



PREPARATORY COURSES

Enrolment Guide – November 2019



Overview

The CPA preparatory courses are designed for those who have a minimum 30-credit hours of post-secondary study (equivalent to one year full-time study) at a post-secondary institution or three years of relevant work experience, and lack some or all of the prerequisite subject area coverage required for admission to the CPA Professional Education Program (CPA PEP). *Please note that a 120-credit hour degree is still required for entry to CPA PEP.*

Delivered on a part-time basis to offer students maximum flexibility and accessibility, the CPA preparatory courses are offered through online or classroom learning where students complete only the courses they require. The preparatory courses are offered on a semester system with five semester terms offered each year. Under this system, the preparatory courses consist of 14 courses; six non-core courses and eight core courses.

CPA Preparatory Course Details

Non-Core Courses: The only prerequisite to enrol in a non-core course is 30-credit hours of post-secondary study or three years relevant work experience. Non-core courses are offered on a self-study basis.

Non-Core Courses include:

- IFA – Introductory Financial Accounting
- IMA – Introductory Management Accounting
- ECO – Economics
- STA – Statistics
- BUL – Business Law
- ITE – Information Technology

Students must achieve a minimum grade of 50% or higher in each Non-Core Course in order to successfully pass. Please note that these non-core courses do not count towards your calculated average for entry into CPA PEP.

Non-Core Course Prerequisites:

- The only prerequisite to enrol in a Non-Core Course is 30-credit hours of post-secondary study or three years relevant work experience.
- IFA must be taken prior to or concurrently with IMA

Program, pricing and dates are subject to change at any time. All course costs exclude applicable Harmonized Sales Taxes, membership and system access fees. Please www.cpaontario.ca/become-a-cpa/complete-your-designation/cpa-preparatory-courses for the most up-to-date information. Version Date: October 22, 2019

Core Courses:

In addition to meeting the admission requirements of 30-credit hours of post-secondary study or three years relevant work experience, students must successfully complete or have exemption from IFA and IMA in order to enrol in a Core Course.

Core Courses include:

- IF1 – Intermediate Financial Reporting 1
- IF2 – Intermediate Financial Reporting 2
- AFR – Advanced Financial Reporting
- COF – Corporate Finance
- AUA – Audit and Assurance
- TAX – Taxation
- MAA – Intermediate Management Accounting
- PMA – Performance Management

Students must achieve a minimum grade of 60% or higher in each Core Course in order to successfully pass. Please note that a 65% overall average is required for entry into CPA PEP, this is a weighted average calculation. For more information see HEP Policy 1.1.

Core Course Prerequisites:

- IF1 is a prerequisite for IF2
- IF1 and IF2 are prerequisites for AFR
- IF1 and IF2 are prerequisites for AUA
- IF1 and IF2 are prerequisites for TAX
- COF is a prerequisite for MAA
- MAA is a prerequisite for PMA

The CPA Preparatory Course Schedule of Fees can be found at <https://www.cpaontario.ca/stewardship-of-the-profession/schedule-of-fees>

Prerequisite subject area coverage requirements for admission to the CPA PEP can be completed through the CPA preparatory courses and/or completion of the minimum subject area courses through a recognized post-secondary institution. CPA Ontario has approved specific courses offered by Ontario post-secondary institutions as meeting the required subject area coverage and a listing of these courses are available at Ontario Post-Secondary Institutions – Entry to PEP. A 120-credit hour degree is required for entry to CPA PEP.

Individuals who wish to enrol in the CPA preparatory courses must have a completed transcript assessment and be registered as a CPA Ontario Student under Regulation 6-1 prior to enrolling in a preparatory course.

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Learning Options

CPA Preparatory Courses are delivered on a part-time basis, combining online learning, self-study, with options for classroom learning. Students complete only those courses they require. On average, students should spend an approximate fifteen to twenty hours of additional study time each week. It is essential that regardless of the learning route chosen, students must review the student notes, complete all the problems in the student notes, as well as any in-class problems assigned by the facilitators if they wish to be successful in the preparatory courses.

During the enrolment process the delivery method and examination centre are confirmed. **Location or delivery method changes are not permitted once enrolment is complete.** In order to change location or delivery method students must withdraw and re-enrol in the course with the enrolment period and will be subject to the refund schedule.

Course Delivery Methods

Non-Core Courses:

- **'Distance' (Online)** - Students are provided with course notes and videos via the preparatory course website. Students will have access to an online facilitator who will communicate directly with the class via the online discussion board.

Core Courses:

- **'Distance' (Online)** - Students are provided with course notes and videos via the preparatory course website. Students will have access to an online facilitator who will communicate directly with the class via the online discussion board.
- **'Webinar' (Online)** - Students are provided with course notes and videos via the preparatory course website. Students will have access to an online facilitator who will communicate directly with the class via the online discussion board. The facilitator will also have webinars twice a week in the evening to review the course material. These webinars are recorded and able to be viewed at a later date. Please see below for the courses we currently offer this delivery method for:
 - **IF1** – Monday and Wednesday, 7pm – 10pm
 - **IF2** – Monday and Thursday, 7pm – 10pm
 - **AUA** – Monday and Wednesday, 7pm – 10pm
 - **TAX** – Tuesday and Thursday, 7pm – 10pm
- **'Lecture' (In Class)** - Classes will be held on Saturdays from 9 a.m. to 4:30 p.m in downtown Toronto only for all courses. Spaces are allocated on a first-come-first-served basis due to maximum enrolment capacities. As all lectures are held on the same day at the same time students can only enrol in one lecture style course per semester.

Note: Lecture locations will be held subject to sufficient enrolment. Exact lecture and exam locations are to be determined. Location details are relayed to students when their course materials are released on the D2L platform.

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Examination Centres

Examinations must be written at one of the supervised centres on the scheduled exam dates. Below is a list of the examination centres that are offered:

- Greater Toronto Area
- London
- Sault Ste. Marie
- Hamilton
- Sudbury
- Thunder Bay
- Kingston
- Ottawa
- Windsor

Enrolment

Effective November 2019, CPA students must register for CPA Preparatory courses and their corresponding examinations separately. In addition, students have up to 12 months from the course start date to write the associated examination.

Example: Student A wishes to complete the IF1 course in Semester 1 and sit for the final examination in Semester 3. They will enroll in the course during the Semester 1 Course Enrolment Period and enroll in the examination in the Semester 3 Exam Enrolment Period.

Note: students will have to complete the course end examination within one year of course enrolment.

For course and exam enrolment periods please refer to the [CPA Preparatory Courses Schedule](#).

Request for Cancellation and Refund Policies

Students are subject to the refund and cancellation policy of CPA Ontario for CPA preparatory courses. Students wishing to withdraw from a preparatory course or exam may do so on our enrolment portal. Students wishing to withdraw from a course or exam will be subject to the [preparatory refund schedule](#)

Please note that the Annual Student Fee (ASF) is non-refundable.

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