



# START YOUR JOURNEY

Become a Chartered Professional Accountant



# Discover your full potential as a CPA

Acquiring the Chartered Professional Accountant (CPA) designation is the first step towards building a career that will take you anywhere you want to go. Wherever your journey lies, in any industry you choose, you will make an impact that will drive our world forward.

Are you ready?

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## What is a CPA?

CPAs have a strong set of accounting and leadership skills required for today's business world. They have the financial foresight to innovate and effectively create change in any industry. They are forward-thinking problem solvers who effectively communicate in

a professional and ethical way. With over 9,000 members, candidates and students in Manitoba and over 210,000 members across the world, CPA is one of the largest professional designations in the province.

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## What do CPAs do?

### The options are endless!

CPAs are found in every industry in a wide variety of roles. No matter what your interest is, you can find exciting and rewarding work as a CPA.

Here are a few possibilities for your future as a CPA held by current CPAs in the province.

- **Chief Executive Officer**  
Multinational Corporation
- **Chief Financial Officer**  
International Clothing Company
- **Chief Operating Officer**  
Pro Sports Team
- **Vice President, Operations**  
Advertising Agency
- **Manager**  
Tech Startup Company

# 1 Global Impact

CPAs work all over the world and are trained to meet Canadian and International business standards.



*“You can go anywhere with a CPA designation! Mine allowed me to work on global health challenges such as AIDS, tuberculosis and malaria in Switzerland.”*

- Carmelle Barnabé, CPA, CA  
CPA Manitoba Member

# 2 Giving Back

CPAs have the skills to make a difference, from working in the non-profit sector to volunteering their time and knowledge. CPAs create an impact!



*“As a CPA and as an individual, we should not only pursue the best for ourselves, but also for the best of the community and especially those in need.”*

- Tae Kim, CPA  
CPA Manitoba Member

## Top Reasons To Become a CPA

# 3 Lifestyle

CPAs benefit from having an important work-life balance. With the ability to choose their own path, CPAs can create a lifestyle that works best for them.



*“Becoming a CPA has helped me live more than a remarkable life - it has created bridges to a world of opportunity.”*

- Grant Skinner, CPA, CA  
CPA Manitoba Member

# 4 Demand

CPAs are in demand no matter the industry or economy. The positions available to CPAs are just as diverse as the members themselves!



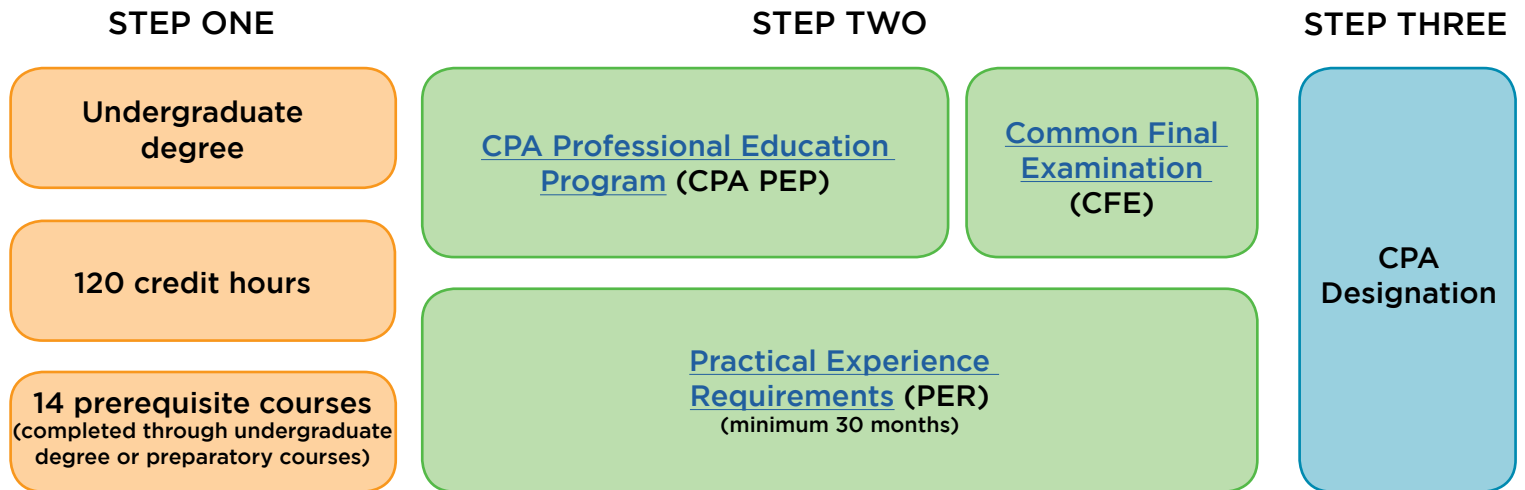
*“Every organization needs a CPA, so you can combine what you’re passionate about with the work you can do as a CPA.”*

