Certified Management Accountants of Ontario
25 York Street, Suite 1100, Toronto, Ontario, M5J 2V5
tel: 416-977-7741 fax: 416-977-2128 email: info@cmaontario.org

REFERENCE NO. (office use only)

2011-2012 Combined Master's Program Application

PERSONAL INFORMATION: Please Print, All Fields Must Be Completed

Surname Given Name Middle Name

TITLE: ❒ Mr. ❒ Mrs. ❒ Miss ❒ Ms. ❒ Dr. ❒ Prof. ❒ Other Designations

Company Name: Position Title:

MAILING ADDRESS:

ADDRESS _____

CITY _____ PROVINCE _____

POSTAL CODE _____ TELEPHONE: (_____) _____ BIRTH DATE: _____

EMAIL: _____ ONE EMAIL ADDRESS ONLY, NO HOTMAIL ACCOUNTS

HOME ADDRESS IF DIFFERENT:

ADDRESS _____

CITY _____ PROVINCE _____

POSTAL CODE _____ TELEPHONE: (_____) _____

EDUCATION: List university education in chronological order.

Name of University	Degree Awarded	Year Awarded

I HERE BY GRANT CERTIFIED MANAGEMENT ACCOUNTANTS OF ONTARIO PERMISSION TO RELEASE MY PERFORMANCE ON THE CMA® ACCELERATED PROGRAM, CMA® ENTRANCE EXAMINATION, CMA® CASE EXAMINATION, CMA® BOARD REPORT AND PRESENTATION TO THE EDUCATION INSTITUTION(S) FROM WHICH I GRADUATED. Yes ☐ No ☐

Please include official university transcripts and/or letter of academic status with this application. ☐ **Undergrad** ☐ **Master's** ☐ **Letter of Academic Status**

Confirmation of Eligibility: check (✓)

❒ I confirm that I have not written a previous CMA Canada qualifying examination (Entrance Examination and/or Case Examination) within the past five years. Candidates who, at an earlier time failed a CMA Canada Qualifying Examination (Entrance Examination and/or Case Examination) are eligible to pursue the designation through this route but are still only allowed three attempts at each part in total.

Combined Master's Program Candidate Handbook: check (✓)

❒ I confirm that I have read and understood the Combined Masters Program Candidate Handbook.

Combined Master's Program you are applying for: check (✓)

☐ **Queen's EMBA/CMA** ☐ **Queen's MBA/CMA** ☐ **Queen's AMBA/CMA** ☐ **DeGroote MBA/CMA**
☐ **DeGroote Accelerated MBA/CMA** ☐ **Rotman EMBA/CMA** ☐ **U of T MMPA/CMA**
☐ **Schulich MBA/CMA** ☐ **Schulich IMBA/CMA** ☐ **Sprott MBA/CMA** ☐ **Telfer EMBA/CMA**
☐ **Telfer MBA/CMA** ☐ **Waterloo MAcc/CMA** ☐ **Brock MBA/CMA** ☐ **Royal Military College MBA/CMA**

Original enrollment date in Master's Program (MM/DD/YYYY): _____

Expected graduation date from Master's Program (MM/DD/YYYY): _____

I hereby certify that the information I have provided in this application and in the enclosed documents is complete and true in all respects.

I agree to abide by CMA Ontario's regulations and the Professional Misconduct and Code of Professional Ethics regulation (Please see links below). I understand that, in the collection, storage, use and disclosure of personal information, CMA Ontario abides by the Personal Information Protection and Electronic Documents Act and Section 61 of the Certified Management Accountants Act, 2010.
http://www.cma-ontario.org/multimedia/Ontario/attachments/ProfessionalMisconductAndCodeOfProfessionalEthics.pdf
http://www.cma-ontario.org/multimedia/Ontario/attachments/CandidatesPursuingTheCMADesignation.pdf

_____ _____
Student Signature Date

Over ⇨

CMA PROGRAM REQUIREMENTS:

- To be eligible to apply for the CMA designation, candidates must successfully complete a Master's Program in accordance with the completion requirements set by the University. Candidates must achieve a minimum grade of 70% on each CMA required course. All accredited combined programs candidates must achieve a minimum grade of 70% on each CMA required course and a 75% overall average on the CMA required courses. Please refer to the combined CMA master's program candidate handbook for a list of accredited programs and requirements.

- All candidates interested in pursuing the CMA designation through this combined program, must apply to the Certified Management Accountants of Ontario and enrol in the components within 13 months of completion of graduate studies.

- Candidates will have five years upon entering graduate studies to complete the CMA Accelerated Program, CMA Entrance Examination, CMA Case Examination and the Board Report component requirements as well as the Practical Experience Requirement.

