



Chartered Professional Accountants of Ontario
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cpaontario.ca

Pre-Approved Program Application

Please complete the following application and submit it along with all requested attachments to PPRapplications@cpaontario.ca.

Attestation: "The information I am providing is accurate, true, and complete. I will promptly notify CPA Ontario of any change in this information or provide any further information or documentation as requested by CPA Ontario."

Yes No

Date (mm/dd/yyyy): / /

Employer name:

Employer address:

Website:

Brief description of organization:

Application type:

Regular approval (Single location)

Shared approval (Multiple Locations) – *please indicate locations:

Assigning a Program Leader

The Pre-Approved Program Leader must be a CPA in good standing and have sufficient seniority in your organization to ensure students obtain the required experience to complete the program e.g. Partner, CFO, Director, VP. If applying for an External Audit program (licensure pathway), Program Leader must hold an active Public Accounting Licence.

Program Leader name:

Program Leader CPA ID:

Program Leader position title:

Program Leader email address:

Program Leader phone number:

Brief Bio:



Assigning a Program Manager

The Program Manager ensures students meet with their mentors and complete reporting requirements on a timely basis. A Program Manager is responsible for assigning a mentor to a student as well as confirming a CPA Ontario student's employment status:

Program Manager name:

CPA ID# (if applicable):

Program Manager position title:

Program Manager email address:

Program Manager phone number:

General Employer Information

How many students are you seeking approval for in this application?

Please select the industry in which you operate:

Accommodation and food services	Agriculture, forestry, fishing and hunting	Arts, entertainment and recreation	Construction
Education services	Finance and Insurance	Government and public administration	Healthcare and social assistance
Manufacturing	Mining, quarrying and oil and gas extraction	Not-for-profit	Professional services
Public practice	Real estate, rental and leasing	Retail/wholesale trade	Scientific and technical services
Transportation and warehousing	Utilities & communications	Waste management and remediation services	

If you selected Public Practice, please identify your CPA Ontario firm ID:

How many CPAs are employed at your organization?

0 1-5 6-20 20 or more

In which department or area in your organization would you like to train students? If multiple rotations, please indicate:

Public Consent:

Do you provide consent for the public disclosure of the organization's status as a Pre-approved Program on our [directory](#) if approved?

Once you have completed the application PDF submit it along with the following to PPRapplications@cpaontario.ca:

- Job description for the student position(s) you are looking to be pre-approved for
- The relevant chargeable hours form (if your organization works in public practice) Please select:
 - [External Audit program](#)
 - [Assurance, Compilations, Taxation program](#)
 - [Taxation program](#)
- Any other applicable files e.g. organization chart