

FIRST, SECOND OR THIRD YEAR STUDENT ENROLLED IN A POST-SECONDARY INSTITUTION

INCLUDING SUMMER STUDENTS

If you are a first, second or third year student enrolled in a post-secondary institution (PSI), you should **not** submit a transcript assessment package until you have been awarded your degree. Please note that [official transcripts](#) will be required once you have been awarded your degree. You should only submit an assessment package if you require course advice because you plan on completing courses at more than one PSI within a subject area component. After you have received your transcript assessment results, you can email transcriptregistration@cpaontario.ca to indicate that you would like course advice. If you intend to complete your remaining prerequisites at your current PSI you do not need course advice. Refer to the Course Grids.

Summer Students

Summer Students do **not** need to submit a transcript assessment request **at this time**. A transcript assessment request should be submitted when you are completing your final semester in your fourth year. Please note that [official transcripts](#) will be required once you have been awarded your degree.

If you wish to have your practical experience recognized (i.e. not through the prior experience policy), you are required to register as a student with CPA Ontario. To do so, please complete the following:

1. Complete [this form](#) to have a record set up with CPA Ontario.
2. You will receive an email containing a link and login information to the online CPA Ontario student portal within ten business days.
3. Log in and complete the online registration form.
4. Select “B8 Conditional” as your registration category.
5. Select the second or third fee category in Section G of the registration form, depending on the date of your application.
6. Send proof of enrolment (unofficial transcript or letter of good standing from your institution’s Registrar’s Office) to transcriptregistration@cpaontario.ca. Please note that your application is considered incomplete until this documentation is received.

How can first, second and third year students plan course offerings without having a transcript assessment?

CPA Ontario has tools to help students determine their path for eligibility into the CPA certification program: Students enrolled in a PSI in Ontario can use the [CPA Ontario Self-Assessment Tool](#) to determine which prerequisites are outstanding to qualify for entry into the CPA Program.

[The CPA Ontario Course Grids](#) provide information on how courses recognized by CPA Ontario map to the specific subject area requirements for entry into CPA PEP and/or exemptions from preparatory courses.