

2011

2012

# A career you can count on.

Program of Professional Studies



We see more than numbers

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# Advanced learning developed and overseen by the best.

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As this calendar is published several months in advance of the start of our academic year, CGA NWT/NU reserves the right to change or amend its programs, fee structure and regulations over the course of the year.

## A CGA designation offers flexibility, opportunity and financial reward.

Becoming a Certified General Accountant benefits you at any stage of your career. It equips you with the tools essential for success, offering flexibility, opportunity and financial reward. Recognized for its commitment to quality, integrity and thorough skills development, the CGA program of professional studies has proven to meet the highest of standards in leading-edge financial management competencies, integrated computer technologies and independent learning.

Earning the CGA designation opens doors to employment prospects and a wide range of career options. With the CGA program of professional studies, you don't need to choose between school and work; your learning supports your work and your work supports your learning.

Overseen by CGA NWT/NU and CGA Canada, the program shapes professionals who see the opportunity behind the numbers. You will learn from a comprehensive and dynamic curriculum developed by a renowned educational team with the support of leading accounting and business specialists and academics. The program enables you to accelerate your career through real-world experience in full-time employment.

CGA NWT/NU also offers professional development support that is unparalleled in the profession. It fosters long-term career advancement and international mobility, ensuring that your development as a professional will remain a lifelong experience. You'll be given the opportunity to hone your ability to analyze and interpret financial information, think creatively and solve complex problems, with the expertise to forecast and implement corporate strategies and communicate effectively.

As a CGA, you have the opportunity to command maximum earning power. CGAs hold senior financial executive positions—as presidents, CEOs, CFOs, directors and corporate partners—all ranking in the top five per cent of income earners in Canada.

### What Is CGA NWT/NU?

The Certified General Accountants of Northwest Territories/Nunavut is a self-governing body that grants the exclusive rights to the CGA designation and controls the professional standards, conduct and discipline of its members and students in the province of Northwest Territories/Nunavut. As the provincial authority supporting Northwest Territories/Nunavut 112 CGAs and 60 students, CGA Northwest Territories/Nunavut is committed to innovation and excellence.

CGA NWT/NU is an affiliate of the Certified General Accountants of Canada, the professional association representing a network of 73,000 CGAs and students in the CGA program across the nation and abroad. Recognized internationally, CGA Canada is a full partner of the leading accounting standards organizations.


### Want To Learn More?

Attend a free information session and learn:

- about the CGA designation
- about our online program that allows you to earn while you learn
- how the CGA designation contributes to a successful career
- how your post-secondary education offers you advanced standing in the CGA program

Dates, locations and further details are available online at [www.cga-nwt-nu.org](http://www.cga-nwt-nu.org).

This program is published several months in advance of the start of our academic year. CGA NWT/NU reserves the right to change or amend its programs, fee structure and regulations over the course of the year.

A close-up portrait of Cathy Cudmore, a woman with long dark hair and green eyes, smiling slightly. She is wearing a dark, textured jacket and small hoop earrings. The background is a solid blue color.

**Cathy Cudmore, B. Rec., CGA**

Partner/Shareholder  
Avery, Cooper & Co./Avery Cooper Financial Corp.

I was looking for a career change and I had always been interested in the financial aspects of the previous jobs I had held. I knew that obtaining an accounting designation was the key to gaining the specific knowledge I would need to work in the accounting field. I was attracted to the CGA designation because it offered flexible study options that allowed me to work and complete the designation at the same time. This was important as I was making a complete career change and, financially, I needed to continue to work

Studying, along with working full time for over five years to complete the CGA courses was a challenging and often frustrating experience. In the end, all the hard work was worth it as the successful comple-

tion of the CGA designation opened the door for me to become an accountant, then partner at Avery Cooper & Co. Also, the time management skills that were developed while completing my designation were another benefit of working and studying simultaneously. These skills have served me well in the demanding, time sensitive world of public practice.

Accounting and specifically public practice accounting is a great career which offers varied work in accounting, audit and tax. It has given me the opportunity to travel the North, meet many people and assist individuals, companies and organizations and over the past 19 years.

## A program that delivers what you need to succeed.

### Recognized Professional Competence

Today's turbulent business world demands highly skilled financial professionals. By achieving the CGA designation, you demonstrate that you have what it takes to exceed employer expectations. The designation is recognized throughout Canada and around the world as a standard of excellence and professionalism in all aspects of finance and business management.

As a CGA, you will adhere to one of the most respected codes of ethics and rules of professional conduct, and be respected for your commitment to continuing professional development.

### Work Around The World

Mutual Recognition Agreements (MRAs) signed between CGA Canada, the Association of Chartered Certified Accountants (ACCA), CPA Ireland, and CPA Australia permit CGAs to readily obtain the ACCA, CPA Ireland, and CPA Australia designations—making work abroad that much easier.

### Experience Immediate Career Benefits

Why wait? Enjoy career benefits upon enrolment. The majority of students advance to rewarding positions long before achieving the CGA designation. Employers are keen to add CGAs to their senior financial and operations teams, as employers recognize that students within the program have been groomed for success under Canada's finest and most-demanding financial management curriculum.


