FOREVER BEGINS TODAY

EXPERIENCE-BASED PATHWAY APPLICATION GUIDE

FOREVER FORWARD

CPA AUSTRALIA

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OVERVIEW

Forever ahead. Starting now

For the ones who do not rest on their accomplishments. Who constantly look for ways to sharpen their skills. Who seek to gain a competitive advantage in this ever evolving, increasing global workforce. Adding a CPA designation to your existing experience can help give you that edge.

How the Experience-Based Pathway works

The Experience-Based Pathway helps advance your career by recognising the expertise of business professionals with five or more years' relevant experience. We take into consideration both traditional accounting qualifications and non-accounting qualifications.

You will have experience in relevant fields such as accounting, finance, auditing or consulting.

The Experience-Based Pathway considers your experience, job responsibilities, career progression, and level of decision-making authority in the roles you have performed to capture a full picture of your skills and assess your eligibility.

Eligibility and requirements

To be eligible for consideration under the Experience-Based Pathway, you will meet the following requirements:

- Hold a degree level qualification or equivalent as recognised by CPA Australia or will have completed one prior to advancing to CPA status

- Have a minimum of five years' work experience in a relevant accounting, finance, or business role(s) that demonstrate you have achieved core competencies

- Hold a current or recent role in an accounting, finance, or relevant business area

- Successfully meet CPA Australia's admission requirements.

Key competencies

- There are key competency requirements you will need to have covered before commencing the CPA Program. These competency requirements are frequently included in the subjects in an accounting degree or potentially learned through work experience.

- If your experience or degree didn't cover all the key competency requirements you can close these gaps and take your learning forward by completing Foundation exams with us. The Foundation exams are flexible, self-paced and will provide you with the knowledge required to begin the CPA Program.

Exemptions based on experience

Foundation Level study exemption eligibility

- A minimum of five years' work experience (either part-time or full-time) in a relevant accounting, finance or business role(s)

- Have qualifications or work experience that demonstrates competencies achieved for Associate membership entry.

Assessment – CPA Program exemption eligibility

- A minimum of five years' work experience (either part-time or full-time) in a relevant accounting, finance, or business role(s)

- You may be eligible for CPA Program subject exemptions based on the review of your academic studies and work experience.

For further details about CPA Australia core knowledge areas please see the **Foundation exams** and **About the CPA Program** pages on our **website**.

Experience-Based Pathway can take your career forward

For more information visit **Experience-Based Pathway | CPA Australia**.

STEPS TO APPLY

A more connected, global career starts here

1

Prepare your supporting documents

As part of your Experience-Based Pathway application, you will be asked to provide supporting documentation:

• proof of identity^

• tertiary qualification/s or any professional qualification certification (and course syllabus)^

• academic transcript(s)^

• curriculum vitae^

• workplace testimonial or a referral letter^.

2

Start an application

Create a CPA Australia account if you don't already have one. Upload your supporting documentation (as indicated in step 1) and enter your details. Then pay the fee to complete and submit your online membership application.
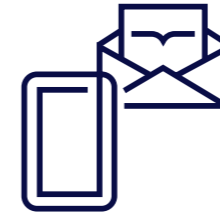
3

Complete and email your Experience-Based Pathway Application Form

Complete your form and email to **membership.admission@ cpaaustralia.com.au**

^Supporting documents required, see below.

4

We'll review your application

We'll verify your information and may request further information, if required, to support your application.

5

You'll receive an outcome

Depending on your outcome, you may be eligible to start the CPA Program or may be required to complete further studies or additional work experience.

6

You're ready to move forward

If you meet the Associate member requirements, you are now eligible to activate your Associate membership and start studying the CPA Program.

Please upload your supporting documents via the online membership application and email your completed Experience-Based Pathway Application form.
For any queries about the application form, please contact your local team at any time.
Find your local CPA Australia office **cpaaustralia.com.au/contact-us**

DOCUMENT REQUIREMENTS

Proof of Identity/Identification (ID)
(If prompted to supply as part of the application process)

Why do we need it? To verify who you are.

Detailed curriculum vitae (CV)/resume

Why do we need it? To demonstrate your work experience and career progression.

The details of work experience in the curriculum vitae assists us to understand your competencies.

Workplace testimonial

Why do we need it? To verify your employment status.

Workplace testimonial needs to be issued on a company letterhead and signed by your direct manager or the Human Resource Department, with contact details of the signatory.

We recommend the workplace testimonial includes:

• Your full name;

• Your position title;

• How long you have worked in your role;

• An outline of your role and responsibilities.

