

**CHARTERED PROFESSIONAL  
ACCOUNTANTS OF ONTARIO**

**REGULATION 9-2**

**LEGACY CA STUDENT REGISTRATION, OBLIGATIONS, AND STANDING**

**Adopted by the Council under the *Chartered Professional Accountants of Ontario Act, 2017* and the By-law, on September 21, 2018 and effective as of November 19, 2018**

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**REGULATION 9-2  
LEGACY CA STUDENT REGISTRATION**

**Application**

This Regulation applies to Legacy CA Students who are already registered under this Regulation. Regulation 9-1 applies to applicants for registration or reregistration as Students in CPA Ontario, and to Students of CPA Ontario.

**NOTE:** Completion of the CPA certification program as set out in this Regulation does not necessarily result in eligibility for a Public Accounting Licence; see Regulation 17-1 for these requirements.

**Definitions**

1. In this Regulation, words have the same meaning as they do in the Act, the By-law, the CPA Harmonized Education Policies, and the CPA Ontario Practical Experience Requirements, and the CA Practical Experience Requirements, 2007, 2009 and 2010, and for the purpose of this Regulation:
  - 1.1 “Academic Code of Conduct” means the CPA Ontario Academic Code of Conduct in Appendix A established by the Council;
  - 1.2 “applicant” means an individual applying for registration as a Legacy CA Student in CPA Ontario;
  - 1.3 “Approved Training Office” means a practising office or unit approved for the training of Legacy CA Students under a previous version of this Regulation;<sup>1</sup>
  - 1.4 “CA Practical Experience Requirements, 2010” means the document established by the Chartered Accountants of Canada effective September 1, 2010 and adopted by the Council, that sets out the Practical Experience Requirements applicable to Legacy CA Students who were registered after September 1, 2010;<sup>2</sup>
  - 1.5 “Common Final Examination” (CFE) means the final qualifying examination prepared by the Board of Evaluators of CPA Canada;
  - 1.6 “CPA Accredited University Program” means a program of academic study at an academic institution that has been accredited by the Council in Schedule A of Regulation 9-1;

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<sup>1</sup> After September 1, 2018, any legacy ATO was required to offer a Pre-Approved Program in order to train Legacy CA Students.

<sup>2</sup> For Legacy CA Students who were registered between September 1, 2007 and September 1, 2009, the CA Practical Experience Requirements, 2007 applies; for Legacy CA Students who were registered between September 1, 2009 and September 1, 2010, the CA Practical Experience Requirements, 2009 applies.

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- 1.7 “CPA Ontario Practical Experience Requirements” means the document in Appendix B established by the Council, that sets out the Practical Experience Requirements applicable Legacy CA Students who were registered on or after September 1, 2014;
- 1.8 “CPA Harmonized Education Policies” means the national Harmonized Education Policies in Appendix C established by CPA Canada and adopted by the Council;
- 1.9 “credit hour” means each classroom or instruction hour per week of a one-semester course of academic learning, or the equivalent, that:
- 1.9.1 is recognized by the academic institution that offers it as a degree-credit course; and
  - 1.9.2 is a three-credit hour course that provides:
    - 1.9.2.1 a minimum of three hours’ instruction time per week over a minimum 12-week term; or
    - 1.9.2.2 a maximum of 12 hours’ instruction time per week over a minimum three-week term, provided that if a Legacy CA Student is enrolled in one or more courses during a shortened term, the Legacy CA Student must be limited to a total of 12 instruction hours per week;
- 1.10 “degree” means an undergraduate degree or other equivalent indicator of academic achievement granted by an academic institution;
- 1.11 “degree-credit course” means a course of academic study and evaluation that is recognized for credit by an 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 the institution;
- 1.12 “Legacy CA Student” means a Student who is registered in one of the categories set out in section 3;
- 1.13 “Pre-Approved Program” means a program meeting the CPA Ontario Practical Experience Requirements and approved by the Vice President, Student Services;
- 1.14 “Professional Education Program (PEP) Commencement Date” means the Day that is the earliest of:
- 1.14.1 the first Day of any module of the CPA Professional Education Program in which the Legacy CA Student is enrolled;
  - 1.14.2 the Day that the Legacy CA Student first challenges any CPA Professional Education Program module examination;