### Technology That Powers Business Decisions

Effective use of technology is critical to your career. The Certified General Accountants of NWT/NU has been a forerunner in integrating new technology into its program of professional studies for over 20 years. As a student—and later as a CGA—you will be widely recognized as belonging to an elite group of professionals capable of applying current technology to make sound business decisions, manage complex information and provide effective organizational leadership.

### Standards That Meet Rising Academic Benchmarks

To address the growing demand for ever-higher qualifications, standards and skills in accounting and finance professionals, CGA NWT/NU complements its professional training program with a degree requirement. The degree requirement ensures that all CGAs are fully equipped to exceed the changing demands of the globally focused business community.

If you are entering the CGA program without a degree, please see page 11 for more information.



Marissa Martin, CGA, MBA  
Manager, Financial Planning and Analysis  
Department of Education, Culture and Employment  
Government of the Northwest Territories

Before moving to Canada 16 years ago, I had completed both my Bachelor of Science in Business Administration, Major in Accounting and a Certified Public Accountancy Designation from the Philippines. However, as I started to re-establish my finance and accounting career here in Canada, I had quickly come to realize the importance of attaining a Canadian professional accounting designation.

I was drawn to the Certified General Accountancy (CGA) Program recognizing that it was a highly respected professional accountancy program in Canada offering advanced technical and management training opportunities. The CGA program of studies was certainly a challenging endeavour however, the structure of the Program did offer me the flexibility and accessibility I needed to balance my work, courses and family.

As I progressed through the CGA Program, I was offered more and more opportunities to progress onto senior financial management and advisory roles.

After receiving my CGA designation in 2002, I continued on with in my studies and enrolled in the Masters of Business Administration Program with Royal Roads University. The discipline and technical training I had acquired from the CGA Program was quickly recognized by my MBA instructors and fellow learners, as we formulated practical solutions to a wide range of business challenges and opportunities.

I can say without a doubt that my CGA Designation has been a key success factor in my academic and professional achievements to date.

CGA Designation

Required

Issues in Professional Practice	PA1
Strategic Financial Management	PA2

Electives

Two of the following:

Advanced External Auditing	AU2
Advanced Corporate Finance	FN2
Information Systems Strategy	MS2
Internal Auditing and Controls	MU1
Public Sector Financial Management	PF1
Advanced Personal and Corporate Taxation	TX2

Advanced

Financial Accounting: Consolidations and Advanced Issues	FA4
Advanced Management Accounting	MA2
Personal and Corporate Taxation	TX1
Accounting Theory and Contemporary Issues	AT1
External Auditing	AU1
Public Practice Audit Case	BC2

Foundation Studies

Accounting Business Case	BC1
Managing Information Systems	MS1
Corporate Finance Fundamentals	FN1
Financial Accounting: Liabilities and Equities	FA3
Financial Accounting: Assets	FA2
Business Quantitative Analysis	QU1
Management Accounting Fundamentals	MA1
Business Communication	CM1
Business Law	LW1
Micro and Macro Economics	EM1
Financial Accounting Fundamentals	FA1

A recognized post secondary degree, work experience and completion of academic requirements are required prior to certification. If you would like additional information on the integrated degree opportunity, please contact CGA NWT/NU's office or send an email message to [adm@cga-cga-nwt-nu.org](mailto:adm@cga-cga-nwt-nu.org). For detailed descriptions of the courses, required textbooks and software, visit [www.cga-nwt-nu.org](http://www.cga-nwt-nu.org).

## Highly relevant, rigorous courses.

The program's course materials and examinations are developed by CGA Canada with the support of more than 100 leading academics and professionals (see the Path to Becoming a Certified General Accountant on page 9). The CGA program's rigorous development process provides students with up-to-date, relevant and functional learning resources.

The program's academic requirements may be satisfied by CGA examination or by transfer credit. Regardless of your academic standing, a minimum of one business case, two courses plus two challenge exams must be completed through the CGA program.

### Professional Certification Geared To Your Goals

Certification courses and certification examinations represent the final phase of academic preparation prior to certification as a CGA. At this point, students have the opportunity to focus on an area that supports individual career goals and interests. The certification level of the CGA program consists of two career option courses with accompanying four-hour examinations, as well as two professional applications courses and accompanying four-hour capstone examinations.

Issues in Professional Practice (PA1) focuses on the perspective of an external accountant providing auditing, taxation and business advisory services to clients.

Strategic Financial Management (PA2) focuses on the internal accountant or financial manager, and provides an in-depth study of strategic financial management concepts.

The professional applications examinations are competency-based assessments. In addition to specific technical competencies, candidates are required to demonstrate core competencies in ethics, technology, business strategy and change management, using real-world business simulations.

### Take Advantage of The Accredited Programs

Students who graduate from a CGA accredited program at a post-secondary institution are eligible to enroll in the certification courses of the CGA program of professional studies. This means that a student has one year or less of part-time studies in order to complete the education requirement of the CGA program.

### Specialize In Your Preferred Area Of Business

**Corporate and small- to medium-sized enterprises (SMEs)** is for students interested in managing the resources of corporate entities. Emphasis is placed on capital and investment decisions, long-term planning, and competitive analysis. The courses for this area of focus include: Advanced Corporate Finance (FN2), Internal Auditing and Controls (MU1) or Information Systems Strategy (MS2).

