

## TOP 5 FREQUENTLY ASKED QUESTIONS FOR CPD REPORTING

### **Can I claim volunteer activities eligible as verifiable CPD?**

You can claim CPD credits to the extent that you have achieved learning, that develops and maintains your professional competence, to enable you to continue to perform your professional role. You can claim verifiable CPD credits to the extent that the learning can be verified objectively. The amount of credit will vary from one volunteer to another, as it will depend upon a number of factors such as: the experience level of the volunteer, the issues addressed in the presentations and feedback, and the relevance to the volunteer's professional role. Members should document the basis for the extent of CPD claimed. The member must assess the hours spent on volunteer and determine where there were learning activities during the course of a meeting where the duration of the meeting or just a portion of the meeting. For example, a full day board meeting maybe 8 hours, however only 3 hours may include a learning activity.

### **Are CPD hours earned, by attending CPA Saskatchewan's CPD events, automatically entered in the member's record?**

No courses are entered on the member's behalf. The member is responsible for entering CPD hours.

### **What happens if I don't meet the minimum requirements?**

Members who do not meet the minimum requirements for CPD shall submit a plan for completion of those minimum requirements in a specific time frame to the Registrar by email [monitoring@cpask.ca](mailto:monitoring@cpask.ca) or by mail 101-4581 Parliament Ave, Regina, SK, S4W0G3. Plan template is available if needed!

### **I submitted an exemption for fees and was approved by the Registrar, do I need to submit again?**

If you received an exemption for fees 2018/19, you may not have automatically been approved for CPD and are required to go online to request the exemption. If you are unsure of your approval status, please contact [registrar@cpask.ca](mailto:registrar@cpask.ca).

### **I'm having technical difficulties, who do I contact?**

Contact the [info@cpask.ca](mailto:info@cpask.ca) or call (306) 359-0272.