

CA Student Re-Registration Information and Instructions

GENERAL INFORMATION

If you are a former student of the Institute you may apply for re-registration in the CA program. Details and conditions are provided below.

As the re-registration requirements are reviewed from time to time by the Council and may be changed, your re-registration is subject to whichever Regulation I is in effect on the date the Institute receives your re-registration application.

To re-register you must submit an application for re-registration as a student and the appropriate fees. Additional documentation may be required to support your re-registration. Employment with an approved CA training office may also be required.

RE-REGISTRATION DATE

If eligibility to re-register is contingent upon having employment with a CA training office that is designated to train students, your re-registration date will be the date you commence employment with that office if application is received at the Institute within 90 days of your employment start date. If you are re-registering to attempt the Uniform Evaluation (UFE) again, your re-registration date will be the day we receive the re-registration application.

MAXIMUM PERIOD OF REGISTRATION

A student must attempt the UFE within 7 years of registration and pass it within 10 years. If you are not eligible for recognition of any of your prescribed practical experience, the 7/10 year periods are calculated from your re-registration date.

Calculation of the 7/10 year periods for co-op degree program students may be affected by the co-op work terms. Contact the student records department for additional information.

CONDITIONS OF RE-REGISTRATION

1. If your registration was discontinued because:
You had the maximum number of unsuccessful UFE attempts
To be eligible to re-register as a student you must:
 - petition the Registrar for permission to re-register;
 - meet the Institute's general education requirements, currently a 4 year, 120 credit hour university degree;
 - complete any remaining prescribed practical experience that could not be reclaimed as specified in the Regulation.;
 - be employed in a CA training office if further prescribed practical experience is required.
2. If your registration was discontinued because:
 - a) your maximum period of registration expired, **or**
 - b) your original date of registration was more than seven years ago and you had never attempted the UFE, **or**
 - c) your original date of registration was more than 10 years ago and you had 1 or more unsuccessful UFE attempts, you may apply to be re-registered. To be eligible to re-register as a student you must:
 - be employed with an approved CA training office;
 - complete **ALL** of the educational, prescribed practical experience and examination requirements in effect under the current Regulation, as your previous prescribed practical experience and examinations will be **NOT** be recognized. Please note: any courses that you completed under the previous education requirements that are **still acceptable under the current education requirement** will be recognized;
 - attempt the UFE within seven years of your re-registration date and pass it within 10 years.

If Section 1 and 2 does not apply to you, you may re-register under one of the following sections:

3. If you have attempted the UFE:
 - you do not have to be employed with an approved CA training office to re-register (please note that if you have not completed your prescribed practical experience, you can only do so with an approved CA training office);
 - you retain any prescribed practical experience, education and examination requirements that you completed while previously registered;
 - if you were unsuccessful at the UFE, you must pass the UFE within 10 years of your original date of registration.



4. If you have not attempted the UFE, and:
 - a) it is more than three years since you were
 - i) registered, **and**
 - ii) employed with an approved CA training office, **or**
 - b) you had less than three months of prescribed practical experience while previously registered, **or**
 - c) you were registered as an undergraduate degree co-op student and completed less than 12 months of co-op work terms with an approved CA training office,
 - you must be employed with an approved CA training office to re-register;
 - your previous practical experience will **NOT** be recognized;
 - you must attempt the UFE within seven years of your re-registration date and pass it within 10 years.
 5. If you have not attempted the UFE, and you have passed or been exempted from the ICAO Professional Program, **and** have completed your prescribed practical experience requirement, **and** you are re-registering within 3 years of being:
 - i) registered, **and**
 - ii) employed with an approved CA training office
 - you do not have to be employed with an approved CA training office to re-register;
 - you retain **ALL** of your prescribed practical experience completed while registered;
 - you must attempt the UFE within:
 - i) three years of leaving an approved CA training office, and
 - ii) seven years of your **original** date of registration, and
 - iii) pass it within 10 years.
 6. If you have not attempted the UFE, and you are re-registering within 3 years of being
 - i) registered, **and**
 - ii) employed with an approved CA training office
 - you must be employed with an approved CA training office to re-register;
 - you retain any prescribed practical experience up to 24 months that you completed while previously registered; (please note: undergraduate co-op degree program students who did not complete a co-op degree may have credit for 50% of their eligible co-op work terms, subject to Section 3.(c));
 - you must attempt the UFE within seven years of your **original** date of registration and pass it within 10 years.
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FEES

- The re-registration fee relates to the cost of processing your application and is non-refundable. The amount is determined by the length of time you were unregistered and whether or not you are eligible for recognition of previously completed prescribed practical experience. In addition to the re-registration fee there is also a pro-rated annual registration fee for the current year.
- If you have been unregistered for **one year or less** and are eligible for recognition of some or all of your previous prescribed practical experience, the re-registration fee is **equal** to the amount of the current annual registration renewal fee.
- If you have been unregistered for **more than one year** and are eligible for recognition of some or all of your previous practical experience, the re-registration fee is **twice** the amount of the current annual registration renewal fee.
- If you are not eligible for recognition of any of your previous practical experience the re-registration fee is the **same** as that paid by a new student.