**Information technology management** is for students pursuing careers related to the analysis, design and implementation of computer-based information systems from a financial management end-user perspective. It is also for those involved in management auditing, including EDP auditing, and systems development activities. The courses for this area of focus include: Internal Auditing and Controls (MU1) and Information Systems Strategy (MS2).

**Government and not-for-profit** is for students pursuing careers in the public sector, association management, charitable and not-for-profit organization management, health service organizations and education. This stream emphasizes public sector accounting, not-for-profit reporting issues, expenditure controls and strategic planning. The courses for this area of focus include: Public Sector Financial Management (PF1), Internal Auditing and Controls (MU1) or Information Systems Strategy (MS2).

**Public practice** prepares students to succeed in a public practice career, providing accounting, auditing, tax planning and business consulting services to corporate and small- to medium-sized enterprise clients. The courses for this area of focus include: Advanced Corporate and Personal Taxation (TX2), and Advanced External Auditing (AU2).

### Meeting The Degree Requirement

Before your CGA designation can be granted, you must hold a degree in any field from an approved degree-granting institution. Non-Canadian degrees must be deemed equivalent to a Canadian degree to be acceptable. CGA NWT/NU's degree requirement is not an entrance requirement, but it is a requirement prior to certification.

### Integrated Degree Opportunity

For students entering the CGA program without a bachelor's degree, CGA NWT/NU offers an integrated degree opportunity. Our exclusive post-secondary partnership with Laurentian University provides students in the CGA program with an innovative means to complete an honours bachelor of commerce degree concurrent with their CGA program of professional studies.

CGA NWT/NU administers the admission and course delivery processes for the LU degree opportunity.

The LU honours bachelor of commerce degree combines versatile management education and core business skills, which complement the CGA program of professional studies by providing students with a solid professional business education. For more details on the LU degree opportunity, please visit <http://cga.laurentian.ca>.

“I knew I wanted to pursue an accounting designation but needed a program with a high level of flexibility for work, starting a family and all the sporting activities that I loved to play.”



**Jamie Koe, H. B. Com., CGA**  
Director - Policy & Planning  
Department of Finance  
Government of the Northwest Territories

“I graduated from the Southern Alberta Institute of technology with a diploma in accounting and began working for the Government of the Northwest Territories (GNWT) in 2003. I knew I wanted to pursue an accounting designation but needed a program with a high level of flexibility for work, starting a family and all the sporting activities that I loved to play. The CGA program is a proven, high quality program meeting high standards in financial management competencies and it offered the flexibility I needed to be successful in all my pursuits.

I enrolled in the program in 2006 and after receiving exemptions for my diploma I was almost complete level 3 of the program. Once I completed level 4 I enrolled in the Laurentian University Online H.B. Com Program. This program offered me the ability to obtain a degree with a

University partnered with the CGA Association offering the same level of high standards on the same learning platforms. In 2009 I was able to write and pass my final exam while in Halifax for a sporting event, which is a clear indicator of the flexibility of the program.

As I moved through the curriculum the courses I took supported my work with the GNWT Department of Finance. The program provided me with a basis for career advancement and a wide knowledge base. Upon my graduation I was promoted to the Director level within the Department. This shows the CGA designation provides the opportunity for advancement to attractive job opportunities.”

### A Program That Adapts To Your Needs, Lifestyle And Experience

The CGA program respects and accommodates your personal learning style, career goals and lifestyle. There are numerous options available for integrating learning and advancement.

### Access To Innovative Study Options

CGA NWT/NU's use of innovative educational technologies provides you with a flexible, state-of-the-art learning environment, accessible 24 hours a day, seven days a week. Internet and business software technologies offer the advantages of independent and collaborative learning. Our integrated technology allows you to network with course directors, tutors, academic advisers and colleagues studying in the CGA program from almost anywhere, plus access to the following:

- bulletin-board learning groups
- comprehensive course reviews
- examination preparatory tools
- free technical support
- immediate online feedback
- prerecorded audio and video lectures
- supplemental study resources

### Tailor Studies To Your Desired Career Path

Enjoy unique opportunities to tailor your professional studies to your interests, experiences and desired career path. In the certification courses of the CGA program, there are 14 combinations from which to choose. They span every industry—including corporate and small- to medium-sized enterprises, information technology, government and not-for-profit, and public practice—to meet the needs of every accounting professional in every sector.

### Retain The Flexibility To Transfer To Other Provinces

The CGA designation is recognized throughout Canada and around the world. As a CGA, you have the portability to transfer your designation from province to province across the country.

### Earn While You Learn

Enjoy the benefits of career advancement and a full-time salary while being a part-time student. The CGA program is designed to support full-time work in an accounting or financial management-related position while completing the CGA program.

### Benefit from a Highly Effective Job-Finding Service

CGA NWT/NU provides an online employment referral service for students in the CGA program. Employers from across the country advertise a full range of accounting and financial management positions on our employment referral service.

