisors or other contractors, do not accept any responsibility or liability that might occur directly or indirectly as a consequence of the use or application of or reliance on the material presented in a course, workshop, conference, or program.

Code of Conduct

In addition to the Chartered Professional Accountants Act and the CPA Alberta Rules of Professional Conduct with Guidance, the Association also adheres to a Respectful Workplace Policy, and does not condone or tolerate any conduct, comment, gesture or contact that may be considered discriminatory or constitute as harassment. Participants are expected to behave professionally at all times. Participants will refrain from making any comments, written or verbal, that are demeaning, offensive or insulting, using profanity or other offensive words, yelling or shouting acting in an intimidating or threatening manner.

Release of Indemnity

By participating in CPA Alberta's Professional Development (PD) courses, you acknowledge that the information provided is for educational purposes only. CPA Alberta, its instructors, and affiliates are not liable for any financial loss, business disruption, or other adverse consequences resulting from the application of course content. You release CPA Alberta from any claims or liabilities arising from your use of the information provided.

Discount and Loyalty Programs

PD Savings Program

The PD Savings Program provides multiple discount opportunities on applicable CPA Alberta courses, certificate programs, workshops, on-demand e-learning, or select conferences.

Exclusive CPA Pricing

Alberta CPAs will receive a lower early bird and regular price than the general public. The savings vary depending on the course and product purchased.

Program Requirements:

- **Who Qualifies:** Alberta CPAs and CPA PEP candidates
- **Registration:** You must register for applicable courses using your CPA Alberta Member profile on the CPA Alberta PD Portal to qualify for this discount savings.
- **Inclusions:** Virtual live courses, in-person courses, select certificate programs, and E-learning courses.
- **Exclusions:** Executive programs, virtual or in-person conferences and some certificate programs.

Changes to Registrations:

Refunds or transfers will not have an impact on the application of this discount. However, if a participant substitution results in an individual who is not a CPA attending the course, the applicable discount will be recalculated and adjusted accordingly.

Early Bird

Register at least 25 days before the start date of a live virtual or in-person course and receive a 10% discount.

Program Requirements:

- **Who Qualifies:** Available to all purchasers including Alberta CPAs, and CPA PEP candidates.
- **Registration:** Purchase must be completed a minimum of 25 days prior to the course start date for the discount to be applied.
- **Inclusions:** Virtual live courses, in-person courses, and select certificate programs.
- **Exclusions:** E-learning courses, executive programs, virtual or in-person conferences and some certificate programs.

Changes to Registrations:

If a transfer is made to a course scheduled to begin within 25 days of the start date of a live virtual or in-person session, any previously applied discount will be forfeited, and the course fee will be adjusted accordingly. The substitution of a participant will not affect the application of the discount.

Bundle & Save

Register for multiple live virtual and in-person courses, on-demand e-learning courses and conferences by one individual to increase your savings. The minimum purchase amounts in a single transaction before taxes to achieve the percentage savings are as follows:

Total Purchase Amount	Discount Applied
\$825.00 – \$1,374.99	5%
\$1,375.00 – \$1,924.99	10%
\$1,925.00 – \$2,474.99	15%
\$2,475.00 or more	20%

Program Requirements:

- **One Transaction:** All purchases must be made in a single transaction to qualify for the discount.
- **One Individual:** The courses and conferences must be for the same individual.
- **No Transfers or Substitutions:** Once registered, courses cannot be transferred to another person or substituted for a different course.
- **Minimum Purchase Amount:** The total purchase amount used to calculate the discount is before taxes.
- **Inclusions:** Virtual live courses, in-person courses, select certificate programs, select virtual or in-person conferences and E-learning courses.
- **Exclusions:** Executive programs, select virtual or in-person conferences and select certificate programs.

Changes to Registrations:

- If a refund, transfer, or participant substitution results in your total purchase amount falling below the original discount tier, your discount will be adjusted accordingly or removed if the new total does not meet the minimum required amount.
- If CPA Alberta cancels a course, participants will be eligible for a transfer to another available course of equal or lesser value without affecting the discount tier. If no suitable course is available, store credit will be issued, and the discount will be adjusted if necessary.

Corporate Savings Program

The Corporate Savings Program (CSP) is a bulk pre-purchase loyalty savings program where organizations can purchase credits to be used for courses, conferences, and other eligible products at a set discount from CPA Alberta for one year from the date of purchase.

Discount Levels and prices:

Standard: Purchase a \$2,500 credit for a 20% discount

Enhanced: Purchase a \$8,000 credit for a 25% discount

Premium: Purchase a \$13,500 credit for a 30% discount

Program Requirements

- **Eligibility:** The CSP can be purchased by any organization which can then designate individuals to use the credits for eligible products.
- **Term:** The discount is valid for one year from the date of purchase.
- **Credit Usage:** Register for eligible products by adding designated purchasers to the CSP list.

Changes to Registrations:

- Corporate Savings Programs are non-refundable.
- Refunds, transfers, or participant substitutions will be processed in accordance with the professional development terms and conditions.
- If CPA Alberta cancels a course, participants will be eligible for a transfer to another available course of equal or lesser value. If no suitable course is available, a refund to the Corporate Savings Program credit will be processed.

Please refer to the [CPA Alberta Corporate Savings Program Terms and Conditions](#) for complete details.

Sales and Promotions

CPA Alberta reserves the right to offer sales and promotions on its products and services from time to time. Please note that any discounts or promotional offers are applicable only to new purchases made during the promotional period. Products and services purchased prior to the commencement of any sales or promotions are not eligible for retroactive discounts or adjustments.

Please refer to the [CPA Alberta Terms and Conditions for Special Promotions](#) for complete details.