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- 1.14.3 the Day that the Legacy CA Student commences one of the Graduate Certificate, Graduate Diploma, or Masters Program of a CPA Accredited Program;
- 1.15 “Student Code of Conduct” means the CPA Ontario Student Code of Conduct in Appendix D established by the Council;
- 1.16 “Transcript Assessment Policy” means the policy in Appendix E established by the Council;
- 1.17 “Transfer Credit Policy” means the policy in Appendix F established by the Council;
- 1.18 “University Degree” means:
  - 1.18.1 a four-year undergraduate degree or other equivalent indicator of academic achievement comprising 120 credit hours or equivalent; or
  - 1.18.2 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;
- 1.19 “Uniform Evaluation” (UFE) means the qualifying evaluation required to be successfully written before August 31, 2015 to qualify for admission to Membership;
- 1.20 “unsuccessful attempt” means:
  - 1.20.1 failure at the end of a module or examination, as determined by the Board of Examiners of CPA Canada;
  - 1.20.2 an attempt as defined in the Academic Code of Conduct;
  - 1.20.3 failure to attend on time or at all to a scheduled examination, module or mandatory workshop;
  - 1.20.4 failure to complete required make-up assignments;
  - 1.20.5 failure to submit a minimum number of completed assignments; or
  - 1.20.6 failure to meet the minimum overall grade of 75% on any core or elective module activities (assignment problems, practice cases, MCQ quizzes, module workshop activities); and
- 1.21 “Vice President, Student Services” means the employee of CPA Ontario with that title.

### **Time**

- 2. The Registrar or Vice President, Student Services shall have discretion in extraordinary circumstances to extend any time period prescribed in this Regulation, and/or as provided

in the CPA Ontario Professional Education Requirements or the CPA Harmonized Education Policies.

**Legacy CA Student Registration Categories**

3. A Legacy CA Student shall be registered in one of the following categories:
- 3.1 **University Graduate** – an applicant who has completed all the academic requirements for the conferral of a University Degree;
  - 3.2 **Co-operative Degree Program** – an individual who is enrolled in a co-operative degree program listed in 0;
  - 3.3 **CA Accredited University Program** – an applicant who is enrolled in an accredited program listed in 0;
  - 3.4 **CPA Accredited University Program** – an applicant who is enrolled in the graduate-level component of a CPA Accredited University program as defined in section 1.6;
  - 3.5 **Other Ontario Accounting Designation** – an applicant who:
    - 3.5.1 has a University Degree conferred;
    - 3.5.2 was a member in good standing with The Certified General Accountants Association of Ontario or the Certified Management Accountants of Ontario; and
    - 3.5.3 registered as a Legacy CA Student before August 31, 2014.
  - 3.6 **Accounting Body Outside Canada** – an applicant who registered as a Legacy CA Student before February 1, 2015 and who:
    - 3.6.1 was a member in good standing with, and certified or licensed to practice by, either a professional accounting body outside Canada that was a member body in good standing of the International Federation of Accountants at the Day of the applicant's application for registration or a professional or regulatory body or authority for accountants or auditors in a country other than Canada that was established by statute to qualify, certify, regulate, license, or authorize individuals to practise as accountants or auditors in that country;
    - 3.6.2 provided evidence of the completion of a minimum of three years of accounting experience meeting the guidelines established by the Council from time to time; and
    - 3.6.3 was not eligible to register as a Legacy CA Student under section 3.7 of this Regulation;
  - 3.7 **Accounting Body Outside Canada – Specified** – an applicant who was a member in good standing with an accounting body listed in 0, and who met the

conditions for registration contained in a memorandum of understanding or agreement between that body and CPA Ontario;

3.8 **Transfer** – an applicant registered before February 1, 2015 and who at that time was in good standing with another Provincial Body in a program leading to the Chartered Accountant designation and:

3.8.1 had a University Degree conferred;

3.8.2 had completed some or all of the CA Practical Experience Requirement, accepted by the Provincial Body with which the applicant was registered;

3.8.3 had not attempted the UFE or the CFE; and

3.8.4 within three months of the Day of registration with CPA Ontario, discontinued or terminated registration with any other Provincial Body;

3.9 **Transfer – Quebec** – an applicant registered before February 1, 2015 and who at that time was in good standing with the Ordre des comptables professionnels agréés du Québec in a program leading to the chartered accountant designation and:

3.9.1 had a university degree University Degree conferred;

3.9.2 had successfully completed the UFE or the Common Final Examination while so registered; and

3.9.3 within three months of the Day of registration with CPA Ontario, discontinued or terminated registration with the Ordre des comptables professionnels agréés du Québec.

3.10 **Conditional** – an applicant who:

3.10.1 was attending an academic institution in a program leading to a University Degree on a full-time or part-time basis; and

3.10.2 had fulfilled the employment requirement;

3.11 **Mature** – an applicant who:

3.11.1 was at least 25 years of age;

3.11.2 had completed no more than two years or sixty credit hours at an academic institution;

3.11.3 was enrolled at an academic institution in courses that qualify to fulfil the credit hour requirement;

3.11.4 had at least three years' work experience in accounting, business or other relevant area satisfactory to the Registrar or Vice President, Student Services; and

