

## APPLICATION PROCESS FOR MEMBERS OF THE CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)

### Memorandum of Understanding – Effective August 1, 2023

#### Eligibility

To be eligible for admission under the Memorandum of Understanding (MOU) entered into by the Chartered Institute of Management Accountants (CIMA) and CPA New Brunswick (CPA NB), applicants must meet the following requirements:

- Be a member in good standing with CIMA with no outstanding disciplinary charges or outstanding complaints in the course of an investigation, and declare any criminal and any previous disciplinary action.
- Have a recognized university degree from a degree-granting institution in addition to successfully completing the CIMA program. Only degrees obtained from post-secondary institutions, which are recognized in the International Handbook of Universities published by the International Association of Universities or a similar recognition service, such as the World Education Services (WES), will be accepted.
- Have been admitted to CIMA by completing and passing all the assessments of the CIMA Program and not by virtue of another agreement with a third party.
- Applicants may meet the practical experience requirements at the registration stage if they can provide evidence of 2 years post-designation experience. If you do not meet the above criteria, you will be required to submit a detailed description of your experience by completing the Practical Experience for International Accountants form. All experience must have been gained as a member or student of CIMA.
- Be employed and reside in Canada at the time of application. Applications for membership in CPA New Brunswick through this MOU will only be processed for applicants living and working in New Brunswick.
- Make an application in the appropriate form and pay the prescribed fees and dues.

An applicant who has completed/passed the Management Case Study while having:

- a) Been a resident of Canada; or*
- b) Become a resident of Canada; or*
- c) Returned as a resident to Canada*

must provide proof of having obtained either:

1. a university degree from a degree-granting institution of higher education outside of Canada as a result of having attended the institution in person, outside of Canada, for classroom instruction on a full-time basis; or
2. at least three (3) years of full-time practical experience in accounting outside of Canada.

#### Registration Prerequisites

Applicants are required to successfully complete and pass Days 2 and 3 of the Common Final Examination (CFE) and meet the experience requirement to become members of CPA New Brunswick. Applicants are allowed three attempts to pass Days 2 and 3 of the CFE. After three failed attempts, applicants will be de-registered. If eligible to re-register, applicants must meet all the current entrance requirements and will no longer be eligible for any exemptions from the CPA Professional Education Program (PEP) pursuant to this agreement.

Applicants are strongly encouraged, but not required, to gain core knowledge of Canadian Tax, Canadian Law and Canadian Accounting Standards for Private Enterprises and complete Capstone 2 in preparation for days 2 and 3 of the CFE.

Applicants must submit the following documents to CPA New Brunswick:

- Submit a credential evaluation report for your university degree(s) assessed by a third-party assessor, for example, World Education Services (WES). The third-party assessment must be sent directly by your assessor to [membership@cpanewbrunswick.ca](mailto:membership@cpanewbrunswick.ca) or by mail to the address below. The assessment should verify that you have a post-secondary degree equivalent to a 3- or 4-years Canadian bachelor's degree. This assessment must be dated within one year.

CPA New Brunswick  
860, Main Street, Suite 602  
Moncton, NB E1C 1G2

- An original letter of good standing and original transcripts from CIMA. **This letter must be sent directly from the accounting body to CPA New Brunswick through mail at the address above or email to [membership@cpanewbrunswick.ca](mailto:membership@cpanewbrunswick.ca).** Transcript information should include exams taken, dates of completion and results.
- A detailed chronological resume listing education history and all work experience, including positions held, start and end dates, roles and responsibilities, and behaviourally based examples of your professional achievements to date to demonstrate how you achieved a minimum of two (2) years of relevant accounting experience.
- Proof of identity/legal name as evidenced by acceptable government-issued documentation. Please note that if the name under which you are applying for membership is different from that which appears on your educational documents or the document submitted as proof of legal name, a copy of the document supporting the change of legal name, endorsed with "this is a certified true copy" signed and dated, is required.
- Proof of Canadian citizenship or residency (such as Permanent Residence card, Canadian citizenship certificate card, passport stamp(s) etc.)
- Any other documentation as may be required.

Once your application and other required documents are submitted in full, the package is reviewed by CPA New Brunswick. If all the criteria are met, your package will be forwarded to CPA Atlantic School of Business (CPA ASB). They may require further information to process your registration for the required education and examination. Once you have a successful result on the CFE and have met the other membership criteria, you will be eligible to apply for membership with CPA New Brunswick.

## **Requirements for the Practice of Public Accounting**

Admission as a member under this MOU does not provide a member with the right to offer public accounting services. An application for a public practice permit must be made separately to CPA New Brunswick, and applicants may be required to meet further requirements to gain access to these rights.