



ACADEMIC PREREQUISITE ASSESSMENT GUIDELINES

A Guide for Prospective and Current Students
on the CPA Path



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This document provides a high level summary of the key policies, guidelines, and regulations for prospects and students pursuing the CPA designation through the CPA Pathway for certification. For more information on the CPA certification program, please review:

[CPA Harmonized Education Policies \(Volume 1 & 3\)](#)

[CPA Ontario Regulation 6-1](#)

[Transcript Assessment Policy](#)

[The CPA Competency Map and CPA Competency Map Knowledge Supplement](#)

[CPA National Recognition and Accreditation Standards for PSIs](#)

ADMISSION REQUIREMENTS FOR THE CPA PREPARATORY COURSES

The prerequisite requirement for CPA preparatory courses is the completion of 30 credit-hours of study or equivalent at a post-secondary institution (i.e. one year of full-time study), or three years of relevant practical experience. The 30 credit-hour requirement may be satisfied by completing courses from a recognized university or college, as well as specific educational institutions (i.e. College Board Advanced Placement, International Baccalaureate, A-Level, and General Certificate of Education). These courses may also be considered towards CPA preparatory course exemptions based on an assessment of their coverage of the CPA competencies as set out in the [CPA Competency Map and CPA Knowledge Supplement](#).

ADMISSION REQUIREMENTS FOR THE CPA PROFESSIONAL EDUCATION PROGRAM (CPA PEP)

Admission in to CPA PEP requires:

- A 120 credit hour degree or equivalent from an academic institution, as set out in [Regulation 6-1 s. 1.1](#); and
- The successful completion of the entry prerequisite courses in each CPA competency area at a post-secondary institution (PSI) or through CPA preparatory courses. Successful completion is defined as meeting the minimum grade requirement (50% in each non-core course, 60% in each core course), grade-point average (65% calculated by averaging grades in each core course), and currency of education.

In accordance with [Regulation 6-1 s.33 and s.34](#), a student can conditionally enrol in to CPA PEP if the student is in their last term of study at a recognized post-secondary institution and can provide documentation (i.e. academic transcript and letter of good standing, if applicable) showing that all of the applicable entry prerequisites and 120 credit-hours of post-secondary academic education (or equivalent) will be completed prior to the PEP Commencement Date (Regulation 6-1 s.1.7). Students who have not met the entrance requirements for the CPA PEP must complete additional degree-credit courses at a PSI or through CPA preparatory courses to top up their degree-credit hours and/ or prerequisite education prior to being granted admission into CPA PEP.

DEGREE TOP-UP REQUIREMENTS

Degree Top Up Requirements for Admission to the CPA Professional Education Program (CPA PEP)

You can top up your degree requirements if you have a degree but have not completed 120 credit hours, or equivalent, of education from a recognized academic institution. Degree top up can be completed through CPA preparatory courses or through a post-secondary institution (PSI).

CPA Preparatory Courses Credit Hour Allocation

CPA Preparatory Course	Credit Hours	Core	Non-Core	Minimum Grade
Introductory Financial Accounting (IFA)	3		✓	50%
Introductory Management Accounting (IMA)	3		✓	50%
Economics (ECO)	3		✓	50%
Statistics (STA)	3		✓	50%
Intermediate Financial Reporting 1 (IF1)	3	✓		60%
Intermediate Financial Reporting 2 (IF2)	3	✓		60%
Advanced Financial Reporting (AFR)	3	✓		60%
Corporate Finance (COF)	3	✓		60%
Audit and Assurance (AUA)	3	✓		60%
Taxation (TAX)	3	✓		60%
Intermediate Management Accounting (MAA)	3	✓		60%
Performance Management (PMA)	3	✓		60%
Business Law (BUL)	3*		✓	50%
Information Technology (ITE)	3*		✓	50%

*The credit hour allocation for Business Law (BUL) and Information Technology (ITE) prior to April 1, 2017 is 1.5 credit hours per course. In the example shown above, students who completed BUL and/or ITE prior to April 1, 2017 will have completed a total of 117 credit hours (i.e. 90 credit hour degree + 27 credit hour top up through CPA preparatory courses), which would necessitate the completion of an additional 3 credit hours. In this situation, students are encouraged to complete a business-related course to increase their breadth of knowledge.

