INTERNATIONALLY-TRAINED CERTIFIED MANAGEMENT ACCOUNTANTS

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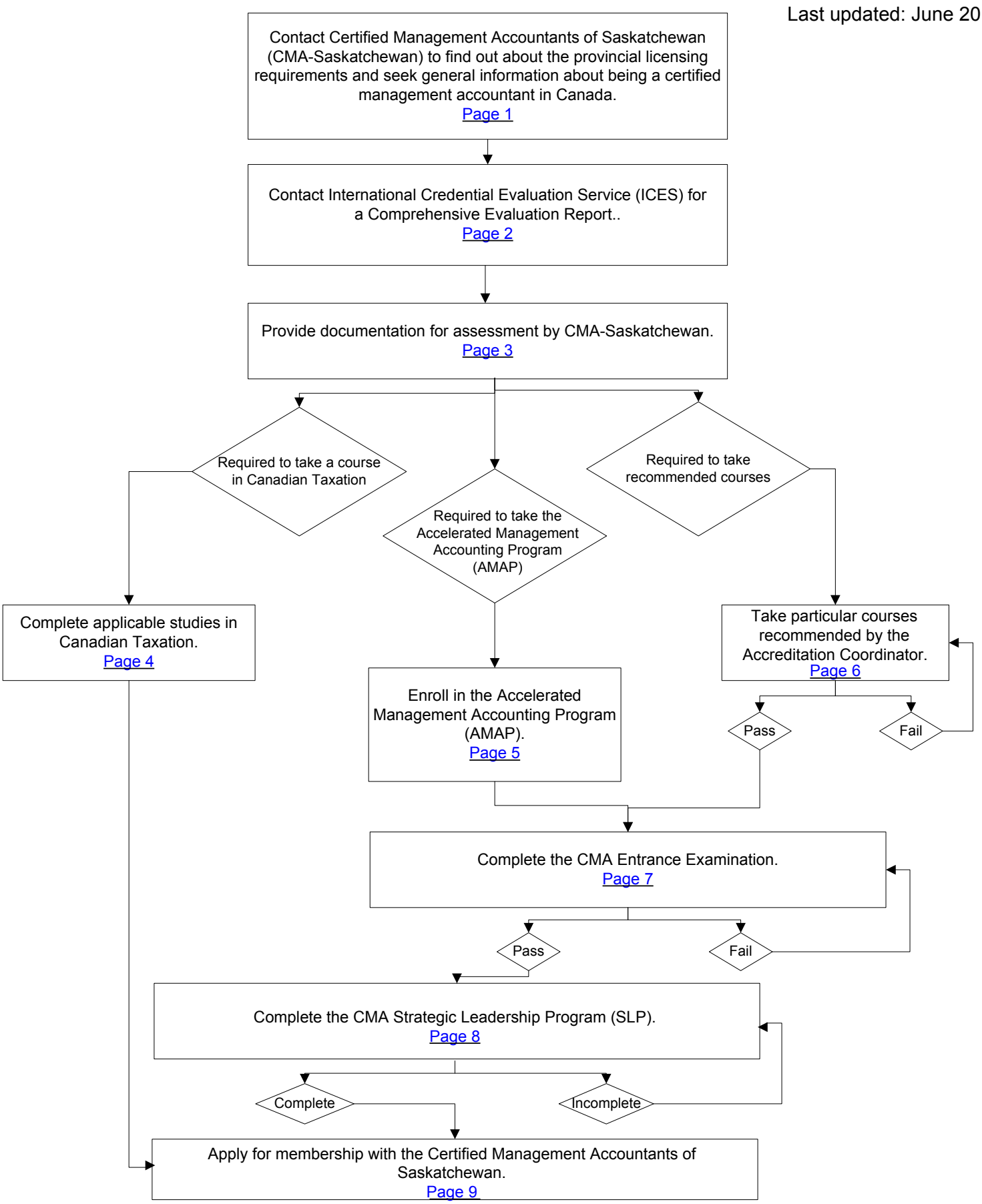

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PROCESS MAP FOR INTERNATIONALLY-TRAINED CERTIFIED MANAGEMENT ACCOUNTANTS WISHING TO WORK IN SASKATCHEWAN, CANADA

This PROCESS MAP will provide internationally-trained students and professionals with information about the most efficient pathway to obtain membership with Certified Management Accountants of Saskatchewan (CMAS). This roadmap is meant as a guide only, but is based on the experience of many CMAs that have been through the accreditation process.

Contact Certified Management Accountants of Saskatchewan (CMA-Saskatchewan) to find out about the provincial licensing requirements and seek general information about being a certified management accountant in Canada. Website: www.cma-saskatchewan.com

The requirements for membership in a provincial association of certified management accountants may differ in each Canadian jurisdiction. When deciding to settle in Saskatchewan, it is important to contact the Certified Management Accountants of Saskatchewan (CMA-Saskatchewan) to find out the steps that are required to become a CMA in the province.

You may write to the regulatory body, CMA-Saskatchewan to ask about the requirements and costs for accreditation and registration.

