

Application for the Uniform Evaluation – 2009 UFE

The examination will be held **September 15, 16 and 17, 2009**. The ultimate registration date is **July 24, 2009**.

Are you already registered as a Candidate for the practice of the profession? Yes – Please write your Client number: _____/_____/_____/_____/_____/_____
 No – Please include an *Application for registration as a Candidate for the practice of the profession – Appendix A*, as well as the required documents and payment of fees as per *Table of costs*. The required forms are available on the Ordre website: http://ocaq.qc.ca/ang/7_7_1_formulaires.asp

CONTACT INFORMATION

Madam Sir

FAMILY NAME: _____
(as it appears on birth certificate)

USUAL FIRST NAME: _____
(as it appears on birth certificate)

PERMANENT ADDRESS – Is this a new address? Yes No

No.: _____ Street Avenue Blvd. Road _____ Apt.: _____

City: _____ Province: _____ Postal code: _____

Home telephone number: (_____) _____ Office telephone number: (_____) _____ E-mail: _____

DATE OF BIRTH
Year _____ Month _____ Day _____

LANGUAGE IN WHICH YOU WANT TO WRITE THE EXAMINATION
 French English

UNIVERSITY WHERE YOU FOLLOWED YOUR PROFESSIONAL EDUCATION PROGRAM OR YOUR GRADUATE DIPLOMA IN ACCOUNTANCY

WHICH YEAR DID YOU SUCCEED?

72 <input type="checkbox"/> JMSB-Concordia	73 <input type="checkbox"/> HEC Montréal	74 <input type="checkbox"/> Laval	75 <input type="checkbox"/> McGill	77 <input type="checkbox"/> UQ Chicoutimi
78 <input type="checkbox"/> UQ Outaouais	79 <input type="checkbox"/> UQ Montréal	80 <input type="checkbox"/> UQ Rimouski	81 <input type="checkbox"/> UQ Abitibi-Témiscamingue	
82 <input type="checkbox"/> UQ Trois-Rivières	83 <input type="checkbox"/> Sherbrooke			

2009 UFE WILL BE YOUR: 1st attempt 2nd attempt 3rd attempt 4th attempt 5th attempt 6th attempt

IMPORTANT: For candidates of first attempt, it is mandatory to have paid the PEP related costs.

EXAMINATION CENTRE

TO BE NOTED: The first attempt must be made in the city that houses the university where you completed your Professional Education Program (PEP). The repeaters must write in the region where they have their permanent address.

01 <input type="checkbox"/> Montreal	03 <input type="checkbox"/> Lévis	05 <input type="checkbox"/> Sherbrooke	07 <input type="checkbox"/> Trois-Rivières	<input type="checkbox"/> Other centre in Canada
09 <input type="checkbox"/> Chicoutimi	11 <input type="checkbox"/> Gatineau	13 <input type="checkbox"/> Rimouski	15 <input type="checkbox"/> Rouyn-Noranda Précisez : _____	

IMPORTANT – LAPTOP COMPUTER AT THE EXAMINATION CENTRE: Please read and sign the attached **Waiver** and include it with your UFE Application Form.

WORKING EXPERIENCE (TO BE COMPLETED FOR STATISTICS PURPOSES ONLY)

Yes No • Please specify the number of months you have been working for a training employer: _____ months
• If appropriate, please specify pertinent experience in accounting field (obtained while working for an employer other than a training employer): _____ months

DECLARATION AND SIGNATURE OF UFE CANDIDATE

I, hereby, request the authorisation from the Bureau of the Ordre des comptables agréés du Québec to sit for the Uniform Evaluation – 2009 UFE.

I have read the *Regulation respecting the terms and conditions for the issue of a permit of the Ordre des comptables agréés du Québec* and undertake to abide by all statutes and directions, regulations and conditions of the Ordre in all matters relating to studies, Professional Education Program and the Uniform Evaluation (UFE).

I agree that the Ordre has the right to expel me from the examination centre and/or to cancel my exam should I fail to comply with the rules and regulations governing the examination and put forward by the CICA and the Ordre.