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- 3.11.5 satisfied the Registrar or Vice President, Student Services that they did not meet the requirements of any other category of Legacy CA Student registration as set out in this section;
4. A Legacy CA Student may only be registered in one registration category, and may not also be registered under the Advanced Certificate in Accounting and Finance, or as a Student under Regulation 9-1.
5. Despite section 4, an applicant may be registered in the Co-operative Degree Program, CA Accredited University Program, and CPA Accredited University Program categories if the applicant met the requirements of each of those categories.
6. Unless otherwise specified in this Regulation, the Day of registration shall be the earlier of the Day that the applicant:
- 6.1 provided proof of compliance with all the requirements of this Regulation; and
- 6.2 commenced employment with an Approved Training Office or in a Pre-Approved Program, provided that:
- 6.2.1 proof of employment satisfactory to the Registrar or Vice President, Student Services was received within three months of the Day set out in section 6.1; and
- 6.2.2 the Day of registration shall not be any earlier than three months before the Day the applicant met the requirements of section 6.1.
7. A Legacy CA Student shall renew registration on an annual basis by making an application for renewal in the prescribed form and paying the prescribed Dues, and providing all information, documents, and other materials as requested by the Registrar or Vice President, Student Services.
8. A Legacy CA Student shall be subject to the Regulations, by-laws, and policies of CPA Ontario, including the Student Code of Conduct and the Academic Code of Conduct.

### **Bankruptcy**

9. A Legacy CA Student shall disclose to the Registrar or Vice President, Student Services upon:
- 9.1 becoming the subject of an application for a bankruptcy order;
- 9.2 making an assignment for the general benefit of creditors;
- 9.3 making or becoming the subject of a Division I or Division II proposal; or
- 9.4 having a business that the Legacy CA Student or applicant controls, directly or indirectly, become subject to a bankruptcy order;
- as set out in the *Bankruptcy and Insolvency Act*.
10. The disclosure referenced in section 9 shall be in writing, and shall include:



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- 10.1 documents about the subject of the disclosure to the satisfaction of the Registrar or Vice President, Student Services or, if a document is not yet available, an undertaking to provide the document as soon as it becomes available;
  - 10.2 the pleadings related to the subject of the disclosure or, if the pleadings are not yet filed, an undertaking to provide the pleadings as soon as they become available;
  - 10.3 documents about the financial circumstances of the individual making the disclosure to the satisfaction of the Registrar or Vice President, Student Services; and
  - 10.4 a consent permitting CPA Ontario to directly access information and documents related to the subject of the disclosure from the trustee, the Superintendent, or the official receiver, as the case may be.
11. The individual making the disclosure shall also provide any other information or documents requested by or on behalf of the Registrar or Vice President, Student Services, unless the individual is asserting in good faith and on reasonable grounds the specific information or document requested is subject to legal privilege and that privilege is not waived.
12. The Registrar or Vice President, Student Services shall, in respect of a Legacy CA Student, consider the information and documents provided under sections 9 to 11, and shall, if the Legacy CA Student otherwise meets the requirements of registration:
- 12.1 take no further action;
  - 12.2 require the Legacy CA Student to abide by one or more of the following restrictions or conditions:
    - 12.2.1 satisfactorily completing, within a time specified, prescribed courses or examinations;
    - 12.2.2 engaging, for a time specified, an advisor, counsellor, or tutor;
    - 12.2.3 satisfactorily completing a period of supervised practice or employment;
    - 12.2.4 restricting their practice or employment in a specified manner for a specified period of time;
    - 12.2.5 reporting as specified to employers or prospective employers with respect to the subject of the disclosure;
    - 12.2.6 reporting as specified to the Registrar or Vice President, Student Services on the progress of the subject of the disclosure; or
    - 12.2.7 any other restrictions or conditions the Registrar or Vice President, Student Services deems appropriate; or
  - 12.3 suspend the Legacy CA Student until the fulfillment of restrictions or conditions imposed by the Registrar or Vice President, Student Services.

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13. The Registrar or Vice President, Student Services, in making a decision provided for in section 12, shall consider appropriate factors, that may include:
  - 13.1 the circumstances pertaining to the event requiring disclosure under section 9 and the conduct of the individual making the disclosure;
  - 13.2 the extent that the event requiring disclosure may put at risk the interests of:
    - 13.2.1 any client or employer associated with the individual making the disclosure; or
    - 13.2.2 any other party impacted or affected by the event;
  - 13.3 the number and nature of creditors affected;
  - 13.4 whether any potential civil or criminal liability has arisen from the event requiring disclosure;
  - 13.5 the current financial circumstances of the individual making the disclosure;
  - 13.6 the anticipated Day of release from insolvency; and
  - 13.7 whether the individual is competent and capable of performing as a Legacy CA Student, without impairment, the essential duties of any current or anticipated employment, business, or practice.

