

Useful information

REGISTRATION FOR THE PROFESSIONAL EDUCATION PROGRAM (PEP) REGISTRATION AS A CANDIDATE FOR THE PRACTICE OF THE PROFESSION (CPP)

Effective between April 1, 2010 and March 31, 2011

Please read carefully before completing the forms

**Registration at
the Ordre
COMPULSORY
according to the first
of these options**

PROFESSIONAL EDUCATION PROGRAM (PEP)

Everyone must register to the Professional Education Program (Graduate Diploma) **AS SOON AS** he/she begins the first session of his/her Graduate Diploma. This gives access to the educational material.

FIRST PROFESSIONAL TRAINING PERIOD AFTER THE RECOGNIZED UNDERGRADUATE DIPLOMA OR THE EQUIVALENT

Everyone must register as a Candidate for the practice of the profession (CPP) **AS SOON AS** he/she begins his/her professional training period after having obtained the undergraduate diploma or the equivalent to see his/her training period recognized.

APPENDIX PEP, APPLICATION FOR REGISTRATION TO THE PROFESSIONAL EDUCATION PROGRAM (PEP)

This form must be completed and transmitted to the Ordre **AS SOON AS** he/she begins the first session of his/her Graduate Diploma. This gives access to the educational material.

Every application to the Professional Education Program must contain:

- An original birth certificate or civil status certificate duly issued by the Direction de l'état civil.
The candidate's file and the permit at the Ordre are opened to the name and usual first name according to the birth certificate, to the civil status certificate or to the proof of status in Canada. To be noted: the original of the said document will be returned to the bearer. **Photocopies will not be accepted.**
- Citizens born abroad:**
 - a proof of legally landed immigrant; or
 - a proof of Canadian citizenship duly issued by Citizenship and Immigration Canada; or
 - a Canadian passport.

Although, it is not necessary to hold a permanent resident status of Canada or to be a Canadian citizen to obtain the CA permit, applicants who come from outside Canada have to make sure to follow the rules set by Citizenship and Immigration Canada and comply with the conditions governing foreign students and employment authorizations.
If an original document is not available, only copies of original documents authenticated by a **commissioner for oaths, notary or lawyer** will be accepted. It is mandatory to supply an official translation of any document written in a language other than French or English.
- A copy of the official transcript issued by the ministère de l'Éducation du Québec mentioning completion of either one of the following courses: **Français, 4^e secondaire or Français, 5^e secondaire. Important to note:** A person is deemed to have the appropriate knowledge if:
 - he has received, full time, no less than three years of secondary or postsecondary instruction provided in French;
 - he has passed the fourth or fifth year secondary level examinations in French as the first language;
 - from and after the school year 1985-86, he obtains a secondary school certificate in Québec.

In all other cases, a person must obtain a certificate issued by the Office québécois de la langue française or hold a certificate defined as equivalent by regulation of the Government.
- Payment of fees according to the "Table of costs".**

APPENDIX A, APPLICATION FOR REGISTRATION AS A CANDIDATE FOR THE PRACTICE OF THE PROFESSION (CPP)

This form must be completed and transmitted to the Ordre **AS SOON AS** he/she begins his/her professional training period **after having obtained the undergraduate recognized diploma or the equivalent to see his/her training period recognized.**

Every application for registration as a Candidate for the practice of the profession must contain:

- Appendix A, "Application for Registration as a Candidate for the practice of the profession";
- Appendix B, "Statement regarding the first professional training period";
- if not already supplied, the original or a certified copy of the **original birth certificate** or **civil status certificate** (please refer to Paragraph 1. or 2. above);
- a complete and detailed **official** report card testifying the university undergraduate studies, carrying the seal of the educational institution where applicants attended and confirming the degree received **and** the date it was received. **Photocopies will not be accepted;**
- for applicants who come from outside Canada, please refer to Paragraph 2 above;
- Payment of fees according to the "Table of costs".**

APPENDIX B, STATEMENT REGARDING THE FIRST PROFESSIONAL TRAINING PERIOD AFTER THE RECOGNIZED UNDERGRADUATE DIPLOMA OR THE EQUIVALENT

According to the *Regulation respecting the terms and conditions for the issue of a permit of the Ordre des comptables agréés du Québec*, "Prior to beginning the training period, the candidate and the training supervisor shall notify the Education and Recruitment Vice-Presidency in writing of the date on which the training period is to begin." **Delay in the payment of fees and filing of required statements can result in a training period not being recognized.**

This statement regarding the first professional training period must contain:

- if not already supplied, the Appendix A, "Registration as a Candidate for the practice of the profession (CPP)".

APPENDIX C, APPLICATION FOR A REDUCTION (RECOGNITION) OF THE TRAINING PERIOD DURING UNDERGRADUATE DEGREE

This application must be completed and transmitted to the Ordre des comptables agréés du Québec along with the Appendices A and B for any professional training period completed **before obtaining a recognized undergraduate degree** and after **having accumulated a minimum of 30 credits.**

APPENDIX E, DETAILS OF A PART-TIME PROFESSIONAL TRAINING PERIOD

This form must be completed and transmitted to the Ordre des comptables agréés du Québec for a part-time training, meaning between three and five hours of work per day and less than five days a week.

All forms are available on the Ordre website: http://ocaq.qc.ca/ang/7_devenir/7_1_devenir.asp
Candidates whose application files remain incomplete are subject to being struck off the Roll.

NOTICE: The information in the various appendices 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.

The information and the file concerning you are kept at the Ordre's head office. Under the law, you have a qualified right of access to them or to request that corrections be made.

Please note that this the appendices **must be completed in full** in view of your registration as a Candidate for the practice of the profession.