- Candidates at the end of the Master's Program will be required to enroll and successfully complete the CMA Components below:

Program Component	CMA Accredited University Program	CMA Unaccredited University Program
Business Application Report	Mandatory	Mandatory
Accelerated Program	Waived	Mandatory
Entrance Examination	Waived	Mandatory
Case Examination	Mandatory	Mandatory
Board Report	Mandatory	Mandatory
Practical Experience	Mandatory	Mandatory

Note: Candidates must complete the CMA Accelerated Program as determined by the Certified Management Accountants of Ontario based on the evaluation of the candidate's transcript. Candidates from any full time studies, part-time program (where applicable) and/or co-op program will be required to complete Business Application Reports prior the end of their co-op term or program studies.

Next steps are to:

1. Enroll in the first available offering of the CMA Accelerated Program after completing Master's studies (deferrals will be granted on an exception basis upon application).

2. Achieve 60% or higher on the CMA Accelerated Program to be eligible for the Entrance Examination

3. Achieve 60% or higher on the CMA Entrance Examination and CMA Case Examination

4. Achieve 60% or higher in the nationally administered CMA Board Report process

- In the event that candidates are not successful on the CMA Accelerated Program, they will be required to re-attempt the Accelerated Program on the next available offering.

- In the event that candidates are not successful on the CMA Entrance Examination or the CMA Case Examination, they will be required to rewrite the Examination(s) within 13 months of the last attempt. Both examinations are offered twice per year.

- In the event that candidates are not successful on the CMA Board Report, they will be required to re-attempt the Board Report on the next available offering. The Board Report is offered once per year.

- Candidates are only allowed 3 attempts each on the Entrance Examination, Case Examination and Board Report.

- Where a waiver from the CMA Entrance Examination is not granted by CMA Ontario, candidates must successfully complete the CMA Entrance Examination component to be eligible for the Case Examination and the Board Report. The Case Examination and the Board Report components may be completed concurrently.

- The Board Report process commences in January each year.

PRACTICAL EXPERIENCE REQUIREMENTS:

The practical experience requirement is 24 months of full-time experience within the domain of management accounting achieved at the Career Stage 2 – Basic Proficiency level, with 12 months concurrent with the MBA and/or CMA programs. A practical experience report must be submitted to CMA Ontario as part of the application process; candidates will not be enrolled into any CMA component without completion of this report. Please see additional details about the Practical Experience requirements at https://apps.i-skillsuite.com/cma/.

FEE STRUCTURE:

The fees for the Combined Master's Program can be paid in full or upon registration into each component as per the table below:

Program Component	Term	Registration Deadline	Fees
Accelerated Program	Fall	August	$1500.00 + $195.00 HST = $1695.00
Accelerated Program	Winter	December	$1500.00 + $195.00 HST = $1695.00
Entrance Examination	Summer	April	$500.00 + $65.00 HST = $565.00
Option A: Distance Entrance Examination Prep Program (required)	Summer	March	$600.00 + $78.00 HST = $678.00
Option B: Lecture Entrance Examination Prep Program (required)	Summer	March	$1075.00 + $139.75 HST = $1214.75
Entrance Examination	Fall	July	$500.00 + $65.00 HST = $565.00
Option A: Distance Entrance Examination Prep Program (required)	Fall	July	$600.00 + $78.00 HST = $678.00
Option B: Lecture Entrance Examination Prep Program (required)	Fall	July	$1075.00 + $139.75 HST = $1214.75
Case Examination & Prep Session	Spring	January	$1500.00 + $195.00 HST = $1695.00
Case Examination & Prep Session	Summer	June	$1500.00 + $195.00 HST = $1695.00
Board Report & Prep Session	Winter	January	$1500.00 + $195.00 HST = $1695.00

Note: The $565 registration fee is required with submission of this application. To participate in the 2011-2012 Board Report Process or May Case Examination, applications are due by December 16, 2011. If required to complete the Accelerated Program and/or Entrance Exam, candidates must first successfully complete these components prior to registering in the Case Examination and/or Board Report.

If the component payment option is chosen then, candidates must submit an application and the required fee upon registration. Program fees cover the first attempt of the CMA Accelerated Program, Entrance Examination, Case Examination, Board Report, a Preparation Session for the Case Examination & Board Report and two years of CMA membership fees while in the program. Rewrite fees apply for any program component and the Combined Master's Program component fees are subject to change without notice.

Cancellation requests are subject to the notification deadlines and administrative fees of each component as outlined on the component application. Payment by either cheque or credit card is acceptable. If paying by cheque, please mail the cheque, payable to Certified Management Accountants of Ontario, along with this form to the address on the front of this application. If paying by credit card, you may submit the payment option form by fax to 416-977-2128 or by mail to the address on the front of this application.

REQUEST FOR CANCELLATION AND REFUND POLICY:

Requests for cancellation will be accepted only when the request is postmarked no later than ten business days beyond deadline and the request must be submitted in writing. No cancellations will be considered after this date. All cancellations are subject to a $500 + $65.00 HST = $565.00 administrative fee.

APPLICATION SUBMISSION:

Please submit your completed application, including official university transcripts and/or letter of academic status, to:

CMA Ontario

25 York Street, Suite 1100

Toronto, ON M5J 2V5

info@cmaontario.org

Please direct inquiries to info@cmaontario.org

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