Guide to Completing the Certified Payroll Manager Program's
Payroll Experience Prerequisite Application (PEPA)

Please read this guide carefully as it contains important information about the *Payroll Experience Prerequisite Application* (PEPA).

In order to register in the Certified Payroll Manager (CPM) program, every applicant must hold a valid Payroll Compliance Practitioner (PCP) certificate and have two (2) years of weighted payroll experience being responsible for the payroll function of an organization, including being accountable to management for the accuracy of employees' pay and all government statutory remittances, or equivalent experience (obtained within the past five (5) years). This must be demonstrated to the Canadian Payroll Association (CPA) using the CPA's application process.

PCPs must apply, using the PEPA, to have their weighted payroll experience approved prior to registering in the CPM program. This guide will assist students in completing the PEPA and provide information on the required supporting documentation. Weighted payroll experience must be verified by an employer/manager.

> **NOTE:**
> A verifier is a person who is/was your **direct reporting manager** and has a professional business relationship with you (family members are not eligible to verify your experience).

To submit your application(s), please follow the guidelines below:

- If, in your current position, you have at least 2 years of applicable weighted payroll experience, submit one PEPA for your current position.
- If, in your current position, you have less than 2 years of applicable weighted payroll experience, and you have other applicable weighted experience within the past five (5) years, submit a separate PEPA for each position.
- If you are not currently working in payroll, but your applicable weighted payroll experience totals more than two (2) years within the past five (5) years, submit a separate PEPA for each position to cover the two-year weighted period.

> **NOTE:**
> For further detailed information in regards to the 2 years weighted payroll experience, visit the PEPA's FAQ available on our website, payroll.ca.

Documentation – Check List

All of the following documents must be submitted in order for the application to be considered complete and ready for review by the CPA.

- □ Chronological **current** resume that includes a detailed overview of all relevant payroll employment, with start and end dates (including month and year) for each position.

- □ Job description for each payroll position being submitted.

- □ Completed application(s), verified by your employer/manager, for each payroll position.

Application

The application is a fillable PDF form available for download on the CPA's website, payroll.ca.

An application form and supporting documentation must be provided for each payroll position being submitted for consideration.

Step 1 - *Complete the application(s)* – *Completed by the Applicant*

Part 1: My Profile - Provide your contact information.

Part 2: Professional Experience – Complete sections 2a – 2e, which review the professional experience that you would like to be applied toward your payroll work experience requirement.

If, in your current position, you have less than 2 years of applicable weighted payroll experience, you must complete a separate application form (Parts 1 to 5) for each additional payroll position being submitted for review.

Part 3: Other Experience - Provide any additional information relevant to your assessment.

Part 4: Verification Information - Provide the organization and the contact information of the person who would be in a position to verify the accuracy and completeness of the information provided in this application.

If you do not have a current or past employer, provide us with the contact information of a person with whom you have a professional relationship (for example, a client). In this case, you may be contacted by the CPA for an interview.

Part 5a: Read the disclaimer, sign and date the document.

Step 2 – S*end the Application(s) to your Verifier* – *Completed by the Applicant*

Send the completed application to your verifier for validation.

Step 3 – *Verification* – *Completed by the Verifier*

Part 5b: Your verifier will review, validate, sign and send the application back to you.

Step 4 - *Submit the Application to CPA* – *Completed by the Applicant*

Once you receive the validated application back from your verifier, send it to the CPA along with your resume and job description(s) by mail or email to payrollexperience@payroll.ca. If you are submitting more than one application via email, ensure all applications and supporting documents are sent in one email.

Step 5 - *Assessment* – Completed by the CPA

Part 6: An acknowledgment email will be sent to you once the CPA has received your application. You will be advised of the status of your application within twenty (20) business days.