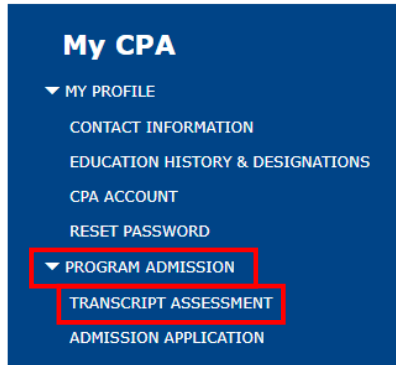


Reading your Transcript Assessment Results and Understanding your Next Steps

You will receive an email notification when your Transcript Assessment has been completed and your results are available for viewing. To view your assessment results, log into your profile and click on **PROGRAM ADMISSION** and then **TRANSCRIPT ASSESSMENT**.



You will see your requested transcript assessment listed with a 'Completed' status.

+ ADD A TRANSCRIPT ASSESSMENT REQUEST			
Requested	Status	Status Date	Expiry Date
04 Mar 2017	Completed	10 Oct 2017	10 Oct 2018 View

Click on the [View](#) link in the last column to see the results of your transcript assessment.

At the top of your transcript assessment you will see general information about the assessment, including when you requested the assessment, when the assessment was completed, and the assessment expiry date. The **All Requirements Met** field will indicate your eligibility status:

- **Yes:** all requirements have been met (**PEP eligible**)
- **No:** outstanding requirements remain (**PEP Conditional Core 1** or **PEP Ineligible**)

Transcript Assessment

Request Date:	04 Mar 2017	All Requirements Met: No (see Evaluator Comments below)
Assessment Expiry:	10 Oct 2018	Request Status: Completed
Last Updated:	10 Oct 2017	Status Date: 10 Oct 2017

Directly below this you will see the Document Checklist.

Document Checklist

Document Checklist		I Will Submit	Req'd	Rec'd
1.	Transcripts - Please request transcript(s) from all the post secondary institutions (PSI) you have attended within Canada. Include all accounting and non-accounting education. The PSI's registrar's office must send documentation directly to the CPAWSB in a sealed envelope. Transcripts are not required for designates from accounting organizations that are member bodies of the International Federation of Accountants (www.ifac.org), or for preparatory courses taken through the CPAWSB. <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oct 10, 2017
	University of Western Ontario-Bachelor of Business Admin-Honours (2018)			
2.	3rd Party Verification - Applicants who have completed any education outside of Canada must submit a 3rd party verification. Contact World Education services (www.wes.org) and request an International Credential Advantage Package (ICAP). ICAPs must be sent directly to the CPAWSB . <input type="checkbox"/>	<input type="checkbox"/>		

The Transcript Assessment Result Form immediately follows the document checklist.

Your Transcript Assessment will indicate one of the following 3 eligibility statuses:

Status	Means
PEP Eligible	All requirements are met, and you can register in Core 1 without conditions
PEP Conditional Core 1	You can start Core 1 as a conditional candidate, but outstanding requirements must be met before you continue into Core 2 or beyond
PEP Ineligible	Outstanding requirements must be met before you can register for Core 1

Your **eligibility status appears** in the **Transcript Assessment Result** field and the assessor's comments appear below the result:

CPAWSB Transcript Assessment Result Form

Transcript Assessment Result PEP Ineligible

Assessor's Comments:

Your degree has been recognized and your post-secondary education meets the 120-credit hour requirement. In order to meet the required prerequisites, you must complete the course(s) that are showing as outstanding as indicated in the transcript assessment results. Your options include: enroll in the CPA preparatory courses to complete your outstanding prerequisite courses by submitting an admission application for PREP OR complete published, CPA recognized courses through a recognized post-secondary institution (PSI). Once the course(s) has/have been completed, please submit a Gap Verification request on the student portal by clicking 'REVIEW GAPS' on the transcript assessment result form. If the course(s) was/were taken at a PSI, arrange to have an official transcript sent directly from the PSI to the CPA Western School of Business, Suite 201, 1074 - 103A Street SW, Edmonton, AB, T6W 2P6 indicating the completion of the course(s). Admission to CPA PEP requires that you obtain a minimum grade of 60% in each core course and an overall GPA of 65% in the core prerequisites. At least one of the courses associated with each core prerequisite must be completed within the last ten years.