- Jenna Labossiere, CPA  
CPA Manitoba Member

# Becoming a CPA

Earning a CPA designation is a rewarding journey. The [CPA Professional Education Program](#) (CPA PEP) combines academic study and relevant work experience, known as [Practical Experience Requirements](#) (PER).

## Steps to Become a CPA



## CPA PEP Entry Requirements

To apply for the CPA PEP, you must:

1

Obtain a Canadian or internationally-recognized undergraduate degree in any discipline.

2

Complete 120 credit hours of post-secondary education.

3

Complete the 14 prerequisite courses. These can be fulfilled through an undergraduate degree and/or [CPA preparatory courses](#).



### Advice From a CPA Grad

“Don’t be afraid to voice your opinion or ask questions. You might be surprised to learn how much your ideas can help if you just voice them.”

- *Kameela Budhia, CPA*

# CPA Preparatory Courses

The [CPA preparatory courses](#) are intensive, accelerated courses for those who require the academic prerequisites to meet the entry requirements of the [CPA Professional Education Program](#) (CPA PEP).

Students complete only the courses they require. If you have taken any accounting or finance courses at a post-secondary institution, you may be eligible for course exemptions.

## FAST FACTS

- Online, part-time courses to help students obtain the CPA PEP entry prerequisites
- Four semesters are offered per year; each course is eight weeks long and equals three credit hours
- **Non-core preparatory courses** are online self-study
- **Core preparatory courses** are online self-study or live webinar

	PREPARATORY COURSES	PREREQUISITE	MINIMUM GRADE REQ.
Non-core courses	Introductory Financial Accounting	No prerequisite	<i>Passing grade 50%</i>
	Introductory Management Accounting	Intro. Financial Accounting	
	Economics	No prerequisite	
	Statistics	No prerequisite	
	Business Law	No prerequisite	
	Information Technology	No prerequisite	
Core courses	Intermediate Financial Reporting I	Intro. Fin. & Mgmt. Accounting	<i>60% per course</i>  <i>PEP ENTRANCE REQ. 65% average across all eight core courses</i>
	Intermediate Financial Reporting II	Inter. Financial Reporting I	
	Advanced Financial Reporting	Inter. Financial Reporting I & II	
	Corporate Finance	Intro. Fin. & Mgmt. Accounting	
	Audit and Assurance	Inter. Financial Reporting I & II	
	Taxation	Inter. Financial Reporting I & II	
	Intermediate Management Accounting	Corporate Finance	
	Performance Management	Inter. Management Accounting	

## FOR MORE INFORMATION

CPA preparatory course **fees** - [CPAawsb.ca/cpa-preparatory-courses/fees](https://cpawsb.ca/cpa-preparatory-courses/fees)

CPA preparatory course **schedule** - [CPAawsb.ca/cpa-preparatory-courses/schedule](https://cpawsb.ca/cpa-preparatory-courses/schedule)

## Did You Know

Students who do not meet the CPA PEP education requirements but have eight years of relevant experience may be eligible to apply by demonstrating relevant work experience.

