
**CHARTERED PROFESSIONAL
ACCOUNTANTS OF ONTARIO**

**CPA ONTARIO TRANSCRIPT ASSESSMENT POLICY
as approved by Council on June 21, 2016.**

This policy applies to all applicants submitting a request for a transcript assessment for either the CPA Certification Program or the Advanced Certificate in Accounting and Finance.

Transcript(s) and Degree(s) in English

One of the following documents is required and will only be accepted as part of the transcript assessment application submission:

1. Official transcript(s) showing degree conferral mailed directly to CPA Ontario in a sealed envelope. If the official transcript does not show degree conferral, then the official transcript must accompany a copy of the original degree certificate. The fees associated with this option vary and depend on the fees charged by the respective institution.
2. A *Course-by-Course* credential evaluation carried out by World Education Services (WES) through their *International Credential Advantage Package* (ICAP), sent directly to CPA Ontario by WES. The associated fee for this report is set by WES and is to be paid directly to them.

Transcript(s) and Degree(s) not in English

One of the following documents is required and will only be accepted as part of the transcript assessment application submission:

1. English translation of the official transcript(s) showing degree conferral, mailed directly from the international institution in a sealed envelope. A copy of the original language documentation is also required. If the official transcript does not show degree conferral, then the official transcript must accompany an English translation of the original degree certificate. The fees associated with this option vary and depend on the fees charged by the respective post-secondary institution.
 2. A *Course-by-Course* credential evaluation carried out by World Education Services (WES) through their *International Credential Advantage Package* (ICAP), sent directly to CPA Ontario by WES. The associated fee for this report is set by WES and is to be paid directly to them.
-

Exceptions

There are a few exceptions that apply to the requirement of providing official documentation at the time of entrance into the program. These include:

1. **Students enrolled in their final semester at a Post-Secondary Institution (PSI):** These Students may provide unofficial transcript(s) at the time of registration indicating that they are enrolled in the final semester at a PSI. They must however provide their official transcript(s) showing degree conferral within four months from their PREP or PEP Commencement Date, failing which the Student's enrollment shall be cancelled, the results of any PEP module examination(s) written by the Student shall be discarded and disregarded and the Student not permitted to enroll in or attend PREP or PEP module thereof, or to challenge any of the PEP module examinations.
2. **Students who have completed all the academic requirements to confer their degree however have not yet conferred their degree:** These Students may provide unofficial transcript(s) at the time of registration indicating that they are enrolled in the final semester at a PSI. They must however provide their official transcript(s) showing degree conferral within four months from their PREP or PEP Commencement Date, failing which the Student's enrollment shall be cancelled, the results of any PEP module examination(s) written by the Student shall be discarded and disregarded and the Student not permitted to enroll in or attend PREP or PEP module thereof, or to challenge any of the PEP module examinations.
3. **Accredited Students (Direct to CFE):** These Students must provide official transcript(s) two weeks prior to the CFE results release date, failing which the Student's CFE results will not be released to the Student.

Visual verification and notarization of transcripts and degree certificates will only be accepted under extenuating circumstances at the discretion of the Registrar or Vice President, Student Services.

Any official documentation submitted will be considered part of the applicant's official record and will not be returned to the applicant or any other party. Applicants may be provided access to their official record upon request.

Should a WES report be submitted to satisfy the official transcript requirement, CPA Ontario reserves the right to request additional documentation if deemed necessary.