Be sure to ask specifically for information on what parts of the process you can do or start before you leave your home country. For example you may need to:

- Prepare or obtain documents from your home licensing body or educational institution;
- Obtain and complete forms that are available online;
- Obtain personal or work references;
- Begin necessary educational or language assessments; or
- Begin applications to programs or examinations.

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Certified Management Accountants of Saskatchewan (CMA-Saskatchewan)	**Certified Management Accountants of Canada (CMA-Canada)**
1900 Albert Street, Suite 202 Regina, SK S4P 4K8 Tel: (306) 359-6461 Fax: (306) 347-8580 Email: info@cma-sask.org Website: www.cma-saskatchewan.com	One Robert Speck Parkway, Suite 1400 Mississauga, ON L4Z 3M3 Tel: (905) 949-4200 Fax: (905) 949-0888 Email: info@cma-canada.org Website: http://www.cma-canada.org

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Contact International Credential Evaluation Service (ICES) for a Comprehensive Evaluation Report.

The Certified Management Accountants of Saskatchewan require that applicants contact International Credential Evaluation Service (ICES) for a Comprehensive Evaluation Report prior to contacting CMA-Saskatchewan for assessment.

ICES will determine the Canadian equivalent university classes from your educational program, which will enable CMA Saskatchewan to determine your syllabus coverage.

The Comprehensive Evaluation Report: This can be ordered by completing the Credential Order Form section of the ICES Application Form. The cost of a Comprehensive Report is $225.00 per credential. The Comprehensive Report normally takes a minimum of seven weeks to complete from the date all necessary documents are received. Detailed information about ICES fees, reports, and documents required as well as a copy of the ICES Application Package can be found at http://www.bcit.ca/ices.

If you would like an ICES Application Form to complete before coming to ICES to drop off your educational documents for evaluation, it is available on the website and can be faxed or mailed to you.

Documents required by ICES:

- A full set of original educational documents for each fully or partially completed educational program to be evaluated. (These must be sent directly to ICES from the educational institutions you attended.)
- Program Confirmation Form must be sent to the educational institution(s) you attended, completed and returned directly to ICES by the educational institution(s).
- Translations completed by a certified translator of all documents written in a language other than French or English

ICES services are available at two BC Institute of Technology campuses, in Burnaby and Vancouver:

Burnaby **International Credential Evaluation Service (ICES)** 3700 Willingdon Avenue Burnaby, BC V5G 3H2 Tel: (604) 432-8800 Email: icesinfo@bcit.ca Website: http://www.bcit.ca/ices	**Vancouver** **International Credential Evaluation Service (ICES)** 555 Seymour St. Vancouver, BC V6B 3H6 Tel: (604) 432-8800 Email: icesinfo@bcit.ca Website: http://www.bcit.ca/ices

Note: The evaluation of foreign credentials is accepted by other organizations, for example International Qualification Assessment Services (IQAS) in Edmonton. However, most individuals use ICES. Contact CMA-Saskatchewan for more information.

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Provide documentation for assessment by CMA-Saskatchewan.

Following a review of your report, CMA Saskatchewan may:
(a) require you to take a course in Canadian Taxation;
(b) require you to take the Accelerated Management Accounting Program (AMAP); or
(c) require that you take further education and recommend particular courses for completion of CMA syllabus coverage.

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Note to all applicants: CMA-Canada have authorized three Mutual Recognition Agreements (MRAs) that provide an expedited entry process to the CMA designation for individuals holding qualifications from the **UK-based Chartered Institute of Management Accountants (CIMA)**, the **Chartered Institute of Public Finance and Accountancy (CIPFA)** and **CPA Australia**. If you wish to be considered under these MRAs, please contact the Director of Accreditation or Chief Executive Officer at CMA-Saskatchewan for further information.

Members of other professional accounting bodies that belong to the **International Federation of Accountants (IFAC)** may be eligible for advanced standing in the CMA accreditation process. Admission to such specialized programs is based on the individual's academic and professional qualifications, and their professional work history. Those wishing to apply for advanced standing will need to submit a range of documentation that will allow CMA Saskatchewan to assess your individual qualifications. For further information, contact CMA-Saskatchewan.

If you are a student of current member of **another professional accounting designation**, you are NOT automatically exempt from various components of the CMA accreditation process. Eligibility for advanced standing can only be assessed after CMA Saskatchewan has completed a full review of your individual qualifications.

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Complete applicable studies in Canadian Taxation.

Following a review of your qualifications and education, CMA-Canada may determine that you belong to a professional body that holds a Mutual Recognition Agreement (MRA) or your educational program meets the competency requirements for membership with CMA-Saskatchewan; however, you will still be required to meet other CMA-Saskatchewan requirements.

You may be exempt from the CMA Entrance Exam and/or the Strategic Leadership Program, but may be required to complete a Canadian taxation course.

