

# SUPPLEMENTARY DOCUMENTATION

CPA Ontario requires [official transcripts](#) from all previously attended post-secondary institutions if you have received any of the following:

- Advanced Placement (AP) credits
- General Certificate of Education (GCE) credits
- International Baccalaureate (IB) credits
- College transfer credits
- Foreign exchange transfer credits
- Letter of permission courses
- Other post-secondary institution transfer credits

For any transfer credits, a transfer of credit letter is required. If you have been awarded your degree, you are required to provide an official transfer of credit letter. An official transfer of credit letter must be sent directly from your post secondary institution, in a sealed envelope, to:

Chartered Professional Accountants of Ontario  
69 Bloor Street East  
Toronto, Ontario  
M4W 1B3

View [CPA Ontario's Policy on the Recognition of Transfer Credit Courses](#).

## LETTER OF GOOD STANDING

If you have completed your degree requirements and have not yet been awarded your degree, you are required to provide official documentation, i.e. letter of good standing or letter of intent to graduate, from your post-secondary institution's Registrar's Office. The letter must indicate you are eligible to graduate.

# CPA ONTARIO'S ACCEPTABLE STANDARD ON COURSE SYLLABUS REQUIREMENTS

If you have completed a degree credit course that is not listed on the CPA approved course maps and would like the course reviewed for recognition, the syllabus you submit should indicate sufficient coverage of key topics. CPA Ontario will review the course syllabus and confirm that the course completed covers the subjects contained in the CPA competency map. Only syllabi that are relevant to the program prerequisite and cover key topics are needed.

## Important considerations:

- CPA Ontario only accepts course outlines as provided by the university
- Course descriptions in the context of an email cannot be accepted for course recognition
- We request an electronic copy of the course outlines (mailed copies are acceptable but not preferred)
- Course outlines must be submitted in PDF format
- If a syllabus isn't in English it needs to be translated by an approved ATIO translator

## A Course Syllabus must include the following:

- Post-Secondary Institution (PSI)/university/college letterhead, symbol, logo, etc.
- Course syllabus MUST correspond to the year the course was taken
- Course details (course name/number, term, year, lecture times, instructor details)
- Course overview including learning outcomes or objectives
- Course prerequisite(s)/co-requisite(s)
- Deliverables or course structure (assignments, quizzes, midterm, final exam, group project, case analysis reports, etc.)
- Grading scale (used by your PSI)
- Course material required (if using personalized material please provide a copy)
- Tutorial/laboratory requirements
- Detailed weekly topics listing or syllabus (includes number of lectures/tutorials/labs, description of lecture reading and topics, assigned course material reading, i.e. textbook chapters, if cases are used please provide brief description of topics covered)
- Any exemptions to course requirements or transfer credits/equivalencies granted for the course