### **Legacy CA Student Resignation**

14. A Legacy CA Student may apply in writing to the Registrar or Vice President, Student Services in the prescribed form to resign a registration in CPA Ontario.
15. The Registrar or Vice President, Student Services shall not accept an application for resignation if the Legacy CA Student:
  - 15.1 is the subject of a complaint review, investigation, proposed settlement agreement or Allegations by the Professional Conduct Committee, unless the Legacy CA Student undertakes never to re-apply for registration, membership or licensure with CPA Ontario, or for the CPA Advanced Certificate in Accounting and Finance;
  - 15.2 has not fully complied with a settlement agreement or order of a Committee of CPA Ontario; or
  - 15.3 owes any Dues to CPA Ontario.
16. The Registrar or Vice President, Student Services may require a Legacy CA Student to fulfill such further restrictions and conditions as, in the discretion of the Registrar or Vice President, Student Services, are necessary to protect the public interest and the reputation of the profession before accepting an application for resignation.

**Legacy CA Student Suspension, Reinstatement, and Deregistration**

17. The Registrar or Vice President, Student Services will suspend the registration of any Legacy CA Student:
  - 17.1 for the failure to pay any Dues;
  - 17.2 for the failure to provide information, documents, or other materials required under the Act, by-laws, or Regulations or Policies, or requested by CPA Ontario;
  - 17.3 in the circumstances set out in the Academic Code of Conduct;
  - 17.4 following the disclosure of certain bankruptcy events, as provided in this Regulation; and
  - 17.5 for the failure to successfully complete any obligation or requirement, or maintain any status, imposed by the Act, by-laws, Regulations or Policies, or to provide proof of successful completion.
18. During the period of suspension, the Legacy CA Student:
  - 18.1 has none of the rights and privileges of registration;
  - 18.2 continues to be responsible for all Dues;
  - 18.3 will not have practical experience earned recognized or counted toward their Practical Experience Requirements;
  - 18.4 will not be allowed to enroll in any aspect of the Professional Education Program;
  - 18.5 will not have any time period prescribed by CPA Ontario suspended, subject to the discretion of the Registrar and Vice President, Student Services under section 2; and
  - 18.6 remains subject to the authority, requirements, and disciplinary powers of CPA Ontario to the same extent as if the suspension does not take place.
19. A Legacy CA Student who is suspended under section 17 shall remain suspended until the Legacy CA Student complies with the requirements, including payment of any outstanding Dues, fees, or late penalties, at which point the Legacy CA Student's registration shall be reinstated by the Registrar or Vice President, Student Services.
20. Subject to the Academic Code of Conduct, the Registrar or Vice President, Student Services shall deregister any Legacy CA Student 60 Days after the imposition of a suspension under section 17, unless, before that Day, the Registrar or Vice President, Student Services has reinstated the registration under section 19.
21. The Registrar or Vice President, Student Services shall deregister a Legacy CA Student as of the earliest of:
  - 21.1 the 10<sup>th</sup> anniversary of the Legacy CA Student's initial Day of registration;

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- 21.2 45 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 the appeal;
  - 21.3 45 Days following the release of the result of the Legacy CA Student's third unsuccessful attempt, having exhausted attempts as prescribed in the CPA Harmonized Education Policies or the CPA Professional Education Program, or the third unsuccessful attempt on the Common Final Examination or, if an appeal of the Legacy CA Student's Common Final Examination result has been filed, immediately upon the denial of the appeal;
  - 21.4 the sixth anniversary of the Legacy CA Student's Professional Education Program (PEP) Commencement Date, unless the Legacy CA Student has successfully completed the Common Final Examination before that Day;
  - 21.5 December 31, 2016, if a Legacy CA 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 before that Day;
  - 21.6 February 1, 2020, if the Legacy CA Student has not met all of the requirements for admission to membership; or
  - 21.7 any of the circumstances set out in the CPA Ontario Practical Experience Requirements, the CA Practical Experience Requirements 2007, 2009, 2010, the CPA Harmonized Education Policies, and the Academic Code of Conduct.
22. Notwithstanding section 22, a Legacy CA Student who has had three unsuccessful attempts in either the Assurance or Taxation elective module, may transfer their registration to Regulation 9-1 in the Transitional CA Student (section 9.8) category of registration and may retain credit for any module examination(s) in which the Legacy CA Student has been successful or any exemptions granted.

### **Legacy CA Student Credibility**

23. In circumstances where a suspension or deregistration decision requires assessment of the Legacy CA Student's credibility, the Registrar or Vice President, Student Services shall refer the matter to an oral hearing before the Admission and Registration Committee.

### **Legacy CA Student Credibility Hearings**

24. The parties to a hearing under section 23 are the Legacy CA Student and the Registrar or Vice President, Student Services.
25. A hearing under section 23 shall be conducted in accordance with the applicable provisions of Regulation 6-1.
26. If the Admission and Registration Committee on referral of the matter by the Registrar or Vice President, Student Services determines that a Legacy CA Student meets the criteria for suspension or deregistration, the Admission and Registration Committee shall make an order suspending or deregistering the Legacy CA Student.