The examples provided below are intended as a guide only. An official transcript assessment is required for a complete assessment of your pre-requisite education. Please review [Regulation 6-1 s. 1.4](#) for the definition of credit hours.

EXAMPLE	TOP-UP OPTIONS
<ul style="list-style-type: none">• Student has a 3-year (90 credit hour) degree.• Based on courses completed within the degree, the student is eligible for exemptions towards several non-core CPA preparatory courses including Introductory Financial Accounting, Introductory Management Accounting, Economics, and Statistics. Student can complete	<ul style="list-style-type: none">✓ 30 credit hours' worth of study at a PSI;✓ 30 credit hours' worth of study through CPA preparatory courses; or✓ a combination of the above totaling 30 credit hours <ul style="list-style-type: none">• Credits from exam-only courses/programs are not considered towards degree credit hour top-up.

CURRENCY OF EDUCATION FOR ADMISSION INTO CPA PEP

Requirements and Exemptions

In accordance with the [CPA Harmonized Education Policies Volume 1 s.1.1.3](#), for admission in to the CPA Professional Education Program (CPA PEP), you must complete at least one* applicable core prerequisite course in each of the CPA competency areas within 10 years of your CPA PEP commencement date. The CPA PEP Commencement Date is defined in [Regulation 6-1 s.1.7](#).

*CPA Ontario strongly recommends all core prerequisite courses are completed within 10 years of your CPA PEP commencement date.

CPA COMPETENCY AREAS	CPA PREPARATORY COURSE	CORE
Non-core prerequisites are not subject to currency of education.		
Financial Reporting	Introductory Financial Accounting (IFA)	
	Intermediate Financial Reporting I (IF1)	✓
	Intermediate Financial Reporting II (IF2)	✓
	Advanced Financial Reporting (AFR)	✓
Strategy and Governance	Performance Management (PMA)	✓
Management Accounting	Introductory Management Accounting (IMA)	
	Intermediate Management Accounting (MAA)	✓
Audit and Assurance	Audit and Assurance (AUA)	✓
Finance	Corporate Finance (COF)	✓
Taxation	Taxation (TAX)	✓
Other General Business Topics	Economics (ECO)	
	Statistics (STA)	
	Business Law (BUL)	
	Information Technology (ITE)	

Currency of Education applies to core prerequisites only.

The examples provided below are intended as a guide only. An official transcript assessment is required for a complete assessment of your pre-requisite education.

Scenario 1

As part of a degree completed 12 years ago, you completed Personal Taxation. Last month, you completed Corporate Taxation.

- ✓ You have satisfied the Taxation competency and have met the currency of education requirement. However, it is recommended that all core prerequisite courses are completed within 10 years of your CPA PEP commencement date to ensure that your knowledge is current.

Scenario 2

As part of a degree completed 15 years ago, you completed Intermediate Financial Reporting I, Intermediate Financial Reporting II, and Advanced Financial Reporting.

- ✗ You have not satisfied the Financial Reporting competency and do not meet the currency of education requirement.
- ✓ If you successfully repeat any one of Intermediate Financial Reporting I, Intermediate Financial Reporting II, or Advanced Financial Reporting, you will satisfy the Financial Reporting competency and meet the currency of education requirement. However, it is recommended that all core prerequisite courses are completed within 10 years of your CPA PEP commencement date to ensure that your knowledge is current.