### Obtain Your CGA Designation And Your MBA Concurrently

Senior-level students in the CGA program of professional studies may be eligible to enroll in Laurentian University's online Master of Business Administration (MBA) program. Take advantage of the overlap between CGA NWT/NU's courses and the Laurentian MBA courses; with applicable exemptions, you could earn your MBA from Laurentian's online MBA program in as few as 15 months. For additional information, please visit <http://cga.laurentian.ca>.

### Relevant Employment Experience

The application of practical experience, concurrent with the study of conceptual knowledge, is an integral component of developing a well-rounded professional. The freedom to obtain experience in a variety of accounting and financial management positions is one of the major advantages of CGA NWT/NU's certification process.

Before qualifying for certification as a CGA, candidates must demonstrate that accumulated work experience has progressed to positions requiring a high degree of knowledge and responsibility. The candidate's employment experience must be in an accounting or financial management position. In order to meet the employment experience requirement, we recommend that when you begin the academic program, you are already a full-time employee in a position that will allow you to progress towards acquiring sufficient experience in the accounting and financial arenas.

To fully meet the experience requirements, candidates are expected to be employed in a position that requires the application of knowledge and independent thinking in an accounting, auditing or financial management function for three or more years with at least one year of Canadian professional experience. Employment experience is assessed on the basis of demonstrated competencies.

### Streamline Learning With Course Transfer Credits

Courses completed by a student at a university, college or professional association whose content and standards are deemed equivalent by CGA NWT/NU to courses in the CGA program may be eligible for transfer credits. Official sealed transcripts are required. Copies of the original documents may be accepted in specific circumstances where studies have been completed in countries currently experiencing political unrest or natural disasters.

### Proven Course Mastery Through Challenge Exams

A once-only challenge exam may be permitted at the discretion of the manager of admissions and registration for advanced-level equivalent courses or if there is any doubt as to whether or not a transfer credit is justified. Challenge exams are written within one year of enrolment in the program. A student who is unsuccessful in a challenge exam must then enroll in the same CGA course that was challenged. Enrolling in a course for which a student previously received a challenge exam privilege voids that challenge exam privilege.

### Length Of Time In The Program

The length of time a student has to complete the program is based on the number of transfer credits granted and is determined during the first year of enrolment.

Number of transfer credits granted upon initial enrolment

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10	10	9	9	8	8	7	7	6	6	5	5	4	3	3

Maximum number of years allowed to complete CGA program

## The CGA Program Study Method— structured to put your needs first

Individuals have the opportunity to study part-time while pursuing full-time employment and career advancement. The CGA NWT/NU program offers three sessions annually: fall, winter and spring (sessions 1, 2 and 3). Students register for one course per session.

All courses take advantage of a Windows based computer-integrated delivery. A wide range of leading business software is integrated to provide students with hands-on opportunities in developing the skill to use technology as an effective business decision-making tool.

The CGA program offers an exceptional level of educational support, including weekly online audio lectures that facilitate the entire program being completed by distance learning.

The program prepares you for certification as a financial professional. Successful students need commitment, self-discipline and organizational skills. Expect to devote a minimum of 20 hours per week to your studies.

### Modules And Assignments Consolidate Learning

Depending on course selection and level of study, a student will be required to submit assignments, assessments and/or complete quizzes online. Students will be advised through the Online Learning Environment (OLE) of their specific course qualification requirements.

### Examinations Ensure High Standards

All students in foundation and advanced courses write a three-hour national examination at the end of each course.

Exams for career option courses are four hours, as are the final two capstone exams.

You must achieve a minimum mark of 65 per cent to receive a pass in a course.

To assist students in examination preparation, a practice examination and suggested solutions are provided with your course materials. Students also have access to previous exams and solutions as study resources. Online audio review sessions are available, providing the opportunity to listen and replay (as desired) a recorded review class via a computer, wherever you are based.

### Scholarships and Awards

#### ULU Award

Avery Cooper & Company of Yellowknife presents the ULU Award and \$400 to the student in the Professional Level who has demonstrated academic excellence by achieving the highest overall average on at least two CGA examinations.

#### Grant Hinchey Scholarship

The Certified General Accountants of the Northwest Territories/Nunavut in recognition of the student academic achievement has made available the Grant Hinchey Scholarship. The annual award of \$1500 will be awarded to the student who meets the following criteria.

The student has written a minimum of two exams (first attempts only) at the PACE Level: within a twelve month time frame and has achieved a mark of 80 per cent or higher on both exams.



**Arvind Vashishtha, P. Eng., PMP, CGA Student**  
Project Officer, Department of Transportation,  
Government of NWT

“With CGA studies I could take the online courses in my spare time without leaving my full time job.

This enabled me to meet my financial commitments and maintain my personal life.”

I moved to Inuvik in 2001, and since then I had been working with Government of Northwest Territories as a Project Officer/Engineer. Back in 2007, I decided to enhance my skill set and add Accounting and Finance designation to my qualifications. After great deal of research, I found that CGA Program of Professional Studies best suited my requirements to my situation with engineering background.

By enrolling with CGA Professional Studies, I could start with foundation courses which are designed to build skills block over block.

