

Steps that can be done before you arrive in British Columbia (B.C.), Canada

You want to work as a Chartered Accountant in B.C.

You are a member of a professional accounting body?

No

Contact the Institute of Chartered Accountants of B.C. (ICABC) to discuss the eligibility of your education and professional accounting experience, <http://www.ica.bc.ca/kb.php3?catid=702>.

A

Yes

Apply to the Institute of Chartered Accountants of B.C. (CABC) There are 4 potential routes to obtain membership depending on your previous accounting background. For more information: <http://www.ica.bc.ca/kb.php3?catid=9>

**Route 1: You are a member of one of the following CA Group of Eight (CAGE) Accounting Bodies?**  
 The Institute of Chartered Accountants of Australia  
 The Institute of Chartered Accountants of England & Wales  
 The Institute of Chartered Accountants of Scotland  
 The Institute of Chartered Accountants of Ireland  
 The South African Institute of Chartered Accountants  
 The Institute of Chartered Accountants of New Zealand  
 The Hong Kong Institute of Certified Public Accountants  
 Institute of Chartered Accountants of Zimbabwe

**Route 2: You are a member of one of the following International Accounting Bodies:**  
 The Japanese Institute of Certified Public Accountants  
 L'Ordre des Experts Comptables et des Comptables Agréés  
 Compagnie Nationale des Commissaires aux Comptes  
 Netherlands Institute of Register Accountants  
 Instituto Mexicano de Contadores Publicos  
 Institut des Reviseurs d'Entreprises de Belgique

**Route 3: You are a Certified Professional Accountant (CPA) licensed by a U.S. State Board of Accountancy.** For information on applicable U.S. states: <http://www.ica.bc.ca/kb.php3?catid=9>

**Route 4: You hold an international accounting designation not listed previously.** For more information on eligible accounting bodies: <http://www.ica.bc.ca/kb.php3?catid=9>

You have worked in an accounting or business environment for 12 years?

No

A

You have a Canadian CA sponsor who has known you for 2 years, and who is familiar with your work?

No

A

Yes

Complete an Application for Membership by International Reciprocity: [http://www.ica.bc.ca/pdf/form\\_mem\\_reciprocity\\_cage.pdf](http://www.ica.bc.ca/pdf/form_mem_reciprocity_cage.pdf). You will need to include the following with your application.

Information on your academic background and accounting experience

An Affidavit signed or attested by a Notary Public

Application fee of \$800 plus tax

Confirmation of membership with one of the CAGE Accounting Bodies by a member of the Accounting Body

Complete an International Candidate Application Form: [http://www.ica.bc.ca/pdf/mem\\_international\\_reciprocity.pdf](http://www.ica.bc.ca/pdf/mem_international_reciprocity.pdf). You will need to include the following with your application.

Application fee of \$50 plus tax

Information on your academic background and accounting experience

Employment verification forms from all employers

An Affidavit signed or attested by a Notary Public

Confirmation of membership with the Accounting Body by a member of the Accounting Body

Complete an International Candidate Application - Evaluation of Experience (EvE) application form, <http://www.becomeacaincanada.ca/evaluation-of-experience/item71737.pdf>. You will need to include the following with your application.

Information on your academic background and accounting experience

Application fee of \$50 plus tax

An up to date CV

A letter confirming your membership in good standing from the Accounting Body

Proof of legal name

Submit your application via email or mail to the registrar of the Institute of Chartered Accountants of B.C. (ICABC)

Complete an employment verification form for all employers [http://www.ica.bc.ca/pdf/form\\_experience\\_certification.pdf](http://www.ica.bc.ca/pdf/form_experience_certification.pdf). Your former employer will complete sections B to E

Have your sponsor complete the information and confirmation package: <http://www.becomeacaincanada.ca/evaluation-of-experience/item71735.pdf>. Your sponsor will review your completed application form, and will complete the 1<sup>st</sup> Confirmation of Professional Sponsorship form

The ICABC will assess your application and review your membership information within 2 to 4 weeks of submission

Submit your application and employment verification forms via email or mail to the registrar of the Institute of Chartered Accountants of B.C. (ICABC)

Submit the International Candidate Application (EvE) form, and the 1<sup>st</sup> Confirmation of Professional Sponsorship form to the registrar of the Institute of Chartered Accountants of B.C. (ICABC), by email or mail

The ICABC will assess your application and review your membership information within 4 to 8 weeks of submission

Register and prepare for the Chartered Accountant Reciprocity Examination (CARE). Submit an application form along with the applicable exam fee of \$472.50: [http://www.ica.bc.ca/pdf/form\\_care\\_2013.pdf](http://www.ica.bc.ca/pdf/form_care_2013.pdf).

Before the exam, you may want to complete the optional CARE Preparation Program. Fees for the course are \$708.75 for an in-class version, or \$551.25 for the materials only.

The CARE exam is offered once a year, for a schedule see: <http://www.ica.bc.ca/kb.php3?catid=10>.

The exam will cover Canadian Taxation, Canadian Business Law, and Canadian CA's Rules of Professional Conduct. The exam consists of 75 multiple choice questions and lasts 3 hours.

The ICABC will assess your application and review your membership information within 8 to 12 weeks of submission

Complete the Evaluation of Experience (EvE) Questions package: <http://www.becomeacaincanada.ca/evaluation-of-experience/item71736.pdf>. The EvE assesses your professional skills and technical knowledge. Submit the EvE question package along with the 2<sup>nd</sup> Confirmation of Professional Sponsorship form, and the EvE fee of \$1500 plus tax.

Steps that you have to take in British Columbia (B.C.):

Write the exam. The exam must be completed in person at the ICABC office in downtown Vancouver

Your marks will be posted online and mailed to you approximately 6 weeks after completion

You passed the CARE exam?

No

You are able to complete the exam a second time

Yes

Pay balance of application fee of \$750 plus tax to the ICABC

Receive membership in the Institute of Chartered Accountants of B.C.

You can now work as a Chartered Accountant in B.C.

You will be mailed your EvE Questions results after approximately 8 weeks after submission

Your EvE Questions passed?

No

You are able to complete the EvE Questions a second time

Yes

Take the CARE Professional Development (CARPD) course <http://www.ica.bc.ca/kb.php3?catid=9>

You passed the CARPD?

No

Pay application fee of \$800 plus tax to the ICABC

Yes

**Note:** This map describes the different paths to take to become a chartered accountant in British Columbia (B.C.). It is intended to be read along with the Job Profile and Quiz Results. The path you will need to take depends on the type of training/education and work-related experience you currently have in this occupation. Please ensure that all the documents you submit are in English. The approximate time it will take to go through this path ranges from 1 month to 1 year and 6 months. This timeframe will vary depending on how quickly you complete the application form(s), write the exams, and take any required courses. The cost of qualification ranges from \$800 to \$3,195. The fees listed may include tax. None of the fees include the cost of post-secondary education. Visit the Institute of Chartered Accountants of B.C. (ICABC)'s website for the most up to date information <http://www.ica.bc.ca/kb.php3?>.