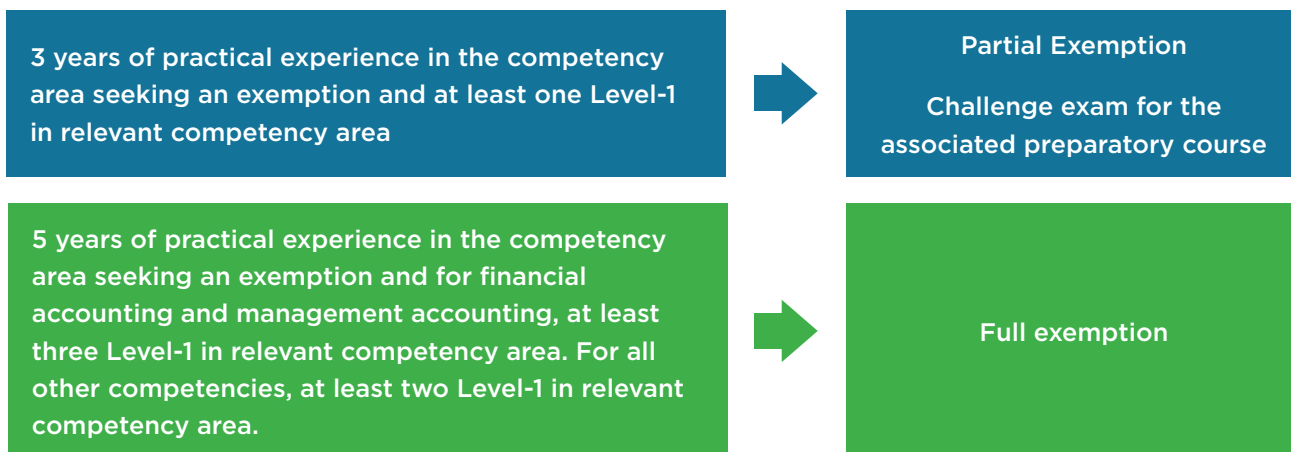
Scenario 3

As part of an undergraduate degree completed 20 years ago, you completed Corporate Finance. You completed a graduate degree last year and completed several courses in Finance, but the courses completed are not substantially equivalent to Corporate Finance.

- ✗ You have not satisfied the Finance competency and do not meet the currency of education requirement.
- ✓ If you successfully complete the applicable preparatory course (Corporate Finance) or a course that has been recognized by CPA Ontario to be equivalent to Corporate Finance, you will satisfy the Finance competency and meet the currency of education requirement.

Are There Exemptions from the Currency of Education Based on Practical Experience?

In accordance with the [CPA Harmonized Education Policies Volume 1 s.1.1.3](#), students with significant relevant work experience may apply for a full or partial exemption from the currency requirement for a prerequisite course if they have successfully completed a relevant course more than 10 years prior to admission to CPA PEP. Work experience is assessed to determine whether the relevant technical knowledge has been demonstrated in practical settings in the competency area for which the exemption is sought.



Level 1 is experience at a professional level, but lower than expected of a newly-certified CPA. This includes tasks which are routine in nature, of a low level of complexity and/or executed with a lower level of autonomy. Please review the [CPA Practical Experience Requirements \(CPA PER\)](#) for information on proficiency levels and competency areas. For examples of the competency statements for each proficiency level, please review the [Experience Verification Route Proficiency Levels](#).

Are There Exemptions from CPA Prerequisite Courses Based on Practical Experience?

In accordance with [Regulation 6-1 s.16.1](#), exemptions from the academic prerequisites can only be awarded based on degree-credit courses¹ (or equivalent academic learning) completed at an academic institution². While practical experience is an extension of academic learning, CPA Ontario cannot solely equate the competencies and knowledge topics that are required for admission and success in CPA PEP with the duties and responsibilities of a student in a practical setting.

- ¹ [Regulation 6.1 s. 1.6](#) defines degree-credit course as "... a course of academic study and evaluation that is recognized for credit by the degree-granting academic institution towards the completion of a university degree or equivalent that is awarded by that degree granting academic institution and that is successfully completed through enrolment in or registration with such institution".
- ² [Regulation 6-1 s.1.1](#) states that an academic institution is an education institution such as a university that has been established or accredited by a statute or other governmental approval and offers a program or programs of post-secondary academic education.

CPA PEP COURSE RECOGNITION

For Admission in to the CPA Professional Education Program (CPA PEP)

How does CPA Ontario Recognize Transfer Credits?

In accordance with the CPA Ontario Transfer Credit Policy, CPA Ontario will recognize transfer credit courses awarded by a Canadian academic institution^[1] towards the conferral of a recognized degree, based on courses that have been completed at another academic institution.

Transfer credit courses will also be recognized by CPA Ontario for the purpose of fulfilling the prerequisite course requirement for admission to the CPA Professional Education Program (CPA PEP).