**Legacy CA Credibility Appeals**

27. A Legacy CA Student may appeal an order of the Admission and Registration Committee under section 26 to the Appeal Committee.
28. The parties to an appeal are the Legacy CA Student and the Registrar or Vice President, Student Services.
29. The appeal shall be conducted in accordance with the applicable provisions of Regulation 6-3.
30. The Appeal Committee's decision is final.

**Appeal of Restrictions and Conditions, Suspension, and Deregistration Decisions**

31. A Legacy CA Student whose registration is made subject to restrictions and conditions, is suspended or is deregistered by the Vice President, Student Services may appeal the decision to the Admission and Registration Committee.
32. The parties to an appeal are the applicant appealing and the Registrar or Vice President, Student Services.
33. The appeal shall be conducted in accordance with Regulation 6-1.
34. On hearing the appeal, the Admission and Registration Committee may confirm or vary the decision being appealed, or may substitute its own decision for that of the Registrar or Vice President, Student Services.
35. The Admission and Registration Committee's decision is final.

**CPA Program Completion**

36. Unless otherwise specified in this Regulation, every Legacy CA Student shall successfully complete, to the satisfaction of the Registrar or Vice President, Student Services during the period of registration in good standing:
  - 36.1 the applicable education requirement, as set out below;
  - 36.2 the Professional Education Program (PEP) Requirement, as set out below; and
  - 36.3 the applicable Practical Experience Requirements, as set out below.

**Education Requirement**

37. Unless otherwise specified in this Regulation, all Legacy CA Students shall complete the credit hour requirement. Transcripts shall be assessed in accordance with the Transcript Assessment Policy.
38. Unless otherwise exempted by this Regulation, including the Transfer Credit Policy, all Legacy CA Students shall complete, either before or while registered in good standing as a Legacy CA Student, 51 credit hours in courses acceptable to the Vice-President,

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Student Services, as follows, and shall provide proof satisfactory to the Registrar or Vice President, Student Services of completion of the credit hours:

<b>Course(s)</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

39. To qualify towards the credit hour requirement:

- 39.1 the courses in Canadian Business Law and Canadian Taxation must have been taken at an academic institution in Canada;
- 39.2 one of the courses for advanced financial accounting and the advanced accounting elective must be taken at an academic institution in Canada;
- 39.3 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;
- 39.4 a maximum of 24 credit hours may be fulfilled through college diploma transfer credit courses that:
  - 39.4.1 meet CPA Ontario's requirements;
  - 39.4.2 are recognized by a university under an articulation agreement; and
  - 39.4.3 are in the following subject areas and do not exceed the maximum credit recognition in each area:

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<b>Subject Area(s)</b>	<b>Credit hours</b>
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

- 39.5 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, as determined by the Vice-President, Student Services, must be obtained overall in the courses in the credit hour requirement; and
- 39.6 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 section 1.9, as determined by the Vice-President, Student Services.

### **Credit Hour Requirement Exemptions**

40. Legacy CA Students in the CA Accredited Program (section 3.3) registration category are deemed to have met the credit hour requirement, provided they meet the provisions of section 39.5.
41. Legacy CA Students in the CPA Accredited Program (section 3.4) registration category are deemed to have met the credit hour requirement, provided they also meet the following minimum grade requirements:
- 41.1 a minimum overall grade point average of B- or 70.0% in the courses that comprise the CPA accredited stream or program;
- 41.2 a minimum of a passing grade in each degree credit course commenced before May 1, 2014; and
- 41.3 a passing grade or a minimum grade of 60%, whichever is higher, in each course commenced after April 30, 2014.

42. Legacy CA Students in the Transfer – Quebec registration category are exempt from the credit hour requirement.
43. Legacy CA Students in the Accounting Body Outside Canada (section 3.6) registration category are exempt from the credit hour requirement, except for the requirement to pass an approved course in Canadian Business Law.
44. Legacy CA Students in the Accounting Body Outside Canada – Specified (section 3.7) registration category may be exempt from the credit hour requirement, under the memorandum of understanding or agreement between the accounting body and CPA Ontario.

**Professional Education Program (PEP) Requirement**

45. 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 Education Program (PEP):
  - 45.1 two mandatory core modules:
    - 45.1.1 Core 1; and
    - 45.1.2 Core 2;
  - 45.2 two elective modules:
    - 45.2.1 Taxation; and
    - 45.2.2 Assurance;
  - 45.3 two mandatory capstone modules:
    - 45.3.1 Capstone 1; and
    - 45.3.2 Capstone 2.
  - 45.4 Legacy CA Students shall complete the requirements of sections 45.1 and 45.2 on or before April 30, 2019, by successfully attempting the module examinations without enrolling in the modules, but a Student who is unsuccessful on three attempts at any examination must enroll in and complete the module before making a further attempt at that examination.
  - 45.5 Legacy CA Students who are unable to satisfy the requirements in Schedule D shall apply for registration under Regulation 9-1 in the Transitional CA (section 9.8) category of registration, unless another provision of this Regulation requires the Student to be deregistered.
46. 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.



