PRACTISING THE PROFESSION

# of certified management accountant

PROFESSION WITH RESERVED TITLE

7,100 MEMBERS

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RESPONSIBILITIES AND CONDITIONS FOR PRACTISING THE PROFESSION

The practice of the profession of certified management accountant consists in engaging in any activity to establish cost accounting, do industrial accounting and organize and manage businesses.

Certified management accountants practise a profession with a reserved title. They must hold a permit from the Order and be registered on the roll of the Order to use the reserved title of "certified management accountant" or "comptable en management accrédité" or the initials "CMA."

Useful information

Order members are not exclusively entitled to engage in their professional activities. However, being a member of the Order, which confers the right to use the professional title, is generally a hiring condition.

OBTAINING THE PERMIT

CONDITIONS FOR OBTAINING THE PERMIT

To obtain the permit, the candidate must hold a Québec diploma, as provided for by regulation, or have a diploma or training recognized as being equivalent by the Order. Candidates holding a diploma issued in Québec or elsewhere must also satisfy the other requirements of the **regular path** of the CMA certification process, i.e.:

- pass the CMA entrance examination;
- successfully complete all the phases of the *CMA Strategic Leadership Program*, including the Report to the Board of Directors;
- pass the Case Examination;
- satisfy the practical experience requirements;
- have knowledge of the French language appropriate to the practice of the profession.

Permanent residency or Canadian citizenship is not required to obtain a permit.

Produced in collaboration with the:

CMA Ordre des comptables en management accrédités du Québec

Immigration et Communautés culturelles Québec

Useful information

Candidates who have at least five years of professional experience in an executive position and who satisfy the requirements of the executive path may obtain a permit to practise the profession of certified management accountant from the Order.

Candidates that are eligible for this path must:

- ***successfully complete a university graduate-level program of two and a half years;***
- ***have knowledge of the French language appropriate to the practice of the profession.***

See the Appendix for more information.

Practical advices

- ***If you plan to practise the profession of certified management accountant in Québec, you would be well advised to contact the Order prior to your departure to find out about the rules regulating access to the profession and to begin the steps you will have to take to obtain your permit and apply for membership in the Order. Moreover, certain immigration procedures may require that you contact the Order. Should this be the case, you will be notified by your immigration counsellor.***
- ***Prior to your departure, you may also access the evaluation of prior learning module on the Order's website (www.cma-quebec.org) to assess your potential eligibility for the CMA profession. Based on an evaluation of your training and experience, it will help you more effectively plan how to acquire the necessary training, where applicable, and plan the steps you need to take to obtain the permit to practise.***

DIPLOMA OR TRAINING EQUIVALENCE

To be recognized as equivalent, a diploma awarded outside Québec must attest that its holder possesses a level of knowledge and skills equivalent to that acquired by the holder of a Québec diploma, as provided for by regulation.

Consequently, equivalence is recognized if the diploma was awarded upon completion of the equivalent of university-level studies comprising at least 90 credits apportioned as follows:

- a minimum of 45 credits in management accounting and financial accounting;
- a minimum of 30 credits, in particular in management, computer science, systems and quantitative methods.

Useful information

- ***In Québec, admission to a university program generally requires the successful completion of 13 years of elementary, secondary and college education.***
- ***A credit is the quantitative value attributed to the activities of a student within the framework of a teaching, practical training, or research program. When the activity is a formal course, a credit represents 15 hours of course attendance and 30 hours of personal work.***

If the diploma was awarded five or more years prior to the application for equivalence, the candidate will be refused if the knowledge acquired no longer corresponds to the current content of study programs. However, diploma equivalence will be recognized if candidates demonstrate to the Order's satisfaction that they have acquired, since being issued the diploma, the level of knowledge and skills required.

Candidates holding diplomas not recognized as equivalent may obtain recognition of their training equivalence if they demonstrate to the Order's satisfaction that they:

- have work experience of not less than five years in management accounting;
- have a level of knowledge and skills equivalent to that acquired by the holder of a Québec diploma, as provided for by regulation.

To assess training equivalence, the Order considers the candidate's total number of years of schooling, the nature and content of the courses taken, the number of related credits, grades earned, diplomas received in Québec or elsewhere, the training periods and other learning activities or upgrading courses, as well as the relevant work experience in management accounting.

Procedure for achieving recognition of diploma or training equivalence

1. You must use the evaluation of prior learning module on the Order's Internet site to asses your prior training. This will give you an idea of the requirements you will have to satisfy to begin the process for CMA certification.
2. If relevant, you should then submit a formal application to the Order, either through the online process or using the prescribed form, and provide all the following documents:

- ☐ A curriculum vitæ, accompanied by a summary of your responsibilities and duties
- ☐ Diplomas and transcripts
- ☐ *Évaluation comparative des études effectuées hors du Québec* (Comparative evaluation for studies done outside Québec), issued by the ministère de l'Immigration et des Communautés culturelles
  A fee of $105 is required.
- ☐ Payment of $135.45 to cover the cost of reviewing the file
  These fees are non-refundable.

Only applications duly completed and accompanied by all of the required documents can be processed.

