



2018–2019

Student Handbook
Legacy CGA Students



Vice-President's Message

Welcome to the 2018–2019 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 with only your practical experience and/or degree requirements yet to be fulfilled. 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.

Your success through these last stages is important to us and so 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's Education Team, we wish you a successful and satisfying academic year.

Sincerely,

Simone Leonard, HB Com, MBA, CPA, CGA

VP, Education and Professional Development

Legacy CGA students are current CGA students who have completed all legacy CGA course requirements but have the degree and/or practical experience requirements outstanding. This Handbook confirms policies, procedures, regulations, and guidelines for these students.

Legacy CGA Program of Professional Studies at a Glance

The legacy CGA Program consists of three major components:

1. academic course requirements
2. degree requirement
3. professional experience requirement

ACADEMIC COURSE REQUIREMENTS

Legacy CGA students will have completed all academic course requirements.

DEGREE REQUIREMENT

Legacy CGA students must obtain a bachelor's degree by **June 30, 2020** before they can be certified as a CPA, CGA. The degree may be from any approved post-secondary degree-granting institution and in any field of study.

If you have not yet met the degree requirement, you may want to consider Laurentian University's online degree programs. These online degree programs accept CGA legacy program courses towards a portion of their degree requirements. Students who are interested in the BBA degree, must apply directly to LU. For more information and application deadlines, please check the admissions requirements at [BBA online](#).

In addition to CGA's degree partner program, there are several other degree efficiency options available for students at B.C. post-secondary institutions. Please visit the [Degree Opportunities](#) link on the CPABC website for further information.

PROFESSIONAL EXPERIENCE REQUIREMENT

Legacy CGA students will be granted until **August 31, 2018** to complete their legacy professional experience requirements. Students not meeting this deadline must transfer to the CPA PER, and will have until **June 30, 2020** to complete the CPA experience requirements. To obtain certification under CGA PERC, you must obtain 24 months of practical work experience at a

professional level. While you may meet this requirement in as little as 24 months, it is likely that you will need to work between 36 and 48 months in order to gain 24 months of professional level experience in the required competencies of leadership, professionalism and professional knowledge.

You must report your experience through the online Professional Experience Required for Certification (PERC) reporting tool. CPABC uses this reporting tool to assess and verify reported experience as well as to provide students with feedback on their progress. Please see the [Professional Experience](#) section of the website for further details on this requirement, the Student/Employer Guides, Career Path Examples and PERC login access.

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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. 2018-2019) will occur around March 2018, and every March subsequently thereafter.

Annual Dues for 2018-2019 are \$720 (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 fee 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.

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 must complete their practical experience requirements by **August 31, 2018** and/or their degree requirement, CM1 and/or 001 Public Speaking by **June 30, 2020**. Students not meeting the August 31, 2018 practical experience deadline will be transferred to the CPA PER, and will have until **June 30, 2020** to complete the CPA experience requirements. Students who do not meet the CPA PER 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 will receive recognition for a maximum 12 months of prior practical experience, provided the experience meets the CPA PER. Please visit [here](#) for more information

about transition deadlines.

TRANSFER CREDITS

Students who have not completed the Business Communications (CM1) or Public Speaking (001) will have until **June 30, 2020** to present evidence of their completion. These 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 receive transfer credit for these courses, you will need to submit a [Request for Transfer Credit Form](#), along with an official transcript from the post-secondary institution. Please submit the request form as soon as you have completed them so that your student records are up to date.

WITHDRAWAL FROM THE LEGACY CGA PROGRAM

If a student does not pay their annual student dues for a given academic year, this signifies their intent to be withdrawn from the legacy certification program and a student acknowledges the following in that regard:

- I understand that the failure to pay my student dues results in the loss of my legacy status which protected any academic course work and/or practical experience completed under that program.
- I understand that should I decide to pursue the CPA designation in the future, I will be required to apply to the CPA Program and will be subject to the CPA admission requirements and policies in place at that time – see [CPA Harmonized Education Polices](#) .
- I understand the CPA Program may not accept the academic course work previously completed under my legacy studies. 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.
- I understand that I will be subject to the academic policies, course and exam requirements of the CPA Program which may require additional cost and time to complete.
- Furthermore, I understand that 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.

Students who voluntarily withdraw from the CGA Program will not receive a refund of annual dues or administrative fees.

TRANSFERS OUT OF B.C.

CGA legacy students must have a permanent (residence) address within British Columbia or the Yukon Territory. Students planning to permanently move (a period greater than one year) outside of British Columbia or the Yukon must request a transfer of their student file to the new CPA Affiliate (province or territory) of residence if they wish to continue the program by contacting advising@bccpa.ca.

Professional Experience Requirement

Students will have until **August 31, 2018** to complete their professional experience requirement. Students not meeting this deadline must transfer to the CPA PER, and will have until **June 30, 2020** to complete the CPA experience requirements. 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 Competencies	There are seven technical competencies: <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 Required to gain proficiency in at least three of the above.	There are six technical competencies: <ul style="list-style-type: none"> • Audit and Assurance • Finance • Financial reporting (FR) • Management Accounting (MA) • Strategy and Governance • Taxation 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.
Enabling Competencies	There are seven enabling competencies: <ul style="list-style-type: none"> • Ethics and trust • Communication • Integrative approach • Problem solving • Professional development • Professional self-evaluation • Stakeholder focus Required to gain proficiency in all of the above.	There are five enabling competencies: <ul style="list-style-type: none"> • Communication • Problem-Solving and Decision Making • Professional and Ethical Behaviour • Self-Management • Teamwork and Leadership Required to gain a level 2 proficiency in all of the above.

