

**CHARTERED PROFESSIONAL  
ACCOUNTANTS OF ONTARIO**

**REGULATION 6-4  
LEGACY CA STUDENT REGISTRATION**

**Adopted by the Council pursuant the Bylaws on June 16, 2011 as Regulation 6-1,  
renamed and re-numbered as Regulation 6-4, as amended to November 29, 2016, and  
continued under the *Chartered Professional Accountants of Ontario Act, 2017.***

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**NOTE:** Due to the extensive amendments made to this Regulation effective November 27, 2014, the amendments of that date and prior to have not been individually noted throughout.

**NOTE:** Admission to membership in CPA Ontario does not necessarily result in eligibility for a public accounting licence, see Regulation 9-1 for these requirements.

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**NOTE:** Admission to membership in CPA Ontario does not necessarily result in eligibility for a public accounting licence, see Regulation 9-1 for these requirements.

**Definitions**

1. In this regulation, words have the same meaning as they do in the Act and bylaws and:
  - 1.1 “academic institution” means an education institution such as a university that has been established or accredited by a statute or other governmental approval and offers a program or programs of post-secondary academic education, including but not limited to:
    - 1.1.1 an academic institution that is a member of the Association of Universities and Colleges of Canada or the Association of Canadian Community Colleges and is accredited by the appropriate regulatory authorities in Canada to grant degrees;
    - 1.1.2 an academic institution recognized in the *International Handbook of Universities* published by the International Association of Universities or by a similar recognition service; and
    - 1.1.3 an academic institution in the United States of America that has been accredited by an accreditation agency recognized by the United States Department of Education;
  - 1.2 “Approved Training Office” means:
    - 1.2.1 a practising office or unit, approved for the training of Students under Regulation 6-6, and includes:
      - 1.2.1.1 a single office of a member, firm or professional corporation;
      - 1.2.1.2 two or more offices of a member, firm or professional corporation that are a single practising unit for the purpose of being designated for Student training;
      - 1.2.1.3 two or more offices of two or more members, firms or professional corporations which have formed an association

acceptable CPA Ontario for the purpose of being designated for training Students;

- 1.2.2 an organization as defined in the Bylaws of CPA Ontario that has been approved by CPA Ontario for the training of Students in accordance with the policy adopted by the Council;
- 1.3 “Common Final Examination “ (CFE) means the final qualifying examination prepared by the Board of Evaluators of CPA Canada on behalf of the provincial bodies, required to be successfully written after August 31, 2015 to qualify for admission to membership;
- 1.4 “CPA Accredited University Program” means a program of academic study at an academic institution that has been accredited by the Council in accordance with the CPA National Recognition and Accreditation Standards for Post-Secondary Institutions (Regulation 6-1, Schedule B);
- 1.5 “credit hour” means each classroom or instruction hour per week of a one-semester course of academic learning, or the equivalent, that:
  - 1.5.1 is recognized by the degree-granting institution of higher education that offers it as a degree-credit course; and
  - 1.5.2 is a three-credit hour course which provides:
    - 1.5.2.1 a minimum of three hours instruction time per week over a minimum 12 week term; or
    - 1.5.2.2 a maximum of twelve hours instruction time per week over a minimum 3 week term, provided that if Student is enrolled in one or more such courses during a shortened term, the Student must be limited to a total of twelve instruction hours per week;
- 1.6 “degree-credit course” means a course of academic study and evaluation that is recognized for credit by the academic institution towards the completion of a university degree or equivalent that is awarded by that academic institution and that is successfully completed through enrolment in or registration with such institution;
- 1.7 “external audit approved training office” means an Approved Training Office which meets the requirements of Regulation 9-1 and provides Students with the necessary experience to be eligible to apply for a licence to practise public accounting upon admission to membership in CPA Ontario;

- 1.7.1 “pre-approved program” means a program meeting the *CPA Practical Experience Requirements* and approved by the Vice President, Student Services in accordance with section 45 or 46 of Regulation 6-6;
- 1.7A “registrar” means the person appointed to that office by the Council and, for matters related to students, the Vice President, Student Services;
- 1.8 “university degree” means:
  - 1.8.1 a four-year undergraduate degree or other equivalent indicator of academic achievement comprising 120 credit hours or equivalent: or
  - 1.8.2 a post-graduate degree or other equivalent indicator of academic achievement beyond the level of an undergraduate degree or equivalent, that is granted by an academic institution.
- 1.9 “Uniform Evaluation” (UFE) means the qualifying evaluation required to be successfully written prior to August 31, 2015 to qualify for admission to membership.

**Registration**

- 2. The Registrar shall register as a Legacy CA Student with CPA Ontario anyone who, prior to February 1, 2015:
  - 2.1 makes an application in Form 6-4A and pays the prescribed fee;
  - 2.2 provides proof of identity, including legal and any assumed name, satisfactory to the Registrar;
  - 2.3 provides evidence of good character satisfactory to the Registrar;
  - 2.4 has access to a computer that meets the minimum configuration requirements as set by CPA Ontario from time to time, including Internet access and a valid email address, unless exempted from this requirement by the Registrar;
  - 2.5 meets the requirements for one of the registration categories as set out in section 5;
  - 2.6 meets the employment requirements as set out in this regulation or approved by the Council from time to time;
  - 2.7 provides a signed declaration that the individual understands and agrees to abide by the CPA Ontario Academic Code of Conduct; and

- 2.8 provides all information and produces all documents and other materials as requested by the Registrar or, in extraordinary circumstances where such documentation is not available, provides alternative proof satisfactory to the Registrar.
- 2.9 Legacy CA Students in the Transfer or Transfer – Quebec categories of registration are exempt from the requirement to register prior to February 1, 2015.
- 3. It is the responsibility of the individual seeking registration to ensure the application is complete and accurate, and is received by the Registrar.
- 4. In making any decision pursuant to this regulation, the Registrar and Vice President, Student Services, as the case may be, shall act in accord with the Act, Bylaws, and regulations of CPA Ontario and shall be guided by the policies and guidelines, if any, passed by the Council from time to time.

**Registration Categories**

- 5. An individual may register in one of the following categories:
  - 5.1 **University Graduate** – an individual who has completed all the academic requirements for the conferral of a university degree;
  - 5.2 **Co-operative Degree Program** – an individual who is enrolled in a co-operative degree program approved by the Council (Schedule A);
  - 5.3 **CA Accredited University Program** – an individual who is enrolled in an accredited program listed in Schedule B;
  - 5.3A **CPA Accredited University Program** – an individual who is enrolled in the graduate-level component of a CPA Accredited University program as defined in subsection 1.4;
  - 5.4 **Other Ontario Accounting Designation** – an individual who:
    - 5.4.1 has a university degree conferred;
    - 5.4.2 is a member in good standing with The Certified General Accountants Association of Ontario or the Certified Management Accountants of Ontario; and
    - 5.4.3 registered as a Student prior to August 31, 2014.

