

# PROFESSIONAL EDUCATION PROGRAM (PEP) INFORMATION AND STUDY GUIDE

This document is as at March 1, 2016 and will be updated periodically. If there are any differences between this table and CPA Ontario regulations, CPA Ontario regulations will prevail. - Effective August 10, 2015

### Registration as a Student

You need to register with CPA Ontario as a Student.

1. Make sure you are eligible.

Do you have a four-year degree from a post-secondary institution (PSI)?

Have you completed the required subject-area coverage courses?

Did you obtain the required GPA?

Not sure? See our website, at [www.cpaontario.ca/cpacertificationprogram](http://www.cpaontario.ca/cpacertificationprogram), for exact details on the prerequisites.

2. **A.R.E. YOU READY?**

**A. Assessment.**

Submit your transcripts as soon as you can. It can take a number of weeks for your transcripts to be assessed, particularly if you completed any courses outside of Ontario, or if you attended multiple PSIs. Access the [Transcript Assessment Form](#).

Note: After you have had your transcripts assessed, it can take a couple of weeks to complete the registration process.

**R. Register as a student.**

Fill in the [Student Registration Form](#) available on the CPA Ontario website.

**E. Enroll in PEP.**

Once you are registered as a Student, you will receive an email confirming your registration. The email will provide you with your seven-digit Student number and instructions on how to log on to the website and set your password. You can then enroll in your first module.

Now that you are registered as a Student, you will need to determine which areas of the CPA Competency Map you are deficient in. You may be deficient because you either did not cover a topic area at your PSI or did not fully grasp the topic when it was covered. A link to the [CPA Competency Map and Knowledge Supplement](#) can be found on our website..

Take a look at Section 5 of the Competency Map for the entry-level requirements. It is a good idea to start here and identify which areas you feel comfortable with and which you need to improve upon. Keep in mind that you will, of course, need to review all areas while preparing for the PEP examinations, but right now you want to identify areas in which you feel you need to learn the material, as opposed to areas in which you just need to refresh your memory.

Once you have identified the areas you need to learn, you can start to work on a plan to make effective use of the resources that have been created for you.

### Module Zero

The entry requirements for the CPA Professional Education Program (PEP) cover additional competencies to those required in the legacy programs. Because of this, Module Zero, which includes online technical content material (Boot Camp and other study material), has been designed to help Students fill knowledge gaps before beginning the Core 1 module or challenging an examination (exam).

#### Module Zero – Boot Camp Portion

Once you are registered as a Student, you will be given access to the Boot Camp material to help you get started in your studies. The [Boot Camp material](#) is available online. You will need to use your assessment from Step Two to determine which areas you need to focus on.

#### Module Zero – Brightspace (formerly D2L) Portion

Once you have enrolled in a PEP module or for a PEP examination (see Step Four), you will receive an email with your login and password. This will allow you to access Brightspace (formerly D2L) (see description in the Glossary). All the material for the PEP modules will be delivered through the Brightspace platform. Brightspace also contains Module Zero material, which is a collection of study material organized by competency. To help you study and identify areas of weakness, you will have access to the Oracle (see description in the Glossary), which can be used to help you review a particular topic so that you can determine if more study is needed.

## Module Zero – Other Study Material

As you prepare for the various examinations in PEP, [sample multiple-choice questions and cases](#) are made available to you on the website. Although you may want to look at some of these initially just to get a sense of the level of difficulty of the modules, be sure to not “waste” all of the questions before you have really started studying because they are more useful closer to the exams, to help you prepare. Sample cases include a suggested solution and a sample solution. The suggested solutions are meant to be all-encompassing so that you can use them as study guides; they do not reflect what a Student could prepare in the time constraints of an actual exam. The sample solutions that are also provided have been written by Students under exam conditions so that you can get a sense of what can be accomplished during the time provided. As a result of being written in exam conditions, the sample solutions may contain technical errors and therefore should not be used as study guides.

## Core 1 Module or to Challenge an Examination Enroll in Core 1 or to challenge an exam.

1. [CPA PEP key dates](#) for open enrollment can be found on our website.
2. When you log on to the website, you will need to select either “Core 1” if you are taking the module in its entirety, or “exam only,” if you are eligible to challenge the exam. Details on who is eligible for challenge can be found on the [CPA Path Decision Tree](#).
3. If you are enrolling in the Core 1 module, you will need to select the one location where you wish to attend the orientation and module workshops. **Expected locations for modules are listed in Appendix A.** You will then be prompted to select your exam location. The exam location does NOT have to be the same as the module orientation and workshop location. **Expected locations for examinations are listed in Appendix B. Note these are tentative and may vary by season.**
4. If you are enrolling to challenge an exam, you will need to select only the exam location centre. **Expected locations for examinations are listed in Appendix B. Note these are tentative and may vary by season.**
5. Once you have selected the module or exam and completed the enrollment form, you will need to pay the fees.

