



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
BRITISH COLUMBIA

2021–2022

Student Handbook
Legacy CGA Students



Vice-President's Message

Welcome to the 2021–2022 academic year.

As you know, the three professional accounting bodies in B.C. merged under the Chartered Professional Accountant (CPA) designation on June 24, 2015.

As a legacy CGA student, you are in the final stages of becoming designated. Our provincial body will continue to support you as you work towards completing these final requirements.

Completing the CGA Program of Professional Studies requires hard work and discipline, but as every graduate can attest, the rewards of becoming a professional accountant are many – congratulations on making it this far.

The legacy program is now entering its final stages and so your success through these last steps is important to us. Therefore, it is essential for you to read this Handbook carefully since it contains important information about policies and procedures relating to the program.

On behalf of CPABC, we wish you every success!

Sincerely,

Simone Leonard, HB Com, MBA, CPA, CGA

VP, Education and Professional Development

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Program Regulations

STUDENT STATUS

The CPA fiscal year runs from April 1 to March 31. The next billing cycle (i.e. 2020-2021) will occur around March 2021.

Annual Dues for 2021-2022 are \$720.30 (tax included) for all students.

Any graduating legacy CGA students accepted into membership will have their annual student dues adjusted against the annual member dues as is the normal practice. To maintain your student status as a legacy CGA student, you must reside in the province of British Columbia. If you are an international student, you must maintain a valid work permit, if working in Canada, or a valid study permit if completing the degree requirement.

Please note that this fee is non-refundable. Students who do not pay their annual dues by the deadline may be required to either pay a late fees or may be voluntarily withdrawn from the program. Voluntarily withdrawn students will be required to apply for admission to the CPA Program as a new student. For more information on the CPA Program and its requirements, please visit www.bccpa.ca/become-a-cpa/.

The annual student dues cover the following services:

- career advising
- access to secure areas of the website
- chapter functions
- access to CPABC Careers Site and career development related functions
- mailings and publications

TIME LIMIT POLICY

All legacy CGA students with their degree requirement outstanding were required to complete their degree requirement, CM1 and/or 001 Public Speaking, and/or practical experience (CPA PER) by their specified deadline. Students who do not complete these outstanding requirements by this specified deadline will be removed from the legacy certification program and will lose all transition rights, including any currency exemptions and advanced standing. Once this deadline has passed, legacy students will need to apply to the CPA PEP as a new CPA candidate and must re-report practical experience for assessment.

CONSEQUENCES OF NON-COMPLETION

Students who are unable to complete the degree and/or the CPA PER by their specified deadline are subject to the following consequences:

- Will be subject to the CPA admission requirements and policies in place at the time of their application, should students decide to pursue the CPA designation in the future.
- Academic course work previously completed under the legacy CGA studies may not be accepted for CPA Program credit. That is, all courses/exemptions previously obtained will be re-evaluated for grade level, currency, and academic content, which may result in the loss of previously approved course credits.
- Will be subject to the academic policies, course, and exam requirements of the CPA Program, which may require additional cost and time to complete.
- Any work experience previously approved will also be subject to the CPA PER policies in place at the time of admission, and therefore previously completed work experience may be lost upon readmission to the CPA Program.

VOLUNTARY WITHDRAWN FROM THE LEGACY CGA PROGRAM

If a student does not pay their annual student dues for a given academic year, this signifies their understanding that they will be withdrawn from the legacy certification program and thereby subject to the following:

- Loss of legacy status which protected any academic course work and/or practical experience completed under that program.
- Required to re-apply to the CPA Program should the student wish to pursue the designation in the future and will be subject to the CPA admission requirements and policies in place at that time – see [CPA Harmonized Education Polices](#).
- Academic course work previously completed under legacy studies may not receive exemptions from CPA program requirements. That is, all courses/exemptions previously obtained will be re-evaluated for grade level, currency, and academic content, which may result in the loss of previously approved course credits.
- Subject to the academic policies, course and exam requirements of the CPA Program which may require additional cost and time to complete.
- Any work experience previously approved will also be subject to the CPA practical experience policies in place at the time of admission and therefore; may be lost upon admission to the CPA program.