Examples of acceptable transfer credit courses include:

- A college diploma course;
- A non-degree credit course, typically offered by a school of continuing education;
- A degree-credit course;
- A special pre-university course (i.e. International Baccalaureate, College Board Advanced Placement, General Certificate of Education, A-Level); and
- A course from an academic institution in another country, including exchange courses.

CPA Ontario requires official transcripts from the Canadian academic institution^[1] to show the following items for a complete assessment of transfer credit recognition:

- name(s) of all previous institutions attended where the transfer credit was completed;
- course code(s), course name(s), credit hour(s), year(s)/term(s), and final grade(s) earned at previous academic institutions where the transfer credit was completed; and
- total number of credit hours granted by the Canadian academic institution towards the conferral of a degree.

If a student cannot provide an official transcript showing the above required information, the student will be required to:

- submit a transcript from all previous academic institutions attended where the transfer credits were completed; and
- submit a transfer credit letter from the accepting institution's Registrar's Office with the required information noted above.

NOTE: All transfer credits are subject to the relevant transcript assessment policies, including but not limited to, currency of education.

Examples of Transfer Credits CPA Ontario Will Recognize

The examples provided below are intended as a guide only. An official transcript assessment is required for a complete assessment of your pre-requisite education.

Scenario 1

You completed a 3-year diploma and subsequently transferred to a degree program at a degree-awarding post-secondary institution (PSI) in Ontario. Upon admission, you received a total of 60 transfer credits, including exemptions for all of the CPA non-core courses and Finance 1. The course chart for this PSI requires the completion of both Finance 1 and Finance 2 in order to meet the Corporate Finance prerequisite requirement.

- ✓ You are eligible to receive an exemption for all non-core courses. Upon successful completion of Finance 2 at the PSI, you will have satisfied the Corporate Finance prerequisite requirement.

Scenario 2

You completed a 2-year diploma at an Ontario College and subsequently transferred to a degree program at a degree-awarding PSI outside of Canada. Upon admission into the degree program, you were awarded transfer credits towards the degree, including exemptions for all of the CPA non-core courses.

- ✗ You are not eligible for CPA preparatory course exemptions based on the courses completed within the diploma. The transfer credit policy only applies when a Canadian academic institution awards transfer credits towards the conferral of a degree.

Scenario 3

You are currently enrolled in a degree program at a Canadian PSI. Recently, you completed a term of study abroad as part of an exchange program. During the exchange, you completed a course in strategy. Upon returning to the Canadian PSI, a transfer credit for the course equivalent to Performance Management is awarded.

- ✓ You are eligible to receive an exemption for Performance Management.

Scenario 4

You completed a diploma in accounting 12 years ago and have recently decided to earn a degree. Upon admission to a recognized Canadian degree program, you are awarded transfer credits for all of the CPA non-core courses and several CPA core courses, including Intermediate Financial Reporting 1 & 2.

You are eligible to receive an exemption for all non-core courses. Currency of Education does not apply to non-core courses.

- ✗ You are not eligible to receive exemptions for core courses (Intermediate Financial Reporting 1 & 2) due to the Currency of Education policy.

What is Course Mixing?

A course mix occurs when you have completed prerequisite courses within a CPA competency area (Financial Reporting, Strategy and Governance, Management Accounting, Finance, Audit and Assurance, or Taxation) at more than one PSI.

The examples provided below are intended as a guide only. An official transcript assessment is required for a complete assessment of your pre-requisite education.

SCENARIO	RESULT
1 You complete all courses related to Financial Reporting at PSI 1.	✓ No course mix
2 You complete the first half of Taxation at PSI 1 and the second half of Taxation at PSI 2.	✗ Course mix
3 You complete the first half of Audit and Assurance at PSI 3. You then complete the CPA preparatory course, Audit and Assurance.	✓ No course mix

CPA Ontario has recognized the prerequisite courses for each Ontario PSI based on the program's mapping of courses to the CPA Competency Map and Knowledge Supplement. The stream of courses recognized for each Ontario PSI program may not cover the knowledge topics and the content in the same way as another program. CPA Ontario cannot guarantee that an individual who completes courses within a CPA competency area at more than one PSI will achieve a sufficient level of breadth and depth of content coverage in order to meet the admission requirement for CPA PEP.