For documents written in a language other than French or English, the candidate must also supply a French translation attested to by a sworn statement from the translator who did the translation.

3. The Order will send you written notice of its decision respecting recognition of your diploma or training equivalence. If recognition is denied or only granted partially, it will notify you of the courses of study you must successfully complete for full training equivalence to be granted.

Useful information

The Order requires candidates who were awarded their diplomas abroad to complete a program of study in a Québec university to acquire knowledge specific to taxation and standards respecting the preparation and reporting of accounting information in Canada. The required studies may vary, as the case may bee, from some courses to the complete program. In addition, candidates must satisfy the educational institution's admission requirements and pay the relevant tuition fees.

CMA ENTRANCE EXAM

The CMA entrance exam is intended to assess the candidates' level of understanding and mastery of the university knowledge acquired in financial accounting, management accounting, taxation and finance, as well as other related subjects.

The four-hour exam is comprised of multiple-choice questions. There are two exam sessions per year, in June and in October. The passing grade is 60%. Candidates who pass this exam are entitled to undertake the *CMA Strategic Leadership Program.*

Registering for the examination

To register for the examination, you must have obtained recognition of your diploma or training equivalence and have sent to the Order the prescribed registration form, along with the payment of $395.06 in registration fees, six weeks prior to the exam.

Useful information

For a fee, the Order will also provide candidates with preparatory material for the entrance exam.

CMA STRATEGIC LEADERSHIP PROGRAM

To obtain the permit to practise from the Order, candidates must complete a professional training program called the *CMA Strategic Leadership Program*, which enables them to acquire knowledge of best practices in management and management accounting applied by high-performance organizations. Thanks to the new knowledge and skills acquired in this program, candidates will be able to more quickly advance their careers and distinguish themselves within their organization.

The two-year *CMA Strategic Leadership Program* is divided into two phases: the development phase and the application phase. The Report to the Board of Directors constitutes the final evaluation of the candidates.

Phase 1 — Development

In this phase, candidates are required to develop their abilities in strategic thinking, analysis, integration, judgment and communication. Candidates must analyze case studies representative of those used in the Case Examination, which they must pass to be admitted to Phase 2 of the program.

CASE EXAMINATION

The Case Examination is intended to measure candidates' skills in the areas of strategic management, risk management and governance, performance management, performance measurement, financial management and financial information. This four-hour examination consists in the analysis of a case study based on detailed background information about a fictitious company and its field of activity.

There are two examination sessions per year, in May and September. The passing grade is 60%. Candidates must pass the Case Examination to be admitted to Phase 2 of the program.

Registration for the Case Examination

To be eligible for the Case Examination, you must have successfully completed Phase 1 of the *CMA Strategic Leadership Program* and have sent to the Order, within the prescribed timeframe, the registration form and payment of registration fees of $564.38.

Phase 2 — Application

This phase is intended to ensure that candidates assimilate the skills necessary for the practice of the profession of certified management accountant. Based on teamwork, the application phase allows candidates to put into practice problem-solving, decision-making, ethics and leadership skills.

Report to the Board of Directors

At this stage, candidates are required to submit a written report and make an oral presentation to a simulated Board of Directors to demonstrate the knowledge acquired and skills developed during the program.

Registration for the CMA Strategic Leadership Program

To participate in the *CMA Strategic Leadership Program*, you must have obtained recognition of your diploma or training equivalence, passed the entrance examination, registered online on the Order's site before September 1, and arranged for the payment of fees of $5,725 (non taxable, payable in five instalments).

The Order offers this program in the fall, at the start of each academic year.

Useful information

Close to two thirds of candidates are partially or totally reimbursed for the* CMA Strategic Leadership Program *tuition by their employers.

TRAINING PERIOD

To promote the practical application of accounting techniques and the assimilation of the principles of management in a real decision-making environment, candidates are required to complete two years of full-time paid employment (or the equivalent on a part-time basis) consistent with the role of certified management accountant. The Order accepts jobs associated with management accounting, financial accounting, management, finance and management information systems. The training period is completed parallel to the *CMA Strategic Leadership Program*.

Once obtained, the training period must be approved by the Order to be recognized in the certification process.

APPROPRIATE KNOWLEDGE OF THE FRENCH LANGUAGE

In accordance with the Charter of the French Language, professional orders can only deliver regular permits to individuals who have a knowledge of the French language appropriate to the practice of their profession. Therefore, candidates must meet this legal requirement and those above mentioned to obtain a permit.

Useful information

Individuals having completed at least three years of full-time secondary or post-secondary education in French are recognized as having sufficient knowledge of the French language.

Candidates whose files do not indicate that they have appropriate knowledge of French must pass the *Office québécois de la langue française* (OQLF) French examination. **The Order** will forward the examination registration form once the application for recognition of diploma or training equivalence has been received.

Those candidates may, however, obtain a temporary permit for no more than one year if they meet the requirements for practising the profession. This permit will be issued by the Order, together with a registration form for the OQLF French exam.