**Uniform Examination or Common Final Examination**

47. No Legacy CA Student shall be exempt from the requirement to pass the Common Final Examination.
48. In order to fulfill the requirements of this Regulation and be granted the CA designation on admission to Membership, Legacy CA Students must demonstrate in the Common Final Examination depth of competency development in both Financial Reporting and Assurance.
49. A Legacy CA Student in the Transfer – Quebec registration category may pass the UFE before registration.

**Employment Requirement**

50. Unless exempted under this Regulation, every Legacy CA Student shall, at the time of registration:
  - 50.1 be presently employed in a Pre-Approved Program;
  - 50.2 have accepted an offer of full-time employment in a Pre-Approved Program to commence no later than 12 months following the Day of registration; or
  - 50.3 be employed on a part-time or other short-term basis in a Pre-Approved Program while being enrolled in a University Degree program, provided that the employment is acceptable to CPA Ontario for the purpose of fulfilling the prescribed Practical Experience Requirement.
51. Legacy CA Students who have completed their Practical Experience Requirement before registration are exempt from the requirement for employment.

**Practical Experience Requirement**

***Legacy CA Students Registered Before September 1, 2014***

52. A Legacy CA Student who was registered and commenced employment before September 1, 2014 shall successfully complete the CA Practical Experience Requirements, 2010.
53. 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”.
54. Every Legacy CA Student shall complete a period of three years of full time equivalent Practical Experience, less any period determined by the Registrar or Vice President, Student Services to have been completed before registration.
55. 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.

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56. The Practical Experience Requirement shall be completed at an Approved Training Office or Pre-Approved Program.
57. Despite section 56, a Legacy CA Student may complete up to one-third 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.
58. Students working in an External Audit Pre-Approved Program as defined in the CPA Ontario Practical Experience Requirements must comply with their program requirements.
59. Students working in an External Audit Preapproved Program must attain:
- 59.1 the minimum 2,500 chargeable hours, including at least:
- 59.1.1 1,250 chargeable hours in assurance, of which a minimum of 625 hours must be obtained in the audit of historical financial information, and 100 chargeable hours of review procedures in review, and other assurance engagements;
- 59.1.2 100 chargeable hours in Canadian taxation services; and
- 59.1.3 1,150 eligible hours in either public accounting services or designated services (as defined in Regulation 17-1); and
- 59.2 at least two years of prescribed public accounting experience under the supervision of a Member who holds a Public Accounting Licence.
- Chargeable hours and competencies must be completed within the past five years of the External Audit Pre-Approved Program completion Day.
60. 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 before conferral of a University Degree, and any further employment before that conferral will not be eligible towards the Practical Experience Requirement.
61. Legacy CA Students in the following registration categories may apply to the Registrar or Vice President, Student Services in the prescribed form for a determination that some or all of the Practical Experience Requirement has been completed:
- 61.1 Accounting Body Outside Canada,
- 61.2 Transfer; and
- 61.3 Transfer – Quebec.
62. 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.

63. Despite section 6.2, and subject to section 61, the Registrar or Vice President, Student Services may, in exceptional 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***

64. Despite section 52, a Legacy CA Student may elect to transition to the CPA Ontario Practical Experience Requirements in accordance with the transition requirements set out in that document, if the Legacy CA Student:

- 64.1 commenced employment in an Approved Training Office before September 1, 2014;
- 64.2 submits a joint election signed by the Legacy CA Student and the employer agreeing to the transition;
- 64.3 submits any experience report required by the Registrar or Vice President, Student Services; and
- 64.4 provides all information and documents requested by the Registrar or Vice President, Student Services.

65. Legacy CA Students who have not fulfilled the Practical Experience Requirements of this Regulation before September 1, 2018 shall be required to transition to the CPA Ontario Practical Experience Requirements

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

66. Legacy CA Students who have not fulfilled the CA Practical Experience Requirements before September 1, 2018 shall be required to transition to the CPA Ontario Practical Experience Requirements. Any experience gained before September 1, 2018 and not reported by September 1, 2018 must be reported under CPA Ontario Practical Experience Requirements, if eligible.
67. A Legacy CA Student who completes any part of the CPA Ontario Practical Experience Requirements in the Experience Verification category must transfer their registration to Regulation 9-1 in the Transitional CA Student (section 9.8) category of registration and will not be eligible to receive the Chartered Accountant designation upon admission to membership.

