

BECOME A CPA

FREQUENTLY ASKED QUESTIONS

CPA PROGRAM

WHAT IS THE CPA PROGRAM?

- The CPA Program is made up of two key components:
 - 1) [CPA Program subjects](#), and
 - 2) [Your Experience Requirement](#)
- The education component is a semester based, post-graduate, distance-learning program
- Candidates are provided with and have access to a range of learning resources including printed and online materials

WHEN DO ENROLMENTS OPEN AND CLOSE?

- Please refer to the [Important Dates](#) section on the CPA Australia website for more information on 2020 enrolment dates

HOW MANY SUBJECTS CAN I ENROL INTO AT THE SAME TIME?

- CPA Australia recommends candidates enrol into one subject per semester
- Candidates can enrol into a maximum of three subjects per semester

HOW LONG DO I HAVE TO COMPLETE THE CPA PROGRAM?

- You have six years from the date you become an Associate (ASA) member
- Extensions beyond these six years may be granted upon application

WHICH SUBJECT SHOULD I CHOOSE FIRST?

- There is no set order – though many candidates elect to study **Ethics and Governance** first
- Candidates cannot enrol into **Global Strategy and Leadership** until they have completed all other compulsory segments

CAN EXEMPTIONS BE GRANTED FOR SUBJECTS?

- Exemptions can be granted from elective subjects only – all other subjects are compulsory regardless of prior study

HOW MUCH STUDY TIME IS RECOMMENDED PER SUBJECT?

- We recommend 10–15 hours of study per subject, per week over the course of the semester

I COMPLETED A DESIGNATION WITH ANOTHER ACCOUNTING BODY, DO I HAVE TO COMPLETE ALL OF THE CPA PROGRAM?

- CPA Australia has membership pathway arrangements with a range of leading accounting bodies all around the world, and may recognise in full or part, the programs of other Professional Bodies. [View our website](#) for further detail.

FOUNDATION EXAMS

WHAT ARE FOUNDATION EXAMS?

- If you've studied a degree from a different discipline but want to pursue a career as a CPA, Foundation exams provide an alternative entry point to the CPA Program and are available to potential members who have not met the core knowledge requirements.
- Consisting of 6 subjects, Foundation exams cover the knowledge and demonstrate the competencies required to undertake the CPA Program.
- Candidates undertaking Foundation exams are not **yet** members of CPA Australia



HOW LONG DO I HAVE TO COMPLETE THE FOUNDATION EXAMS / WHAT IS MY DEADLINE?

- Candidates have 10 years from their first enrolment to complete their required Foundation level subjects. Extensions are available upon request

WHEN CAN I ENROL IN FOUNDATION EXAMS?

- If you complete a [membership application](#) and receive a foundation outcome, you can enrol in your foundation exam subjects online, at any time. Please note however that some countries are facing greater COVID-19 impacts than others, and availability to [schedule your exam](#) in an exam centre will vary per market

HOW MANY FOUNDATION EXAMS CAN I ENROL INTO AT THE SAME TIME?

- Candidates can enrol into all 6 Foundation exam subjects at the same time (if applicable)

HOW MANY TIMES CAN I ENROL INTO / FAIL AN EXAM?

- Candidates can enrol into the same exam as many times as required, but can only fail a subject 3 times (four attempts are the maximum of the same exam)
- Candidates who have failed the same exam 3 times will need to complete a subject within an accredited degree to meet core knowledge requirements

WHAT IS THE PASS MARK FOR THE FOUNDATION EXAMS?

- Pass marks are different for each exam. The candidate feedback report advises of the exam mark and whether the candidate has passed or not

WHAT RESULTS / RESULT FORMATS / GRADES ARE AVAILABLE?

- Official exam results indicate the grade awarded. The only grades that are provided for Foundation level are pass and fail

I FAILED MY FOUNDATION EXAM; CAN I HAVE IT REMARKED?

- No, results are final and are not re-examined or remarked under any circumstances

YOUR EXPERIENCE REQUIREMENT

WHAT IS 'YOUR EXPERIENCE'?

- You will need to complete 36 months of relevant experience in addition to the study-based component of the CPA Program. To be considered relevant experience your role/experience must include at least one technical skill from the skills list
- You must demonstrate a minimum of 10 skills from the skills list, across four different categories: **Technical, Personal effectiveness, Business and Leadership**

WHAT SHOULD I DO IF I AM UNABLE TO COMPLETE 'YOUR EXPERIENCE' WITHIN THE TIMEFRAME?

- An extension to this deadline can be granted in extenuating circumstances

HOW DO I KNOW IF MY ROLE IS RELEVANT?

- Applicants need to review the technical areas of work in the **Your Experience – Skills Guide** to ensure they can achieve at least one technical skill in the role

DO I NEED WORK EXPERIENCE IN ORDER TO COMMENCE THE CPA PROGRAM?

- No. The 36 months of work experience may be accumulated before, during and throughout the next 6 years from the time you commence the CPA Program

HOW CAN I CLAIM MY EXPERIENCE?

- You can claim any length of experience with any number of employers. We encourage you to submit a form once per year, at a time of your choosing. If you change jobs frequently, we recommend you have your experience signed-off by a CPA, FCPA or IFAC member regularly

DO I NEED A MENTOR?

- Mentors add value to your career progression and are encouraged; however, engaging a mentor is optional

WHAT IS THE RECOGNISED EMPLOYER PROGRAM?

- A program for employers where CPA Australia assesses and validates an organisation's professional development methods and approach. The [Recognised Employer Program](#) consists of a select group of organisations who are committed to providing their employees with the highest standard in professional development and support.