The temporary permit may be renewed up to three times with the authorization of the OQLF. For each renewal, candidates must sit examinations held in compliance with OQLF regulations. Once the temporary permit has expired, the candidate must pass the OQLF examination to obtain a regular permit. This examination is free of charge and is held in Montréal.

Review mechanism

Candidates may request a hearing with the Order to review its decision if recognition of a diploma or training equivalence was refused or only partially recognized. Candidates must submit any review application within the timeframes prescribed by regulation. The Order must give candidates the opportunity to submit their observations, in person or in writing, before rendering its decision. The final decision may not be appealed.

Candidates who fail the entrance examination may take a supplementary examination. They may also request a review of the grade obtained on the entrance examination. The Order will notify candidates of the required fees.

Candidates who fail the Case Examination may take a supplementary examination. The may also request a review of the grade obtained on the Case Examination. The Order will notify candidates of the required fees.

Candidates who fail the *Report to the Board of Directors* may try again the following year. They will join a team designated by the Order. If candidates fail a second time, they may make a third and last attempt the following year by repeating the *CMA Strategic Leadership Program* from the beginning of Phase 2. They will thus have to re-register for the program according to the administrative rules in effect for the next cohort. The Order will notify candidates of the required fees.

Registration on the roll of the Order

Permit holders must be registered on the roll of the Order to practise the profession and use the reserved title and initials. To register, you must:

- submit a written application using the prescribed form and sign the declaration respecting disciplinary and criminal decisions handed down in and outside Québec;
- pay the annual fees;
- take out professional liability insurance (for members working in consultant firms only).

Annual fees are $710, plus $24.80 as contribution to the financing of the *Office des professions du Québec*. Members working in consulting firms are required to pay an additional fee of $150 and take out professional liability insurance.

References

- *Regulation respecting the terms and conditions for permits to be issued by the Ordre professionnel des comptables en management accrédités du Québec (c. C 26, r.22.1).*
- *Regulation respecting the standards for equivalence of diplomas for the issue of a permit of the Ordre professionnel des comptables en management accrédités du Québec (c. C 26, r.24.2).*
- *Regulation respecting the standards for equivalence of training for the issue of a permit of the Ordre professionnel des comptables en management accrédités du Québec (c. C 26, r.24.3).*

FOR MORE INFORMATION

Information on the conditions for practising the profession in Québec

- ***Ordre des comptables en management accrédités du Québec***
  715, rue du Square-Victoria, 3e étage
  Montréal (Québec) H2Y 2H7

  In Montréal:
  514 849-1155

  Elsewhere in Québec:
  1 800 263-5390

  Fax: 514 849-9674

  Internet: www.cma-quebec.org
  E-mail: admission@cma-quebec.org

Information on certification and examinations for evaluating knowledge of the French language

- ***Office québécois de la langue française***
  www.oqlf.gouv.qc.ca

Information on Québec's professional system and the Professional Code

- ***Office des professions du Québec***
  www.opq.gouv.qc.ca
- ***Conseil interprofessionnel du Québec***
  www.professions-quebec.org

Information and assistance with regard to procedures pertaining to a professional order

- ***Ministère de l'Immigration et des Communautés culturelles***
  www.immigration-quebec.gouv.qc.ca

  In the Montréal region:
  Contact the Service d'information sur les professions et métiers réglementés at 514 864-9191.

  Elsewhere in Québec or abroad:
  Contact the
  Service Immigration-Québec
  in your settlement area.

Access to laws and regulations

- ***Les Publications du Québec***
  www.publicationsduquebec.gouv.qc.ca

Information on the job market in Québec

- ***Emploi-Québec***
  emploiquebec.net
- ***Ministère du Développement économique, de l'Innovation et de l'Exportation***
  www.mdeie.gouv.qc.ca

You can also obtain the brochure *The practice of a profession governed by a professional order*

On the Internet:
www.immigration-quebec.gouv.qc.ca

In Québec:
at a Service Immigration-Québec

Abroad:
at the Bureau d'immigration du Québec
Québec serving your territory

Notice

The information in this document was current in August 2008. It was obtained from various sources and in no way replaces current legislation and regulations.

The fees mentioned herein are subject to change. They are in Canadian dollars and include all applicable taxes.

The Ordre des comptables en management accrédités *du Québec has validated the French version of this document. The English version is in accordance with the French version, but has not been validated by the Order.*

EXECUTIVE PATH

Executive programs leading to a permit from the *Ordre des comptables en management accrédité*

Offered in collaboration with three Québec universities, the **CMA Executive Program** and the **CMA-MBA Executive program** are intended exclusively for individuals who have at least five years of professional experience in an executive position. The successful completion of either of these two executive programs leads to the issue of a permit to practise by the *Ordre des comptables en management accrédités du Québec*.

The two-and-a-half year **CMA Executive Program** leads to the CMA designation and is offered at:

- Concordia University (in English).

The two-and-a-half year **CMA-MBA Executive Program** allows participants to work simultaneously toward both an MBA and the CMA designation. This program is offered at the:

- École des sciences de la gestion de l'Université du Québec à Montréal (UQAM) (in French); and
- Université du Québec en Outaouais (in French and English).