You are strongly encouraged to complete each of the required prerequisite courses within a CPA competency area at a single PSI or through CPA preparatory courses. If you have mixed courses within a CPA competency area from different PSIs you may be required to submit course outlines for additional review.

What if I Repeated a Course?

CPA Ontario will consider the highest grade in the instance where a student elects to repeat a course in order to increase their grade point average, so long as that attempt is in accordance with all relevant transcript assessment policies, including but not limited to, the currency of education policy.

Understanding Acceptance of Anti-Requisites

If you have taken a course which is an anti-requisite to the course that is listed on the CPA course chart, CPA Ontario will deem the completion of the anti-requisite course as having met the requirements for exemption to the non-core prerequisite course requirement. For all core prerequisite courses, a course outline/syllabus is required for review.

Review the examples provided below which are intended as a guide only. An official transcript assessment is required for a complete assessment of your pre-requisite education.

Scenario 1

You complete PSYC 201 (Statistics for Psychology), which is an anti-requisite to the course that is listed on the CPA course chart, STAT 101 (Statistics for Commerce).

- ✓ Anti-requisite for non-core prerequisite. You will be eligible for an exemption from the CPA preparatory course, Statistics. You are responsible for providing proof that the course is an anti-requisite (copy of the relevant pages from the Academic Calendar of the post-secondary institution).

Scenario 2

You complete ECON 359 (Finance for Economists), which is an anti-requisite to the course that is listed on the CPA course chart, FINE 300 (Financial Management).

- ✗ Anti-requisite for core prerequisite. You will need to submit a course syllabus for both courses (i.e. ECON 359 and FINE 300) for review.

What are the Course Syllabus/Outline Requirements for Non-Listed Course?

If you have completed a degree credit course that is not listed on a CPA course chart and would like the course reviewed for recognition, you may be required to submit a course outline/syllabus. The course outline/syllabus submitted must correspond with the academic year/term from which the course was completed. CPA Ontario will review the course syllabus and confirm whether the course completed covers the subjects contained in the CPA Competency Map Knowledge Supplement. A course outline/syllabus should include the following:

- University/college letterhead, symbol, logo, etc.
- Course details (course name/number, term, year, lecture times, instructor details, prerequisite(s)/co-requisite(s))
- Course overview including learning outcomes or objectives
- Deliverables/course structure (assignments, quizzes, midterm, final exam, group project, case analysis reports, etc.)
- Grading scale used by the post-secondary institution
- Course material required and tutorial/laboratory requirements (if applicable)
- Detailed weekly topics listing or syllabus (includes number of lectures/tutorials/labs, description of lecture reading and topics, assigned course material reading)

A course description does not usually provide sufficient information for the purposes of reviewing the substantial equivalence of a course to the CPA Competency Map Knowledge Supplement. If a syllabus isn't in English, it needs to be translated by an approved ATIO translator.

Will CPA Ontario Recognize Continuing Education Courses?

In accordance with Section 4 of the [CPA National Recognition and Accreditation Standards for Post-Secondary Institutions](#), CPA Ontario has recognized the courses offered by select continuing education programs as being substantially equivalent to degree-credit courses. The following academic institutions have achieved this standard:

POST-SECONDARY INSTITUTION	DATE OF CPA ONTARIO APPROVAL	CARRYBACK PERIOD
McMaster University <i>Centre for Continuing Education</i>	September 4, 2015	Courses taken in the Fall 2012 term or after at the Centre for Continuing Education at McMaster University will be accepted by CPA Ontario. Exception: ACC 931 - Auditing will only be accepted if completed in the Winter 2016 term or after.
Seneca College <i>Faculty of Continuing Education and Training</i>	July 24, 2015	Courses taken in the Fall 2012 term or after at the Faculty of Continuing Education and Training at Seneca College will be accepted by CPA Ontario.
University of Toronto <i>School of Continuing Studies</i>	July 27, 2015	Courses taken in the Fall 2012 term or after at the School of Continuing Studies at the University of Toronto will be accepted by CPA Ontario.
York University <i>School of Continuing Studies</i>	September 1, 2016	N/A - program is new

CPA PEP GRADE AND GPA REQUIREMENTS

For Admission in to the CPA Professional Education Program (CPA PEP)

Grade Requirements for Admission

Students seeking admission in to CPA PEP must meet all of the below grade requirements:

- A passing grade or 60% (whichever is higher) in each applicable core course;
- A passing grade or 50% (whichever is higher) in each applicable non-core course, and;
- A minimum grade point average of 65% calculated by averaging grades across all core courses.