- 5.5 **Accounting Body Outside Canada** – an individual who:
- 5.5.1 is a member in good standing with, and certified or licensed to practice by, either a professional accounting body outside Canada that is a member body in good standing of the International Federation of Accountants at the date of the individual's application for registration or a professional or regulatory body or authority for accountants or auditors in a country other than Canada that has been established by statute to qualify, certify, regulate, license or authorize individuals to practise as accountants or auditors in that country;
  - 5.5.2 provides evidence satisfactory to the Registrar of the completion of a minimum three years of accounting experience meeting the guidelines established by the Council from time to time; and
  - 5.5.3 is not eligible to register as a Legacy CA Student pursuant to subsection 5.6 of this regulation;
- 5.6 **Accounting Body Outside Canada – Specified** – an individual who is a member in good standing with an accounting body listed in Schedule C, and who meets the conditions for registration contained in a memorandum of understanding or agreement between that body and CPA Ontario;
- 5.7 **Transfer** – an individual registered prior to February 1, 2015 and currently and in good standing with another Provincial Body in a program leading to the Chartered Accountant designation who:
- 5.7.1 has a university degree conferred;
  - 5.7.2 has completed, to the Registrar's satisfaction, some or all of the CA Practical Experience Requirement, which has been accepted by the Provincial Body with which the individual was registered;
  - 5.7.3 has not attempted the UFE or the CFE; and
  - 5.7.4 within three months of the date of registration with CPA Ontario, discontinues or terminates registration with any other Provincial Body;
- 5.8 **Transfer – Quebec** – an individual registered prior to February 1, 2015 and currently in good standing with the Ordre des comptables professionnels agréés du Québec in a program leading to the chartered accountant designation who:
- 5.8.1 has a university degree conferred;

- 5.8.2 has successfully completed the UFE or the Common Final Examination while so registered; and
  - 5.8.3 within three months of the date of registration with CPA Ontario, discontinues or terminates registration with the Ordre des comptables professionnels agréés du Québec.
- 5.9 **Conditional** – an individual who:
- 5.9.1 is attending an academic institution in a program leading to a university degree on a full-time or part-time basis; and
  - 5.9.2 has fulfilled the employment requirement;
- 5.10 **Mature** – an individual who:
- 5.10.1 is at least 25 years of age;
  - 5.10.2 has completed no more than two years or sixty credit hours at an academic institution;
  - 5.10.3 is enrolled at an academic institution in courses that qualify to fulfil the credit hour requirement;
  - 5.10.4 has at least three years' work experience in accounting, business or other relevant area satisfactory to the Registrar; and
  - 5.10.5 satisfies the Registrar that the individual does not meet the requirements of any other category of student registration as set out in this section;
6. A Legacy CA Student may only register in one registration category, and may not also be registered under the Advanced Certificate in Accounting and Finance, as an Applicant pursuant to Regulation 6-2, or as a Student pursuant to Regulation 6-1.
- Amended June 21, 2016*
7. Notwithstanding section 6, an individual may register in the Co-operative Degree Program, CA Accredited University Program and CPA Accredited University Program categories if the individual meets the requirements of each of those categories.

**Period of Registration**

8. Unless otherwise specified in this regulation, the date of registration shall be the earlier of the date upon which the individual:

## REGULATIONS

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- 8.1 provides proof of compliance with all the requirements of section 2 of this regulation; and
- 8.2 commences employment with an Approved Training Office or in a Pre-Approved Program, provided that:
  - 8.2.1 proof of such employment satisfactory to the Vice President, Student Services is received within three months of the date set out in subsection 8.1; and
  - 8.2.2 the date of registration shall not be any earlier than three months prior to the date the individual meets the requirements of subsection 8.1.
- 9. A Legacy CA Student shall renew registration on an annual basis by making an application for renewal in Form 6-4B and paying the prescribed fee, and providing all information and producing all documents and other materials as requested by the Registrar and Vice President, Student Services, as the case may be.
- 10. The Registrar or Vice President, Student Services, as the case may be, shall suspend the registration of any Legacy CA Student who fails to comply with any provision of this regulation, or of the bylaws or regulations, and shall deregister a Student as required by the bylaws or regulations or pursuant to the Academic Code of Conduct.
- 11. The Registrar or Vice President, Student Services, as the case may be, shall deregister any Legacy CA Student whose registration has been suspended for a cumulative period of one year, unless otherwise provided in the bylaws or regulations.
- 11A. Failure to comply with the requirements of section 6 of this regulation shall result in the Legacy CA Student being deregistered.  
*New – June 21, 2016*
- 12. A Legacy CA Student who has been deregistered pursuant to section 11 may apply for re-registration upon complying with the requirements for registration in effect at the time of that application.
- 13. The Registrar or Vice President, Student Services, as the case may be, shall deregister a Legacy CA Student as of the earliest of:
  - 13.1 the tenth anniversary of the Legacy CA Student's initial date of registration;
  - 13.2 forty-five days following the release of the result of the Legacy CA Student's fourth unsuccessful attempt of the UFE, or, if an appeal of that result has been filed, immediately upon the denial of such appeal;

- 13.3 forty-five days following the release of the result of the Legacy CA Student's third unsuccessful attempt of the Common Final Examination, or, if an appeal of that result has been filed, immediately upon the denial of such appeal;
- 13.4 the sixth anniversary of the Legacy CA Student's first date of writing any examination in the CPA Professional Education Program if on that anniversary date the Legacy CA Student has not attempted the Common Final Examination;
- 13.5 December 31, 2016, if a Student registered under this Regulation is, or becomes a Member of CPA Ontario, and has not successfully completed the UFE or the Common Final Examination prior to that date; or  
*Amended November 29, 2016*
- 13.6 February 1, 2020.
14. A Legacy CA Student who has been deregistered pursuant to section 13 shall not be reregistered except at the discretion of, and on such terms and conditions deemed appropriate by, the Registrar or Vice President, Student Services, as the case may be, except that an individual who was deregistered pursuant to subsection 13.6 of this regulation may be registered as a Student pursuant to Regulation 6-1 if the individual meets the requirements of that regulation.
- 14A. A Legacy CA Student who has been deregistered pursuant to section 11A shall not retain credit for the fulfillment of any of the requirements of this regulation except in the discretion of the Registrar, or Vice President, Student Services, as the case may be.  
*New – June 21, 2016*

**Completion of Program**

15. Unless otherwise specified in this regulation, every Legacy CA Student shall successfully complete the following during the period of registration in good standing:
- 15.1 Education Requirement;
- 15.2 Professional Program Requirement; and
- 15.3 Practical Experience Requirement.

**Education Requirement**

16. Unless otherwise specified in this regulation or not required by the category of registration, all Legacy CA Students shall:
- 16.1 provide proof satisfactory to the Registrar of the conferral of a university degree at the time of registration; and

- 16.2 complete the credit hour requirement.
17. A Legacy CA Student registering as a University Graduate shall provide proof satisfactory to the Registrar of:
- 17.1 the completion of the academic requirements for a university degree; and
- 17.2 within four months of the date of registration, conferral of that degree.
18. A Legacy CA Student registering as a Co-operative Degree Program, CA Accredited University Program, CPA Accredited University Program, or Conditional Student shall provide proof satisfactory to the Registrar or Vice President, Student Services, as the case may be:
- 18.1 at the time of registration, enrolment in an eligible program leading to the conferral of a university degree, and graduate diploma or degree, if applicable; and
- 18.2 within four months of the completion of the academic requirements for that degree or diploma, conferral of the degree, and graduate diploma, if applicable.
19. Unless otherwise exempted by this regulation, all Legacy CA Students shall complete, either prior to or while registered in good standing as a Student, fifty-one (51) credit hours in courses acceptable to the Vice-President, Student Services, as follows, and shall provide proof satisfactory to the Registrar or Vice President, Student Services, as the case may be, of completion of the credit hours:

<b>Courses</b>	<b>Number of credit hours</b>
Financial accounting (introductory, intermediate and advanced)	15
Cost and management accounting	6
Advanced accounting elective	3
Auditing	9
Canadian Taxation (personal & corporate)	6
Business information systems	3
Finance/Financial management	3
Economics	3
Canadian Business Law	3

