

## Pre-Assessment Questionnaire (PAQ) Process

Please follow the steps below to ensure your pre-assessment questionnaire is submitted successfully.

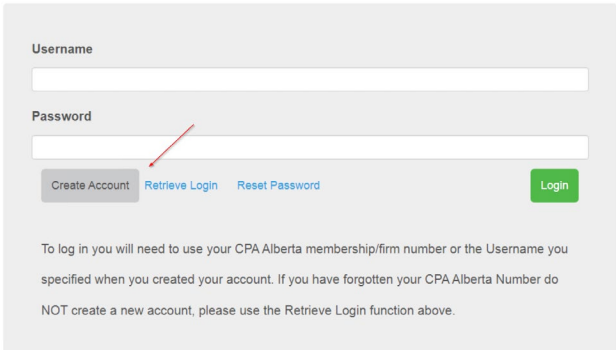
### Step 1 - Create a Profile

In order to complete the pre-assessment process, you are required to create a record in our system. You may do that [here](#). Select “Create Account” and enter in your information. You will be required to enter in a username and password.

Once you have created an account you will receive an email with an activation code so you can activate your account.

Public Donation

#### Online Services Login



Username

Password

Create Account Retrieve Login Reset Password Login

To log in you will need to use your CPA Alberta membership/firm number or the Username you specified when you created your account. If you have forgotten your CPA Alberta Number do NOT create a new account, please use the Retrieve Login function above.

### Step 2 - Complete PAQ Online

Once your account is activated, in the portal select Action Centre>My Tasks. Click on “Pre-assessment Questionnaire”, complete all fields with an \* and submit. The PAQ will require the following information:

- Section 1 – Personal information and citizenship status;
- Section 2 – Pre-designation international employment – please identify the country where you worked in the accounting profession, and the number of years of your worked immediately prior to being admitted into membership;
- Section 3 – Post Secondary Education – list any post-secondary education you have (degrees, diplomas, etc);
- Section 4 – Professional Memberships - list all of your Professional Accounting Memberships (all questions in this section are mandatory);
- Section 5 – Work Experience, list all of your work experience in any accounting-related field beginning with the most recent;
- Upload a detailed copy of your resume.

Online Services

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## My Tasks

**Start a New Task**  
Select a task from the categories below:

**Member Registration**  
[New Member Application - Professional Education Program](#) - Complete this application form if you have completed all the requirements under the PEP program  
[Pre-assessment Questionnaire](#) - Please complete this assessment if you are an Internationally Designated Member  
[New Member Application - Designated Member in Another Province](#) - Complete this application form if you currently hold a CPA Membership with another provincial body  
[Register CPA Reciprocity Professional Development \(CPARPD\) CPA RPD](#)

**Requests**  
[Change Request](#) [Change Request](#)

**My Active Tasks**

Task	Status	Status Date
There are no tasks currently assigned.		

ONLINE SERVICES

- Invoices and Receipts >
- Notifications
- Donate >
- Action Centre v
- My Tasks
- My Documents
- Service Requests
- My Account >
- Tax Clinic Volunteering
- Log Out

### Step 3 - Provide Legal Documents

Provide evidence of Canadian citizenship or proof of your ability to lawfully work in Canada (ie: Canadian passport, birth certificate, citizenship card or certificate, driver's license, permanent resident card, or work permit) by emailing [registrations@cpaalberta.ca](mailto:registrations@cpaalberta.ca) with the subject "PAQ Submission – Your Name".

### Step 4 - Request for Certification of Membership

Have your state board complete the [Certification of Membership in an Accounting Body Outside Canada form](#) and request that they send it directly to CPA Alberta at 800-444 7 Ave SW, Calgary AB T2P 0X8, attention Member Registrations or have them email it directly to us at [registrations@cpaalberta.ca](mailto:registrations@cpaalberta.ca). Please do not upload your personal copy of the verification documentation to your file.

### Step 5 – Verification of Practical Experience

If you have less than 2 years relevant post qualification work experience, you must complete a Practical Experience Form for all relevant accounting experience to demonstrate that the Canadian CPA experience requirements have been met. Please contact [registrations@cpaalberta.ca](mailto:registrations@cpaalberta.ca) to obtain the Practical Experience Forms.

### Step 6 - Results and Next Steps

After you have submitted a complete PAQ, you will be sent the results within 5 – 10 business days (volume dependent). Based on the results, if you are eligible and wish to proceed with an application, it will be made available to you through the online portal. All information submitted as part of the pre-assessment will form part of your application. In addition, the following are required to form a complete application:

- Online submission of a complete application form that has been notarized by a notary public or commissioner of oaths.
- Payment of the prescribed fees. This includes the one-time Application Fee, plus your prorated Annual Member Fee. For information on the CPA Alberta Fee Schedule, please click [here](#).
- Provide additional evidence as requested and satisfactory to the Registrar.

Once we have received a **complete** application and related documents and the Registrar has reviewed your application, you will receive an email notifying you of the outcome.