Read through the **assessor's comments** carefully as they contain critical information about your status, especially if you are PEP Ineligible or PEP Conditional Core 1.

Directly under the assessor's comments you will find details about your degree and credit hours. Outstanding requirements will be highlighted in red, as illustrated below.

Degree recognized	Polytechnic University of the Philippines-Bachelor of Science (1996)		
Degree Conferral Year	1996	Degree Conferral Month	6
Does a 3rd party state Canadian equivalent degree?	Yes 3yr		
Credit hours recognized	90		

The following table indicates what is required in these fields to be PEP Eligible:

Degree recognized	CPA PEP entry requires a degree from a post-secondary institution. This field will show your degree status.
Degree Conferral Year	The year your degree was conferred, as indicated on your transcripts.
Degree Conferral Month	The month your degree was conferred, as indicated on your transcripts.
Does a 3rd party state Canadian equivalent degree	CPA PEP entry requires a recognized three or four year degree based on the third-party assessment result. This field will show "Yes 3yr" or "Yes 4yr" or "Yes Masters" if met. Otherwise it will indicate "No" if not met.
Credit hours recognized	<p>CPA PEP entry requires 120 post-secondary credit hours. This field indicates the total number of credit hours recognized from your transcripts. Typically,</p> <ul style="list-style-type: none"> Two-year diplomas/post-diplomas (Masters) are equivalent to 60 credit hours Three-year degrees are equivalent to 90 credit hours Four-year degrees are equivalent to 120 credit hours <p>If the third-party assessment does not indicate equivalency to a 4-year degree, additional post-secondary education will need to be included to reach the 120-credit hour requirement.</p>

The prerequisite course grid will list all the prerequisite courses and identify details about the CPA preparatory courses or equivalent courses taken at post-secondary institutions. It includes the converted grades, when each course was completed, whether they are completed or in-progress (if you are in your final semester taking your final prerequisite courses), if the prerequisite was met, and any pertinent comments.

Prerequisite	PreReq Code	Required for CPA PEP Entry	Course expiry at end of calendar year	Institution Where Course Was Taken	Course Name	Course #	Grade	Converted Grade	Progress	Completed/Anticipated	Prerequisite Met?	Comment
Introductory Financial Accounting	IFA	>50%		University of Western Ontario	NTR0 FIN ACCTG	123	B+	77	Complete	03 Oct 2017	Yes	
Introductory Management Accounting	IMA	>50%		University of Western Ontario	NTR0 MGMT ACCTG	456	C+	68	Complete	01 Dec 1915	Yes	
Economics	ECO	>50%		University of Western Ontario	ECON	89	A	92	Complete	01 Dec 1915	Yes	
Statistics												
Management Accounting												
Performance Management	PMA	>60%	2026	University of Western Ontario	PERF MGMT	456	A	92	Complete	01 Dec 2016	Yes	
Business Law	BUL	>50%		University of Western Ontario	LAW	5	B	75	Complete	01 Dec 2015	Yes	
Information Technology	ITE	>50%		University of Western Ontario	MIS	MIS	A	92	Complete	01 Dec 2016	Yes	
							GPA:	84.25				

When the **core** prerequisite courses are complete, the **overall average grade** of the **core** courses is calculated and appears at the bottom of the course grid as indicated by the red arrow above. (A 65% or greater average in the **core** prerequisite courses is required to be eligible for CPA PEP)

It is important to note the following items in the course grid:

Course expiry at end of calendar year: The core CPA competency areas (Financial Reporting, Strategy and Governance [Performance Management], Management Accounting, Audit and Assurance, Finance, and Taxation) have recency requirements, meaning at least one course in each of the areas must be completed within the ten years before your **approved admission application date for CPA PEP**. Being enrolled in CPA preparatory courses does not stop the recency clock; **courses close to ten years old could lose their exemption**. The **Course expiry column** tells you when each of the core courses will reach the ten-year limit. This date should be ten years from the **Completed/Anticipated** completion date in the third-last column.