NON-CORE CPA PREREQUISITE	GRADE REQUIREMENT
<ul style="list-style-type: none"> • Introductory Financial Accounting (IFA) • Introductory Management Accounting (IMA) • Economics (ECO) • Statistics (STA) • Business Law (BUL) • Information Technology (ITE) 	50% in each course
CORE CPA PREREQUISITE	GRADE REQUIREMENT
<ul style="list-style-type: none"> • Intermediate Financial Reporting I (IF1) • Intermediate Financial Reporting II (IF2) • Advanced Financial Reporting (AFR) • Corporate Finance (COF) • Audit and Assurance (AUA) • Taxation (TAX) • Intermediate Management Accounting (MAA) • Performance Management (PMA) 	60% in each course & 65% average across all core courses

How do I Calculate my Grade Point Average (GPA)?

Your grade point average (GPA) is calculated by averaging your grades across all core courses completed through a Canadian academic institution [1] or CPA preparatory courses. If multiple courses from a post-secondary institution (PSI) are required in order to earn an exemption from a CPA prerequisite, each course must meet the minimum grade requirement and each course will be included in the GPA calculation. Please note that GPA is calculated once you have completed all of the prerequisite courses for admission into CPA PEP.

Courses that are excluded from the GPA calculation include:

- Courses completed at an international academic institution;
- Courses recognized by CPA Ontario under the terms of the CPA Ontario Transfer Credit policy, and;
- Courses recognized by CPA Ontario based on [legacy CGA transitional provisions](#).

Examples of Grade & GPA Requirements

Review the examples provided below which are intended as a guide only. An official transcript assessment is required for a complete assessment of your pre-requisite education.

Scenario 1

You have completed all 14 CPA preparatory courses through CPA Ontario. You received the following grades in the core courses:

- Intermediate Financial Reporting I (IF1) 90%
- Intermediate Financial Reporting II (IF2) 95%
- Advanced Financial Reporting (AFR) 85%
- Corporate Finance (COF) 75%
- Audit and Assurance (AUA) 65%
- Taxation (TAX) 70%
- Intermediate Management Accounting (MAA) 80%
- Performance Management (PMA) 60%

- ✓ You meet the minimum grade requirement for each core course
- ✓ You meet the GPA requirement (77.5%). The sum of grades for all core courses (620) divided by the total number of core courses (8) = 77.5%

Scenario 2

As part of an undergraduate degree in business, you completed several courses equivalent to CPA prerequisites. For Finance and Performance Management, you are required to complete 2 courses at a PSI in order to earn the exemption to the preparatory course. You received the following grades:

Intermediate Accounting 1 (PSI course)	65%	Audit and Assurance (AUA)	85%
Intermediate Accounting 2 (PSI course)	70%	Taxation (TAX)	90%
Advanced Financial Reporting (AFR)	75%	Intermediate Management Accounting (MAA)	80%
Finance 1 (PSI course)	80%	Strategic Management 1 (PSI course)	70%
Finance 2 (PSI course)	80%	Strategic Management 2 (PSI course)	90%

- ✓ You meet the minimum grade requirement for each core course
- ✓ You meet the GPA requirement (78.5%). The sum of grades for all core courses (785) divided by total number of core courses (10) = 78.5%

Converting Letter Grades to Numerical Grades

If your undergraduate transcript only shows letter grades, the below tables are used to convert letter grades into numerical grades for Ontario PSIs. If your transcript shows letter grades and numerical grades, the numerical grade shown on the transcript will be used.

