

# CPA Alberta membership process

## Frequently asked questions

This document will answer some questions about the CPA Alberta membership process and officially becoming a Chartered Professional Accountant. If you have questions not answered here, please reach out to the CPA Alberta Practical Experience team at [PracticalExperience@cpaalberta.ca](mailto:PracticalExperience@cpaalberta.ca).

### When can I apply for membership?

Once you have successfully completed the Common Final Exam (CFE) and your practical experience requirements, you are eligible for membership.

The CPA Alberta Practical Experience team will let you know when your practical experience is complete and you are eligible to apply for membership.

### How quickly will my CPA Review be processed?

Our review times vary, and we receive a large volume of requests right after the CFE results are posted. We will process your CPA Review as soon as possible.

If you are in a Pre-approved Program (PPR), your CPA Review goes to your Program Leader for certification before coming to CPA Alberta.

If you are working in public accounting, ensure you attach your Chargeable Hours Submission Form to ensure your CPA Review is finalized as quickly as possible.

### What if I passed the CFE and have 30 months duration, but I don't have the assurance hours required for my PPR?

Please reach out to the CPA Alberta Practical Experience team at [PracticalExperience@cpaalberta.ca](mailto:PracticalExperience@cpaalberta.ca) for further discussion.

### How do I know if I have met the core, depth, and breadth requirements?

View your Consolidated Summary in the Practical Experience Reporting Tool (PERT) for a snapshot of your self-reported experience. If your self-assessments indicate you have met all requirements, you are eligible to submit a CPA Review.

## What if I have not met with my mentor twice per year?

If you have not met with your mentor twice per year and documented these meetings in PERT, you may be assessed a penalty of one additional month of duration added to your total required duration for each missed meeting.

## When can I start using the CPA designation?

The CPA designation in Alberta is protected and can only be used by members in good standing with CPA Alberta. You may begin to use the CPA designation after you have received confirmation from CPA Alberta and are admitted to membership.

## When will I receive my membership certificate?

You will receive a welcome package along with your membership certificate in the mail after CPA Alberta has processed and approved your application.

## Does my application have to be notarized?

Yes, you must complete an application, sign it, and have it notarized/commissioned by either a notary public or a commissioner for oaths. Submitting an application without proper notarization will delay your application process.

## How long does the approval process take?

From the time a complete application is received, CPA Alberta may take four to six weeks to approve your membership.

## I already paid fees to the CPA Western School of Business (CPAWSB); do I have to pay fees to CPA Alberta as well?

Yes, you must pay the appropriate membership fees upon submission of your application. Depending on the time of year you apply, you will pay a prorated membership fee. Upon acceptance to membership, CPAWSB will be notified of your membership and will issue you a pro-rated refund of your candidate fees if applicable.

## Do I need to complete my practical experience requirements to attend CPA Alberta Convocation events?

No. To be part of the CPA Alberta Convocation events (to be a graduate), you must have successfully passed the CFE.

Completion of practical experience is not required to attend these events; however, as detailed above, these hours are required to apply for membership and, once admitted, be granted the right to use the CPA designation.