Prerequisite	PreReq Code	Required for CPA PEP Entry	Course expiry at end of calendar year	Institution Where Course Was Taken	Course Name	Course #	Grade	Converted Grade	Progress	Completed/Anticipated	Prerequisite Met?	Comment
Intermediate Financial Reporting 1	IF1	>60%	2026	University of Western Ontario	MOD	S.1	A-	90	Complete	01 Apr 2016	Yes	

Converted Grade: the mark assigned to the course grade. It must be higher than the grade **Required for CPA PEP Entry**.

Prerequisite	PreReq Code	Required for CPA PEP Entry	Course expiry at end of calendar year	Institution Where Course Was Taken	Course Name	Course #	Grade	Converted Grade	Progress	Completed/Anticipated	Prerequisite Met?	Comment
Intermediate Financial Reporting 1	IF1	>60%	2026	University of Western Ontario	MOD	5.1	A-	90	Complete	01 Apr 2016	Yes	

Progress: indicates if the course was **completed**. If you are in your final semester or final courses and you have submitted transcripts to show those courses are in-progress, this column will show those courses as **in-progress**. If the prerequisite is not met, this column will indicate the prerequisite as **outstanding**.

Prerequisite	PreReq Code	Required for CPA PEP Entry	Course expiry at end of calendar year	Institution Where Course Was Taken	Course Name	Course #	Grade	Converted Grade	Progress	Completed/Anticipated	Prerequisite Met?	Comment
Intermediate Financial Reporting 1	IF1	>60%	2026	University of Western Ontario	MOD	5.1	A-	90	Complete	01 Apr 2016	Yes	

Prerequisite Met? This column shows “Yes” if the prerequisite has been met, or “No” if it hasn’t. If it hasn’t, the entire row will be highlighted in red and the Progress column will identify the prerequisite course as **outstanding**.

Prerequisite	PreReq Code	Required for CPA PEP Entry	Course expiry at end of calendar year	Institution Where Course Was Taken	Course Name	Course #	Grade	Converted Grade	Progress	Completed/Anticipated	Prerequisite Met?	Comment
Intermediate Financial Reporting 1	IF1	>60%							outstanding		No	

Comment: Assessors may add comments in the final column. Be sure to read comments carefully.

Prerequisite	PreReq Code	Required for CPA PEP Entry	Course expiry at end of calendar year	Institution Where Course Was Taken	Course Name	Course #	Grade	Converted Grade	Progress	Completed/Anticipated	Prerequisite Met?	Comment
Intermediate Financial Reporting 1	IF1	>60%	2026	University of Western Ontario	MOD	5.1	A-	90	Complete	01 Apr 2016	Yes	

To participate in CPA PEP Core 1, all prerequisite courses must be successfully completed (or final courses must be in progress) and the core prerequisite courses must have an overall average of 65 percent. Courses must also be completed within the ten years before your **CPA PEP** admission application is approved. (**Note:** Having an approved admission application for CPA preparatory courses does not waive the 10-year rule.)

Final Section of the Transcript Assessment if you are **PEP Eligible** or **PEP Core 1 Conditional**

The **Assessment**, appearing directly under the course grid, is the final section of the transcript assessment. If you are **PEP Eligible** or **PEP Core 1 Conditional**, this area will contain all the CPA PEP modules that you will be required to take:

Assessment

Course	Assessment Result*	Comments
M0-Module Zero Ignore this module as it no longer relevant.	Course Required	n/a
C1-Core 1	Course Required	n/a
C2-Core 2	Course Required	n/a
AS-Assurance	Course Required	n/a
FN-Finance	Course Required	n/a
PF-Performance Management	Course Required	n/a
TX-Tax	Course Required	n/a
CP1-Capstone 1	Course Required	n/a
CP2-Capstone 2	Course Required	n/a
CFE-Common Final Exam	Course Required	n/a
ASWNFC-Assurance Not for Credit	Course Required	n/a
C1NFC-Core 1 Not for Credit	Course Required	n/a
C2NFC-Core 2 Not for Credit	Course Required	n/a
CP2NFC-Capstone 2 Not for Credit	Course Required	n/a
FINNFC-Finance Not for Credit	Course Required	n/a
PERNFC-Performance Management Not for Credit	Course Required	n/a
TXNNFC-Tax Not for Credit	Course Required	n/a
PDPA-PDPA	Course Required	n/a
PDPA-Assurance-PDPA-Assurance	Course Required	n/a
PDPA-Tax-PDPA-Tax	Course Required	n/a

You are only required to take two electives out of the four offered. Assurance & Tax must be taken for public accounting.