I also understand that my answers are the property of the Ordre, that they will not be given to me in any form nor shall I have access to them.

I hereby declare that the information provided in this statement is true and I have made sure to complete and duly sign the entire statement. I understand that any false representation or incomplete statement could have negative implications.

Signature: _____ Date: _____

NOTICE

The information in this appendix is gathered for purposes of protecting the public, monitoring the conditions giving access to the issue of a permit of the Ordre and for registering as a Candidate for the practice of the profession (CPP), carrying out research, compiling statistics and conducting surveys. It is made available for these purposes to all members of the Ordre's various departments in the performance of their duties. The "contact" information contained herein may be transmitted to the Ordre's various mandataries including universities, training firms and the CICA, on the basis of each of these organizations' functions, to ensure that the regulations governing the training period, the Professional Education Program and the Uniform Evaluation (UFE) are applied and that adequate supervision is provided. This information may also be used by the Ordre for organizational purposes or to offer you goods or services, unless the access officer at the Ordre is instructed otherwise in writing.

AUTHORIZATION REQUEST – NATIONAL COMMUNICATION

If I pass the 2009 UFE,

I **accept** that the Ordre prints my name on a list of successful 2009 UFE candidates to be used in public communication (newspapers, Ordre and CICA websites).
 I **refuse** that the Ordre prints my name on a list of successful 2009 UFE candidates.

Failure to check accordingly or in the absence of a reply from you, will be considered as the requested authorizations being granted.

REGISTRATION FEES

Registration fees for the Uniform Evaluation – 2009 UFE are **\$1,298.06** (\$1,150 + taxes).

PAYMENT OF FEES (PLEASE CHECK APPROPRIATE BOXES)

CASH INTERAC **\$1,298.06**

COMPANY CHEQUE

PERSONAL CHEQUE

Please make your cheque payable to the: **Ordre des comptables agréés du Québec**.
Also, please write your Client number on the front of the cheque if applicable.

VISA MASTERCARD

CARD NUMBER: _____

EXPIRATION DATE: _____/_____/_____
Month Year

NAME OF THE CARD BEARER: _____

An official receipt will automatically be sent to you with your confirmation of registration.

Please note that if your payment is post-dated, your application for registration will be considered only from the date which appears on your payment. An additional \$20.00 fee will have to be paid to cover payment with insufficient funds.

No application will be considered after July 24, 2009.

ORDRE'S USE ONLY

1ST ATTEMPT

SECOND ATTEMPT
AND MORE

REGISTRATION
APPROVED

REGISTRATION

LAPTOP
 Yes No

WAIVER
 Yes No

DATE OF RECEPTION



DEAR 2009 POTENTIAL UFE CANDIDATE:

USING YOUR LAPTOP IN THE 2009 UFE

In accordance with the rules established by the Canadian Institute of Chartered Accountants, you are required to use a pre-determined PC-based laptop computer (the “**Computer**”) to write the 2009 UFE*. You will be required to preload two Folio Views infobases (the CICA Standards and Guidance Collection (UFE) and the Federal Income Tax Collection (UFE)) and to preload and test the lockdown software known as Securexam (CA). Securexam (CA) and the infobases will be provided, or otherwise made available to you, by your provincial Institute/Ordre. The Computer must satisfy the hardware and software requirements described in the current Securexam (CA) User Guide and related documentation which can be found on the Website of your provincial institute/ordre at: http://ocaq.qc.ca/ang/7_devenir/7_5_2_preparationEFU.asp (collectively, “**User Guide**”).