Starting at Level 1 with FA1 in December 2007, I have completed all the courses of Level 4 in November 2010. This required dedication and commitment, I was prepared for this when I decided to pursue the CGA designation. If you ask me, it was not an easy ride at all to keep up

with the dead lines of assignments and quizzes along with numerous job related deadlines. CGA courses are rigorous and of high quality. At the same time Course Directors and peers on Peer-to-Peer Discussion Forums had been very helpful in understanding, analyzing and solving complex problems. CGA studies greatly enhanced my management skills.

Now, since I have completed Level 4, I am eligible to enroll for online Master Business Administration program with Laurentian University. Combination CGA designation with P. Eng and PMP will be excellent qualification and shall be a deciding factor in attaining my goal to move to senior management level and above.

My wife had been a great support and inspiration in successfully completing the courses.



Fees may be paid by certified or employer cheque, Interac, money order or credit card (Visa, MasterCard or American Express), payable to CGA NWT/NU. Cash, personal cheques and/or post-dated cheques are not accepted. Tuition fee receipts for income tax purposes are issued online February each year.

### Basic Tuition Fee

All new and re-enrolling students pay an annual non-refundable basic tuition fee each academic year.

### New Students

The basic tuition fee for new students varies based on the session in which they first enrol as follows:

(Session 1) Fall (F): \$772	(Session 3) Spring (S): \$410
(Session 2) Winter (W): \$584	(Session 4) BC1 & BC2 Summer (S): \$249

In years subsequent to their first year, all students must pay the annual basic tuition fee in the fall.

### Course Fees

Course fees include the costs of textbooks, CD/Internet-based resources, educational software and examination fees (except for deferred and supplemental examinations). Students will be required to purchase Sage AccPac CD for BC1 and Caseware CD in BC2.

### Transfer Credit Fees

If you are granted additional transfer credits after initial enrolment in the CGA program you must pay \$30 per transfer credit.

### Challenge Exam Fee

The fee for a challenge exam is \$450 and does not include required textbooks or software.

### Financial Support

Students in the CGA program qualify for the federal government's Lifelong Learning Plan (LLP). This plan allows you or your spouse to withdraw funds from your registered savings plan to finance your education. In order for the CGA program to qualify, you must enrol in courses in three sessions. Information can be obtained from the Canada Revenue Agency's website at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). The Bank of Montreal offers a line of credit to students in the CGA program of up to \$6,500 per year to a maximum of \$39,000 over six years. The line of credit can be used for tuition, course fees, books, computer and software purchases. There are no fees, and students can make interest-only payments for up to one year after certification.

### Microsoft Office

Students must use Microsoft Word, Excel and PowerPoint for Windows, version 2003 or 2007, in all courses. When enrolling, students must acknowledge that they either currently own, have the owner's permission to use, or will purchase this product. (Microsoft Office Home and Student 2007 edition is available in the marketplace for approximately \$200.)

For full requirements, please go to <http://www.cga-canada.org>

### Computer Tutorials

The CGA computer tutorials are offered in separate modules. CT1 and CT2 are accessible through the Online Learning Environment. CT3 is provided to students as part of the Sage Accpac ERP 5.3A software.

### CICA Handbook

Some advanced and certification courses require access to the current edition of the CICA Handbook. Students may purchase the accounting, assurance or public sector modules of the CICA Handbook through the supplementary CD-ROM received with course material. The cost is approximately \$200 for each module. Fees and charges exclude any applicable taxes.

### Refund Policy

Service charges and fees paid for application for transfer credits, former student evaluation, annual basic tuition and exam deferral are non-refundable.

If you wish to change a course or transfer to another session after registering, your request must include any difference in course fees and a \$100 withdrawal service charge, which covers withdrawal from the original course. You must adhere to course withdrawal deadlines when requesting any course changes.

Academic fees exclude any applicable taxes.



Jia Mei Yi, CGA



Angela Adler, CGA



Jamie Koe, CGA



Yanyun Zhang, CGA

# Congratulations!

## 2011 / 2012 Course Offerings

	Fall	Winter	Spring	Summer
FOUNDATION STUDIES	FA1	EM1	EM1	
		FA1	FA1	
	FA2	LW1	LW1	
		CM1	CM1	
	MS1	QU1	QU1	
	FA3	FA3	FA3	BC1
BC1	FN1	FN1		
		BC1	MS1	
			BC1	
ADVANCED STUDIES	BC2	AT1	AT1	AT1
	FA4	AU1	AU1	AU1
	MA2	BC2	BC2	BC2
		FA4	FA4	MA2
		MA2	TX1	
	TX1			
CERTIFICATION STUDIES	FN2	AU2	AU2	
	MU1	FN2	MU1	MU1
	TX2	MU1	FN2	
	PA1	MS2	MS2	
	PA2	PF1	PF1	
		PA2	TX2	TX2
		PA1		

### Admission Requirements

The CGA program is open to permanent residents of NWT/NU who are either Canadian citizens or landed immigrants, and students with an acceptable study permit. The CGA program welcomes applicants with a variety of educational backgrounds, such as:

- a bachelor's degree
- a college diploma
- a secondary school diploma
- partial post-secondary credits

All of the above scenarios are acceptable for application to the program. Mature students (over the age of 21) with a minimum of two years of work experience will also be accepted.