**Special Circumstances**

68. A Legacy CA Student requiring special accommodation in respect of any course, module, examination, or other requirement may submit a request to the Registrar or Registrar or Vice President, Student Services.
69. A Legacy CA Student may submit a request to the Registrar or Vice President, Student Services for special consideration due to circumstances arising during any course, module, examination, or other requirement.

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70. Requests for special accommodation under section 68 and/or special consideration under section 69 shall be assessed under the CPA Ontario Accessibility and Special Accommodation Policy.

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**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)	Master of 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

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University	Degree program	Maximum months of co-op work term experience
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<sup>3</sup>**

**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 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).

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<sup>3</sup> The program, or current equivalent, as offered by each of the listed universities.

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- 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**

<b>Elements of Challenge Path</b>	<b>Exemptions from Elements of Challenge Path</b>		
	<b>Transition from Legacy CA Professional Education Program (PEP)</b>	<b>Transition from Waterloo MAcc graduate before August 2015</b>	<b>CPA Accredited Program</b>
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 before 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 before 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 A to Regulation 9-1 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 A to

REGULATIONS

Elements of Challenge Path	Exemptions from Elements of Challenge Path		
	<b>Transition from Legacy CA Professional Education Program (PEP)</b>	<b>Transition from Waterloo MAcc graduate before August 2015</b>	<b>CPA Accredited Program</b>
			Regulation 9-1 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.

**SCHEDULE E**

**GUIDELINES**

**ASSESSMENT OF COMPETENCIES OF STUDENTS: Members of Professional Accounting Bodies Outside of Canada**

**INTRODUCTION**

These Guidelines apply to Legacy CA Students registered in the following categories under this Regulation 9-2

- Accounting Body Outside Canada (section 3.6);
- Accounting Body Outside Canada – Specified (section 3.7).

**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 Legacy CA 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 Legacy CA Student may apply for an exemption from this requirement if the Legacy CA Student believes the required knowledge of Canadian business law has been acquired, through the Legacy CA 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 Legacy CA 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. The course should provide an introduction to, and a general understanding of, the competencies otherwise required in the Canadian Law course required under section 39.4.3 of this Regulation.

***Exemption based on experience equivalence***

The Legacy CA 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 PRESCRIBED PRACTICAL EXPERIENCE REQUIREMENTS**

Legacy CA Students in the Accounting Body Outside Canada (section 3.6) and Accounting Body Outside Canada – Specified (section 3.7) categories of registration may request exemptions from some or all of the requirement to complete a three-year period of practical experience. The determination to be made by the Registrar or Vice President, Student Services upon review of the request is whether the Legacy CA 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 determination of the Registrar or Vice President, Student Services shall be based upon an assessment of the totality of the Legacy CA 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 Legacy CA Student; and
- the progression of the Legacy CA 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 Legacy CA Student must demonstrate to the satisfaction of the Registrar or Vice President, Student Services that the Legacy CA 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 Legacy CA Student is expected to demonstrate Level 2 proficiency. In addition, the Legacy CA 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 Legacy CA 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 Legacy CA 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 Legacy CA 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 or Vice President, Student Services so that the Legacy CA Student will have obtained by the Day 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 or Vice President, Student Services 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 matters such 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 Legacy CA Student***

In respect of the position(s) held by the Legacy CA Student, the Registrar or Vice President, Student Services 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 matters such as to whom (position) the Legacy CA Student directly reported or was accountable and the placement of the position within the overall management or governance structure;
- the breadth and complexity of the responsibilities assigned to the Legacy CA Student in the position held;
- the breadth and depth of competency development during the period that the Legacy CA Student held the position.

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

Position-specific indicators that should be considered by the Registrar or Vice President, Student Services when determining a Legacy CA 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 Legacy CA 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 Legacy CA Student throughout their career path, that 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;

## REGULATIONS

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- provide opportunities for the Legacy CA 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 Legacy CA Student's employment or practice with a particular entity or throughout the Legacy CA Student's total period(s) of accounting experience should also ordinarily indicate greater breadth and depth of competency development. A Legacy CA 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 Legacy CA Student who would have held a less senior position.



**SCHEDULE F**

**PRACTICAL EXPERIENCE REQUIREMENTS**

**Under Regulation 9-2 (Legacy CA Student Registration, Obligations and Standing)**

**INTRODUCTION**

This policy is intended to provide clarity on the transition to the Practical Experience Requirements that apply to Legacy CA Students registered with Chartered Professional Accountants of Ontario (CPA Ontario) on or after September 1, 2009. This Regulation 9-2 and Regulation 17-1 in conjunction with the CA Practical Experience Requirements, 2010<sup>4</sup> prescribe the Practical Experience Requirements for Legacy CA Students seeking membership in CPA Ontario.

