



**CPB**  
CANADA

# EDUCATION PARTNER PROGRAM

## *Apprentice Level*

### **Find Success & Build Your Future**

Recognized across Canada by employers and clients, the Certified Professional Bookkeeper (CPB) designation sets the national standard for bookkeeping. Reviewed every two (2) years, our knowledge expectations ensure members have the knowledge, skills, and experience needed to guide and support their success.

**Increase your visibility. Enhance your professional brand. Take your career to the next level.**

### **PROGRAM BENEFITS**

- ✓ Our partners base their curriculum on CPB Canada's knowledge expectations to ensure their graduates have the practicum needed to work at the Apprentice level.
- ✓ Enrolled students gain access to CPB Canada's Student Affiliate membership for just \$50 annually. Get ready to connect with like-minded professionals and stay informed about the latest in business, workflow, technology, accounting practices, and more!
- ✓ Apprenticeship level program graduates are fast-tracked on our Certification Pathway, **waiving the one (1) year work experience requirement.**

Learn more at [cpbcan.ca](https://cpbcan.ca)

# CERTIFICATION PATHWAY

## Apprentice Level Students

**STEP 1:**  
**Enroll in a pre-approved bookkeeping program**  
Enroll in an Apprentice level bookkeeping program on CPB Canada's Education Partner program list

Register with CPB Canada as a Student Affiliate member for a highly discounted rate of \$50/year.  
*Welcome to CPB Canada!*

**STEP 2:**  
**Complete pre-approved bookkeeping program**  
Successfully complete the pre-approved bookkeeping program - equivalent to 1 (one) year of bookkeeping work experience

Upgrade to a regular membership to access CPB Canada's certification pathway.  
*1 (one) year of work experience requirement waived!*

**STEP 3:**  
**Education Partner Fast-Track**  
Submit your official transcript and program certificate with your application. Once approved, you are eligible to challenge the Apprentice-level test. Upon passing, you will receive official verification confirming you have met the national competency standards for this level.

Ready to continue working toward your CPB designation?

TECHNICIAN LEVEL

CPB LEVEL

**STEP 4(A):**  
**Complete 1 year of work experience**  
Complete 1 (one) year of bookkeeping work experience before attempting the Technician level test - 2 years of experience are typically required.

**STEP 4(B):**  
**Complete 2 years of work experience**  
Complete 2 (two) years of bookkeeping work experience before attempting the CPB level exam - 3 years of experience are typically required.

Complete 1 (one) more year of work experience

Bypass the technician level!

**STEP 5:**  
**Complete the Technician level test**  
Successfully complete the technician level test. The additional eligibility requirements must be achieved.  
**Congratulations, you are now at the Technician level!**

**STEP 6:**  
**Complete the CPB level exam**  
Successfully complete the CPB level exam. The additional eligibility requirements must be achieved.  
**Congratulations! You're a CPB and can now claim your CPB level digital badge.**