University of Saskatchewan
Edward School of Business
Department of Accounting
25 Campus Drive
Saskatoon, SK S7N 5A7
Tel: (306) 966-8395
Fax: (306) 966-2514
Website: www.edwards.usask.ca

University of Regina
Paul J. Hill School of Business
3737 Wascana Parkway
Regina, SK S4S 0A2
Tel: (306) 585-4724
Fax: (306) 585-5361
Email: URbusiness.Undergrad@uregina.ca
Website: www.uregina.ca/admin

Athabasca University
1 University Drive
Athabasca, AB T9S 3A3
Canada
Tel: (306) 675-6437
Website: www.athabascau.ca/

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Enroll in the Accelerated Management Accounting Program (AMAP).

Following a review of your qualifications report CMA-Saskatchewan may determine you are eligible to enroll in the Accelerated Management Accounting Program (AMAP).

To be eligible for the Accelerated Program, students must:

- Have a university degree or equivalent
- Have successfully completed the following CMA Pre-requisite courses:
  - Introductory Management Accounting
  - Introductory Financial Accounting
  - Human Resources
  - Economics
  - Statistics
- Have the ability to communicate in English, both orally and in writing, at a business level.

The Accelerated Management Accounting Program enables students to cover the CMA Syllabus in an intensive nine-month program and may be taken in person or by distance learning. The program starts in September every year.

For information on the Accelerated Program and to register, contact CMA-Saskatchewan.

The current program fee for the Accelerated Program is approximately $6,000.00 and is subject to change annually. This fee includes the costs of the Entrance Examination and exam preparation. Payment arrangements are available and program fees are eligible for a tuition tax credit. All AMAP students are required to pay annual dues which are currently $100.00.

All students have access to the CMA-Canada Career Site and receive the CMA Management magazine, job opportunities, policy mailings, event notices and the CMA Digest.

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Take particular courses recommended by CMA-Saskatchewan.

Following a review of your qualifications report you may be required to take particular courses. CMA-Saskatchewan will advise you on the courses that you are required to take before you will be eligible to write the CMA Entrance Examination.

University of Saskatchewan
Edward School of Business
Department of Accounting
25 Campus Drive
Saskatoon, SK S7N 5A7
Tel: (306) 966-8395
Fax: (306) 966-2514
Website: www.edwards.usask.ca

University of Regina
Paul J. Hill School of Business
3737 Wascana Parkway
Regina, SK S4S 0A2
Tel: (306) 585-4724
Fax: (306) 585-5361
Email: URbusiness.Undergrad@uregina.ca
Website: www.uregina.ca/admin/

Athabasca University
1 University Drive
Athabasca, AB T9S 3A3
Canada
Tel: (306) 675-6437
Website: www.athabascau.ca/

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Complete the CMA Entrance Examination.

The CMA Entrance Examination is a four-hour multiple choice exam, consisting of 100-120 questions. The exam will test candidates on technical skills required to enter the Strategic Leadership Program. The pass mark is 60%.

The exam is offered in June and October of every year.

Topics tested on the exam will be broke down as follows:

Topic Area	Range
Strategic Management	5-15%
Risk Management and Governance	5-15%
Performance Management	20-30%
Performance Measurement	10-20%
Financial Management	10-20%
Financial Reporting	15-25%

Read the detailed breakdown of the above topics to be tested on the CMA Website under the tab CMA Entrance Exam.

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Website: www.cma-saskatchewan.com

Once students have passed the CMA Entrance Exam, or have been exempted from the exam and approved to register for the Strategic Leadership Program, they become Candidates. Candidates have access to the CMA Canada Career Site and receive the CMA Management magazine, job opportunities, policy mailings, event notices and the CMA Digest.

Candidate annual dues for 2010 - 2011 are $350.00. Dues are subject to change annually.

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Complete the CMA Strategic Leadership Program (SLP).

The final step to obtain your CMA designation is to successfully complete the CMA Strategic Leadership Program.

SLP Year One – Development Phase:
Consists of three modules and the majority of the assessments in this phase will be individually-based.

CMA Case Exam
Upon Completion of the SLP Development phase, candidates will be required to write the CMA Case Exam. The Exam is a four-hour test to candidates' understanding of the competencies and higher order skills introduced thus far in the program. The Case Exam is offered twice per year, in May and September.

SLP Year Two – Application Phase:
Consists of three modules and fosters group development based on the Enabling Competencies.

CMA Board Report
The final evaluation component of the SLP is the Board Report. Candidates will demonstrate in a team, both orally and through written submission, their mastery of the knowledge and competencies to join the profession and become Certified Management Accountants.

Work Experience
The 24-month practical work experience component runs concurrently with the professional studies component of the SLP. Candidates are required to demonstrate that they have acquired knowledge and skills from the CMA Competency Map at an overall CS-2 level. A copy of the Competency Map is available on the CMA website.

The current program fee for the Strategic Leadership Program is approximately $8,400.00 over two years. The current price is subject to change annually. Although many employers will pay the cost for the SLP, payment arrangements are available and program fees are eligible for a tuition tax credit. Candidates must also pay annual dues, which are currently $350.00.

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Apply for membership with the Certified Management Accountants of Saskatchewan.

After successfully completing all of the provincial requirements for membership, you may now apply to be a member of the Certified Management Accountants of Saskatchewan.

Students and Candidates are also considered members of CMA-Canada.

The annual dues for 2010 – 2011 are $700.00 for CMA's and is subject to change annually.

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