# CPA Professional Education Program (CPA PEP)

The [CPA Professional Education Program](#) (CPA PEP) is a six-module, graduate-level program delivered on a part-time basis. The CPA PEP provides candidates with the knowledge to become a CPA. The program features self-study, online and classroom learning. Each module includes an examination that must be successfully completed to advance to a subsequent module.

Throughout the CPA PEP, each candidate develops six technical and five enabling competencies. These competencies empower candidates to make high-level business decisions that drive success.

## Technical Competencies



## Enabling Competencies



## FOR MORE INFORMATION

CPA PEP module **fees** - [CPAawsb.ca/cpa-pep/fees-and-forms](https://cpawsb.ca/cpa-pep/fees-and-forms)

CPA PEP module **schedule** - [CPAawsb.ca/cpa-pep/schedule](https://cpawsb.ca/cpa-pep/schedule)

## Did You Know

Conditional admission into the CPA PEP may be granted to those who have completed a degree and are waiting to receive their final transcript from a post-secondary institution.

# CPA PEP Modules

START

## Academic Prerequisites

- An undergraduate degree in any discipline
- 120 credits of post-secondary education
- 14 prerequisites completed through CPA preparatory courses and/or through an undergraduate degree

## Core 1

### Core 1 Module

- Financial Reporting
- Finance
- Taxation

## Core 2

### Core 2 Module

- Strategy and Governance
- Management Accounting
- Audit and Assurance

## Elective 1

### Two Elective Modules

- Finance
- Performance Management
- Assurance\*
- Taxation\*

## Elective 2

**Note:** Public accounting candidates must choose Assurance and Taxation as elective modules.

## Capstone 1

### Capstone Integrative Module

Candidates work individually and collaboratively to:

- Develop leadership and professionalism skills
- Integrate and apply knowledge from previous modules

## Capstone 2

### Capstone 2 Exam Preparation

Candidates must successfully complete Capstone 2 to qualify to write the Common Final Examination (CFE).

## Common Final Examination (CFE)

### Common Final Examination (CFE)

- Three day examination
- Demonstrate depth and breadth of competency development from the CPA Canada Competency Map

## CPA Designation

FINISH

Practical Experience Requirements (PER)  
(minimum 30 months)

# CPA Practical Experience Requirements (PER)

In addition to completing the CPA PEP and the CFE, candidates are required to complete a minimum of 30 months of practical experience, including competency development and mentor review meeting requirements. Up to 12 months of previous relevant experience may be recognized.

There are two practical experience routes to obtain this requirement: the Experience Verification Route (EVR) and the Pre-Approved Program Route (PPR).

The **Experience Verification Route (EVR)** allows candidates to fulfill the practical experience requirements at an employer of choice.

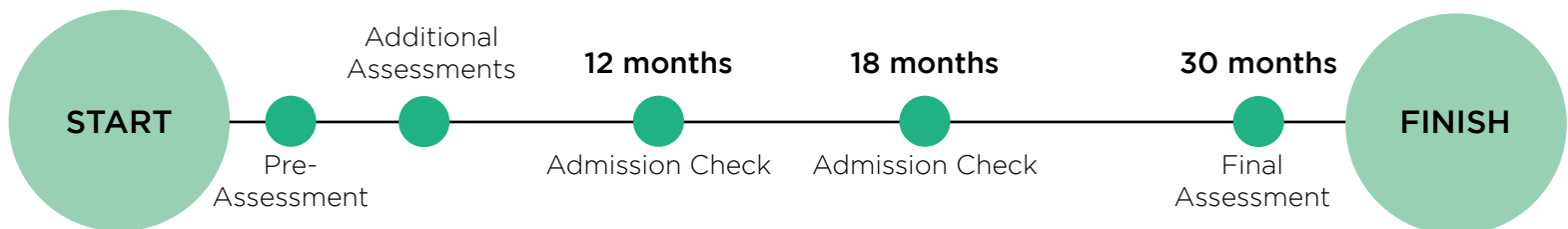
The **Pre-Approved Program Route (PPR)** allows candidates to be employed in positions offered by organizations that are pre-approved by CPA Manitoba. Pre-approved employers have programs designed to provide increasingly challenging experience over 30 months.