20. To qualify towards the credit hour requirement:
- 20.1 the courses in Canadian Business Law and Canadian Taxation must have been taken at an academic institution in Canada;
  - 20.2 one of the courses for advanced financial accounting and the advanced accounting elective must be taken at an academic institution in Canada;
  - 20.3 courses taken at an academic institution, subject to the restrictions set out in this section, will be recognized for the credit hour requirement if they are found to be equivalent in content to those at an academic institution in Canada;
  - 20.4 a maximum of twenty-four (24) credit hours may be fulfilled through college diploma transfer credit courses that:
    - 20.4.1 meet CPA Ontario’s requirements;
    - 20.4.2 are recognized by a university under an articulation agreement; and
    - 20.4.3 are in the following subject areas and do not exceed the maximum credit recognition in each area:

Subject Area	Credit hours
Introductory Financial Accounting	3
Introductory Cost and Management Accounting	3
Introductory Auditing	3
Taxation – Personal	3
Business/Management Information Systems	3
Corporate Finance/Financial Management	3
Economics (Macro and Micro)	3
Canadian Business Law	3

- 20.5 a grade point average of B- (B in the University of Toronto MMPA program) or 70.0% or higher, or, if another marking system is used by the institution at which the credit is obtained, the equivalent at the determination of the Vice-President, Student Services, must be obtained overall in the courses in the credit hour requirement; and

- 20.6 the classroom or instruction hours per week and the number of weeks constituting the term or duration of each course, as recorded or reported by the academic institution, meets or exceeds the number of hours per week and the number of weeks set out in subsection 1.5, as determined by the Vice-President, Student Services.

***Exemptions***

21. Legacy CA Students in the CA Accredited University Program registration category are deemed to have met the credit hour requirement, provided they meet the provisions of subsection 20.5.
22. Legacy CA Students in the CPA Accredited University Program registration category are deemed to have met the credit hour requirement, provided they also meet the following minimum grade requirements:
- 22.1 a minimum overall grade point average of 70% ("B-") in the courses that comprise the CPA accredited stream or program;
- 22.2 a minimum of a passing grade in each degree credit course commenced before May 1, 2014; and
- 22.3 a passing grade or a minimum grade of 60%, whichever is higher, in each course commenced after April 30, 2014.
23. Legacy CA Students in the Transfer – Quebec registration category are exempt from the credit hour requirement.
24. Legacy CA Students in the Accounting Body Outside Canada registration category are exempt from the credit hour requirement except for the requirement to pass an approved course in Canadian Business Law.
25. Legacy CA Students in the Accounting Body Outside Canada – Specified registration category may be exempt from the credit hour requirement, pursuant to the memorandum of understanding or agreement between the accounting body and CPA Ontario.

**Professional Program Requirement**

26. Unless otherwise specified in Schedule D, all Legacy CA Students shall, while registered in good standing, successfully complete the following elements of the CPA Professional Program (PEP):
- 26.1 two mandatory core modules:
- 26.1.1 Core 1; and

- 26.1.2. Core 2;
- 26.2 two elective modules:
  - 26.2.1 Taxation;
  - 26.2.2 Assurance;
- 26.3 two mandatory capstone modules:
  - 26.3.1 Capstone 1; and
  - 26.3.2 Capstone 2.
- 26.4 Students shall complete the requirements of subsections 26.1 and 26.2 on or before April 30, 2019, by successfully attempting the module examinations without enrolling in the modules, but a Student who is unsuccessful on two attempts at any examination must enrol in and complete the module before making a further attempt at that examination.  
*Amended November 29, 2016*
- 27. Unless otherwise specified in this regulation, a Legacy CA Student must successfully complete or be exempted from the examinations for Core 1 and Core 2 and both elective modules to be eligible to enroll in the capstone modules.
- 28. A Legacy CA Student who is unsuccessful in three attempts of any module in the CPA Professional Program:
  - 28.1 shall not be eligible to proceed further in the CPA Professional Program;
  - 28.2 shall not retain credit for any module examination(s) in which the Legacy CA Student has been successful or any exemptions granted; and
  - 28.3 shall be required to transfer registration to Regulation 6-1 as a Transitional CA Student.

**Uniform Examination or Common Final Examination**

- 29. A Legacy CA Student may, subject to section 13 of this regulation, attempt the supplemental UFE in June 2015 if the Legacy CA Student:
  - 29.1 has been successful in the supplemental School of Accountancy (SOA) examination in November 2014;
  - 29.2 is a graduate of the MAcc at the University of Waterloo;
  - 29.3 has unsuccessfully attempted the UFE prior to October 31, 2014; or

- 29.4 is granted permission by the Registrar.
30. No Legacy CA Student shall be exempted from the requirement to pass one of the UFE or the Common Final Examination.
31. A Legacy CA Student in the Transfer – Quebec registration category may pass the UFE prior to registration.
32. A Legacy CA Student requiring special accommodation may request such accommodation by submitting a request in accordance with the policies adopted by the Council from time to time.
33. A Legacy CA Student may request special consideration due to circumstances arising during an examination in accordance with the policies adopted by the Council from time to time.

**Employment Requirement**

34. Unless altered or suspended by Council resolution, or exempted by this regulation, every Legacy CA Student shall, at the time of registration:
- 34.1 be presently employed with an Approved Training Office or in a Pre-Approved Program;
- 34.2 have accepted an offer of full-time employment in an Approved Training Office or in a Pre-Approved Program to commence no later than twelve months following the date of registration; or
- 34.3 be employed on a part-time or other short-term basis with an Approved Training Office or in a Pre-Approved Program while being enrolled in a university degree program, provided that such employment arrangement is acceptable to CPA Ontario for the purpose of fulfilling the prescribed practical experience requirement.

***Exemption***

35. Legacy CA Students who have been determined to have completed their Practical Experience Requirement prior to registration are exempt from the requirement for employment.

**Practical Experience Requirement**

***Legacy CA Students Registered Prior to September 1, 2014***

36. A Legacy CA Student who was registered and commenced employment prior to September 1, 2014 shall successfully complete the practical experience requirements set out in the *CA Practical Experience Requirements, 2010*, approved by the Council, which shall be considered to be a policy passed by the Council for the completion of the Practical Experience Requirement, except where that document is inconsistent with any bylaw, regulation, policy, or guideline passed by the Council from time to time.
37. Effective September 1, 2014, any reference in the *CA Practical Experience Requirements, 2010*, to “Chartered Accountant” or “CA” shall be deemed to refer to “Chartered Professional Accountant” or “CPA”.
38. Every Legacy CA Student shall complete a period of three years of Practical Experience, less any period determined by the Registrar or Vice President, Student Services, as the case may be, to have been completed prior to registration.
39. The three years of Practical Experience shall include study leave, attending training programs, vacation, and leaves of absence, as provided in the policies passed by the Council from time to time.
40. The three years of Practical Experience is calculated on the basis of full-time employment, and part-time employment shall be considered on a fractional basis.
41. The Practical Experience Requirement shall be completed at an Approved Training Office.
42. Notwithstanding section 41, a Legacy CA Student may complete up to one-third (1/3) of the Practical Experience Requirement through one or more secondments if the secondment meets the requirements of the policies passed by the Council from time to time.
43. To be eligible to apply for a public accounting licence upon admission to membership in CPA Ontario, a Legacy CA Student must comply with the requirements of Regulation 9-1 – Public Accounting Licensing.
44. Legacy CA Students in the Co-operative Degree Program registration category may only complete up to the maximum number of months of Practical Experience set out in Schedule A prior to conferral of a university degree, and any further employment prior to that conferral will not be eligible towards the Practical Experience Requirement.