2011 / 2012 Important Dates

**Fall Session 1**

August 14, 2011	Deadline to submit Application for Transfer Credits
August 14, 2011	Deadline to submit Application for Enrolment (paper copy)
August 14, 2011	Deadline to enrol online
September 5, 2011	Assignment submission window opens (course begins)
November 28 –	Session 1 exams
December 3, 2011	

**Winter Session 2**

November 13, 2011	Deadline to submit Application for Transfer Credits
November 13, 2011	Deadline to submit Application for Enrolment (paper copy)
November 13, 2011	Deadline to enrol online
December 5, 2011	Assignment submission window opens (course begins)
March 5–10, 2012	Session 2 exams

**Spring Session 3**

February 19, 2012	Deadline to submit Application for Transfer Credits
February 19, 2012	Deadline to submit Application for Enrolment (paper copy)
February 19, 2012	Deadline to enrol online
March 12, 2012	Assignment submission window opens (course begins)
June 4–9, 2011	Session 3 exams

**Summer Session 4  
BC1 & BC2 Only**

May 13, 2012	Deadline to enrol online
June 4, 2012	Assignment submission window opens (course begins) subject to up-dates
August 27–30, 2012	Session 4 exams

### Completing Your Application For Enrolment

Initial registration in the CGA program of studies requires enrolment in a CGA course or challenge exam. Applications for enrolment will be accepted prior to each session according to the deadline dates listed on page 21. In order to allow time for processing and the delivery of course material and related information, early registration is advisable. Ensure that the delivery address you provide is the best one possible. A \$55 fee (excluding applicable taxes) may be charged for course material that is re-shipped because the initial shipment was unclaimed or must go to a different address. Once you have received your "Transfer Credit Evaluation Report," you may enrol online at <http://www.cga-nwt-nu.org>. A password will be issued once your evaluation is processed. For those who are interested in beginning the program at Level 1 without receiving transfer credits, please submit the Application for Enrolment in hard copy format. There are four enrolment periods for new students during the academic year. Please refer to the previous page for the deadline to submit Application for Enrolment.

If your application for enrolment is not accepted, your entire application will be returned to you.

To enrol in the CGA program, complete the 2011/2012 Application for Enrolment form online at [www.cga-nwt-nu.org](http://www.cga-nwt-nu.org), or complete the enclosed application form and submit it to CGA NWT/NU as follows:

- 1 by fax at 867-873-4469 with payment by credit card.
- 2 in person during normal business hours at CGA NWT/NU's office; payment accepted by certified cheque, money order, credit card or Interac.
- 3 by mail, along with payment by credit card, certified cheque or money order, to

CGA Northwest Territories/Nunavut  
5016-50th Ave.  
Yellowknife, NT X1A 2N1

Allow up to 15 business days for processing when all the required documents have been received. Introductory course material will be shipped five to ten business days after processing is complete. For applications received after the deadline date, processing will begin in the next session.

### Former Students

Individuals who were previously enrolled in the CGA program, but not registered in 2011/2012, must apply for re-entry by completing and submitting—together with the applicable fee—a 2011/2012 Re-enrollment Application.

This application form is available in person from CGA NWT/NU's office or it can be downloaded and printed from the website, <http://www.cga-nwt-nu.org>.

### Student Handbook

With an introductory package, applicants receive a copy of the 2011/2012 Student Handbook, which outlines education regulations and policies. Students are asked to review its contents thoroughly before commencing the program and to keep it handy for quick reference throughout the year.

### CGA NWT/NU Website

[www.cga-nwt-nu.org](http://www.cga-nwt-nu.org)

The student area of CGA NWT/NU's website contains a wealth of useful information, including the following:

- course and exam schedules and locations
- marks
- student-dedicated communications
- transfer credit information
- course enrolment information
- copies of past examinations
- printable forms required for program administration
- program changes and updates
- major program policies and regulations

Students are provided with a username and password upon enrolment in the CGA program. Familiarity with this section of the website, coupled with the Student Handbook, provides quick and easy access to information as well as answers to most questions regarding the program.

### Application for Transfer Credits

Please send this application to CGA NWT/NU prior to, or at the same time as, requesting sealed transcripts from your post-secondary institution(s).

Personal Information section is fully complete.

Payment method indicated (payment included if applicable).

Application is signed and dated.

Application has been sent prior to, or at the same time as, requesting sealed transcript(s) from your post-secondary institution(s).

Submitted official translation of transcript(s) if your transcript(s) are not in English.

Advised post-secondary institution(s) that official transcript(s) must include courses and grades if the institution is outside of Canada.

### Application for Enrolment

Application is signed and dated.

Delivery address for course materials is included (unable to deliver to apartments, post office boxes and rural routes).

All telephone numbers and an email address are included.

Application for transfer credit report is attached (if applicable).

Completed each section on the back of the application.

Course fee, basic tuition fee and challenge exam fee (if applicable) are included.

Method of payment is indicated (payment included if applicable).