There are five common elements that support both routes:

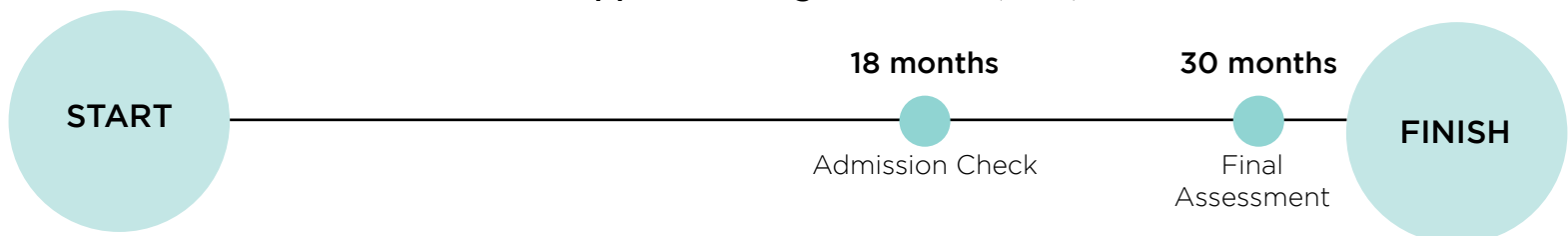
1. Relevant experience
2. Appropriate supervision
3. Reporting and self-assessment
4. Ongoing mentoring
5. Assessment by CPA Manitoba

All future CPAs require a qualified CPA mentor who will support competency development as well as provide insight into the profession's values and ethics.

## Experience Verification Route (EVR)



## Pre-Approved Program Route (PPR)





# Internationally Educated Applicants

The CPA program recognizes degrees and professional accounting designations from around the globe.

## International Accounting Designation Holders

Individuals who have an international designation from an accounting body that belongs to the [International Federation of Accountants](#) (IFAC) may have their credentials assessed to determine the path to earning their Canadian CPA designation. For information on IFAC member bodies and their current agreements with CPA Canada, please visit: [CPAcanada.ca](http://CPAcanada.ca)



## International Degree Holders

Individuals who have completed a degree outside of Canada may have their education assessed for entrance to the CPA program. Step-by-step instructions for a transcript assessment, admission application and enrollment process can be found in the CPAWSB Program Enrollment Guide: [CPAwsb.ca/students-and-candidates/guides](http://CPAwsb.ca/students-and-candidates/guides)