Ignore everything under this line. These are only for individuals taking Not for Credit courses and for CPA designated members taking PDPA courses.

* For PEP candidates only: Not all electives are required. 'Course Required' only indicates that the candidate is not exempt from the module.

Final Section of the Transcript Assessment if you are PEP Ineligible

If you are **PEP Ineligible**, the Assessment area will repeat the course grid and will show all the CPA PEP prerequisites. As illustrated below, it will indicate prerequisites granted exemption and outstanding prerequisites required before being eligible for CPA PEP. **Note: Ignore all the ACAF prerequisite courses (Modules 13-20) listed and marked as required. They are not prerequisites for CPA PEP.**

Assessment

Course	Assessment Result*	Comments
M01-Introductory Financial Accounting	Exemption Granted	n/a
M02-Introductory Management Accounting	Exemption Granted	n/a
M03-Economics	Exemption Granted	n/a
M04-Statistics	Exemption Granted	n/a
M05.1-Intermediate Financial Reporting 1	Exemption Granted	n/a
M05.2-Intermediate Financial Reporting 2	Course Required	n/a
M05.3-Advanced Financial Reporting	Course Required	n/a
M06-Corporate Finance	Exemption Granted	n/a
M07-Audit and Assurance	Course Required	n/a
M08-Taxation	Course Required	n/a
M09-Intermediate Management Accounting	Course Required	n/a
M10-Performance Management	Course Required	n/a
M11-Business Law	Exemption Granted	n/a
M12-Information Technology	Exemption Granted	n/a
M13-ACAF - Ethics and Workplace Skills	Course Required	n/a
M14-ACAF - Accounting Software Application	Course Required	n/a
M15-ACAF - Applied External Audit	Course Required	n/a
M16-ACAF - Applied Personal and Corporate Taxation	Course Required	n/a
M17-ACAF - Public Sector Financial Management Practice	Course Required	n/a
M18-ACAF - Not-for-Profit Accounting	Course Required	n/a
M19-ACAF - Business Applications	Course Required	n/a
M20-ACAF - National Exam	Course Required	n/a

Ignore everything under this line
Modules 13 through 20 are not prerequisite requirements for CPA PEP. They are not required!

UNDERSTANDING YOUR NEXT STEPS BASED ON YOUR TRANSCRIPT ASSESSMENT RESULTS

Your transcript assessment will indicate one of three eligibility statuses – **PEP Eligible**, **PEP Conditional Core 1**, or **PEP Ineligible**:

PEP Eligible

You have met all requirements to enroll in CPA PEP and register in Core 1 without conditions. You are done with your transcript assessment results and can submit an admission application for CPA PEP and register for Core 1.

PEP Conditional Core 1

You are **eligible to enroll in CPA PEP and register for Core 1** as a **conditional candidate**. To continue beyond Core 1, or in some cases beyond Core 2, you will still need to meet any of the outstanding pep eligible requirements you are missing, within the defined time limits, as outlined below.

- 1. Outstanding prerequisite courses are all currently in progress with final exams occurring before the Core 1 module start date.**
 - **taken at a recognized Canadian post-secondary institution:**
Official Transcripts must be submitted that show the outstanding courses as successfully completed, including their final grades. Though you will be allowed to register for Core 2, these need to be received before you will be allowed to participate in Core 2.
 - **taken through CPA preparatory courses:**
Once the preparatory courses are completed and marks posted, your transcript assessment will automatically be updated by CPAWSB following the course grade release. Nothing further is required from you. As long as these courses have been successfully completed you will be able to continue and participate in Core 2.
- 2. You have completed all the requirements for your degree, but it has not yet been conferred.**
 - Once your degree has been conferred, have the post-secondary institution submit official transcripts, that show the conferral date, directly to CPAWSB. If this is the only outstanding requirement, you will be allowed to continue and participate in Core 2, but your Core 2 marks will be withheld, and you will be unable to continue further until this requirement is met.
- 3. Your degree is completed but your degree indicates a conferral date that is after the start date of Core 1.**
 - If you submitted unofficial transcript(s), you will need to have official transcript(s) submitted directly from the post-secondary institution. If this is the only outstanding requirement you have, you will be allowed to participate in Core 2, but your Core 2 marks will be withheld, and you will be unable to participate in CPA PEP elective modules until this requirement is met.
 - If official transcripts were submitted, you do not need to do anything further. If this is the only outstanding requirement you have, your transcript assessment status will be changed to PEP eligible by the assessment team when the official graduation date passes.
- 4. All requirements have been met but unofficial transcript(s) were used to determine eligibility**
 - Have all outstanding required official transcript(s) submitted directly from the post-secondary institution to CPAWSB. These must be received before you can participate in Core 2.