A link to the [blueprint](#) for the Core exams is provided. This can also be found in D2L under the exam widget. The Core and Elective exams may cover (to the extent indicated on the blueprint) any competency area listed in the CPA Competency Map, Section 5, to the level indicated for that module. Students should be aware that they will be tested on knowledge beyond that covered in the actual module and that the knowledge tested is cumulative. Modules must be taken in order, however, legacy CA students who are eligible to challenge the exams may challenge in any order. Those challenging exams (particularly if challenging out of order) should ensure that they have developed the necessary technical skills for each area listed in the CPA Competency Map for that module. In other words, if you are challenging Core 2 first, you can be tested on Financial Reporting at the Core 1 level.

Each student's study plan should be unique, depending on each Student's strengths and weaknesses. We have, however, created a sample study plan, provided in Appendix E, as a guideline. This study plan assumes that you have completed the coverage of material identified in Step Three.

A link to the module dates is provided in Appendix F.

The Core 1 module consists of independent online learning and one two-day face-to-face workshop (plus a two-day orientation workshop at the start of Core 1).

### Online Learning

Students will access the online content via Brightspace (formerly D2L), the CPA learning management system. Within Brightspace, students will find weekly online activities, resources, and other material that they will use while completing the module. Each week PEP module, students will complete assignments that they will submit, via Brightspace, to their facilitator.

### Weekly Activities

Students should expect to spend between 12 and 15 hours each week (not including learning new material) completing the online learning activities, which include the following:

**Immersive case:** One interactive case flows through each module and provides real-world professional experience. Different characters within the immersive case will outline the related weekly assignments; students will not be able to download their interactions with the characters, but will be able to download the case exhibits and templates.

**Practice cases:** One stand-alone case is assigned every other week, requiring submission. Each practice case is provided in a downloadable format. Facilitators will review submissions for completeness but will not return responses. Students will gain access to a suggested solution and feedback guide immediately following submission. At least two practice cases will be selected for required peer review.

**Objective-format questions:** Students will be required to complete 75 Multiple choice questions every other week within D2L. Solutions will be available after the submission deadline. A second version of these questions will also be available after the deadline, which students can use as a study tool for the examination.

A link to the exam dates and times is provided in Appendix G.

All exams are written using Securexam (see description in the Glossary). Details on how and when to download Securexam are available in Brightspace (formerly D2L). Also available in Brightspace are videos on how to use Securexam.

Each module includes one weekend face-to-face workshop (Saturday and Sunday). Core 1 also includes an orientation workshop during the first weekend of the module. Attendance at workshops is mandatory.

Workshop locations are tentative and subject to enrollment. The locations are:

Hamilton

Kitchener/Waterloo

London

Mississauga/Burlington

North York

Ottawa

Toronto – Downtown

Examination locations are tentative and subject to enrollment. The locations are:

Hamilton

Kingston

London

Ottawa

Sault Ste. Marie

Sudbury

Thunder Bay

Timmins

Toronto

Windsor

All student fees can be found in the [CPA Ontario Regulations](#)

The Blueprint for the Core exams can be found within Brightspace under the exam widget and on the CPA Canada website.

**COMPLETE BEFORE MODULE STUDY PLAN**

Week Beginning	Plan	Time	Sources
Week 1	Enroll in PEP and do assessment if not already done		
Week 2	Module zero/boot camp	4-6 hours	
Week 3	Module zero/boot camp	4-6 hours	
Week 4	Module zero/boot camp	4-6 hours	
Week 5	Module zero/boot camp	4-6 hours	
Week 6	Module zero/boot camp	4-6 hours	
Week 7	Module zero/boot camp	4-6 hours	
Week 8	Module zero/boot camp	4-6 hours	
Week 9	Module zero/boot camp sign off on completion of bridging	4-6 hours	
Week 10	Relax		

**TIP:** For any mcq, you should ensure you know not only the right answer but why the other responses are not correct and how the question could be changed to make the other responses correct.