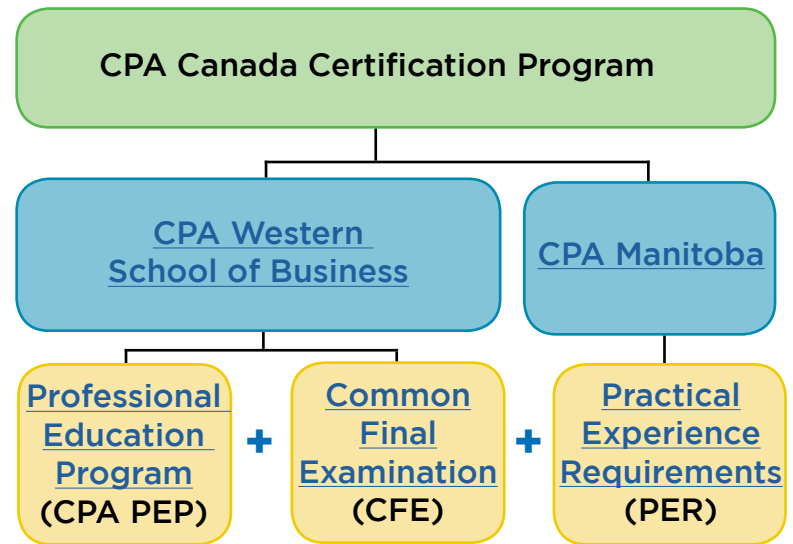
### Did You Know

There is no required Canadian Language Benchmark (CLB) to apply for the CPA PEP. However, a minimum benchmark of 8 is strongly recommended.

# CPA Manitoba

The [Chartered Professional Accountants of Manitoba](#) (CPA Manitoba) is a regulatory body that represents more than 9,000 members, candidates and students.

CPA Manitoba administers the Practical Experience Requirements (PER) for candidates earning their designation in Manitoba. The CPA Western School of Business (CPAWSB) oversees the CPA PEP and CFE for candidates in Western Canada. More information on the PER can be found on page 8.



*Diagram of relationship between CPA Manitoba and CPA Western School of Business.*

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# CPA Western School of Business

The [CPA Western School of Business](#) (CPAWSB) oversees the education of the CPA Professional Education Program (CPA PEP) and CPA preparatory courses in the four western provinces, the Northwest Territories, Yukon and Nunavut.



For more information on the CPAWSB, please visit: [CPAwsb.ca](http://CPAwsb.ca)



## Advice From a CPA Grad

“The designation gives you so much flexibility, which is one of the biggest benefits. Whether you work best in a team-based environment or more independently, you find your fit.”

*- Julie Labossière, CPA*

# Financial Support

Financing an education can be challenging. Fortunately, there are financial support options available to help you focus on what's most important - becoming a CPA.

## CPA Manitoba Foundation

The [CPA Manitoba Foundation](#) supports the pursuit of quality business and accounting education by offering bursaries to CPA PEP candidates and CPA preparatory students seeking admission to the CPA PEP.

For more information on the CPA Manitoba Foundation and available financial awards, scholarships and bursaries, please visit:

[CPAmb.ca/foundation](http://CPAmb.ca/foundation)



*2018 Great-West Life Leadership Award Winner Troy Woods, CPA, right, with Charles Henaire, FCPA, FCA at the 2018 CPA Convocation.*

## Loans for Skilled Immigrants

Recognition Counts is a partnership between [SEED Winnipeg](#) and [Assiniboine Credit Union](#) designed to help new Canadians. The program offers financial counselling, as well as the opportunity to apply for a loan of up to \$10,000 to help with the cost of having your qualifications recognized in Manitoba and obtaining employment in your field of expertise.

For more information, please visit:

[recognitioncounts.ca](http://recognitioncounts.ca)



## CPA Career Network

Did you know that CPA Manitoba has a network to connect CPA candidates and students with employers in Manitoba? Visit [CPAmb.ca/careernetwork](http://CPAmb.ca/careernetwork) for more information.

# STEPS TO START YOUR JOURNEY

## 1 Attend an Information Session

The free, one-hour information session covers all aspects of obtaining the CPA designation in detail including prerequisites, examinations, work experience and other requirements. You will have the opportunity to speak with a CPA Manitoba representative.

## 2 Create a My CPA Profile

Stay connected by creating a My CPA Profile. After registering, you'll gain access to updates, exclusive networking events and the latest news on obtaining the CPA designation. Follow the steps at [go.CPAmb.ca/get-started](https://go.CPAmb.ca/get-started)

## 3 Apply for Admission

Your next step to enrolling in CPA preparatory courses or the CPA PEP is to complete a transcript assessment. Get started now at [CPAmb.ca/admission](https://CPAmb.ca/admission)

### Contact Us

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[CPAmb.ca](https://CPAmb.ca)

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