PEP Ineligible

If your Transcript Assessment indicates you are **PEP Ineligible**, you are **not** yet eligible to participate in the CPA Professional Education Program (CPA PEP). Your assessment will identify all outstanding requirements that must be met.

If your assessment indicates outstanding prerequisite education is required before you can enroll in CPA PEP, you have the option to take [CPA preparatory courses through CPAWSB](#) or [equivalent courses through a recognized post-secondary institution](#). You can email admissionadvising@cpaweb.ca or call toll free at **1 866 420.2350 ext. 6001** to speak with a CPAWSB admission advisor for help determining which route might be the best fit for you and your learning style.

To be eligible to enroll in CPA PEP and participate in the first module (Core 1), you must meet the admission requirements to be **PEP Eligible** or at the very least, **PEP Conditional Core 1**. If you are in your final semester of completing all your outstanding requirements at a recognized Canadian post-secondary institution, you may be able to complete an admission application for CPA PEP. Contact the transcript assessment team by emailing transcriptassessment@cpaweb.ca or by calling **1.866.420.2350 ext. 6003** to connect with an Inspector who can determine if you are eligible to apply while you finish your final semester.

Updating your completed transcript assessment for outstanding requirements (gaps) not met

If you have outstanding requirements for entry into CPA PEP, you will see them highlighted in red, as shown in the example below.



Performance Management	PMA	>60%					OS		Outstanding	n/a	No	
Information Technology	ITE	>50%		Polytechnic University of the Philippines	INTRO TO INFO TECH	ITE	C	64	Complete	01 Jun 1995	Yes	
							GPA:					

In the example above, the IT prerequisite requirement has been completed, but the Performance Management (PMA) prerequisite course is still outstanding and the overall average GPA for the core courses is also outstanding. An equivalent PMA course must be taken at a recognized post-secondary institution (and an official transcript submitted showing the course successfully completed and indicating your grade) or the appropriate CPA preparatory course must be completed (the course and grade will be updated in your assessment automatically after the preparatory course grades are released). Once all the **core** prerequisite courses are completed, the average GPA will also be calculated and shown for all the Core courses.

There is **no additional fee** to update your completed transcript assessment before the expiry date. Follow the procedures below to update your transcript assessment as requirements are completed.

- Requirements completed outside CPAWSB: Have the appropriate official transcripts/documents submitted to CPAWSB. We will email you to confirm when we have received the documents and again after we have updated your transcript assessment.
- CPA preparatory courses: For courses you pass, your transcript assessment will be updated after the marks for the session in which the course was taken are released. Processing updates may take a few weeks due to the volume of successful course completions. You will receive an email once your transcript assessment has been updated. No action is required from you.

If your transcript assessment expires before you are ready to submit a CPA PEP or CPA preparatory course admission application, you will need to request and pay for a new assessment and submit updated documentation.

The core CPA competency areas (Financial Reporting, Strategy and Governance [Performance Management], Management Accounting, Audit and Assurance, Finance, and Taxation) have recency requirements, meaning at least one course in each of the areas must be completed within the ten years before your **approved admission application date for CPA PEP**. Being enrolled in CPA preparatory courses does not stop the recency clock; **courses close to ten years old could lose their exemption**.

Questions? | Who to Contact

If you need help with reading or finding information within your completed assessment results, or you have questions about understanding your assessment results, please email admissionadvising@cpaweb.ca or call **1.866.420.2350 ext. 6001** to speak with an **Admission Advisor** who can help you get the answers you are looking for.

If you believe something was missed or a possible error was made in your assessment, contact the **Transcript Assessment team** by emailing transcriptassessment@cpaweb.ca or calling **1.866.420.2350 ext. 6003** to speak with a member of the Transcript Assessment team who can help you get the answers you are looking for.