45. Legacy CA Students in the following registration categories may apply to the Registrar in Form 6-4R for a determination that some or all of the Practical Experience Requirement has been completed prior to registration:
- 45.1 Other Ontario Accounting Designation,
  - 45.2 Accounting Body Outside Canada,
  - 45.3 Transfer; and
  - 45.4 Transfer – Quebec.
46. Legacy CA Students in the Accounting Body Outside Canada – Specified registration category shall complete the Practical Experience Requirement as set out in the memorandum of understanding or agreement between the accounting body and CPA Ontario.
47. Notwithstanding subsection 8.2, and subject to section 45, the Registrar may, only in exceptional and unique circumstances, recognize a greater amount of pre-registration employment as part of the Practical Experience Requirement, but in no circumstances shall more than eight months be recognized.

***Transition***

48. Notwithstanding section 36, a Legacy CA Student may elect to transition to the CPA Practical Experience Requirement set out in the *CPA Practical Experience Requirements*, in accordance with the transition requirements set out in that document, if the Legacy CA Student:
- 48.1 commenced employment in an Approved Training Office prior to September 1, 2014;
  - 48.2 submits a joint election signed by the Legacy CA Student and the employer agreeing to the transition;
  - 48.3 submits any experience report required by the Vice President, Student Services; and
  - 48.4 provides all information and documents requested by the Vice President, Student Services.
49. Legacy CA Students who have not fulfilled the Practical Experience Requirements of this regulation prior to September 1, 2018 shall be required to transition to the CPA Practical Experience Requirement set out in the *CPA Practical Experience Requirements*, in

accordance with the transition requirements set out in that document or any successor document adopted by the Council.

***Legacy CA Students Registered After August 31, 2014***

50. A Legacy CA Student who registers or commences employment after August 31, 2014 shall successfully complete the CPA Practical Experience Requirement set out in *CPA Practical Experience Requirements*, or any successor document approved by the Council in accordance with Regulation 6-6.
51. A Legacy CA Student who completes any part of the CPA Practical Experience Requirement pursuant to s. 7.1 of Regulation 6-6 (Experience Verification) must transfer their registration to Regulation 6-1 as a Transitional CA Student and will not be eligible to receive the Chartered Accountant designation upon admission to membership.

**Approved Training Offices**

***Approvals***

52. An Approved Training Office may apply to the Vice President, Student Services, to increase the number of Legacy CA Students it is authorized to employ.
53. On receipt of an application pursuant to section 52, the Vice President, Student Services, may request documentation, information or consents from the applicant.
54. The Vice President, Student Services, may approve an Approved Training Office for employment of additional Legacy CA Students if it meets the criteria below, as may be applicable:
  - 54.1 is able to provide Legacy CA Students with the qualifying experience required in Regulation 9-1;
  - 54.2 is able to provide a diverse mix of assignments to ensure well-rounded training;
  - 54.3 exhibits adherence to standards prescribed in the harmonized inspection program policies established for all provincial and regional bodies across Canada;
  - 54.4 exhibits adherence to the CA Practical Experience Requirements; and
  - 54.5 exhibits adherence to the Standards of the Public Accountants Council for the Province of Ontario.

55. The Vice President, Student Services, shall specify the terms of any approval in writing, including the maximum number of Legacy CA Students to be employed by the Approved Training Office.

***Obligations***

56. Every Approved Training Office approved to employ one or more Legacy CA Students shall be responsible for:
- 56.1 meeting the requirements of the CA Practical Experience Requirements;
  - 56.2 maintaining records showing the chargeable hours required by Regulation 9-1 for eligibility to apply for a licence to practise public accounting upon admission to membership;
  - 56.3 submitting the records in 56.2 to CPA Ontario at such time as the Legacy CA Student terminates employment or has completed training; and
  - 56.4 adhering to the standards set out in the *CA Practical Experience Requirements*, the harmonized inspection program policies established for all provincial and regional bodies, and the Standards of the Public Accountants Council for the Province of Ontario, if applicable.

***Monitoring***

57. CPA Ontario may at any time, designate any person to monitor an Approved Training Office. Circumstances that may result in monitoring include, but are not limited to:
- 57.1 scheduled monitoring visit as part of the typical three-year cycle;
  - 57.2 significant change in an Approved Training Office such as a merger, a significant loss of partners, training principals, or counselling members involved in the training program;
  - 57.3 significant change in the number of Legacy CA Students employed;
  - 57.4 Legacy CA Student complaints received regarding the training;
  - 57.5 past Legacy CA Student program issues having been identified; or
  - 57.6 consistent Legacy CA Student failures or high Legacy CA Student failure rates in the CA Professional Program.
58. When monitoring an Approved Training Office pursuant to section 57, CPA Ontario may request documentation, information or consents from the Approved Training Office.

59. The monitor shall consider whether the Approved Training Office meets, or continues to meet, the requirements for the training of Legacy CA Students.
60. At the conclusion of the monitoring process, the monitor shall provide a recommendation to the Vice President, Student Services, to:
- 60.1 confirm the existing terms of approval;
  - 60.2 amend the existing terms of approval; or
  - 60.3 suspend or revoke the approval.

***Revocation***

61. The Vice President, Student Services, shall revoke any approval for employment of Legacy CA Students upon the expiry of 90 days from the date of suspension pursuant to subsection 60.3 and at any time if an Approved Training Office fails to:
- 61.1 continue to meet the standards required to train Legacy CA Students;
  - 61.2 supply documentation or information to CPA Ontario within 30 days of a specific written request; or
  - 61.3 co-operate in any manner with the monitoring process.

***Transition***

62. An Approved Training Office shall apply to the Vice President, Student Services, for approval of a Pre-Approved Program in accordance with Regulation 6-6 and the requirements of the *CPA Practical Experience Requirements* on or before August 31, 2015, and upon approval by the Vice President, Student Services, will be subject to the requirements of Regulation 6-6.
63. An Approved Training Office that does not obtain approval in accordance with section 63 by August 31, 2015 will not be permitted to employ any additional Legacy CA Students and the Vice President, Student Services, shall revoke the approval as an Approved Training Office upon the earlier of:
- 63.1 the date that all Legacy CA Students employed by the Approved Training Office terminate employment or have completed training; and
  - 63.2 September 1, 2018.

**Appeals**

- 64. A decision of the Registrar or Vice President, Student Services, as the case may be, not to register or reregister an individual as a Legacy CA Student or to deregister a Legacy CA Student may be appealed by the individual or Legacy CA Student to the Membership Committee.
- 65. The parties to an appeal are the individual appealing and the Registrar or Vice President, Student Services, as the case may be.
- 66. The appeal shall be conducted in accordance with the Rules of Practice and Procedure.
- 67. The decision of the Membership Committee is final.

**Reviews**

- 68. An Approved Training Office may request any decision made pursuant to section 60 or 61 be reviewed by the Membership Committee.
- 69. On a review, the Membership Committee shall have the power to refer a matter back to the Vice President, Student Services, for reconsideration if the Committee determines that one or more of the following circumstances exists:
  - 69.1 the Vice President, Student Services, failed to follow appropriate procedures in arriving at his decision; or
  - 69.2 the Vice President, Student Services, did not give due consideration to all of the evidence available in arriving at his decision.
- 70. The decision of the Membership Committee on a review is final.

