
STAFF TRAINING PROGRAM

All students are required to complete the staff training program within twelve months of the date of their registration with the Institute (as outlined in Regulation I 400 of the ICAO Member's Handbook), or be exempted by virtue of having completed an Institute-approved in-firm/in-office equivalent. For students enrolled in a co-op program, the determination of the twelve-month period takes into account only the co-op work terms completed from the date of registration with the Institute.

STAFF TRAINING PROGRAM EXEMPTIONS

CA students who have been registered on the basis of the CMA, CGA or non-designated accounting body classifications are exempt from the staff training program requirement.

University of Waterloo students who completed AFM201 and AFM451 prior to Winter 2007 as part of their undergraduate program will be granted credit for the staff training program upon the Institute's receipt of an official transcript, verifying completion.

Please note, prior to the academic year 2005/2006, students who completed ACC228 and ACC451 or ACC251 and ACC451 or ACC228 and AFM451 as part of their undergraduate program will also be granted credit for the staff training program upon the Institute's receipt of an official transcript, verifying completion.

INSTITUTE STAFF TRAINING PROGRAM

Details on accessing materials for pre-course work will be sent to students approximately one month prior to the session date. Course instructors have found that, in general, students gain maximum benefit from this course if it is taken after four months of practical experience, once students have had some preliminary exposure to auditing.

PAYMENT OPTIONS

Electronic Funds Transfer:	Fees may be paid through Internet or by telephone bill payment with your financial institution. The listing is under either "Chartered Accountants of Ontario" or "Institute of Chartered Accountants of Ontario", depending on your financial institution. Please use your ICAO number as the account number.
Cheque:	Please record your ICAO number on the front and make your cheque payable to the Institute of Chartered Accountants of Ontario.
Credit Card:	Payments made by VISA or MasterCard can be faxed to 416-962-8900 or mailed to the address below.
Transfers:	Please note that course transfers cannot be done using the online registration service. All transfers must be requested in writing or by e-mail to stp@icaoo.on.ca . A registrant may request a transfer to another session (subject to availability) without incurring a cancellation fee provided that the request for a transfer is received at least two weeks in advance of the session.
Withdrawal/Refunds/No Shows:	To withdraw from a session in the Staff Training Program, written notification must be received by the Institute two weeks prior to the start date of the session. The Institute will issue a refund less cancellation fee of \$52.50 (\$50.00 + \$2.50 GST). Please send withdrawal request to stp@icaoo.on.ca or by fax at 416-962-8900. No shows will be charged a cancellation fee of \$52.50 (\$50.00 + \$2.50 GST).

REGISTRATION INFORMATION AND CONDITIONS FOR INSTITUTE STAFF TRAINING PROGRAM

1. The attached registration form should be completed and returned to the Institute, with payment, AS SOON AS POSSIBLE as enrolment for each session is limited.
2. Fees cover all course materials and lunch is provided.
3. Confirmation of course registration will be mailed to the student, approximately one month prior to the session date.
4. If a course session is oversubscribed, applicants will be contacted and registered in another available session. Additional offerings may be arranged, if necessary.
5. A registrant may be replaced by another student from the same training office provided that the training office notifies the Institute of the substitution prior to the first day of the course session.

If you have any questions regarding this program, please contact us at stp@icaoo.on.ca.