We are here to assist you and are committed to ensuring our remaining legacy students have the support they need to successfully complete their remaining program requirements. If you have any questions regarding your legacy status, please contact CPABC at advising@bccpa.ca for experience or degree questions. Please continue reading the remainder of this handbook.

ACADEMIC COURSE REQUIREMENTS

Legacy CGA students will have completed all academic course requirements.

DEGREE REQUIREMENT

Students must complete and present evidence of completion of the degree requirement by their specified deadline. The Business Communications (CM1) or Public Speaking (001) courses will be deemed complete once a student has completed a business degree with an accounting concentration (public speaking will not be awarded for online degree programs). If a student has not completed a business degree with an accounting concentration, these courses can be taken at a post-secondary institution for transfer credit.

To confirm the completion of the degree requirement, please submit the [Request for Degree Completion Form](#) along with an official transcript from the post-secondary institution.

PROFESSIONAL EXPERIENCE REQUIREMENT

Students who did not meet the **August 31, 2018** deadline to complete their professional experience under CGA legacy requirements were transferred to the CPA PER, and given a specified deadline to complete. For a summary of the differences between the reporting programs, please see the table below.

	CGA Legacy PERC	CPA PER
	High Level Overview	High Level Overview
Duration	PERC Completion is based on 24 months duration.	PERT Completion is based on 30 months duration.
Progression	PERC focus is on <u>advanced level of work experience held for the duration of the reporting period</u> ...foundational level experience does not count towards duration or competency recognition.	PERT focus is assessed based on <u>progression of Experience towards Exit Requirements</u> . Therefore, foundational level experience may count towards the total duration of 30 months, but is only allowable within the first 12 months of experience reporting and is capped at 12 months. The remainder of 18 months must show progression towards the Exit Requirements.
Prior Experience	Up to 12 months credit for Prior Experience may apply, if assessed to be at the Professional Level.	Up to 12 months credit for Prior Experience may apply, foundational level experience is allowable.
Technical	There are seven technical competencies:	There are six technical competencies:

<p>Competencies</p>	<ul style="list-style-type: none"> • Assurance and other related services • Business environment • Finance and financial planning • Financial accounting and reporting • Information technology • Management accounting • Taxation <p>Required to gain proficiency in at least three of the above.</p>	<ul style="list-style-type: none"> • Audit and Assurance • Finance • Financial reporting (FR) • Management Accounting (MA) • Strategy and Governance • Taxation <p>Required to gain core proficiency in FR and/or MA, a depth in one of the above, and breadth in various areas of the above competencies.</p>
<p>Enabling Competencies</p>	<p>There are seven enabling competencies:</p> <ul style="list-style-type: none"> • Ethics and trust • Communication • Integrative approach • Problem solving • Professional development • Professional self-evaluation • Stakeholder focus <p>Required to gain proficiency in all of the above.</p>	<p>There are five enabling competencies:</p> <ul style="list-style-type: none"> • Communication • Problem-Solving and Decision Making • Professional and Ethical Behaviour • Self-Management • Teamwork and Leadership <p>Required to gain a level 2 proficiency in all of the above.</p>
<p>Verification of experience reported</p>	<p>All Experience Reports must ultimately be reviewed by a <i>Verifier</i> who must be a designated accountant. It is the responsibility of the student to secure their Verifier (one’s Supervisor may take on the Verifier role if designated).</p>	<p>All Experience Reports must ultimately be reviewed by a <i>Mentor</i> who must be a designated accountant. It is the responsibility of the student to secure a Mentor (see more below).</p>
<p>Mentorship</p>	<p>Mentorship is not required for Practical Experience reporting purposes.</p>	<p>Mentorship is a mandatory requirement under the CPA PER reporting pathway. Students must meet with their Mentor semi-annually.</p>

CPA PRACTICAL EXPERIENCE REQUIREMENTS (CPA PER)

Gaining acceptable practical experience is a vital component of the certification process. Although CPABC offers resources and advisory services, you are ultimately responsible for ensuring that you obtain the experience required for graduation.

