



## **CERTIFIED GENERAL ACCOUNTANTS**

Certified General Accountants (CGAs) are employed in all aspects of accounting and financial management for organizations throughout the public and private sectors. CGAs work may include the planning and administration of accounting systems; budget and financial statement preparation and analysis; strategic planning, capital resource management, and financial forecasts; income tax planning; external and internal audits; business consulting; etc.

### **EDUCATIONAL REQUIREMENTS**

A minimum of a grade 12 educational standing is required to begin the CGA's program of professional studies. Applicants may be given advanced standing in the CGA program if they have been educated in a related field at a university or college level.

### **WORK EXPERIENCE REQUIREMENTS**

Previous related work experience is not an admission requirement but may be considered in the process of assessment for advanced standing in the CGA program.

### **ASSESSMENT PROCESS**

Candidates wishing to become CGAs must apply to the **Certified General Accountants Association of Manitoba (CGAM)**. They must submit:

- a completed *Application For Advanced Standing* (available from the CGA Manitoba office or on their web site at [www.cga-online.org/mb](http://www.cga-online.org/mb));
- all original marks transcripts, degrees and/or certificates;
- all available syllabi (i.e. description of courses studied);
- an updated resume detailing related work experience; and
- an assessment fee of \$55.00 (plus GST).

\* If documents are not in English, notarized translations are required.

All applicants wishing to have their credentials assessed and to enroll in Manitoba's CGA program must be residents of Manitoba.

### **CGA PROGRAM**

In order to use the title Certified General Accountant, applicants must meet the educational and work experience requirements of the CGA program. The CGA program consists of 19 courses. For students who enter without a Bachelors degree, CGA also offers several integrated degree opportunities that can be completed concurrently with the professional designation.

Applicants who have previously completed a university degree and/or substantially equivalent courses to those in the CGA program may apply for advanced standing, granting transfer credits towards courses in the CGA program.

Individuals may choose to register in the CGA program as students after receiving an assessment for advanced standing by completing an Application for Enrolment form.

(Applications for Advanced Standing and Enrolment are available from the CGA office or [www.cga-online.org/mb](http://www.cga-online.org/mb)).

Regardless of the approved advanced standing, all students must, as a minimum, complete the Association's Professional Certification Standards. To do this, applicants must complete course work and pass the following CGA examinations:

- Professional Applications 1;
- Professional Applications 2;
- and two of: Auditing 2, Management Auditing 1, Finance 2, Taxation 2, Public Sector Financial Management, and Management Information Systems 2.

There are four examination sessions per year; December, March, June and September. Examination costs are included in course fees. (course fees range from \$445.00 - \$635.00)

All students must also complete a minimum of 24-36 months work experience. During this time they must advance to a professional level of responsibility in accounting, auditing, taxation, and/or other financial management related areas. It is important that students complete this work experience while they are completing the required courses.

When all course work and work experience requirements have been successfully completed the student is given the designation, Certified General Accountant, and is permitted to practice with this title in Canada.

Note: Applicants with a financial management related Ph.D. degree and at least 2 years full-time university teaching experience may be eligible to take advantage of a fast-track, Senior Academic Entrance Program to achieve CGA certification. For more information, contact the CGAAM directly.

The fees, documentation requirements, and assessment process detailed above are subject to change without notice.

For more detailed information contact:

**Certified General Accountants Association of Manitoba (CGAM)**

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Web site: <http://www.cga-online.org/mb>

<http://www.thinkcga.org>

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**Manitoba Labour and Immigration**

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