### Email Address:

admin@cga-nwt-nu-.org

# 2011/2012 APPLICATION FOR ENROLMENT (For first time registrants only.)



5016 - 50th Avenue  
P.O. Box 128  
Yellowknife, NT X1A 2N1  
Tel: 867-873-5620 Fax: 867-873-4469

An improperly completed application or missing information will delay processing of your application and confirmation of enrolment. Please allow approximately 15 business days for processing. If you have been granted transfer credits, you may enrol online at [www.cga-nwt-nu.org](http://www.cga-nwt-nu.org)

Mr.  Mrs.  Ms.  Miss. Year of Birth \_\_\_\_\_ ID# \_\_\_\_\_

Surname \_\_\_\_\_ Given Name(s) Middle \_\_\_\_\_

Name(s) \_\_\_\_\_ Usual Name(s) \_\_\_\_\_

Degrees/Designations \_\_\_\_\_ Second Language Spoken \_\_\_\_\_

Email Address \_\_\_\_\_ Alternative Email Address \_\_\_\_\_

Address \_\_\_\_\_ Apt #/Unit # \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ \*Postal Code \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Mobile Number ( ) \_\_\_\_\_

Name of Company \_\_\_\_\_ Position Title \_\_\_\_\_

Address of Company \_\_\_\_\_ City or Town \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

\*Business Number ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Institution	Province/State	Country	Degree/Diploma/Designation	Field of Study	Program Completed
					<input type="checkbox"/> Yes <input type="checkbox"/> No Year ____
					<input type="checkbox"/> Yes <input type="checkbox"/> No Year ____
					<input type="checkbox"/> Yes <input type="checkbox"/> No Year ____
					<input type="checkbox"/> Yes <input type="checkbox"/> No Year ____

Note: one course per session permitted

Course	Course Fee	Session (F,W,S)	Fees Payable
FA1 Financial Accounting Fundamentals	\$828		
EM1 Micro and Macro Economics	\$812		
LW1 Business Law	\$812		
FA2 Financial Accounting Assets	\$842		
QU1 Business Quantitative Analysis	\$812		
MA1 Management Accounting Fundamentals	\$812		
CM1 Business Communications	\$812		
FA3 Financial Accounting: Liabilities and Equities	\$875		
FN1 Corporate Finance Fundamentals	\$888		
MS1 Managing Information Systems	\$906		
BC1 Accounting Business Case	\$240		
FA4 Financial Accounting: Consolidations and Advanced Issues	\$941		
MA2 Advanced Management Accounting	\$952		
TX1 Personal and Corporate Taxation	\$974		
AU1 External Auditing	\$949		
AT1 Accounting Theory and Contemporary Issues	\$946		
BC2 Public Practice Audit Case	\$289		
FN2 Advanced Corporate Finance	\$1159		
TX2 Advanced Personal and Corporate Taxation	\$1164		
AU2 Advanced External Auditing	\$1169		
MU1 Internal Auditing and Controls	\$1169		
MS2 Information Systems Strategy	\$1227		
PF1 Public Sector Financial Management	\$1185		
PA1 Issues in Professional Practice	\$1650		
PA2 Strategic Financial Management	\$1650		
BTF Basic Tuition Fee (non-refundable)			
Fall (F)-\$772 Winter (W)-\$584 Spring (S)-\$410 Summer (M)-\$249			
Admission charge for new student - \$150			
ACP Accpac Educational Version - \$132			
Shipping in Yellowknife \$20 outside Yellowknife \$100			
<b>Payment must be in full and accompany this application</b>	<b>Total Fees \$</b>		

DELIVERY

Please choose the one of the following two options as your preferred location for delivery of materials from CGA NWT/Nunavut:

Business  Home

CODES

\*Insert codes from tables on reverse

1. Exam Cntr	2. Education	3. Position	4. Bus Type

PAYMENT METHOD

Certified Cheque  Employer's Cheque  Money Order  
 Visa  MasterCard  Debit Card (in person)

I authorize CGA NWT/NU to charge my credit card for any transaction that results in outstanding balance, purchase or registration throughout this academic year. The credit card number provided here will be used in all instances. This agreement expires June 30, 2011.  Yes  No

CC# \_\_\_\_\_

Expiry Date (m/y) \_\_\_\_\_

GST # 10690 4261 RT0001

OFFICE USE ONLY					
Option	Time Limit	Degree	Perm	Finalist	Consent
Diff.			Total Payment		
Card			Debit Card		
Certified Cheque			Employer/Scholarship		
Money Order			Batch #		
Date			Card Approval #		

Please complete and sign back of form.

## DECLARATION

I \_\_\_\_\_ do solemnly declare that:  
(print full name)

1. I enrolled in the CGA program in the past (registered for a CGA course). (If yes, what was your CGA ID # \_\_\_\_\_) Yes No
2. I am a resident of the Northwest Territories/Nunavut with Canadian citizen or landed immigrant status. Yes No
3. I have a criminal offence for which a pardon has not been granted. (If yes, attach details in a sealed envelope marked CONFIDENTIAL) Yes No
4. I agree to the release of my name and telephone number to students in my area who are studying in the same course as me.  Yes  No
5. a) I currently own, have the owners permission to use on their system, or will purchase the following products: Yes No
  - Windows XP with SP2 or Windows Vista (including Internet Explorer 7)
  - Microsoft Office 2003 or 2007 (including Word, Excel and PowerPoint)
- b) I understand that I need these products to participate in the CGA program of professional studies.  Yes  No
6. How did you initially learn about the Certified General Accountants of the Northwest Territories/Nunavut? (Check all that apply)
 