CPA Canada has developed a detailed [CPA Practical Experience Requirements Guide](#) for students as a resource to help you understand the practical experience process. You should report your practical experience in the Practical Experience Reporting Tool (PERT) at least semi-annually or as requested by CPABC. You are required to complete one experience report for each position you would like assessed for duration and competencies. The [and PERT User Guide for Future CPAs](#) explains the experience reporting requirement and how to complete an experience report. Suggested further resources for your assistance and guidance can be found on the CPA Practical Experience Requirements page [here](#).

The assessment process may take up to 6-8 weeks. Once your assessment has been completed, you will receive notification from the PERT Administrator. At that time, you can log into the PERT system to view the Reviewer’s feedback in the CPA Reviews tab along with instructions on when to next report. In consideration of the profession’s broad scope, we do not expect students to

have achieved experience in all competency areas in their first submission. CPABC staff reserve the right to review all experience reports, including “Reviewed” experience reports, and re-assess the profession-assessed proficiency levels from the perspective of a completion assessment.

If you need further assistance, you may also contact us at cpabcper@bccpa.ca.

Expectations of Legacy CGA Students

BELONGING TO A PROFESSIONAL ASSOCIATION

There is a significant difference between acquiring an education through a professional association rather than through a post-secondary educational institution. Generally, your relationship with a college or university ends with graduation, however, your relationship with a professional association begins as a student and continues throughout your professional career as a designated accountant.

STATEMENT OF RESPONSIBILITY

Regardless of your educational background, the Legacy CGA program is different from your previous educational endeavours. It is a program that certifies your competence to offer services to employers and the public as a professional accountant, as a CPA, CGA.

As a result, students must:

- Accept the responsibility to make themselves aware of deadlines, regulations and policies that affect them as students. As a self-funded professional body, CPABC’s staff resources are limited in comparison to post-secondary institutions. CPABC staff make every attempt to ensure that the necessary information is available. This Handbook, for example, contains essential information about policies, procedures, regulations and guidelines. It is, however, your responsibility to be aware of this information, and to act upon it accordingly. Since this Handbook is a living document, (i.e. it is updated frequently throughout the academic year), we suggest you refer to it often to ensure you are apprised of the most recent policies that may be affecting your questions, concerns or general planning.
- Accept the responsibility to comply with CPABC’s rules of professional conduct as described in the [CPABC Code of Professional Conduct](#) as well as the [CPABC Act, Bylaws & Rules](#).
- Accept the responsibility to be self-motivated and develop the personal resources necessary to complete the program and attain your CPA, CGA designation. Other parties –reviewers, fellow students and Association staff – can only guide and assist

you, but you must lead yourself.

- Update all changes of employment, address, email, and telephone number so that CPA publications, transaction confirmations, education certificates and any other correspondence reach you in a timely manner.
- Officially notify Student Services if you change your legal name. Similarly, if you are providing documents to CPABC that have been issued under a previous name, you must also provide official documentation of the name change.

Your enrolment in the program signifies your acceptance of these responsibilities.

ACT, BYLAWS AND CODE OF ETHICS

All current legacy CGA students must comply with the [CPABC Act, Bylaws & Rules](#) and the [CPABC Code of Professional Conduct](#).

PROHIBITION ON PRACTICE

Student must **not** engage in public practice as defined by Bylaw 405 of the [CPABC Act, Bylaws & Rules](#) and the [CPABC Code of Professional Conduct](#), which now govern Legacy CGA students.

