

APPENDIX E

**CHARTERED PROFESSIONAL
ACCOUNTANTS OF ONTARIO**

TRANSCRIPT ASSESSMENT POLICY

This policy applies to the following:

- Applicants submitting a request for a transcript assessment for either the CPA Certification program or the Advanced Certificate in Accounting and Finance.
- Students registered in a CPA Accredited Program for advanced standing to the CPA Certification program.

Transcript(s) and Degree(s)

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

1. For courses and/or degree programs completed in Canada, official transcript(s) showing course information (course names, terms of enrollment, grades, etc.) and degree conferral (if applicable) mailed directly to CPA Ontario in a sealed envelope from the institution's Registrar's Office or sent directly to CPA Ontario through an approved education credential platform.
2. For courses and/or degree programs completed outside Canada, a *Course-by-Course* credential evaluation carried out by World Education Services Canada (WES) through their *International Credential Advantage Package* (ICAP), sent directly to CPA Ontario by WES Canada. The associated fee for this report is set by WES and is to be paid directly to them.

Exceptions

There are a few exceptions that apply to graduates of a CPA Accredited program, as follows:

1. A transcript assessment application is not required.
2. WES ICAP *Course-by-Course* Credential Evaluation and Authentication Report is not required by CPA Ontario but may be required as a part of the academic institution's admission process into the program.

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

- 1. Students enrolled in their final semester at a Canadian Post-Secondary Institution (PSI):** These Students may provide unofficial transcript(s) at the time of registration indicating that they are enrolled in the final semester at a PSI. They must however provide their official transcript(s) showing degree conferral within four months from their PREP or PEP Commencement Date, failing which the Student's enrollment shall be cancelled, the results of any PEP module examination(s) written by the Student shall be discarded and disregarded and the Student not permitted to enroll in or attend PREP or PEP module thereof, or to challenge any of the PEP module examinations.
- 2. Students who have completed all the academic requirements to confer their degree however have not yet conferred their degree:** These Students may provide unofficial transcript(s) at the time of registration indicating that they are enrolled in the final semester at a PSI. They must however provide their official transcript(s) showing degree conferral within four months from their PREP or PEP Commencement Date, failing which the Student's enrollment shall be cancelled, the results of any PEP module examination(s) written by the Student shall be discarded and disregarded and the Student not permitted to enroll in or attend PREP or PEP module thereof, or to challenge any of the PEP module examinations.
- 3. Accredited Students (Direct Entry to Capstone 2 and Direct Entry to CFE):** These Students must provide official transcript(s) 14 Days prior to the public release of CFE results, failing which the Student's CFE result maybe considered an unsuccessful attempt.
- 4. Accredited Students (Direct entry to Electives and Direct entry to Capstone 1):** These Students must provide official transcript(s) the earlier of: upon conferral from their CPA Accredited program and 14 Days prior to the public release of CFE results, failing which the Student's CFE result may be considered an unsuccessful attempt.

Visual verification and notarization of transcripts and degree certificates will only be accepted under extenuating circumstances at the discretion of the Registrar.

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

Should a WES report be submitted to satisfy the official transcript requirement, CPA Ontario reserves the right to request additional documentation if deemed necessary. The Canadian degree equivalency provided by WES will be used as guidance only, and CPA Ontario reserves the right to determine its own Canadian equivalency of international degrees submitted by Students.