

Guidelines for Accountants

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1.Opportunity Awaits

Planning on leaving your native country for an opportunity in Ontario? If you're an internationally trained professional and want to pursue a CPA designation, you need advice and information you can count on.

2.Before You Arrive

Preparing now will save you time and enable you to start the program even faster when you get to Canada. Here's a checklist of requirements you need to prepare before you arrive in Canada:

- Official transcripts of undergraduate and graduate degrees in a sealed envelope.
- Course syllabi.
- Reference letters and email addresses for your current and past employers.
- For internationally trained accountants, a letter of good standing from your accounting body.

3.Find Your Path to the CPA Designation

The CPA designation is the nationally-recognized business credential sought after by top employers across Canada. Whether you are new to Canada, or interested in advancing your career, there is a path to becoming a successful CPA. Join us at an in-person or online information session to learn how you can get started.

<https://www.cpaontario.ca/become-a-cpa/events/information-sessions>

4.How to become a CPA in Ontario

If you are an accountant and are a member of a professional accounting body outside Canada, you can become a CPA in Ontario.

CPA Ontario unified CAs, CGAs and CMAs as one single, strong profession under the banner of Chartered Professional Accountants. We continue to honor the Mutual Recognition Agreements (MRAs) and other agreements in place with each legacy body. A list of accounting bodies and the legacy body in Ontario with which the accounting body has an agreement is outlined below. Further information on the registration requirements and how to apply for membership with CPA Ontario is available by clicking on each designation.

Some accounting bodies outside Canada have an agreement with more than one legacy body in Ontario. If you are applying to register based on your membership in one of these accounting bodies, you may choose to register in the pathway you wish to complete.

ACCOUNTING BODY OUTSIDE CANADA	DESIGNATION AWARDED BY CPA ONTARIO
Association of Chartered Certified Accountants (ACCA)	<u>CPA, CGA</u> <u>CPA</u>
Certified Practicing Accountants of Australia (CPA Australia)	<u>CPA, CGA</u> <u>CPA, CMA</u>
Certified Public Accountants of Ireland (CPA Ireland)	<u>CPA, CGA</u>
Chartered Institute of Management Accountants of the United Kingdom (CIMA)	<u>CPA, CMA</u>
The Institute of Chartered Accountants of Australia	<u>CPA, CA</u>
The Institute of Chartered Accountants in England and Wales	<u>CPA, CA</u>
The Hong Kong Institute of Certified Public Accountants	<u>CPA, CA</u>
The Institute of Chartered Accountants of India	<u>CPA, CA</u>
The Institute of Chartered Accountants of Ireland	<u>CPA, CA</u>
New Zealand Institute of Chartered Accountants	<u>CPA, CA</u>
The Institute of Chartered Accountants of Pakistan	<u>CPA</u>
The Institute of Chartered Accountants of Scotland	<u>CPA, CA</u>
The South African Institute of Chartered Accountants	<u>CPA, CA</u>
The Institute of Chartered Accountants of Zimbabwe	<u>CPA, CA</u>
Instituto Mexicano de Contadores Públicos (must have CPC designation)	<u>CPA, CA</u>
L'Institut des Réviseurs d'Entreprises de Belgique	<u>CPA, CA</u>
Ordre des experts comptables de France (OEC de France)	<u>CPA, CA</u> <u>CPA, CGA</u>
The Japanese Institute of Certified Public Accountants	<u>CPA, CA</u>
The Netherlands Institute of Chartered Accountants	<u>CPA, CA</u>
Recognized State Boards of Accountancy in the U.S.	<u>CPA, CA</u>

All other professional accounting bodies that are member bodies in good standing of IFAC and not indicated on this list

[CPA](#)

5. Registering with CPA Ontario

You can register with CPA Ontario before you immigrate to Canada. Your education and training will be assessed before you immigrate. You will be informed of any additional requirements you will need to complete once your education and training has been assessed.

6. Internationally Educated Professionals

If you are not a member of an accounting body but have attended a post-secondary institution outside Canada and have completed a minimum of one year of study, please visit Get Started.

<https://www.cpaontario.ca/become-a-cpa/why-cpa/get-started>

7. Register as a Student

If you are eligible to enroll in the CPA Professional Education Program (CPA PEP) or preparatory course(s), your transcript assessment results will include instructions on how to register as a student with CPA Ontario.