**TIP:** Ensure you spend at least as much time debriefing the case as you did writing it.

**MCQ:** multiple-choice questions

**Tech:** technical material

**IF CHALLENGING AN EXAM**

Week Beginning	Plan	Time	Sources
Week 1	Tech	7-10 hours	Textbooks, Oracle, Handbook, Tax act
Week 2	Tech/mcq	7-10 hours	Module zero, Oracle, and CPA Ontario MCQ
Week 3	Case if available	7-10 hours	CPA Ontario website
Week 4	Review tech	7-10 hours	
Week 5	Case	7-10 hours	CPA Ontario website
Week 6	MCQ	7-10 hours	CPA Ontario website
Week 7	Case and MCQ	7-10 hours	CPA Ontario website
Week 8	Exam day		

**IF TAKING THE CORE 1 MODULE**

Week Beginning	Plan	Time	Sources
Week 1	Do preparation work for orientation session	12-15 hours	D2L
Week 2	assignment work (practice case and interactive case)	12-15 hours	D2L – try using Secureexam for the practice case
Week 3	assignment work (practice case (PC) and interactive case(IC))	12-15 hours	D2L – try using Secureexam for the practice case
Week 4	assignment work (PC and IC)	15-20 hours	D2L and CPA Ontario website
Week 5	assignment work (PC and IC) and write a mock case	15-20 hours	D2L and CPA Ontario website
Week 6	assignment work (PC and IC) and any prep for module workshop	15-20 hours	D2L and CPA Ontario website
Week 7	assignment work (PC and IC) and MCQ		
Week 8	assignment work (PC and IC) and write a mock case	15-20 hours	D2L and CPA Ontario website
Week 9	assignment work (PC and IC), MCQ and write a mock case	15-20 hours	D2L and CPA Ontario website
Week 10	Exam day		

## 2016/2017 Module & Examination Dates

[CPA Module and Examination Keys Dates.](#)

**Modules:**

CPA PEP consists of six modules: two core modules, two elective modules, and two capstone modules. The core and elective modules are eight weeks long, with an examination at the end of each module. Each week, Students will have a number of assignments to complete, including one interactive case assignment that must be uploaded into D2L for review by a facilitator.

**Challenging the Exams:**

A select group of students may be able to challenge some or all of the core and elective exams, instead of being required to take the module, if they meet the necessary requirements. Students should check the CPA Ontario website, [www.cpaontario.ca](http://www.cpaontario.ca), to determine if they qualify to challenge the exams.

**Desire2Learn (Brightspace (formerly D2L)) - now called Brightspace:**

Brightspace (formerly D2L) is the online learning platform used by CPA to deliver PEP. Within this platform, Students will have access to the Oracle (see definition below); videos on CPA Way, Secureexam, and other topics; a discussion board for connecting with other Students to solve problems; and email to ask questions of their facilitator (see definition below).

**The Oracle:**

The Oracle is an online resource within D2L that provides a high-level synopsis of a topic. Students can indicate for each area whether they understand the topic area or need to review it. Students can search by competency area, module, areas read or unread, and areas they need to review.

**Facilitator:**

Each Student taking a module will be assigned a facilitator. Facilitators review and provide feedback on Students' weekly module assignments and can be contacted by email through D2L to answer Students' questions.

**Secureexam:**

Secureexam is a special "lockdown" software program that disables most of your computer's functionality and file access. It ensures that, during an examination, you will be able to use your computer for the following purposes only:

Reference: You will be able to use a PDF viewer to search the Standards and Guidance Collection and the Federal Income Tax Collection.

Keyed response: You will be able to use a word processor and electronic spreadsheet to input your responses to the multiple-choice questions, the task-based simulations, and the case, and then to submit them electronically for marking purposes.

## Student Preparation Timeline

<p><b>CPA Ontario Student registration</b></p>	<p><b>STEP ONE</b> - Get your final transcripts assessed and register as a student. Once registered, you will be given a Student number and access to study material.</p>
<p><b>Prepare an individual assessment</b></p>	<p><b>STEPS TWO AND THREE</b> - Review the CPA Competency Map, complete a self-assessment of strengths/weaknesses, create a preliminary study plan, and begin bridging knowledge gaps.</p>
<p><b>CPA PEP enrollment (Core 1 or challenging exams)</b></p>	<p><b>STEP FOUR</b> - Enrollment in Core 1 CPA PEP module and to challenge the exams opens.</p> <p>Will provide access to D2L, which contains more material (to bridge gaps).</p>
<p><b>STEP FIVE</b> - If you haven't already done so, create a study plan.</p> <p>Follow your study plan and revise where needed.</p>	
<p><b>STEP SIX</b> - Get ready for Core 1 module or for challenging an exam (download Secureexam and watch exam rules video). Core 1 module - Prepare for the orientation session; ensure you have completed the pre-work. Complete weekly assignments in Core 1.</p>	
<p><b>Write the exam.</b></p>	
<p><b>Completion of Core 1 exam.</b></p>	