Verification of experience reported	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).	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).
Mentorship	Mentorship is not required for Practical Experience reporting purposes.	Mentorship is a mandatory requirement under the CPA PER reporting pathway. Students must meet with their Mentor semi-annually.

THE PROFESSIONAL EXPERIENCE REQUIRED FOR CERTIFICATION (PERC) GUIDE

Gaining acceptable practical experience is extremely important, as it is this experience that distinguishes you from college and university graduates in the job market. We encourage you to use this Guide as you plan and advance your financial career. Although CPABC offers resources and advisory services, you are ultimately responsible for ensuring that you obtain the experience required for graduation. As a legacy CGA student, you're in the driver's seat for your career success.

In collaboration with CPA Canada and the other Affiliates, CPABC has developed a detailed [PERC Guide](#) for students and supervisors/verifiers as a resource to help you understand the practical experience process. You should report your PERC at least annually. You are required to complete one PERC file for each position you would like to report. The Guide explains the experience reporting requirement and how to complete a PERC file. The Guide includes examples of appropriate jobs and possible career paths that are acceptable. Suggested further resources for your assistance and guidance appear in the third part of the Guide.

The assessment process may take up to 8 weeks. Once your file has been reviewed, you will receive notification with reviewer comments. An experience assessment includes both a qualitative and quantitative analysis of your experience portfolio. 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 audit all experiences claimed by the student and verified by the employer to satisfy themselves as to the genuine nature of the submission.

If you need further assistance, you may also contact our Coordinator, Practical Experience at advising@bccpa.ca.

Graduation

POTENTIAL GRADUATE DETERMINATION

Once a student has met all of the requirements for membership they have 12 months in which to apply. If students don't apply within 12 months, they may be subject to retaking all or some of the education/experience requirements once again. 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:

1. academic course requirements (including CM1 and 001 Public Speaking)
2. degree requirement
3. professional experience requirement

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 very last 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 program of studies**.

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 legacy CGA graduates are required to take a one-day (7 hour) rules and standards workshop.

The following two seminars satisfy this requirement:

- the in-person CPABC seminar [Gateway to Membership: Welcome to the Pros](#) is offered through the CPABC Professional Development Program several times each year;
- the CPA Store seminar [The Essence of Professionalism: Ethics, Rules and Standards](#) is an online course which will include quizzes. Upon successful completion of these quizzes, you will receive a Certificate of Completion.

The Ethics requirement must be completed in your first full calendar year of membership. For example, a June 2018 graduate must complete the course in 2019, the first full calendar year of membership. Completion of this requirement outside of this date range may NOT count for completion, and will NOT count as verifiable CPD hours. Note, if you opt to complete the online seminar, you are required to submit a copy of this certificate to 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

New members will report their CPD in the next full calendar year of membership, which will become the first year of the rolling 3-year cycle. New members are unable to carry forward CPD undertaken in the year they are admitted to membership. For example, a student with an acceptance date in August 2017 will submit their first annual report for the calendar year 2018. The three-year reporting period is 2018, 2019 and 2020. CPD activities undertaken in 2017 will not count. When planning your CPD hours, keep in mind that you will need to attain the full 120 hours over each rolling three-year reporting period, of which a minimum of 60 hours must be verifiable. Full details about the CPD Program are available under the [Members](#) tab on the [CPA](#) 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 not be allowed to re-enrol in the following year until they pay their outstanding balance. A student with an overdue account will be considered a student *not* in good standing with CPABC. Students failing to settle accounts may also be subject to mandatory withdrawal.

REFUNDS OF FEES PAID

Annual student dues are non-refundable.

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. 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. On occasions when CPABC staff are contacted by third parties such as employers or other employment agencies, staff only disclose "yes" or "no" to whether or not the student in question is a current legacy CGA student. CPABC staff do not release any further information without the student's expressed consent.

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.

RESPECTFUL WORKPLACE POLICY

Existing legislation gives everyone equal opportunity to work and live without being hindered by discriminatory practices and requires that all employers provide a healthy and respectful work environment free from harassment. We have adopted a respectful workplace policy. We do not condone and will not tolerate any conduct, comment, gesture or contact that may discriminate on the basis of race, colour, ancestry, place of origin, political belief, religious belief, family or marital status, physical or mental disability, gender, sexual orientation or age or cause offence, humiliation or intimidation to any person. The policy applies to all dealings with staff, students, members, suppliers and the public.

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](#).
- In addition, you agree to comply with CPABC's Respectful Workplace Policy and all other policies contained in this Handbook.
- 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](#).

RESTRICTIONS ON STUDENTS OFFERING SERVICES TO THE PUBLIC

Student must not engage in public practice as defined by 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;

This does not prevent a student from providing 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"

Only members can use or display the initials CPA; CPA, CGA; CPA, CA; or CPA, CMA (whichever is appropriate depending on the program of studies completed by the member). As a legacy CGA student, you may describe yourself as a student in the CPA Program on your resume or bio; however, you may not use it in the style of a designation. For example, the following types of display are **not** permitted:

Jane Doe, CGA Student

Jane Doe, CPA, CGA Student

Jane Doe, CPA Student

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 | 2240019999 | 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 resumé 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 more than 150 employment partners. This includes job fairs, networking events, and speed interview nights that bring together employers and students. For more information, please contact [Suzanne Berry](#).

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 – Current Student](#) form.

Tuition Receipts and Education Amount Certificates

T2202As will be available to students through CPABC online services before the end of February 2018. 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 IN STUDENT SERVICES

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