Public practice includes the following services:

1. performing an audit, review or other assurance engagement governed by standards of professional practice published by CPA Canada or corresponding standards established in a jurisdiction outside Canada, or issuing an auditor's report, a review engagement report or another assurance report in accordance with such standards;
2. issuing any other certification, declaration, opinion or report with respect to the application of financial reporting and accounting standards published by CPA Canada or other Canadian standards published by CPA Canada, or corresponding standards established in a jurisdiction outside Canada;
3. performing a compilation engagement;
4. providing an accounting service involving summarization, analysis, advice, counsel or interpretation, other than an accounting service that is part of but incidental to the provider's primary occupation which is not accounting;
5. providing a forensic accounting, financial investigation or financial litigation support service;
6. providing advice, counsel or interpretation with respect to taxation matters;
7. preparing a tax return or other statutory information filing;
8. any other services described in the regulations;

Bylaw 405 specifically states:

- (1) A student must not engage in public practice.
- (2) Subsection (1) does not prevent a student from providing services as an employee of a registered firm or other organization provided that the student complies with subsection (3) and any applicable requirements under section 47 of the Act.
- (3) A student must not provide services as an employee of an organization engaged in public practice that is not a registered firm or a pre-approved training office if the student or the student's spouse (or equivalent), parent, child or sibling holds a proprietary interest in the organization.

The [Public Practice Licensing](#) area of the BCCPA website provides a helpful illustration of the public practice licensing regulations and categories in BC. In BC, students are allowed to provide services as an employee of a registered firm or other organization provided that the student complies with any applicable requirements under section 47 of the [CPABC Act](#).

REFERENCE TO "CPA STUDENT/CANDIDATE"

Only members can use or display the initials CPA. You may describe yourself as a student or candidate in the CPA program on your resume, in your social media profile and in your biography; however, you may not present the information in a manner that makes it appear that you have a CPA designation or imply that there is a recognized CPA Student or Candidate designation.

For example, the following are **not** permitted:

Jane Doe, CPA Student

Jane Doe, CPA Candidate

You could say:

- Jane Doe, enrolled (or a student) in the CPA Prerequisite Education Program (CPA PREP); or enrolled (or a candidate) in the CPA Professional Education Program (CPA PEP)

CPABC's Commitment to Student Confidentiality

CPABC holds student information within student files. Please be aware that this information is held in the strictest confidence, in accordance with CPABC's [Privacy](#) policy. Only CPABC staff who are required to assist students with their enquiries or process requested information will access the information found in the student files. CPABC staff do not release any further information without the student's expressed consent. Third party requests for verification of student status are handled by the [CPA Western School of Business](#).

Graduation

POTENTIAL GRADUATE DETERMINATION

Once a student has met all of the requirements for certification they have 12 months in which to apply for membership. If students don't apply within 12 months, they may be subject to retaking some or all of the education/experience requirements. For more information, please refer to Section 406 in the [CPABC Act, Bylaws & Rules](#).

Eligibility for graduation is determined on an ongoing basis. To be considered a potential graduate, you must have met the:

2. academic course requirements (including CM1 and 001 Public Speaking)
3. degree requirement
4. professional experience requirement / CPA PER

In addition, you must have paid annual dues for the academic year. Any unused portion of the annual dues will be credited towards member dues for the balance of the reportable year.

SPONSORSHIP ON MEMBERSHIP APPLICATION

Once you have successfully completed the CGA legacy program requirements, you must make a formal application for membership to CPABC and be sponsored by two CPA members from any legacy designation (CMA, CA, or CGA) from within Canada. Since this sponsorship is an integral part of the membership requirements, you should attempt to secure sponsors early on in your program. Sponsors must sign your Application for Membership Form to express their confidence that you will represent CPABC in a professional and ethical manner, and will be a valuable addition to the designation.

MEMBERSHIP APPROVAL

After you submit the application form, the process of preparation for approval begins. This entire process normally takes approximately 4-6 weeks after completion of the CGA program requirements and submission of the membership application form. Confirmed graduates will receive a conditional approval e-mail from the Regulatory Department.