This policy supplements the CPA Ontario's Regulations and Practical Experience Requirements 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.

**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. This Regulation 9-2 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 Day of the Legacy CA Student's registration and extends past the minimum 30-month period of required practical experience. Accordingly, there may be confusion among Legacy CA Students, Members, and employers when determining the point of time on the continuum, that constitutes the Day that a Legacy CA Student's practical experience is completed. The guidance provided in this policy is to mitigate this concern.

**DEFINITIONS**

In this Policy,

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<sup>4</sup> For Legacy CA Students who were registered between September 1, 2007 and September 1, 2009, the CA Practical Experience Requirements, 2007 applies; for Legacy CA Students who were registered between September 1, 2009 and September 1, 2010, the CA Practical Experience Requirements, 2009 applies.

**“add-in”** means leave time taken during a Legacy CA 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, that has a corresponding impact on a Legacy CA 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 CA Practical Experience Requirements, 2010.

**“Completion Date”** means the Day that the Legacy CA Student has completed the 30-month period of prescribed practical experience;

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

### **ACCRUING PRACTICAL EXPERIENCE**

Practical experience is recognized from the Day a Legacy CA Student commences employment with an approved CATO or Pre-Approved Program, provided the employment is not more than three months before the Day of registration (this Regulation 9-2, sections 6.2.1 and 6.2.2). 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.

1. Generally, the practical experience requirement under both Regulation 9-2 and the CA Practical Experience Requirements, 2010 is 3 years or 36 months, including leave time for professional education. Section 55 of this Regulation 9-2 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.

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

The majority of Legacy CA 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 Legacy CA 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 Legacy CA Students are able to complete the prescribed term of practical experience at some point between 30 and 36 months, depending on each Legacy CA 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 Legacy CA Student’s 30 months of practical experience during the legacy CA qualification process are both expected and for which are accounted.

### ***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 Legacy CA Student's Completion Date. Legacy CA Students will continue to accrue practical experience for permitted allowances, and any leave time taken thereunder will not impact a Legacy CA 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 Legacy CA Student's Completion Date by adding the amount of leave time to a Legacy CA Student's Completion Date.

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

A Legacy CA 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 Legacy CA 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 that is treated in the same manner as a permitted allowance includes the following:

- overtime hours or lieu time, that 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 Legacy CA 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 Legacy CA 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 Legacy CA 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 Legacy CA 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 Legacy CA Student's registration and eligibility to attend the SOA or write the UFE/CFE if the Student is otherwise eligible.

***Summer Students Employed in CATO Before September 1, 2011***

Before this Regulation 9-2 coming into force on July 16, 2011, Legacy CA Students were granted retroactive recognition of up to 8 months of summer employment that was acquired before the Legacy CA Student's Day of registration. Under the new Regulation 9-2, section 6.2.2, a maximum of only 3 months of summer or other part-time experience acquired before the Day of registration may be counted towards a Legacy CA Student's practical experience requirement. However, this provision should be read in light of sections 54 and 63 of this Regulation 9-2, that confers discretion on the Registrar or Vice President, Student Services to accept a period(s) of pre-registration employment experience and make a corresponding adjustment to the Legacy CA Student's practical experience requirement.

Section 54 provides that "[e]very 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 to have been completed before registration." Section 63 further provides that "...the Registrar or Vice President, Student Services may, in exceptional 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."

Taken together, section 54 and 63 form the basis of the discretion of the Registrar or Vice President, Student Services to determine whether current or prospective Students who were hired for summer or other part-time employment by CATOs before September 1, 2011 qualify as an "exceptional and unique circumstance" under section 63. These Legacy CA Students are eligible

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to receive retroactive recognition for up to 8 months of practical experience acquired before the Day of registration. This transitional accommodation is intended to ensure that affected Legacy CA Students are not disadvantaged by the change in employment and experience requirements set out in the new Regulation 9-2.

Any Legacy CA Students or prospective Legacy CA 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 this Regulation 9-2, section 6.2.2 and will receive recognition for up to 3 months of pre-registration experience. Legacy CA 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 63.

**APPENDIX A**

**CHARTERED PROFESSIONAL  
ACCOUNTANTS OF ONTARIO**

**ACADEMIC CODE OF CONDUCT**

*Provided under separate cover*

**APPENDIX B**

**CPA ONTARIO PRACTICAL EXPERIENCE REQUIREMENTS**

*Provided under separate cover*

**APPENDIX C**

**CPA HARMONIZED EDUCATION POLICIES**

*Provided under separate cover*



**APPENDIX D**

**CPA ONTARIO STUDENT CODE OF CONDUCT**

*Provided under separate cover*

**APPENDIX E**

**TRANSCRIPT ASSESSMENT POLICY**

*Provided under separate cover*

**APPENDIX F**

**TRANSFER CREDIT POLICY**

*Provided under separate cover*