

Guide to Recruiting Chartered Professional Accountants (CPAs) in Canada

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Chartered Professional Accountant (CPA) designation in Canada involves a multi-stage process.

Here is an overview of CPA Designation Process:

- 1. Prerequisite Education:** Before entering the CPA program, you need to complete an undergraduate degree and specific prerequisite courses in accounting and business.
- 2. CPA PEP (Professional Education Program):** The CPA PEP is divided into two main parts:
 - Core Modules: Two modules covering essential accounting and business concepts.
 - Elective Modules: Two modules where you can choose from topics like Assurance, Taxation, Performance Management, and Finance.
 - Capstone Modules: Two capstone modules focusing on integration and application of knowledge. Capstone 1 is a group project, and Capstone 2 is preparation for the final exam.
- 3. CFE (Common Final Examination):** This is the final examination stage, a comprehensive three-day exam that tests your knowledge and skills in accounting. Held twice a year in May and September; results are released in August and December.
- 4. Practical Experience:** You must complete a set amount of practical work experience, typically 30 months, in a relevant accounting or finance role where an experienced CPA can sign off your work as approved experience.



Each province has its own portal where you can check active CPA members:

- [CPA Ontario](#)
- [CPA British Columbia](#)
- [CPA Quebec](#)
- [CPA Alberta](#)
- [CPA Newfoundland and Labrador](#)
- [CPA Manitoba](#)



CPA Recruitment

Preferred Candidate Profile:

- Active CPA: Candidates with an active Canadian CPA designation.
- Final Stage Candidates: Candidates who have scheduled or are awaiting results for the
- CFE.

Note: CA (chartered accountant) qualifications from other countries (except the US) are not suitable.

Screening CPA candidates:

❖ Do they have an active Canadian CPA?

● If yes: Do they owe their firm any money (clawback) from the CPA?

Only when the candidates answers yes, they have an active Canadian CPA, you can put YES in CPA designated field on RNR platform

CANDIDATE PROFILE

CPA Designated? (Yes/No/Not Applicable) *	Most Recent Job Title *
<input type="text"/>	<input type="text"/>
Current Employer *	
<input type="text"/>	
Minimum Salary *	Maximum Salary *
<input type="text"/>	<input type="text"/>
Note From Candidate	Note From Recruiter * 🗨️
<input type="text"/>	<input type="text"/>

● If no : Have they written the CFE?


In this case, you put NO in CPA designated field on RNR platform and put info about CFE in the Recruiter notes section



CPA Recruitment

CANDIDATE PROFILE

CPA Designated? (Yes/No/Not Applicable) *	Most Recent Job Title *
<input type="text"/>	<input type="text"/>
Current Employer *	
<input type="text"/>	
Minimum Salary *	Maximum Salary *
<input type="text"/>	<input type="text"/>
Note From Candidate	Note From Recruiter * @
<input type="text"/>	<input type="text"/>

A red arrow points from the 'Current Employer' field to the 'Note From Recruiter' field, which is highlighted with a red border.

Importance of CPA Designation

- Only CPAs are authorized to conduct audits of public companies. They review financial statements to ensure they are accurate and comply with regulations.
- CPAs provide assurance services that give stakeholders confidence in the financial information reported by companies.
- CPAs are often required to file reports with government agencies, such as tax filings or compliance reports.
- While others can prepare taxes, CPAs have the expertise to handle complex tax situations, offer strategic tax planning, and represent clients before tax authorities.
- Without a CPA designation, candidates cannot fully perform the tasks required by most clients, making them unsuitable for positions that demand this qualification. This is why companies are not willing to pay commissions for candidates without a CPA.