MEMBERSHIP DUES

After approval of your admission into membership, you will receive your member dues notification by email and you must pay your member dues immediately.

MEMBERSHIP STATUS DATE

As soon as you have paid your membership dues online you may use the CPA, CGA designation after your name. You will receive a letter signed by the President & CEO of CPABC, confirming that you are

now a member.

CERTIFICATE OF MEMBERSHIP

CPABC will issue a Certificate of Membership.

CONVOCATION

As was advised in various student communications, the **final** Convocation ceremony for legacy students was held on **November 26, 2016** in which all legacy students received an invitation. Going forward, all future Convocation ceremonies will only accommodate students who went through the **CPA certification program**.

ETHICS REQUIREMENT FOR GRADUATES

CPABC is a leader in the integration of ethics into its academic program, and it has a Rules and Standards course for all new graduates of the CGA Program as well as an ongoing ethics requirement for members. All new domestic resident legacy CGA graduates are required to take a one-day (7 hour) rules and standards Professional Development course named "Gateway to Membership – Welcome to the Pros".

The seven-hour rules and standards course requirement must be completed in your first full calendar year of membership. For example, a June 2020 graduate must complete the course in 2021, the first full calendar year of membership. Completion of the mandatory seven-hour course will count towards the annual verifiable CPD requirement in the year of completion and qualifies as verifiable professional ethics for the first rolling three-calendar-year period. Note, when completing the online course, you are required to submit a copy of the certificate of completion to the CPD Administrator at CPABC.

For further information about this requirement, please contact [CPD](#).

CONTINUING PROFESSIONAL DEVELOPMENT

CPABC recognizes that the knowledge and competencies required of members are continuously changing. Continuing Professional Development (CPD) activities develop the professional knowledge, skills, and values of a professional accountant. CPABC promotes CPD and maintain standards for professional development for several reasons:

- To promote the continuous improvement of competence and a commitment to lifelong learning
- To maintain public trust
- To enhance the credibility of the professional designation, both nationally and internationally
- To fulfill CPA Canada's obligations as a member body of the International Federation of Accountants (IFAC)

- To facilitate the regional mobility of members

All new members admitted to CPABC are required to report CPD in the year of admission. The CPD reporting year is the calendar year. There is no proration of the CPD requirements in the year of admission. CPD completed anytime in the reporting year will be eligible for CPD credit. When planning your CPD hours, keep in mind that you will need to attain the full 120 hours over each rolling three-calendar-year reporting period, of which a minimum of 60 hours must be verifiable (including 4 hours of professional ethics). Annually, you are required to complete a minimum of 20 hours of CPD, of which 10 hours must be verifiable. Full details about the CPD Program are available under the [Member & Practice Regulation](#) tab on the [CPABC](#) website.

Fees

METHODS OF PAYMENT

All fees must be paid in full at the time of transaction. Fees may be paid by VISA or MasterCard. If paying by cheque, bank or postal money order, please make payments out to CPABC. Students will be charged an administration fee for cheques returned NSF (Non-Sufficient Funds). Any payment made by cheque or postal money order must be attached to a copy of the invoice. CPABC is unable to accept post-dated cheques. CPABC reserves the right to change any fee without notice.

INCOME TAX RECEIPTS

T2202As will be available through CPABC online services before the end of February. The T2202A is for qualifying fees applicable for the calendar year just ended. Generally, the T2202A includes the applicable annual student dues, program fees and associated taxes; it does not include administrative fees. For further information about claiming these amounts, please refer to the policy established by the [Canada Revenue Agency](#).

OVERDUE ACCOUNTS

Students with outstanding amounts owing to CPABC at the end of the academic year will be withdrawn from the legacy certification program.

REFUNDS OF FEES PAID

Annual student dues are non-refundable.

