

Becoming a chartered accountant in Québec by equivalence of diplomas



Ordre des comptables agréés du Québec
Education and Recruitment Vice-Presidency
680 Sherbrooke Street West, 18th Floor, Montréal, Québec, H3A 2S3

ADMISSION REQUIREMENTS TO BECOME A CA IN QUÉBEC

To become a chartered accountant in Québec, candidates must:

1. Hold a “**recognized**” university diploma.

IMPORTANT : Any candidate from outside Canada and/or a Canadian applicant holder of a university diploma other than a recognized diploma should refer to section: **EQUIVALENCE OF DIPLOMAS**.

2. **Have passed the Professional Education Program (PEP) required by the Ordre. Eleven Québec universities offer this program as part of a 30-credit graduate diploma. It is mandatory to succeed the PEP in order to be eligible to write the Uniform Evaluation.**
3. **Pass the national Uniform Final Examination now called Uniform Evaluation (UFE)**
4. **Register as a Candidate for the Practice of the Profession (CPP) with the Ordre des comptables agréés du Québec and pay the required fees.**
5. **Complete a 24-month training period** with a chartered accounting firm recognized as an approved office by the Ordre des comptables agréés du Québec or by an institute of chartered accountants of another Canadian province or Bermuda. This training period shall consist of not less than 2,500 hours of services rendered, of which not less than 1,250 hours shall be services rendered in public accounting and auditing and 100 hours in taxation. Of those 1,250 hours in public accounting and auditing, not less than 625 hours shall pertain to auditing.
6. **Have proven to have a working knowledge of the [official language of Québec](#), in accordance with the Charter of the French language.**

EQUIVALENCE OF DIPLOMAS

According to current [Law and Regulations](#), any candidate from outside Canada and/or a Canadian applicant holder of a university diploma other than a recognized diploma, must obtain a “diploma equivalence” meaning “the recognition by the Bureau of the Ordre that the diploma issued by an educational establishment outside Québec certifies that the person’s level of knowledge is equivalent to the level attained by the holder of a diploma recognized as meeting permit requirements.” (Extract from [Regulation respecting the standards for equivalence of diplomas for the issue of a permit of the Ordre des comptables agréés du Québec](#))

NOTE: Please note that the Ordre des comptables agréés du Québec has established an agreement with the Québec universities to review files and to prepare the lists of refresher courses.

The equivalence of diplomas is generally processed in three steps.

STEP 1 – REVIEW OF THE DIPLOMA

This step is to determine whether the diploma in question is equivalent to a bachelor degree in Québec (undergraduate level).

The [university](#) chosen by the candidate does the study of the equivalence of the bachelor degree with the *Comparative Evaluation of Studies Done Outside Québec** (*Évaluation comparative des études effectuées hors du Québec*), a document issued by the ministère de l’Immigration et des Communautés culturelles (MICC). Please see

<http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html>.

All universities require this document in order to proceed to step 2, the preparation of the list of refresher courses.

If the diploma is **NOT** equivalent to a bachelor degree in Québec, candidates are not eligible for the diploma recognition process provided for in the Regulation. They must apply for admission to a “[recognized](#)” program at the university of their choice.

STEP 2 – LIST OF REFRESHER COURSES

If the diploma is equivalent to a bachelor degree in Québec, the university chosen by candidates provides them with the *List of refresher courses* that must be successfully completed in order for the diploma to be considered an equivalence of a “recognized” diploma.

The Ordre des comptables agréés du Québec (the Ordre) and each of its university partners have created a joint form listing the catch-up courses you may need before registering for the Professional Education Program. For more information on those courses, please go to the [LIST OF CONTACTS IN EACH UNIVERSITY](#) and contact the person in charge.

STEP 3 – OPENING OF A FILE AT THE ORDRE DES COMPTABLES AGRÉÉS DU QUÉBEC

Once the university provides candidates with the *List of refresher courses*, they must go to the Ordre des comptables agréés du Québec, to have a file opened and the *List* submitted for approval by the Executive Committee of the Ordre.

