



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!
- ✓ Apprentice level program graduates are Fastracked on our Certification Pathway, **waiving the one (1) year work experience requirement.**

SHARE YOUR ACHIEVEMENTS

Apprentice level members are rewarded with a CPB Canada digital badge of achievement backed by metadata detailing the requirements met for the level. This data is verified electronically and provides members, and the public, with proof that you have the knowledge expectations and experience that meet our national standard.



Learn more at 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:
Access your Apprentice level digital Badge
As a graduate of an Education Partner program, you are now eligible to access the Apprentice level test and digital badge with CPB Canada. The additional eligibility requirements must be achieved.

Ready to continue keep 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 can now claim your Technician level digital badge.

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.