Standard (Grading scale for all Ontario PSIs with the exception of those listed below)

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
95	89	83	78	75	72	68	65	62	58	55	52

Alternate 1 (Fanshawe College, Seneca College, York University)

A+	A	B+	B	C+	C	D+	D
95	85	77	72	67	62	57	52

Alternate 2 (Laurentian University - before Fall 2014, University of Ottawa)

A+	A	A-	B+	B	C+	C	D+	D
95	87	83	77	72	67	62	57	52

Alternate 3 (George Brown College)

A+	A	A-	B+	B	B-	C+	C	C-	D+	D
95	89	83	78	75	72	68	65	62	57	52

Alternate 4 (Sheridan College - before Fall 2017)

A+	A	B+	B	C+	C	D
95	85	77	72	67	62	55

Alternate 5 (University of Ontario Institute of Technology)

A+	A	A-	B+	B	B-	C+	C	D
95	89	83	78	75	72	67	62	55

In instances where a unique grading system is used by a PSI, CPA Ontario will use the conversion scale that best matches the grading system used by the respective PSI.

How does CPA Ontario Assess Special Grades?

A special grade refers to a grade that does not reflect the standardized measurements of the varying levels of achievement in a course. Examples of special grades include Aegrotat, Credit/No Credit, Pass/Fail, and Satisfactory/Not Satisfactory.

In the event that a Canadian academic institution³ awards a special grade that is deemed to be a passing grade but the awarding of such a grade is **not** the result of any of the following:

- a. exceptional and unforeseen circumstances;
- b. transfer credit; or,
- c. participation in an international exchange program,

CPA Ontario will consider such special grades to be equivalent to the higher of:

- a. the lowest passing grade as defined by the post-secondary institution; or
- b. 50%

³ A Canadian academic institution, as defined in [Regulation 6-1 s1.1.1](#), is as an academic institution that is a member of Universities Canada (formerly known as the Association of Universities and Colleges of Canada) or Colleges and Institutes Canada (formerly known as the Association of Canadian Community Colleges) and is accredited and/or authorized by the appropriate regulatory authorities in Canada to grant degrees.

What if the Result is Due to an Exceptional or Unforeseen Circumstance?

If the special grade was awarded as a result of exceptional and unforeseen circumstances, CPA Ontario will accept a maximum of 1 academic term of courses towards the exemption of core CPA prerequisite courses. The course(s) accepted by CPA Ontario will be considered in the same manner as a transfer credit and will not be included in the calculation of the grade point average.

If there are multiple terms for which a student has received a special grade as a result of exceptional and unforeseen circumstances, CPA Ontario will accept the courses from the first academic term towards the exemption of core CPA prerequisite courses. For any subsequent academic terms and/or courses, CPA Ontario will consider those grades to be equivalent to the higher of the lowest passing grade as defined by the post-secondary institution or 50%.

Will CPA Ontario Recognize Transfer Credits or International Exchanges?

If the special grade was awarded as a result of a transfer credit or participation in an international exchange program, CPA Ontario will consider the course(s) in accordance with the [CPA Ontario Transfer Credit Policy](#).

REQUIREMENTS FOR INTERNATIONALLY EDUCATED PROFESSIONALS (IEP)

Understanding International Transcript Assessments

- In accordance with the [CPA Ontario Transcript Assessment Policy](#), students must provide official documentation as part of their transcript assessment application. Documentation is considered official when received directly from the post-secondary institution by mail in a sealed envelope.
- Alternatively, a Course-by-Course credential evaluation carried out by World Education Services (WES) through their International Credential Advantage Package (ICAP), sent directly to CPA Ontario by WES will also be accepted.
- A course syllabus/outline is required in order to determine whether a course and/or program has met all or essentially all of the corresponding sections of the CPA Competency Map and Knowledge Supplement at the appropriate prerequisite level. “All or essentially all” is defined as 80% substantial coverage, determined based on the relative weighting of proficiencies across the proficiency levels. More information on the requirements for course syllabi/outlines can be found below.
- CPA Ontario will only assess degrees conferred by a recognized academic institution⁴. The degree will be reviewed to determine whether the student has completed study equivalent to 120 credit hours of Canadian post-secondary study, in accordance with the admission requirements for CPA PEP.
- Given that grading systems differ greatly from country to country, to ensure comparability, CPA Ontario will convert grades to Canadian standards.

What are the Course Syllabus & Outline Requirements?