CPABC Services Available to Legacy CGA Students

ACADEMIC RESOURCES

[Legacy CGA-BC Student Information](#)

Advising Services

CPABC provides support services to legacy CGA students in areas that include the professional experience requirement and degree requirement. You can contact Student Advisors by phone or by email at advising@bccpa.ca. If you wish to meet a Student Advisor in person, please make an appointment by emailing us and let us know your preferred time to meet. The office hours are Monday to Friday, 8:30 am to 5:00 pm. To help us to serve you better, please remember our email etiquette – *in the subject line of your email messages, please include your name, your student ID# and the topic of your enquiry.*

For example: John Smith | Assistance Needed with Professional Experience Requirement

EMPLOYMENT SUPPORT

Career Counselling Services

Career assistance is available to all Legacy Completer students and members as part of our commitment to support the path to success.

Our Career Counsellor helps students:

- address employment challenges while searching for jobs
- develop resumés and cover letters
- prepare for interviews
- plan career moves and changes
- locate support services such as language upgrading
- make the most of international training and experience

We also offer career-related workshops and seminars throughout the academic year. Contact our Career Counsellor, at advising@bccpa.ca if you need help with employment strategies.

CPABC Careers Site

The CPABC Careers Site matches the staffing needs of employers to the talents and experience of CPABC's designated members, students and candidates, including Legacy Completer students. Employers post career opportunities to the site and all designated members, students and candidates have access to view and apply to the postings. At the same time, designated members, students and candidates can post their profiles and resumés to the CPABC Careers Site for employers to view.

With the [CPABC Careers Site](#), you can:

- Search & apply to job postings
- Build an online profile & post your resumé for employers to view
- Search for jobs confidentially using the CPABC Careers Site confidentiality features
- Receive e-mail notifications whenever jobs that meet your ideal criteria get posted to the site
- Save job postings to a job folder to view when it is more convenient to you
- Track job postings that you have applied to in your application history
- Apply to jobs using a resumé stored on your computer, Dropbox or build one using your LinkedIn profile
- Browse and apply to jobs on the go with the CPABC Careers Site's mobile optimization features

CPABC Career Connect

In addition to the CPABC Careers Site, CPABC also offers a range of other employment initiatives through its CPABC Career Connect employer program, including special events that CPABC hosts for students and its employment partners. This includes job fairs, networking events, and speed interview nights that bring together employers and students. For more information, please contact Careers@bccpa.ca.

NETWORKING OPPORTUNITIES

CPABC Chapters

Upon enrolment into the program, students are assigned to a chapter based upon the preferred mailing address. We encourage you to take part in the events put on by your local chapter as these events provide you with valuable networking opportunities to meet fellow students, as well as members, potential employers and staff. Stay up to date with your chapter's activities and news by visiting [CPABC Chapters](#).

ADMINISTRATIVE SERVICES

Transcripts

You can request a transcript by completing the [Request for Transcript form](#).

Tuition Receipts and Education Amount Certificates

T2202As will be available to students through CPABC online services before the end of February 2020. More information regarding claiming these amounts is found in the policy established by the [Canada Revenue Agency](#).

Mailings and Publications

Mailings include *CPABC In Focus* magazine. Students receive CPABC eNews via email.

Access to PD

CPABC has a robust offering of courses and seminars that span both the *technical* standard based competency areas (e.g. Tax, IFRS, ASPE, etc.) as well as the enabling competencies of benefit to members working in any sector (leadership, team building, effective communication, etc.).

For more information about our Professional Development courses and seminars please see [Professional Development](#).

Access to Member Benefits

Students can take advantage of the many benefits available to CPA members. Some of the benefits include discounts on financial services, hotels and resorts, recreation, and travel. For more information, please see [Benefits Program](#).

Student Services Contacts

WHO TO CONTACT

CPABC Office Hours: Monday to Friday, 8:30 am to 5:00 pm (closed on statutory holidays)

General phone line: 604.87CPABC (604.872.7222)

TECHNICAL SUPPORT:

Please send an email with an error screenshot to support@bccpa.ca.

GENERAL ADVISING

Student Advisors can be contacted at advising@bccpa.ca