

PREPARATORY COURSES

Enrolment Guide

July 10, 2018



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 four 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. Upon enrolment, but no earlier than 12 weeks prior to the exam, students will be provided with all necessary study materials.

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 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.

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.
- IntroFA must be taken prior to or concurrently with IntroMA

Four semester schedules are offered each year with every Non-Core Course available each semester.

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: July 11, 2017

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 IntroFA and IntroMA 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**
- **IF2** is a prerequisite for **AFR**
- **IF1** and **IF2** are prerequisites for Assurance
- **IF1** and **IF2** are highly recommended for Taxation
- **COF** is a prerequisite for **MAA**
- **MAA** is a prerequisite for **PMA**

Effective Semester 3 (Spring 2017), four semester schedules are offered each year with every core course available each semester.

***Effective January 1, 2018 IF1 and IF2 will be prerequisites for TAX.**

The CPA Preparatory Course Schedule and Fees can be found at https://media.cpaontario.ca/become-a-cpa/images/header-images/Preparatory_courses_CPA-2017.pdf

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.

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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. View www.cpaontario.ca/become-a-cpa/why-cpa/get-started/submit-your-transcript-assessment-request for more information.

Course Learning Options

In-Class Lecture Learning (Core Course): Classes will be held on Saturdays from 9 a.m. to 4:30 p.m. in the centres listed below. Spaces are allocated on a first-come-first-served basis due to maximum enrolment capacities. 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 five business days prior to the scheduled event. Currently the in-class lecture learning centres offered are:

- Toronto Downtown

Online Learning and Self-study Courses (Core and Non-Core Courses): 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. Course exams must be written at one of the supervised exam centres on the scheduled exam dates. Refer to the [CPA preparatory course Schedule and Fees](#) page for more details on the exam schedule. Online learning centres offered are:

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

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.

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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 may do so on our enrolment portal. Students wishing to withdraw from a course will be subject to the following refund schedule:

Refund Schedule for all Preparatory Courses		
Withdrawal Period	Applicable Refund	Academic Status
Prior to the Course Start Date	80% of the course fee	Withdrawal will not count as course attempt
Within the first half of the course	80% of the course fee less the pro-rated portion of the course fee	Withdrawal will not count as course attempt
After the first half of the course	No refund will be issued	Withdrawal will not count as course attempt
After the Final Examination	No refund will be issued	Withdrawal will count as a course attempt

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

Minimum Computer System Requirements for the CPA preparatory courses

Operating System	Browser	Version
Microsoft Windows Operating System Vista, Windows 7, Windows 8 or Windows 10	Internet Explorer	9 or higher
	Firefox	Newest
	Chrome	Newest

Required Software	Details
Microsoft Powerpoint, Word, Excel	N/A
Javascript	Javascript is enabled
Cookies	Cookies are enabled

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Required Software	Details
A licensed version of Microsoft Office	
Adobe Flash (for practice exams only)	You have Flash player installed

Required Hardware
1 GB of RAM Minimum
100 MB of free hard drive space (required to run application)
A free USB 2.0 port
PC computers only. Apple/Power PC/Tablets/Macintosh will not be allowed, even if it runs Windows. No exceptions.

General Requirements	
Sound	Sound card with speakers or headphones
Internet Speed	Internet required. High-speed recommended.

Additional Notes:

- Details on how to access the Brightspace (D2L) website will be emailed to students approximately five days prior to the course start date.
- Access to the Surpass (SecureClient) software will be emailed to students within three weeks of the course start date.
- It should be expressly noted that a laptop with Windows operating system in English or French must be used with Surpass (SecureClient). If an operating system is in any language other than English or French, IT proctors will not be able to assist students with troubleshooting computer issues.

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Eligibility for CPA preparatory courses

To be eligible for the CPA preparatory courses, students must: meet the admission requirements of 30-credit hours of post secondary study or three years relevant work experience and lack some or all of the prerequisite courses required for admission to the CPA Professional Education Program (CPA PEP).

To determine your eligibility for the CPA preparatory courses, visit www.cpaontario.ca/become-a-cpa/why-cpa/get-started/submit-your-transcript-assessment-request. If you have attended a post-secondary institution, begin your journey by submitting a complete transcript assessment package. For those who have not had any post-secondary study, but have relevant work experience, please submit a resume, job description(s), and 6-1A(P1) form to transcripts@gocpaontario.ca.

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