

CPA Ontario Student Record Request

CPA Ontario is pleased to provide an official education record and/or a letter indicating your standing in the CPA certification program upon request. To obtain this information, please complete this form in full and submit it to transcriptregistration@cpaontario.ca. Processing may take up to 30 days. If you have any questions, please contact [Customer Service](#) or call 1 800 387.0735. Please see below for fee information.

Date (mm/dd/yyyy): / /

CPA Ontario ID:

Please select ONE of the following:

I am an active student or member:

1. **Letter of Good Standing - Students** (No fee):

Note: This letter cannot be used for the purpose of obtaining a study permit as CPA Ontario does not have a designated learning number. Do not submit this form if you are a member.

2. A copy of your CPA Ontario **official education record**. Four copies are provided (Fees apply):

Preparatory courses CPA PEP Both

Note: The record will only specify if you have passed or failed the education components. If you have recently completed a CPA preparatory course or CPA PEP module, it may take up to six weeks to process this request. In this case, please refer to Brightspace (D2L) to view the updated grades.

An additional copy of your Transcript Assessment Report (No fee):

Note: If you are looking to receive an additional copy of your Transcript Assessment Report, please contact transcriptregistration@cpaontario.ca as there is no fee for this service. If you have recently completed a preparatory course it may take up to six weeks for the update to be reflected on your record. Please refer to Brightspace (D2L) to view the updated grades.

3. A copy of your CGA Ontario official education record (Fees apply):

Note: If you are also requesting a copy of your education completed through both CGA Ontario and CPA Ontario, please check boxes 2 and 3 and select CPA preparatory courses or CPA PEP.

4. A complete history of practical experience earned. (Fees apply):

PERT Legacy CA experience Legacy CGA experience Legacy CMA experience

Other (deregistered student, former student/member) (Fees apply):

5. I am not currently registered with CPA Ontario and am requesting a detailed history of all education components completed through the following legacy body:

ICAO CGA Ontario CMA Ontario

Note: You will be contacted by CPA Ontario if we are not able to provide the information requested.

Where fees are applicable:

Active student or member	\$16.95 (\$15 + \$1.95 HST)
Former/de-registered student or member	\$113 (\$100 + \$13 HST)

Personal Information

Name:

Address:

Postal Code:

City:

Province:

Country:

Home Tel:

Cell:

Email:

If you would like to have the record request sent to a third party, please fill in the section below:

Name:

Address:

Postal Code:

City:

Province:

Country:

Home Tel:

Cell:

Email:

Payment Information

Note: Official education records will be stamped with CPA Ontario's official seal. If you require more than four copies, please ensure that the total fee remitted is appropriately adjusted.

Item - Official Education Record	Price	Total
For active members or students	\$16.95 (\$15.00 + \$1.95 HST)	
For former students/members	\$113.00 (\$100.00 + \$13.00 HST)	

HST# 10750 8525 RT0001

Important: Please do not email your credit card information. We are unable to process any credit card payment via email.

Credit Card or Interac: To pay by credit card or Interac please visit cpaontario.ca/paySRR-01

Personal Cheque - To pay by cheque, record your CPA Ontario ID on the cheque and make it payable to:
Chartered Professional Accountants of Ontario

Electronic Funds Transfer (EFT)

Contact your financial institution to set up this option. The payment listing is available under "Chartered Professional Accountants of Ontario". **Please use your CPA Ontario ID as your account number.**

Privacy Statement: CPA Ontario is committed to respecting your privacy and protecting your personal information. The collection, use and disclosure of your personal information that may be made by CPA Ontario is described in CPA Ontario's [Privacy Policy](#). The information collected in CPA Record Request is used primarily for the purposes of reinstatement of student registration.