<input type="checkbox"/> Internet	<input type="checkbox"/> Information Session	<input type="checkbox"/> Radio	<input type="checkbox"/> Magazine	<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Career Fair
<input type="checkbox"/> Billboard	<input type="checkbox"/> Campus Visits	<input type="checkbox"/> Trade Show	<input type="checkbox"/> Presentation	<input type="checkbox"/> Colleague/Friend	<input type="checkbox"/> Direct Me
<input type="checkbox"/> Student	<input type="checkbox"/> Member	<input type="checkbox"/> Employer	<input type="checkbox"/> Professor	<input type="checkbox"/> Guidance Counsellor	<input type="checkbox"/> Other
7. I acknowledge that the multiple-choice questions on the PA1 examination for final certification as a Certified General Accountant and the answers to those questions (the "Examination Contents") must be held in the strictest confidence. I, therefore, agree not to disclose the examination contents or any part of them to any person or entity unless authorized by CGA-Canada. I also agree not to remove any examination materials or notes from the examination room. If I become aware of any solicitation to disclose or actual unauthorized disclosure, I will immediately report it to my provincial, territorial, or regional CGA Association. I understand that failure to comply with these requirements may compromise the integrity of the examination process, could cause damage to CGA-Canada and possibly result in invalidation of my examination grades, disqualification from future examinations and even legal actions against me.  Yes  No
8. I understand that if I make a false declaration, I will be subject to the Association's disciplinary actions. All information given herein as part of this application for registration is true and complete.  Yes  No

I have read and agree to adhere to the refund policies contained in the 2010-2011 Program of Professional Studies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY POLICY

Personal information collected on this form and any other personal information collected and maintained as part of a student's record is used for purposes of admission, registration, income tax receipts, scholarships and awards, convocation, student communications, and for CGA research and planning.

Personal information may be disclosed to CGA Chapters, CGA Affiliates including CGA Canada, and is held on a common database management system used by regional CGA associations. Payment information/method may be transferred to an Internet payment-processing provider as required. CGA uses means to provide a comparable level of privacy protection when personal information is disclosed to third parties. Personal information is protected in accordance with the provisions of the Personal Information Protection and Electronic Documents Act (Canada).

## CODES

<b>1. Exam Centre</b>	05	Qikiqtarjuaq	20	Fort Smith	35	Iqaluit	50	Yellowknife
00 Misc NWT	10	Cambridge Bay	25	Hay River	40	Rankin Inlet	55	Taloyoak
01 Misc outside NWT	15	Fort Simpson	30	Inuvik	45	Baker Lake	65	Chesterfield Inlet
<hr/>								
<b>2. Education (highest level of education)</b>			5	University (Canadian) - Incomplete			11	University (Non-Canadian) - Incomplete
0 Mature Adult			6	University (Canadian) - BA			12	University (Non-Canadian) - Complete
1 High School Graduate			7	University (Canadian) - BComm or equivalent			13	Professional Designation - Incomplete
2 Community College - Incomplete			8	University (Canadian) - MA			14	Professional Designation - Complete
3 Community College - 2 yr Grad			9	University (Canadian) -MBA/MAcc or equivalent			15	Other, please specify
4 Community College - 3 yr Grad			10	University (Canadian) - PhD			99	Unknown
<hr/>								
<b>3. Position</b>			10	Manager			25	Auditor
01 President			11	Supervisor			30	Assistant Accountant
02 Vice-President, Director			21	Professor, Instructor, Lecturer			31	Accounting Clerk, Bookkeeper
03 Controller			22	Consultant			32	Junior Accounting Clerk
04 Principal			23	Analyst			90	Other
05 Partner			24	Accountant			99	Unemployed
<hr/>								
<b>4. Business Type</b>			40	Primary Industry			50	Manufacturing
10 Public Practice: Self Employed*			70	Not-for-Profit: Professional Associations			51	Processing
11 Public Practice: Employed			71	Not-for-Profit: Hospitals			52	Construction
15 Education: Elementary & Secondary			72	Not-for-Profit: Charities			53	Transportation/Communication
16 Education: College & University			73	Not-for-Profit: Other			54	Utilities
20 Government (Federal): Canadian Customs and Revenue Agency			90	Other			55	Printing/Publishing
24 Government (Federal): Other			99	Unemployed			60	Commerce: Wholesale, Retail Trade
30 Government (Provincial): Finance							61	Commerce: Banking, TrustCo., Credit Union
31 Government (Provincial): Other							62	Commerce: Financial, Investment Mortgage Corp.
35 Government (Municipal)							63	Commerce: Insurance, Real Estate
36 Crown Corporation							64	Commerce: Hospitality
							65	Commerce: Other
							66	Commerce: Consulting

\*Self-employment in public accounting does not meet the employment experience requirements unless you are providing contract or per diem services directly to designated public practice accountants or designated public accounting firms.





**Certified General Accountants of  
Northwest Territories/Nunavut**

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**CERTIFIED  
GENERAL  
ACCOUNTANTS**

**We see more than numbers**