DOCUMENTS TO BE PROVIDED TO HAVE A FILE OPENED AT THE ORDRE

Only originals or copies certified as true and faithful by a commissioner for oaths will be accepted.

- *Comparative Evaluation of Studies Done Outside Québec** (*Évaluation comparative des études effectuées hors du Québec*)
- Transcript(s)
- Diploma(s)
- Identification paper and/or Canadian citizenship and
- The *List of refresher courses* duly completed and signed by the university

CONCLUSION

Applicant must register and follow the required courses at the university that provided the *List of refresher courses*, while maintaining the required average and complying with the university's requirements.

Applicant from outside Canada is required to follow the rules set by Citizenship and Immigration Canada and must comply with the conditions governing foreign students and employment authorizations.

To obtain further information, please contact one of the administrative agents at the Education and Recruitment Vice-Presidency at 514 982.4606, or by e-mail at candidat@ocaq.qc.ca.

**Évaluation comparative des études effectuées hors du Québec, (Comparative Evaluation of Studies Done Outside Québec) is issued by the ministère de l'Immigration et des Communautés culturelles (MICC). The Évaluation comparative describes the studies completed abroad and establishes a comparison between them and the main diplomas and degrees issued in Québec.*

Updated : February 2010

LIST OF RECOGNIZED DIPLOMAS

As per Regulation to amend the Regulation respecting the diplomas issued by designated teaching establishments which give access to permits or specialist's certificates of professional corporations

- a) Bachelor of Business administration (B.B.A.), obtained upon completion of the Concentration in Accounting program, at Bishop's University;

*Bishop's University does not offer the Ordre's Professional Education Program.

- b) Bachelor of Commerce (B. Comm.), obtained upon completion of the Bachelor of Commerce program, Major in Accountancy, at Concordia University¹;

- c) Bachelier en administration des affaires (B.A.A.), obtained upon completion of the baccalauréat en administration des affaires program, specialization Sciences comptables, at Université Laval;

- d) Bachelor of Commerce (B. Comm.), obtained upon completion of the Bachelor of Commerce program, Major² in Accountancy, at McGill University;

- e) Bachelier en administration des affaires (B.A.A.), obtained upon completion of the baccalauréat en administration des affaires program, concentration Comptabilité professionnelle, at the École des Hautes Études Commerciales³ de Montréal;

- f) Bachelier en administration des affaires (B.A.A.), obtained upon completion of the baccalauréat en sciences comptables program at the Université du Québec, offered at the Université du Québec à Chicoutimi;

- g) Bachelier en administration des affaires (B.A.A.), obtained upon completion of the baccalauréat en sciences comptables program, specialization Expertise comptable, at the Université du Québec, offered by the Université du Québec à Hull⁴;

- h) Bachelier en administration des affaires (B.A.A.), obtained upon completion of the baccalauréat en sciences comptables program at the Université du Québec, offered by the Université du Québec à Montréal;

- i) Bachelier en administration des affaires (B.A.A.), obtained upon completion of the baccalauréat en sciences comptables program at the Université du Québec, offered by the Université du Québec à Rimouski;

- j) Bachelier en administration des affaires (B.A.A.), obtained upon completion of the baccalauréat en sciences comptables program at the Université du Québec, offered by the Université du Québec à Trois-Rivières;

- k) Bachelier en administration des affaires (B.A.A.), obtained upon completion of the baccalauréat en sciences comptables program at the Université du Québec, offered by the Université du Québec en Abitibi-Témiscamingue;

- l) Bachelier en administration des affaires (B.A.A.), obtained upon completion of the baccalauréat en administration des affaires program, concentration en Comptabilité, at the Université de Sherbrooke.