**SCHEDULE A****UNIVERSITY CO-OPERATIVE DEGREE PROGRAMS**

<b>University</b>	<b>Degree program</b>	<b>Maximum months of co-op work term experience</b>
Algoma	Bachelor of Business Administration	20
Brock	Bachelor of Business Administration	12
Brock	Bachelor of Accounting	20
Carleton	Bachelor of Commerce	16
Dalhousie	Bachelor of Commerce	12
Guelph	Bachelor of Commerce, Honours Program – Accounting, Co-operative Education Program (HBComm)	16
McMaster	Bachelor of Commerce (Internship)	16
McMaster	Master of Business Administration	12
Ottawa	Honours Bachelor of Commerce in Accounting	12
Redeemer	Bachelor of Arts, Honours Business Major-Accounting	16
Toronto (Mississauga)	Masters in Management and Professional Accounting	8
Toronto (Scarborough)	Bachelor of Business Administration (Program in Management)	12
Waterloo	Bachelor of Accounting and Financial Management (Honours)	16
Waterloo	Bachelor of Mathematics (Chartered Accountancy)	16
Waterloo	Bachelor of Science (Honours Chartered Accountancy)	16
Wilfrid Laurier/ Waterloo	Honours Bachelor of Business Administration (Laurier) / Honours Bachelor of Mathematics (Waterloo) <i>Effective for students graduating after Dec 31, 2010</i>	16
Wilfrid Laurier/ Waterloo	Honours Bachelor of Business Administration (Laurier) / Bachelor of Computer Science (Waterloo) <i>Effective for students graduating after Dec 31, 2010</i>	16
Wilfrid Laurier	Honours Bachelor of Business Administration	12
Wilfrid Laurier	Honours Bachelor of Arts (Economics)	12
Wilfrid Laurier	Honours Bachelor of Business Administration / Bachelor of Science in Computer Science <i>Effective for students graduating after Dec 31, 2010</i>	16
Wilfrid Laurier	Honours Bachelor of Business Administration / Bachelor of Science in Computing and Computer Electronics <i>Effective for students graduating after Dec 31, 2010</i>	16
Wilfrid Laurier	Honours Bachelor of Business Administration / Bachelor of Arts in Financial Mathematics <i>Effective for students graduating after Dec 31, 2010</i>	16
Windsor	Bachelor of Commerce	16

**SCHEDULE B**

**ACADEMIC INSTITUTIONS WITH CA ACCREDITED PROGRAMS/STREAMS**

**Brock University** – Bachelor of Accounting, Option A, regular and co-op.

**McMaster University** – Master of Business Administration, Accounting stream and Bachelor of Commerce (Honours), Accounting stream, regular and internship, both inclusive of the courses for a professional accounting designation needed to complete the 51 credit hours.

**Queen’s University** – Bachelor of Commerce, Accounting stream, in combination with the Graduate Diploma in Accounting.

**The University of Western Ontario, Richard Ivey School of Business** – Honours Bachelor of Business Administration, Accounting stream, inclusive of the Diploma in Accounting.

**University of Toronto, Mississauga** – Master of Management and Professional Accounting (MMPA), and Bachelor of Commerce, Accounting Specialist stream.

**University of Toronto, Rotman Commerce, St. George** – Bachelor of Commerce, Accounting Specialist stream.

**University of Toronto, Scarborough** – Bachelor of Business Administration, Accounting stream regular and co-op.

**University of Waterloo** – Master of Accounting.

**Wilfrid Laurier University**, Single and Double Degree Programs, regular and co-op, inclusive of the post-undergraduate degree courses needed to complete the 51 credit hours:

- Honours Bachelor of Business Administration, Accounting stream.
- Honours Bachelor of Business Administration, Accounting stream / Honours Bachelor of Science in Computing and Computer Electronics.
- Honours Bachelor of Business Administration, Accounting stream / Honours Bachelor of Science in Computer Science.
- Honours Bachelor of Business Administration, Accounting stream / Honours Bachelor of Arts Financial Mathematics.

**Wilfrid Laurier University / University of Waterloo**, Double Degree Programs, regular and co-op, inclusive of the post-degree undergraduate courses needed to complete the 51 credit hours:

- Honours Bachelor of Business Administration (Laurier) / Honours Bachelor of Mathematics (Waterloo).
- Honours Bachelor of Business Administration (Laurier) / Honours Bachelor of Computer Science (Waterloo).

**York University, Schulich School of Business** – Master of Business Administration, Accounting stream, Master of Accounting, Accounting stream, and Bachelor of Business Administration, Accounting stream.

**SCHEDULE C**

**SPECIFIED ACCOUNTING BODIES**

- The Institute of Chartered Accountants of India
- The Institute of Chartered Accountants of Pakistan

**SCHEDULE D**

**CHALLENGE PATH**

Elements of Challenge Path	Exemptions from Elements of Challenge Path		
	Transition from Legacy CA Professional Program	Transition from Waterloo MAcc graduate prior to August 2015	CPA Accredited Program
Core 1 Examination*  Core 2 Examination*	A Student who has successfully completed the Core Knowledge Examination (CKE) on or after June 1, 2011 or is exempt from the requirement to complete the CKE is exempt from the requirement to challenge the Core 1 and 2 Exams.	A Student who has graduated from the Waterloo MAcc prior to August 2015 is exempt from the requirement to challenge the Core 1 and 2 Exams.	A Student who has graduated from a CPA Accredited Program is exempt from the requirement to challenge the Core 1 and 2 Exams.
Taxation Elective Examination*  Assurance Elective Examination*	A Student who has successfully completed or is exempt from the requirement to complete the SOA (or Supplemental SOA), and has completed the Staff Training program or equivalent, is exempt from the requirement to challenge the Taxation and Assurance Elective Exams.	A Student who has graduated from the Waterloo MAcc prior to August 2015 and has completed the Staff Training Program or equivalent is exempt from the requirement to challenge the Taxation and Assurance Elective Exams.	A Student who has successfully passed a CPA Accredited Program may be exempt from the requirement to challenge the Taxation and Assurance Elective Exams. See schedule B to Regulation 6-1 for individual program details.
Capstone 1 Module  Capstone 2 Module	A Student who has successfully completed the UFE is exempt from the requirement to complete Capstone Modules 1 and 2.	A Student who has successfully completed the UFE is exempt from the requirement to complete Capstone Modules 1 and 2.	A Student who has graduated from a CPA Accredited Program may be exempt from the requirement to complete Capstone Modules 1 and 2. See schedule B to Regulation 6-1 for individual program details
Common Final Exam (CFE) - depth areas must be financial reporting and assurance	A Student who has successfully completed the UFE is exempt from the requirement to complete the CFE.	A Student who has successfully completed the UFE is exempt from the requirement to complete the CFE.	A Student who has successfully completed the UFE is exempt from the requirement to complete the CFE.

\* Must be completed on or before April 30, 2019.

*Amended November 29, 2016*

**SCHEDULE E**

**GUIDELINES**

**ASSESSMENT OF COMPETENCIES OF STUDENTS: Members of Professional Accounting Bodies Outside of Canada, Members of the Certified General Accountants Association of Ontario, Members of Certified Management Accountants of Ontario**

**Passed by the Council, June 16, 2011 as Regulation 6-1, as amended on April 15, 2014, renamed and re-numbered as Regulation 6-4.**

**INTRODUCTION**

These Guidelines apply to Students registered in the following categories pursuant to Regulation 6-4:

- Accounting Body Outside Canada (section 5.5);
- Accounting Body Outside Canada – Specified (section 5.6).

These Guidelines, except for the provisions regarding the Canadian Business Law Course, also apply to Students registered in the Other Ontario Accounting Designation category (section 5.4).

**EXEMPTION FROM CANADIAN BUSINESS LAW COURSE REQUIREMENT**

A member of an Accounting Body Outside Canada ordinarily will not have completed a course in Canadian business law as part of their university degree or professional accounting body's qualification program.

