

TRANSCRIPT REASSESSMENTS

Effective August 1, 2016, a \$150 fee (plus HST) applies to transcript reassessments.

A transcript reassessment may be requested for the following reasons:

- Your transcript assessment has exceeded the one year assessment validity period. Should you wish to register as a student or enrol in a preparatory course/CPA PEP after your original assessment has expired (one year from the date of your original assessment result letter), you will require a reassessment in order to proceed.
- You are submitting additional document(s) that were not submitted in your previous assessment.
- You have completed additional prerequisite education since your last assessment.
- You have received the results of your transcript assessment and wish to have another transcript assessment performed.
- Other reasons, where applicable.

Please note that if you have a reassessment carried out, the one year assessment validity period will be one calendar year from the date of your most recent reassessment results letter.

Instructions for Submitting a Transcript Reassessment

1. Carefully review the [Transcript Reassessment Form](#).
2. Complete the [Transcript Reassessment Form](#).
3. When providing official transcript(s), please request an official transcript(s) from all the post-secondary institutions (PSIs) you have attended. The Registrar's Office must send documentation directly, in a sealed envelope, to CPA Ontario at the address below. Please retain your order confirmation for each transcript request.
4. Prepare all documentation to be included in your Transcript Reassessment package, including:
 - The completed [Transcript Reassessment Form](#). Please review Section B of the Transcript Reassessment Form for document submission requirements.
 - Please note, if you are requesting official transcripts, include your order confirmations for each transcript requested from your PSI(s).
 - [Supplementary documentation](#) (if applicable).
 - [Proof of legal name](#) effective August 1, 2016 (excluding registered CPA Ontario students).
5. Email all required documentation in your transcript reassessment package to transcripts@gocpaontario.ca or mail it to:

Chartered Professional Accountants of Ontario
69 Bloor St. East
Toronto, ON M4W 1B3
Attn: CPA Ontario Transcript Assessments & Registration

IMPORTANT: Emailed documentation must be provided in **PDF format**. JPEG or Word files will not be accepted.