¹ The name of the university is now "John Molson School of Business – Concordia University"

² Now corresponding to an "Major Accounting"

³ The name of the university is now "HEC Montréal"

⁴ The name of the university is now "Université du Québec en Outaouais"

LIST OF CONTACTS IN EACH UNIVERSITY

McGILL UNIVERSITY

Desautels Faculty of Management
Chartered Accountancy Program, Graduate Diploma
1001 Sherbrooke Street West, room 300
Montréal (Québec) H3A 1G5

Phone number: 514 398.4130
E-mail: ca.mgmt@mcgill.ca

JOHN MOLSON SCHOOL OF BUSINESS – Concordia University

Graduate Diploma in Chartered Accountancy
1550 de Maisonneuve boulevard West, GM 600-41
Montréal, Québec H3G 1N2

Ms. Teresa Zuccaro, B. Comm.
Phone number: 514 848.2424, ext 2763
E-mail: tzuccaro@jmsb.concordia.ca

HEC MONTRÉAL

3000, ch. de la Côte-Sainte-Catherine
Montréal, Québec H3T 2A7

Office of the Registrar
Phone number: 514 340.6140
E-mail: registraire.info@hec.ca

UNIVERSITÉ DU QUÉBEC À MONTRÉAL École des sciences de la gestion – UQÀM

Département des sciences comptables
Université du Québec à Montréal, Local R-4150
315, rue Ste-Catherine Est
Montréal (Québec) H2X 3X2 Métro Berri-UQÀM

Direction du DESS
Phone number : 514 987.4452
E-mail : dess-ca@uqam.ca

UNIVERSITÉ DU QUÉBEC À CHICOUTIMI

555, boul. de l'Université
Chicoutimi (Québec) G7J 2B1

Ms. Guylaine Duval, CA
Phone number: 418 545.5011, ext 5235
E-mail: guylaine_duval@uqac.ca

UNIVERSITÉ DU QUÉBEC EN OUTAOUAIS

C.P. 1250, succ. B
Hull (Québec) J8X 3X7

Ms. Line Blais
Service des admissions
Phone number: 819 773.1840
E-mail: line.blais@uqo.ca

UNIVERSITÉ LAVAL

Cité universitaire, Pavillon Palasis-Prince
Sainte-Foy (Québec) G1K 7P4

Mr. Maurice Gosselin, CA
Phone number: 418 656.3010
E-mail: maurice.gosselin@fsa.ulaval.ca

UNIVERSITÉ DU QUÉBEC À RIMOUSKI

300, allée des Ursulines
Rimouski (Québec) G4L 3A1

Ms. Patricia Michaud, CA
Phone number: 418 723.1986, ext 3297
E-mail: patricia_michaud@uqar.qc.ca

UNIVERSITÉ DU QUÉBEC EN ABITIBI- TÉMISCAMINGUE

445, boul. de l'Université
Rouyn-Noranda (Québec) J9X 5E4

Ms. Pierrette Doré, FCA
Phone number: 819 762.0971, ext 2288
E-mail: pierrette.dore@uqat.ca

UNIVERSITÉ DU QUÉBEC À TROIS-RIVIÈRES

3351, boul. des Forges
C.P. 500
Trois-Rivières (Québec) G9A 5H7

Ms. Nicolas Boivin, CA
Phone number: 819 376.5011, ext 3131
E-mail: nicolas.boivin@uqtr.ca

UNIVERSITÉ DE SHERBROOKE

Faculté d'administration
2500, boul. Université
Sherbrooke (Québec) J1K 2R1

Ms. Anne-Marie Robert Ph.D., FCA
Phone number : 819 821.8000, poste 62352
E-mail : anne-marie.robert@usherbrooke.ca

All universities require that the applicant presents an *Évaluation comparative des études effectuées hors du Québec*, document issued by the **ministère de l'Immigration et des Communautés culturelles** (<http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html>) before preparing the *List of Refresher Courses*.