

CIMA-CMA MRA: Application Tips – March 2017

Purpose and Scope

CMA Canada and CIMA UK have established a Mutual Recognition Agreement (MRA). CMA Ontario and CPA Ontario have unified as one organization operating as CPA Ontario. Individuals who are admitted to membership by virtue of the MRA between CIMA, U.K. and CMA Canada will automatically become members of CPA Ontario. This document presents tips for applicants to avoid typical errors made by CIMA members applying under the MRA process. By avoiding these typical errors, applicants can improve the processing time needed by CPA Ontario. This document is intended to assist CIMA members seeking to convert under the MRA in Ontario and does **not** replace or summarize the procedures used by CPA Ontario. CIMA cannot guarantee a successful application. This document will be updated periodically.

Application Tips

1. *Candidates can conduct basic research regarding the application process by visiting CPA Ontario's website before contacting CPA Ontario.*

The first step is to review all the information available on CPA Ontario's website (<http://www.cpaontario.ca/Admissions/InternationallyTrainedAccountants/CMAMRA/1010page20701.aspx>) regarding conversion under the MRA. By doing this, applicants can ask more targeted questions relating to the conversion rules specific to their situation.

2. *Contact CPA Ontario directly for clarifications*

CPA Ontario has requested that applicants contact Customer Service via phone at 1-800 387-0735 or via email for further information & clarification (to submit an email, please visit their website at <http://www.cpaontario.ca/contactus.aspx> and click on the appropriate subject). If staff are unable to provide satisfactory answers, they will connect applicants with the Registrar's Office.

3. *Can convert without a university degree*

Applicants without a university degree may be accepted for membership, if they possess a minimum of five years of practical experience at the "managerial level."

4. *Confirm that your university degree is acceptable*

The university degree or the equivalent, must be recognized by CPA Ontario. Applicants should contact CPA Ontario to confirm this.

5. *Read all the notes and instructions in the application form*

The application form and notes are comprehensive and can answer most of the fundamental questions.

6. *Provide required proof of completion of recognized university degree*

CPA Ontario accepts & requires original transcripts only. If you have your original transcripts, you can bring them to CPA Ontario's office for visual verification. Staff will take a photocopy for your file and you can take the originals home.

7. *CIMA, U.K. documents must be originals*

CPA Ontario will only accept original CIMA letters of good standing and CIMA transcripts. The hard copy of originals can be sent by the applicant along with their application by mail or applicants can ask CIMA to send the documents directly to CPA Ontario.

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8. *Any designated member of CPA Ontario (especially if he/she is a CIMA member) can be a sponsor*
A designated CPA member, even if he or she is also a CIMA member, can be your sponsor. If the applicant does not know a designated CPA, it is recommended that the applicant use networking strategies to find a sponsor, who has a CPA.
9. *Make sure you submit all the forms and documents required*
All forms and documents requested directly from the applicant should be submitted all together. Processing time is extended if CPA Ontario has to match documents submitted at different times.
10. *Include correct payment / processing fees*
Candidates are required to submit the fees along with their application and supporting documents. The fees owed at the time of applying for admission are found on the *Application for Membership – Mutual Recognition Agreement Candidates* form as well as CPA Ontario's website.
11. *Be aware of the likely processing time*
Prior to presenting for admission to membership, CPA Ontario processes all of the applications and follows up with the applicants if any documentation is missing or any of the common errors noted above are encountered. Therefore, there is no fixed processing cycle date and any application error can delay the processing time – so be conscious of this when submitting your application and wait for it to be processed.
12. *Start the process before arriving in Canada*
CIMA members can apply for admission prior to moving to Canada.

CIMA Canada Mentoring Committee