There are several student registration categories, so ensure you select the correct category and applicable fees to avoid a delay.

You must register and be approved as a student prior to enrolling in any course, module or exam. Processing your registration will take up to 10 business days; incomplete registration applications may cause delays.

Please note that there is an initial non-refundable administration fee of \$125 plus HST in addition to the fees listed below.

<https://www.cpaontario.ca/become-a-cpa/why-cpa/get-started/register-as-a-student>

If you're an internationally educated professional seeking to become a CPA in Ontario, you can complete a transcript assessment to verify your educational achievements.

8. Submit Your Transcript Assessment Request

Are You Eligible to Submit a Transcript Assessment Request?

You can submit your transcript assessment request if you:

- Have been awarded a degree from a post-secondary institution (official transcripts required).
- Have completed your degree requirements and have not yet been awarded your degree (unofficial transcripts accepted until a degree has been awarded).
- Are completing your final semester at a post-secondary institution (unofficial transcripts accepted until a degree has been awarded).
- Are registering under the Mature or Conditional Mature Registration category.

Do not submit a transcript assessment request at this time if you are:

- A first, second or third year post-secondary student.
- A student enrolled in a co-op program.
- A student in an Ontario CPA-accredited program.
- An internationally trained accountant.

Submission Instructions

1. **Carefully review** and complete the Transcript Assessment Form.
2. **Request** an official transcript from all post-secondary institutions you attended. The Registrar's Office must send it directly, in a sealed envelope, to:

Chartered Professional Accountants of Ontario
69 Bloor St. East
Toronto, ON M4W 1B3
Attn: CPA Ontario Transcript Assessments & Registration

Retain your order confirmation for each transcript request.

3. **Prepare** all documentation for your transcript assessment package, including:

- Transcripts from all post-secondary institutions attended.
- Transcript order confirmations for each transcript requested.
- Supplementary documentation (if applicable).
- Proof of legal name.
- Transcript Assessment Form.

4. **Email** all documentation to transcripts@gocpaontario.ca

Important Reminder

Documentation must be in PDF format. Incomplete packages will result in delays. Additional fees may be incurred if documents are submitted after the transcript assessment results are provided (see reassessments). Documents submitted for a transcript assessment will not be returned.

9. Pay Required Fees

Within five business days, you will receive an email containing instructions on how to pay the transcript assessment fee. The fee is \$150 (plus HST) and your assessment will not begin until payment has been received. If payment is not received within 30 days, the assessment will be cancelled.

10. Review Your Transcript Assessment Results

You will receive your transcript assessment results via email within four to six weeks (six to eight weeks for international transcripts). Transcript assessment results are valid for **one year** from the date of the assessment results letter.

11. Alternate Careers^[1]

Alternate career	Work type	Qualifications/ skills needed
Accounting Clerk	Processing bills, invoices, budgets, financial records.	Needs familiarity with basic accounting skills, accounting software, data entry and communication skills.
Administrative Officer	Managing and planning business affairs of organization.	Diploma of college studies, or degree in administrative discipline , accounting and management Needs management skills, interpersonal skills and problem solving skills.
Bank Clerk	Banking and record keeping.	Business college diploma may be required. Needs basic knowledge of accounting.
Banking , credit And other investment managers	Plan and organize activities of financial establishment.	Bachelors' degree in business Knowledge of financial products , sales and marketing, communication and problem solving skills.
Book keeper	Maintain complete set of books , keep record of accounts, verify the procedures used for recording financial transactions.	Diploma of college studies in accounting. Knowledge of accounting software.

College Instructor	Teach technical and academic subjects at community colleges.	Bachelor or Masters' degree and expertise in the field of instruction Will need curriculum planning skills and oral presentation skills.
Credit Union Examiner	Review and examine credit companies to ensure compliance with governing legislation and regulations.	Bachelor degree in business administration. Accounting designation may be required. 2-3 years of comprehensive lending experience.
Financial Analyst	Improve financial status by analyzing results and recommending actions.	Bachelor degree in accounting, finance and economics. Proficiency with Excel and data management tools. Strong financial analysis foundation and strong analytical skills.
Financial Investigator	Investigate unethical conduct and breaches of security.	Bachelor degree in business administration or economics. Needs critical thinking and ability to work under pressure in fast paced environment.
Financial planner	Financial planning, insurance coverage, investments, retirement and estate planning and taxes.	Bachelor degree in business. Additional courses may be required knowledge of tax, insurance and investment strategies.