Referral letters from an IFAC member
(if unable to provide current workplace testimonial)

Why do we need validate? To confirm your employment status.

It can be a referral letter signed by a current fully qualified member of CPA/(CPA or FCPA) or any IFAC member body.

DOCUMENT REQUIREMENTS

Academic transcripts

These document(s) need to be uploaded in your online membership application.

Why do we need it? To verify your qualifications.

All academic transcripts from tertiary degree, postgraduate tertiary degree or professional body qualification(s), where applicable. We will accept high-quality digital copies of official transcripts or certified digital transcripts.

If available, please supply the course syllabus from your tertiary qualifications. This will help us further understand the content/topics covered to meet core competencies.

Evidence of degree completion

This document needs to be uploaded in your online membership application.

Why do we need it? To verify your qualification(s) are recognised by CPA Australia. Please note, a degree recognised by CPA Australia is required to advance to CPA status.

In most cases, academic award certificate(s) need to be provided as evidence of degree completion.

For Australian and New Zealand qualifications, we can accept an official transcript that has "degree conferred" or "degree awarded", or "eligible to graduate" statement in lieu in obtaining the letter of completion or academic award certificate.

For overseas qualifications, a degree certificate is required to help us determine whether an overseas qualification is comparable to an Australian Bachelor's degree.

COMPLETING YOUR EXPERIENCE-BASED PATHWAY APPLICATION FORM

The final step towards a more global career

To submit your Experience-Based Application form you will need to include the following:

Personal information

You will need to lodge an application in our online membership application form where you will obtain a CPA Australia ID.

Employment history

Your employment history allows you to tell us more about your current and previous work experience, including the duration of roles held.

Self-assessment

Please use this section to indicate your knowledge level in each of the key competencies required.

Document checklist

The document checklist guides you through the supporting documents required for the Experience-Based Pathway application. The checklist contains the mandatory and optional documents that can support your application.

Personal statement

If the self-assessment section doesn't cover all your experience, please provide further information in this section.

Declaration

We require you to sign and date the Experience-Based Pathway application form. We accept a digital signature or alternatively you can print and sign the form.

How to submit your application

Once you have completed the application form and collated all required documents upload your supporting evidence to the Supporting Documents page of your online membership application, then submit your online membership application. Finally, email your completed Experience-Based Pathway application form, to **membership.admission@cpaaustralia.com.au**

Please upload your supporting documents via the online membership application and email your completed Experience-Based Pathway Application form.

ASSESSMENT OUTCOME

How will I receive my membership assessment outcome?

Your membership assessment outcome will be provided via email after we have assessed your application and supporting documentation.* The average assessment process time is approximately 20 business days.

Understanding your outcome

Depending on your outcome, you may be eligible to start moving forward with the CPA Program or may be required to complete further study.

Outcome	Details
Associate member + Potential CPA Program subject exemptions	You may receive CPA subjects exemption(s) based on your prior academic studies and work experience. You will be eligible to become an Associate member and start the CPA Program. You'll have up to six years to complete the Program.
Associate member	You will be eligible to become an Associate member and start the CPA Program. You'll have six years to complete the Program. You are required to complete six subjects and meet the degree requirements to qualify. Your past and existing relevant work experience may contribute to Your Experience requirement before advancing to CPA status.
Foundation candidate (Non-member)	Your experience or degree didn't cover all the key competency requirements to immediately become an Associate member. You need to cover these gaps by completing Foundation exams. The Foundation exams are flexible, self-paced and will provide you with the knowledge required to begin the CPA Program.
Foundation candidate (non-member) + Potential CPA Program Subject exemptions	You may be eligible to receive exemption(s) for CPA program subjects based on your prior academic studies and work experience. You will need to successfully complete Foundation exams (or equivalent) before becoming an Associate member.

Apply for an update

It is recommended you provide all relevant documents/evidence at the time of your original application to support assessment of your application. If you have new information (e.g. qualifications or work experience), you can provide this for us to reconsider your assessment outcome, by applying for an **Update Application**.

Request a review

Every care has been taken to ensure your outcome is correct. If you feel your outcome is unreasonable, or has not taken all your recognised studies and work experience into consideration, you may apply for a review. Please note there is there a cost to apply for a formal **review**.

FOREVER AHEAD. STARTING NOW.

CPA's Experience-Based Pathway is your opportunity to put yourself forever ahead of the rest of the pack. So, start your CPA journey today.

FEES

For a full list of current fees, including Foundation exams, CPA Program and ongoing fees, visit the **Member Service fees** page on our **website**.

FOREVER **FORWARD**