



# 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)

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## 2011-2012 Executive Phase 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 (earliest degree first).

Name of University	Degree Awarded	Year Awarded

I HEREBY GRANT CERTIFIED MANAGEMENT ACCOUNTANTS OF ONTARIO PERMISSION TO RELEASE MY PERFORMANCE ON THE CMA® FOUNDATION STUDIES, CMA® BOARD REPORT AND PRESENTATION TO THE EDUCATION INSTITUTION(S) FROM WHICH I GRADUATED. Yes  No

Please include official university transcripts included with this application. Undergrad  Master's

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.

Name of Executive Phase Master's Program you are applying for: check (✓)

Queen's EMBA/CMA  Rotman EMBA/CMA  Royal Military College MBA/CMA  Telfer EMBA/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 the 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% or B- on all CMA pre-requisite courses.
- 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 Foundation Studies 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:
  - Practical Experience
  - Foundation Studies
  - Board Report

**PRACTICAL EXPERIENCE REQUIREMENTS:**

Executive Phase candidates must demonstrate five (5) years of Senior Strategic Financial Leadership evaluated, by CMA Ontario, at the Career Stage 3 level vs. the CMA® Competency Map, 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/>.

Next steps are to:

1. Enroll in the first available offering of Foundation Studies component after completing Master's studies (deferrals will be granted on an exception basis upon application)
  2. Achieve 60% or higher on each of the assignments for Foundation Studies to be eligible for the CMA Board Report
  3. Achieve 60% or higher in the nationally administered CMA Board Report process
- In the event that candidates are not successful in any assignment(s) for Foundation Studies, they will be required to re-attempt the Foundation Studies assignments on the next available offering.
  - 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 on the Board Report.
  - The Board Report process commences in January each year.

**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
Registration	Winter	Due with application	\$500.00 + \$65.00 HST = \$565.00
Foundation Studies	Winter	January	\$3500.00 + \$455.00 HST = \$3955.00
Board Report & Prep Program	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 2012 Foundation Studies or Board Report Process, applications are due by December 16, 2011. Candidates must first successfully complete Foundation Studies component prior to registering in the 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 Foundation Studies, Board Report, a Preparation Session for the Board Report and two years of CMA membership fees while in the program. Rewrite fees apply for any program component and the Executive Phase Master's Program component fees are subject to change.

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, to:

Christine Briggs  
Program Support Officer  
CMA Ontario  
25 York Street, Suite 1100  
Toronto, ON M5J 2V5  
cbriggs@cmaontario.org

Please direct inquiries to [info@cmaontario.org](mailto:info@cmaontario.org)