However, a Student from an Accounting Body Outside Canada who has completed one or more university degree-credit course(s) in Canadian business law may apply for an exemption. Alternatively, the Student may apply for an exemption from this requirement if the Student believes the required knowledge of Canadian business law has been acquired, through the Student's professional qualification(s) and accounting experience. For example, working in a role administering contracts in Canada may demonstrate an understanding and knowledge of one area of Canadian business law.

***Exemption based on course equivalence***

The Student must provide a copy of the official, certified transcript or other certified document or documents confirming successful completion of the course(s) and the detailed course description(s) listing or specifying the topics or subject areas covered in course(s), all of which must be clearly identifiable as being issued or published by the degree-granting institution.

Overall, the course should provide an introduction to, and a general understanding of the following topics:

Law of Torts – scope – (intentional torts, negligence, professional liability and other torts).

Law of Contracts – definition, role, formation – (offer/acceptance, consideration, intention to create legal relation, capacity, legality, certainty of terms);

- Grounds upon which a contract may be impeached – mistake, misrepresentation, undue influence, duress;
- The requirement of writing – statute of frauds, essentials of a written memorandum, doctrine of past performance;
- Interpretation of contracts – relationship between formation and interpretation, interpretation of excess terms parol evidence rule, implied terms as a method of interpretation;
- Privity of contract and the assignment of contractual rights – privity, novation, vicarious performance, exceptions to the privity of contract rule, nature of an assignment of rights, equitable assignments, statutory assignments, negotiable instruments;
- Discharge of contracts – various ways, by performance, by agreement, by frustration, by operation of law;
- Effect of breach – implications, repudiation and failure of performance; and
- Remedies of breach – types, damages, equitable remedies, quantum meruit.

Bailment and Introduction to Agency – definition;

- Classes – benefit of bailor, benefit of bailee, benefit of both;
- Duty and care of bailor and bailee;
- Remedies of bailee and bailor – storage, transportation and finders;
- Contractual relationship between principal and agent;
- Contractual relationship between principal and third parties – express authority, apparent authority (Estoppel), ratification;
- Duties of principal and third parties; and
- Liability of agent to principal and third parties.

Law of Real Property and Mortgages of Land

- Interests in land – freehold, leasehold;
- Joint ownership of estates;
- Other interests in land – easements, required evidence;
- Possessory rights in land – limitations act, required evidence;
- Title to real property – deed or transfer, will or descent, possessory title, escheat of forfeiture;
- Government registrations of ownership – registry and land title systems;
- Conveyance of real property – agreement of purchase and sale;
- Restrictions on land use – government, common law; and
- Mortgages of land – concept of mortgage, rights of mortgagee and mortgagor under common law and equity, mortgages remedy of sale upon default, second mortgages.

*Partnerships, Corporations and the Management and Operation of a Corporation*

- Partnership – partnership act, nature, agreement, limited partnership, limited liability partnership; and
- Corporations and the management of corporations – nature of corporations, methods of incorporation, governance, liability of directors, shareholders' agreements.

***Exemption based on experience equivalence***

The Student must provide a detailed job description(s) including information as to how the responsibilities carried out or functions performed in the position(s) fulfilled the knowledge requirements outlined above.

**EXEMPTION FROM THE PROFESSIONAL PROGRAM REQUIREMENTS**

The Registrar shall review the previous education, professional qualification(s) and accounting experience of a Student seeking exemption from Professional Program requirements to determine whether, taken as a whole, they establish that the Student has demonstrated, on a substantial equivalency basis, the required breadth and depth of competency development at the levels of proficiency required of an entry-level CA in Ontario, as specified in The UFE Candidates' Competency Map.

The Registrar's determination of whether a Student qualifies to receive additional exemption(s) is to be competency-based, meaning the previous education, professional education and previously acquired accounting experience of a Student are to be considered both quantitatively and qualitatively when assessed (measured) against the competencies and the respective proficiency levels for an entry level CA in Ontario, as specified in The UFE Candidates' Competency Map. The substantial equivalency basis for determining whether a Student qualifies for additional exemptions recognizes that the specific competencies required for membership in the particular accounting body outside Canada and acquired by the Student as a result of post-qualification accounting experience may not match precisely with the competencies set out in The UFE Candidates' Competency Map.

The determination to be made by the Registrar is whether a Student has acquired as a result of his or her previous education, professional qualification(s) and previously acquired professional accounting experience, the depth and breadth of competency development and the levels of proficiency for the competencies that a candidate must demonstrate at the time of writing the Uniform Evaluation (UFE). The Student should ordinarily have completed in total more than three years of professional accounting experience, including experience obtained subsequent to admission to membership in the accounting body outside Canada. In addition, the Student should have obtained such professional accounting experience in positions that enabled the Student to progress to successively more senior positions and/or in respect of which the Student demonstrated progressively higher levels of proficiency as well as greater breadth and depth of competency development.

The Registrar may grant one or more of the exemptions sought, or not grant any exemptions, based on his or her determination of the extent to which a Student has fulfilled the depth and breadth of competency development at the required levels of proficiency.

The levels of proficiency – the degree or expertise an individual is expected to exhibit in a competency -- as specified in The UFE Candidates' Competency Map are as follows:

**Level C:** The individual describes accurately the task or role constituting the competency, the possible evidence of performance, the significance of the competency, and the types of circumstances in which it would arise or be applied in normal circumstances. Proficiency at Level C is demonstrated when the individual explains, summarizes, gives examples, depicts, interprets, and paraphrases, among other things, the professional skills and underlying knowledge required by the competency.

**Level B:** The individual demonstrates without prompting from others an understanding of the task and the required professional skills including basic quantitative and qualitative analysis, but not necessarily the ability to successfully complete the task without adequate support or supervision in normal circumstances. Proficiency at Level B is demonstrated when the nature of the problem is identified. The issues related to the problem are often evaluated, analyzed, etc. on a preliminary basis. That is, the work requires the review of more senior personnel to ensure its completeness and accuracy. Any requirement for the involvement of personnel with special expertise necessary to complete all aspects of the task is identified. A preliminary recommendation is often made. This level of proficiency includes Level C proficiency.

**Level A:** The individual completes all elements of a specified task successfully in normal circumstances. Proficiency at Level A is demonstrated when the problem is clearly identified and thoroughly analyzed or when a situation is evaluated and useful recommendations are made and/or implemented. The individual is responsible for the work whether it is completed solely by an individual (a CA) or by a team of individuals (team of CAs). This level of proficiency includes Level B and Level C proficiencies.

Using substantial equivalency as the criterion, it is not required that a Student must have demonstrated the levels of proficiency for each of the specific competencies within each competency area in order to be granted the exemptions sought. Accordingly, the assessment of whether a Student has attained the proficiency level(s) in any one or more of the competency areas should be made with reference to the overall proficiency level for the competency area, rather than proficiency levels for each specific competency within the competency area. The overall proficiency level for each competency area that should be attained to demonstrate readiness to write the UFE is as follows:

Performance Measurement and Reporting	Level A
Assurance	Level A
Taxation	Level B
Governance, Strategy and Risk Management	Level B
Management Decision-Making	Level B
Finance	Level B

***Student Self-Assessment***

A Student requesting an exemption from the CKE, the SOA, or both, must provide the Registrar with a written self-assessment describing in detail how the Student believes the competencies set

out in The UFE Candidates' Competency Map have been met. The self-assessment should take into account that the Professional Program curriculum provides for the development and enhancement of the required competencies through integration and application of technical knowledge. In that regard, the Student should note that the SOA uses case studies addressing professional-level competencies and reflecting real business scenarios likely to be encountered in practice as a Chartered Accountant. In addition to the specific competencies set out in *The UFE Candidates' Competency Map*, a Student must demonstrate the pervasive qualities and skills fundamental to a Chartered Accountant: Ethical Behaviour and Professionalism, Personal Attributes and Professional Skills. A *Mapping of Experience to Specific Competencies* document is available from CPA Ontario for use by Students in completing the self-assessment.

