Potential Graduate Checklist

- I have completed **ALL Academic Requirements** for my program (06, 98, or 91) which includes both business cases: BC1 (PS1/PS2) and BC2 (PS3) and Public Speaking (001). Program sequences can be found on the CGA-BC website listed under Schedules, Fees and Forms.
- I have completed my **Degree Requirement** (Program 06 & 98 students). If you are unsure, please verify that CGA has received the required documents confirming that you have completed your degree in Student Details (My CGA-BC).
- I have completed my **Practical Experience Required for Certification** (**PERC**) and have received a letter indicating that my work experience has met the Associations requirements for graduation. If you have not received this letter, please submit the PERC questionnaire before the indicated deadlines below.
- I have verified my **Personal and Contact** information is correct and up to date in Student Details (My CGA-BC).
- I have verified my **Citizenship Status**. Please note that if your citizenship status has changed since you first applied to the CGA program, we will require official confirmation of this change in order to update your record.

  Picture ID is mandatory to make changes to your status.

  Please scan/email both sides of your Canadian Citizenship or Permanent Residents Card

  OR

  Certificate of Canadian Citizenship (2 pgs), with either a copy of your Driver's License (both sides) or Passport to Cindy James
- I have completed the Application for Membership form, including 2 CGA sponsor signatures.
- I have submitted all relevant forms to the Association before the noted deadlines.

Important Deadlines for Potential Graduates

Membership approval dates:

Session 4 2012-2013	**Session 1 2013-2014**	**Session 2 2013-2014**	**Session 3 2013-2014**	**Session 4 2013-2014**
November 30, 2013	February 28, 2014	May 31, 2014	August 31, 2014	November 30, 2014

Please note, potential graduates **who have not** submitted their Practical Experience Required for Certification (**PERC**) questionnaires for assessment are advised to do so by the posted deadlines below:

September 27, 2013	January 3, 2014	March 28, 2014	June 27, 2014	September 26, 2014

Membership applications due to the CGA office for potential graduates:

November 6, 2013	February 12, 2014	May 14, 2014	August 6, 2014	November 5, 2014

Please submit **only one copy** of your membership application form using one of the following methods:

1. By E-mail (***preferred***) to: cjames@cga-bc.org
2. By Secured Fax to: 604-732-9439 Attn: Cindy James
3. By Mail to: CGA-BC #300 -1867 West Broadway, Vancouver, BC, V6J 5L4 Attn: Cindy James

You will receive a confirmation of receipt via e-mail ***within 5 business days***.