Students who have completed a degree-credit course that is not listed on a CPA course chart and would like the course reviewed for recognition must submit a course outline/syllabus. The course outline or syllabus submitted must correspond with the academic year/term from which the course was completed. CPA Ontario will review the course syllabus and confirm whether the course completed covers the subjects contained in the CPA Competency Map Knowledge Supplement. A course outline/syllabus should include the following:

- University/college letterhead, symbol, logo, etc.
- Course details (course name/number, term, year, lecture times, instructor details, prerequisite(s)/co-requisite(s))
- Course overview including learning outcomes and course description
- Deliverables/course structure (assignments, quizzes, midterm, final exam, etc.)
- Course material required and tutorial/laboratory requirements (if applicable)

⁴ [Regulation 6-1 s.1.1](#) states that an academic institution is an education institution such as a university that has been established or accredited by a statute or other governmental approval and offers a program or programs of post-secondary academic education.

- Detailed weekly topic listing or syllabus (includes description of lecture topics, assigned readings, etc.)

A course description does not usually provide sufficient information for the purposes of reviewing the substantial equivalence of a course to the CPA Competency Map Knowledge Supplement. If a syllabus isn't in English, it needs to be translated by an approved ATIO translator.

Will CPA Ontario Recognize Non-Canadian Courses in Business Law?

Students who have successfully completed a course in Business Law from a non-Canadian post-secondary institution that has met all or essentially all of the applicable sections of the CPA Competency Map Knowledge Supplement at the appropriate prerequisite level can earn an exemption to the Business Law prerequisite course by completing [Canadian Business Law for International Accountants](#), an online course offered by CPA Canada. A full transcript assessment with course syllabi/outlines are required in order for CPA Ontario to assess a student's eligibility for the CPA Canada CPD course. Students who are eligible to take this course will be notified by CPA Ontario.

TRANSCRIPT ASSESSMENT AND RE-ASSESSMENT VALIDITY

All transcript assessments and reassessments are valid for a period of one year from the date that the assessment results are sent. Assessment validity will depend on your status with CPA Ontario:

- For those who have received their transcript assessment/reassessment results and have not registered as a student with CPA Ontario (i.e. a prospect), validity refers to the period in which a prospect must apply for student registration and enrol in their first preparatory course or CPA PEP module.
- For those who are registered as students with CPA Ontario, validity refers to the period in which a student must enrol in their first preparatory course or CPA PEP module.

EXAMPLE	RESULT	RESULT RATIONALE
Prospect is sent the results of their initial transcript assessment on August 31, 2016 . On January 1, 2017 , prospect applies for student registration and is looking to enrol in a preparatory course/PEP module for the first time (Spring 2017 offering).	✔ Prospect is eligible for student registration and course/module enrolment. Student is no longer subject to assessment expiry.	Assessment is valid until August 31, 2017. Prospect has fulfilled the requirement to register as a student and enrol in a course/module before the assessment expiry date.
Prospect is sent the results of their initial transcript assessment on June 30, 2015 . On February 1, 2017 , prospect applies for student registration in order to enrol in a preparatory course/CPA PEP module for the first time (Spring 2017 offering).	✘ Assessment is no longer valid. Prospect must apply for a new assessment prior to being eligible for student registration and course/module enrolment.	Assessment is valid until June 30, 2016. Prospect did not apply for student registration until after the assessment expiry date.

EXAMPLE	RESULT	RESULT RATIONALE
<p>Prospect is sent the results of their initial transcript assessment on April 30, 2016. On May 1, 2016, prospect applies for student registration in order to begin recording practical experience in PERT and is approved for registration shortly thereafter. On March 1, 2017, student is looking to enrol in a preparatory course/ PEP module for the first time (Spring 2017 offering).</p>	<p>✔ Student is eligible for course/module enrolment. Student is no longer subject to assessment expiry.</p>	<p>Assessment is valid until April 30, 2017. Prospect has fulfilled the requirement to register as a student and enrol in a course/module before the assessment expiry date.</p>

Please note that the examples provided above are intended only as a guide. An official transcript assessment is required for a complete assessment of your pre-requisite education.

Submission of any new documentation after the results of the initial assessment will result in a transcript reassessment fee of \$150 (plus HST). The transcript assessment expiry date is reset each time a transcript reassessment is completed. The new expiry date will be one year from the date that the initial or updated assessment results are sent.