### **EXEMPTION FROM PRESCRIBED PRACTICAL EXPERIENCE REQUIREMENTS**

A Student may request exemptions from some or all of the requirement to complete a three-year period of practical experience in an Approved Training Office. The determination to be made by the Registrar upon review of such request is whether the Student has acquired as a result of his or her professional qualification(s) and previously acquired experience in accounting, the depth and breadth of competency development required for the entry-level CA at the time of admission to membership in CPA Ontario, as established by the document entitled, Prescribed Practical Experience 2010, or any successor document.

The Registrar's determination shall be based upon an assessment of the totality of the Student's previous professional accounting experience completed for the purpose of qualifying for admission to membership in the particular accounting body and subsequent to admission to membership in that body. The assessment should take into account:

- the duration of the period(s) of accounting experience (i.e. the number of months or years);
- the nature of the place(s) of employment or practice in which the accounting experience was obtained;
- the position(s) held by the Student; and
- the progression of the Student's career in professional accounting.

To meet the depth and breadth of competency development required for the entry-level CA at the time of admission to membership in CPA Ontario, the Student must demonstrate to the satisfaction of the Registrar that the Student meets the following minimum requirements:

- Depth of experience – the opportunity to gain sufficient direct working experience in all of the specific competencies of any one of the six competency areas (referred to as the area of depth):
  - o Performance Measurement and Reporting
  - o Assurance
  - o Taxation
  - o Governance, Strategy and Risk Management
  - o Management Decision-Making
  - o Finance.

For the majority of the specific competencies, the Student is expected to demonstrate Level 2 proficiency. In addition, the Student is expected to demonstrate an awareness of emerging topics in their area of depth, either independently or as part of a team, with little direction or supervision.

- Breadth of experience – the opportunity to gain sufficient direct working experience in at least half of the competencies in TWO additional areas of competency (referred to as areas of breadth) and demonstrate the ability to work at Level 2 proficiency in at least half of those competencies. If the Student’s area of depth is not Performance Measurement and Reporting or Assurance, then one of the two areas of breadth must be Performance Measurement and Reporting and must provide the opportunity to gain sufficient direct working experience in the three competencies highlighted in Appendix 1 of the Practical Experience Requirements 2010 approved by the Council, and demonstrate the ability to work at Level 2 proficiency in all three of competencies.
- Experience in all of the Pervasive Qualities and Skills, with the clear expectation that the Student demonstrates at all times the Ethical Behaviour and Professionalism, strong Personal Attributes and Professional Skills expected of the CA.

Levels of proficiency for qualifying practical experience are:

**Level 1** (works under supervision): Has the basic knowledge and skill required to complete the task assigned but does not complete the task without supervision or assume responsibility for its execution. Requires supervision and direction in completing the tasks as he or she begins applying education to practice.

**Level 2** (works independently): Can apply the underlying knowledge and skill in a practical setting and is able to complete tasks independently or as part of a team with minimal direction or supervision. Assumes responsibility for execution of the task and performs all work with diligence and due care. Treats each situation as an opportunity to further develop professional judgement and/or expand his or her knowledge base.

***Duration of professional accounting experience***

The duration of professional accounting experience required for admission to membership in CPA Ontario is a minimum term of three years of experience acceptable to CPA Ontario. A Student who has not obtained at least three years of previous professional accounting experience acceptable to CPA Ontario is required to fulfill a period of experience in accounting as prescribed by the Registrar such that the Student will have obtained by the date of admission to membership in CPA Ontario an amount of acceptable accounting experience that in aggregate is at least three years in duration.

***Nature of the place(s) of employment or practice***

The factors that should be considered by the Registrar in respect of the nature of the place of employment or practice are:

- As applicable,

- The nature or line of business (for example, financial services, manufacturing, natural resources, retailing, information technology) and examples of the major clients, customers or recipients of the products or services, or
- The nature of the professional services provided, including whether the services were public accounting or related areas (for example, assurance/attestation, taxation, advisory services) and examples of the major clients, customers or recipients of the products or services
- The size of the business or practice, with reference to such matters as total number of staff, number of partners, total annual revenues or budget
- The corporate structure (e.g. for-profit corporation, not-for-profit corporation, public sector/governmental organization, academic institution, partnership, proprietorship) and in respect of a corporate entity, whether it is/was a publicly listed or publicly traded entity or a privately owned/not publicly listed entity.

***The position(s) held by the Student***

In respect of the positions(s) held by the Student, the Registrar should consider:

- the title of each position held;
- the level or seniority of the position within the place of employment or practice, with reference to such matters as to whom (position) the Student directly reported or was accountable and the placement of such position within the overall management or governance structure;
- the breadth and complexity of the responsibilities assigned to the Student in the position held;
- the breadth and depth of competency development during the period in which the Student held the position.

***The progression of the Student's career in professional accounting***

Position-specific indicators that should be considered by the Registrar when determining a Student's progression through his or her career in professional accounting include demonstration of work functions or the provision of professional services in defined positions that:

- require increasing competency development;
- require the ability of the Student to handle increasingly complex tasks;
- involve increasing levels of responsibility;
- provide increased ability and opportunity to supervise, manage and mentor others and decreased level of supervision of the Student throughout his or her career path, which may be measured by
  - o number of supervisors;
  - o number of direct reports;
  - o changes in position or job titles;
  - o changes to job responsibilities and accountabilities;
- provide opportunities for the Student to learn from supervisors who are deemed experts in their field (exposed to or mentored by other professionals).

Progression to successively more senior positions and/or demonstration of progressively higher levels of proficiency over the course of a Student's employment or practice with a particular entity or throughout the Student's total period(s) of accounting experience should also ordinarily indicate greater breadth and depth of competency development. A Student who has achieved through their previous employment or practice a position or level as a partner, senior executive, director or officer should ordinarily be considered to have achieved a higher level of proficiency as well as greater breadth and depth of competency development than a Student who would have held a less senior position.

**SCHEDULE F**

**PRACTICAL EXPERIENCE REQUIREMENTS**

**under Regulation 6-4 (Legacy CA Student Registration), as approved  
by Council on November 29, 2012, as amended to June 21, 2016.**

**INTRODUCTION**

This policy is intended to provide clarity on the transition to the practical experience requirements that apply to Students registered with Chartered Professional Accountants of Ontario (CPA Ontario) on or after September 1, 2009. CPA Ontario's Regulation 6-4 (Legacy CA Student Registration) and Regulation 9-1 (Public Accounting Licensing) in conjunction with the CA Practical Experience Requirements 2010 (PER) prescribe the practical experience requirements for Legacy CA Students seeking membership in CPA Ontario.

This policy supplements the CPA Ontario's regulations and PER to ensure consistency and appropriate application. Students are encouraged to use this policy as a tool to assist in measuring the requisite period of practical experience that must be acquired before qualifying.

*Amended June 21, 2016*

**CONTEXT**

Qualification is an integrated process of academic study, professional education and evaluation, and practical experience. Practical experience grounds formalized learning in today's workplace, contributing additional hands-on professional competencies, and enriching and consolidating the development process. Professional conduct and ethical behavior, along with the protection of the public interest, are integrated and emphasized throughout the process.