The CICA has accepted the Securexam (CA) software for use during the UFE and has found that it performs satisfactorily for such use. In the unlikely event that you experience an irresolvable software or hardware problem during the UFE, your responses will be retrieved, unencrypted and printed, and you will complete your answers by hand, however there will be no additional time allowed. If your saved responses are irretrievable, you will be permitted to restart your exam and you will be allowed additional time to do so. **[You are free to bring unannotated approved printed versions of the reference material and an electronic calculator into the writing centre in addition to the Computer. Printed reference materials and calculators will not be supplied in writing centers; if you intend to use them under any circumstances, you must bring them into the writing centre with you.]**

ABOUT SECUREXAM (CA)

Securexam (CA) is lockdown software developed for the Canadian Institute of Chartered Accountants by Software Secure, Inc., a third party software development company. It is designed to allow individuals to use computers that are compliant with the requirements in the User Guide for reference, calculation and to input responses for electronic submission while effectively disabling all other functionality on the applicable computer. Responses are encrypted and saved automatically. Securexam has been used successfully for candidates writing the UFE since 2005. You can get detailed information on Securexam (CA) at: http://ocaq.qc.ca/ang/7_devenir/7_5_2_preparationEFU.asp.

SUMMARY OF THE USE OF SECUREXAM (CA)

- **Before you write the UFE**, you must review the User Guide, which provides detailed instructions on the use of Securexam (CA). You will be required to install and test Securexam (CA) on the Computer. On completion of such tests, Software Secure, Inc. will confirm, in the manner set out in the User Guide, that the Securexam (CA) software is operating properly on the Computer.
- **During the UFE**, Securexam (CA) encrypts and saves your responses to a USB key, and to the Computer. It also leaves security files on your laptop. You will be given a new USB key for this purpose each day of the UFE, and you must submit each USB key to the UFE exam monitors immediately following each daily exam.
- **The day after the final day of the UFE**, you are required to submit the backup encrypted files from your hard drive to Software Secure. You are further required to maintain these files on your hard drive for one month following the last day of the 2009 UFE.

The above is a summary of the use of Securexam (CA), a more detailed description of the preparation for and use of Securexam (CA) is set out in the User Guide.

* Note that candidates unable to use laptops for medical or other reasons may appeal to their provincial institute/ordre for accommodation.



TERMS OF USE

In order to be eligible to sit the UFE you must install and use Securexam (CA) on your Computer and you hereby represent, warrant and agree to the following terms and conditions in connection with such use:

- That you, and, if other than you, the owner of the Computer to be used to write the UFE and on which Securexam (CA) shall be installed consents to the installation of Securexam (CA) on such Computer, and to its use by you prior to, during and following the UFE in the manner contemplated in this agreement, the User Guide and in the rules established by the CICA;
- That you shall install Securexam (CA), complete all the required tests, and will confirm that Securexam (CA) is operating properly on the Computer.
- That you have fully complied with all requirements in the User Guide, including, without limitation, downloading the applicable software and Folio Views infobases;
- That neither you nor the Computer's owner, will bring any legal proceedings against the CICA, your Provincial Institute/Ordre, Software Secure, Inc., their respective officers, directors, employees, agents and affiliates, or any other person, fund or entity related to any of the above (including, without limitation, the Board of Evaluators) (collectively the "Releasees") with regard to the installation, testing, or use of Securexam (CA);
- That any problems or difficulties that you, the potential UFE candidate, encounter with the Computer will not be grounds for appeal of your UFE results to the Board of Evaluators;
- That you shall not attempt to modify Securexam (CA) or to circumvent (including, without limitation, by modifying the Computer) any of the process or restrictions in the software and you shall not permit any third party to do any of the foregoing;
- That the Releasees will have no responsibility with regard to the Computer or its use in connection with the UFE; and
- That you will submit the required security files to Software Secure within 24 hours of completing the UFE, and shall maintain the files on the Computer for one month following such date.

You agree that your agreement to the foregoing means that you (and the owner of the Computer) are foregoing any claim to damages arising from the installation and use of Securexam (CA), and that you will not sue the Releasees (described above) in any court for any such claim. It is very important that you understand that the Releasees are only allowing you to write the 2009 UFE based on this promise. Should you attempt to sue the Releasees, this letter would be sufficient ground to have your suit summarily dismissed.

Sincerely,

Canadian Institute of Chartered Accountants

Software Secure, Inc.

I AGREE TO THE ABOVE.

Client No.: _____

UFE year: _____
(year)

Name: _____

Signature: _____ **Date:** _____ 2009