



CPA Atlantic School of Business

CPA Professional Education Program

Online Facilitators - PEP

Delivery Location: Atlantic Region / Bermuda - Remote

Application Deadline: Open

The Canadian CPA is the pre-eminent, globally respected business and accounting designation.

As members of the pre-certification team of CPA Atlantic School of Business, the primary responsibility of online facilitators is to guide the online learning of candidates enrolled in the rigorous CPA Professional Education Program (“PEP”). The pre-certification program is comprised of:

- two common core modules which all CPA candidates must take to ensure the development and demonstration of technical competencies in financial reporting, strategy and governance, management accounting and certain elements of audit and assurance, finance and taxation;
- four electives (assurance, performance management, tax and finance) of which students must take two;
- a capstone integrative module that focuses on the development of the enabling competencies and; finally
- a capstone examination preparation module.

For more details on the CPA certification program, please access the following link:

<https://www.cpacanada.ca/en/become-a-cpa/cpa-professional-education-program-becoming-a-cpa>

Major responsibilities

As members of the pre-certification team of CPA Atlantic School of Business, the primary responsibility of online facilitators is to guide the online learning of candidates enrolled in the rigorous CPA Professional Education Program (“PEP”). Facilitators support the on-line learning of the candidate by reviewing and providing timely feedback on the PEP module assignments throughout the eight-week duration of the module. They also monitor the module discussion board and respond to candidate email inquiries in a timely manner.

Please note, participants in the facilitator training program will not receive payment for participating in or travelling to the training. CPA Atlantic strives to offer training in a variety of locations throughout Atlantic Canada. Attendance is mandatory if you wish to be considered for a facilitator role, however, attendance does not guarantee a position. Facilitators will ultimately be selected from the pool of qualified trainees based on candidate enrollment levels.

Key Competencies Required for Selection

- 1) A CPA member in good standing with one of the provincial/regional CPA member organizations in Atlantic Canada or Bermuda, and highly knowledgeable with the PEP module subject matter selected for on-line facilitation
- 2) Possesses an excellent understanding of adult learning principles and has related experience with on-line distance education delivery methods
- 3) With strong customer service orientation, able to foster relations with a broad group of individuals from diverse backgrounds
- 4) Exceptional communication skills

Individuals interested in this opportunity should send their resumes and two letters of reference directly to:

Leslie Murphy

Manager, Student Services, CPA Atlantic School of Business

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For more information on CPA Atlantic School of Business, please visit our website at:

www.cpaatlantic.ca.