A primary consideration in setting the CPA Ontario's practical experience requirements is the adherence to international accounting standards that mutually support the development of Ontario's qualified CPAs. The internationally recognized standard as set by the International Federation of Accountants under the International Education Standard 5, Practical Experience Requirements (IES5) prescribes that the period of practical experience should be a minimum of 3 years. Regulation 6-4 is consistent with this international standard, and with the CPA Ontario's mandate to maintain full reciprocity across accounting bodies in other jurisdictions.

As a result, there exists a continuum that begins at the date of the Student's registration and extends past the minimum 30-month period of required practical experience. Accordingly, there may be confusion among Students, Members and employers when determining the point of time on the continuum which constitutes the date on which a Student's practical experience is completed. The guidance provided in this policy is to mitigate this concern.

*Amended June 21, 2016*

## DEFINITIONS

In this Policy,

“**add-in**” means leave time taken during a Student’s 30-month prescribed period of practical experience in excess of or for any reason other than the amount of time granted under a permitted allowance, which has a corresponding impact on a Student’s practical experience Completion Date;

“**competency development**” includes the depth and breadth of technical competencies, as well as the pervasive qualities and skills, as outlined in the PER.

“**Completion Date**” means the date as of which the Student has completed the 30-month period of prescribed practical experience;

“**permitted allowance**” means leave time that may be taken by each Student during his or her 30-month prescribed period of practical experience, without having a corresponding impact on the Student’s practical experience Completion Date.

*Amended June 21, 2016*

## ACCRUING PRACTICAL EXPERIENCE

Practical experience is recognized from the date a Student commences employment with an approved CATO or Pre-Approved Program, provided the employment is not more than three months prior to the date of registration (Regulation 6-4, s. 8.2.1 and 8.2.2). Practical experience is accrued by obtaining relevant experience for competency development on the basis of full-time employment or part-time employment, considered on a fractional basis, at a CATO or Pre-Approved Program.

Generally, the practical experience requirement under both Regulation 6-4 and the PER is 3 years or 36 months, including leave time for professional education. Section 39 of Regulation 6-4 provides specific carve outs for study leave, attending training programs, vacation, and leaves of absence. Cumulatively, this translates into a minimum of 30 months of employment with a CATO or Pre-Approved Program.

*Amended June 21, 2016*

### ***Reconciling the 30 and 36 Month Requirements***

The majority of Students in Ontario typically complete their term of practical experience before 36 months, and only after fulfilling the minimum 30-month requirement. The linkage between 30 and 36 months is the allowable time given to Students relating to the preparation for professional education programs completed outside of work hours (other than that which extends the period of employment) or other interruptions in employment that constitute a break in service.

Virtually all Students are able to complete the prescribed term of practical experience at some point between 30 and 36 months, depending on each Student’s individual circumstances. The 36-

month benchmark is in place to ensure that the Institute is in compliance with the IES5, while recognizing that temporary breaks in the accrual of a Student's 30 months of practical experience during the legacy CA qualification process are both expected and for which are accounted.

*Amended June 21, 2016*

***Breaks in Practical Experience Accrual***

The period of prescribed practical experience is calculated based on the 30-month requirement, taking into account all periods of permitted absences and excluding any periods that have been specifically enumerated as an add-in in this policy or that constitute leave time in excess of permitted allowances.

The characterization of a break in the accrual of practical experience as either a permitted allowance or an add-in is used to establish each Student's Completion Date. Students will continue to accrue practical experience for permitted allowances, and any leave time taken thereunder will not impact a Student's Completion Date. By contrast, practical experience does not accrue for leave time that is deemed to be an add-in. Accordingly, any add-ins will result in a corresponding adjustment to the Student's Completion Date by adding the amount of leave time to a Student's Completion Date.

**A. Permitted Allowances - Completion Date Not Affected**

A Student's 30-month period of prescribed practical experience is inclusive of the following permitted allowances during which time practical experience will continue to accrue:

- attending CPA Ontario's staff training program or an approved in-firm program, and attending other job training programs required by the designated office where the Student is employed, to a maximum of 5 weeks;
- leaves taken for illness or compassionate reasons, to a maximum of 5 weeks; and
- vacation or leaves of absence taken in lieu of vacation, to a maximum of 8 weeks.

Leave time that is not specifically enumerated above, but which is treated in the same manner as a permitted allowance includes the following:

- overtime hours or lieu time, which cannot be used to reduce the prescribed period of practical experience or establish an earlier Completion Date;
- total leaves of absence for each type of permitted absence set out above provided:
  - o the total leave does not exceed the maximum permitted leave; and
  - o the Student remains an employee of the approved CATO or Pre-Approved Program during unpaid leave and returns to active paid employment with the approved CATO or Pre-Approved Program for a reasonable period of time after the leave expires; or
  - o the Student remains an employee of the approved CATO or Pre-Approved Program and is paid during the leave.

**B. Add-ins - Completion Date Affected**

A Student's 30-month period of prescribed practical experience is exclusive of the following add-ins during which time practical experience will not accrue:

- any vacation or leave of absence taken in excess of the maximum amounts that qualify as permitted absences;
- any period of time during which the Student is or was not employed with an approved CATO or Pre-Approved Program;
- time spent attending the School of Accountancy (the “SOA”);
- time spent writing or rewriting the UFE or CFE;
- time spent attending university, other than part-time attendance of the purpose of acquiring required credit-hours while being employed with an approved CATO or Pre-Approved Program; and
- any interruption of employment resulting from a change from one approved CATO or Pre-Approved Program to another that constitutes a break in service.

### **C. Maternity Leave**

Maternity and parental leave not exceeding the maximum number of weeks provided by statute will not affect a Student’s registration and eligibility to attend the SOA or write the UFE/CFE if the Student is otherwise eligible.

*Amended June 21, 2016*

#### ***Summer Students Employed in CATO Prior to September 1, 2011***

Prior to Regulation 6-4 coming into force on July 16, 2011, Students were granted retroactive recognition of up to 8 months of summer employment that was acquired prior to the Student’s date of registration. Under the new Regulation 6-4, subsection 8.2.2, a maximum of only 3 months of summer or other part-time experience acquired prior to the date of registration may be counted towards a Student’s practical experience requirement. However, this provision should be read in light of section 38 and 47 of Regulation 6-4, which confers discretion on the Registrar to accept a period(s) of pre-registration employment experience and make a corresponding adjustment to the Student’s practical experience requirement.

Section 38 provides that (emphasis added) “[e]very student shall complete a period of three years of practical experience, less any period determined by the Registrar to have been completed prior to registration.” Section 47 further provides that (emphasis added) “...the registrar may, only in exceptional and unique circumstances, recognize a greater amount of pre-registration employment, but in no circumstances shall more than eight months be recognized.”

Taken together, section 38 and 47 form the basis of the Registrar’s discretion to determine whether current or prospective Students who were hired for summer or other part-time employment by CATOs prior to September 1, 2011 qualify as an “exceptional and unique circumstance” under section 47. Such Students are eligible to receive retroactive recognition for up to 8 months of practical experience acquired prior to the date of registration. This transitional accommodation is intended to ensure that affected Students are not disadvantaged by the change in employment and experience requirements set out in the new Regulation 6-4.

Any Students or prospective Students who were hired or will be hired by CATOs or Pre-Approved Programs on or after September 1, 2011 will continue to be governed by Regulation 6-4, subsection 8.2.2 and will receive recognition for up to 3 months of pre-registration experience.

Students wishing to receive recognition for additional pre-registration experience will be granted exemptions on a case-by-case basis in accordance with the exceptional and unique circumstances criteria set out in section 47.

*Amended June 21, 2016*

**PUBLIC ACCOUNTING LICENSING**

*Repealed June 21, 2016*