Financial sales Rep	Customer service, providing financial product information.	Bachelor degree in business, commerce or economics. Extensive banking experience. Mutual funds license usually required.
Financial underwriter	Underwrite new issues of stocks and bonds, negotiate with corporations and governments to determine the type and terms of new securities issued, and prepare offering prospectuses.	Bachelor in business administration, commerce, economics or related field is usually required. Needs strong decision making, analytical and presentation skills.
Insurance under writer	Evaluate applications to determine risks, premiums and insurance coverage.	Diploma in collegial studies (DEC) in insurance and financial services consulting or degree in business administration, economics or commerce. Needs computer, analytical and judgement skills.
Loan officer	Interview applicants for loan and assess financial status.	Bachelor degree or college diploma in commerce or economics. Completion of loan credit training program, from 6-12 months. Extensive general banking experience required. Ability to analyze financial data, use of accounting software and customer service skills.
Payroll clerk	Collect and process payroll information and benefits of employees.	Completion of college or other courses in accounting or payroll administration. Understand accounting procedures. Knowledge of accounting software.
Purchasing agent and officer	Purchase general and specialized equipment, materials, land and access rights and business services for use or for further processing by their establishment.	Bachelor degree in business administration, commerce or economics. Certificate of purchasing from PMAC (The purchasing management association of Canada) may be required.

		Knowledge of supply management and marketing
Supervisor, finance office workers	Implement efficient working processes and coordinate and review work of clerks and authorize routine payments, credits and transactions.	Completion of college course in accounting, book keeping or related subjects is required. Leadership and interpersonal skills.
Mortgage broker	Research mortgage options and negotiate loans with lending institutions.	Bachelor in Business Administration, Economics, Commerce or related field. Mortgage broker license. Knowledge of mortgage lending and underwriting guidelines, interpersonal, time management and communication skills needed.

12. Bridging programs for Accountants:

Bridging programs are intended to prepare for licensing exams, for additional training or Mentorship.

1. Professions North – Bridging to Accreditation CGA(online):

- About technical skills upgrading, language skills and networking with employers.
- <http://www.professionsnorth.ca/services/accreditation>

2. York university bridging for business(online):

- Courses to assist with meeting CPA requirements.
- <http://makemore.info.yorku.ca/business/accounting/>

3. Bridge training for internationally educated professionals:

- Provides training in Canadian business culture, technical upgrading, networking with employers and mentors.
- www.yorku.ca/makemore

13. Internships

a. Career Edge Program:

- Needs at least a bachelors' degree and 3 years of international training experience.
- <https://www.careeredge.ca>

b. Federal Internship for Newcomers programs (FIN):

- Must be in Canada for less than 10 years.
- To get Canadian work experience in their own profession.
- <http://www.cic.gc.ca/english/newcomers/work/fin.asp>

c. OPS (Ontario public service internship program):

- Internship program to get experience in their own field.
- Must be in Canada for less than 3 years.
- <http://www.ontario.ca/careers>

d. Network for internationally trained accountants:

- PIN (Professional Immigrant Networks).
- Helps networking with employers, mentors and associations.
- <http://www.networksforimmigrants.ca/>

14. Organizations and Associations

i. The Association of Professional Accounting and Tax consultants:

- Brings partners together in the sector to develop solutions to human resource challenges faced by stake holders
- <http://www.apatcinc.com>

ii. Canadian Supply Chain Sector Council:

- Association of independent professional accountants, tax consultants, tax preparers and book keepers
- <http://www.supplychaincanada.org/en/home>

15. Resources for job search

1. **Financial services career advisor:**
 - www.explorefinancialservices.com
2. **Alternate jobs –Ontario Council of agencies serving immigrants (OCASI):**
 - <http://www.settlement.org/alternativejobs>

16. References:

1. Alternative sectors for accountants (2014). Global Experience Ontario
www.ontarioimmigration.ca/en/geo/

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