

Guide for Renewal

April 1, 2019

Key Dates

April 1, 2019

Communication to all members to proceed online to renew and pay fees

April 15, 2019

Fees are due to CPA Saskatchewan

Submissions related to non-practice exemptions are due

May 15, 2019

Final date to renew and pay fees without late fees

Final date to submit a resignation application

2019 - 2020 Member Renewal & Fees

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To get started on your annual member renewal, log into your CPA Saskatchewan account at member.cpask.ca.



Please note: Browsers such as Fire Fox and Chrome will work the best with our system, with any other browsers you may encounter technical issues.

Forgot your CPASK ID or Password? For your CPASK ID, it is located in the member renewal & fees communication or click on “Forgot my CPA SK ID”. For a new password, click on “Forgot my password” to reset or call the office at (306) 359-0272.

Once you are logged in, click on “Member Renewal & Fees” which is highlighted in blue on the green banner.

There are 4 steps to member renewal that require completion prior to paying fees.

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Step 1

The purpose of this step is to review (and update, if applicable) your contact information with CPA Saskatchewan.

For any field marked with a red asterisk, it indicates a mandatory field and you won't be able to get to the next step without completing it.

Please note that your preferred email address is always reflected under the "Employment" tab. Meaning, even if you prefer CPA Saskatchewan emails to go to your personal or residential address, our database will continue to send email to the address noted in the employment field.

Step 2

The purpose of this step, which has two unique sections, is to update declarations with CPA Saskatchewan. Each question on this page is mandatory.

First, to update their declarations of compliance with relevant laws in Saskatchewan and Canada. Contact our office if you need guidance prior to responding to the questions at (306) 359-0272 or registrar@cpask.ca.

Second, to notify CPA Saskatchewan of areas where a member may be offering services to the public or administering trust assets. Please note:

- A member may offer service to the public to 3 or less clients, as a director or officer in a volunteer capacity or through a registered firm without additional registration requirements.
- A member that is administering assets in a personal capacity does not require notification to CPA Saskatchewan.

Step 3

The purpose of this step is to identify what fee category applies. There are two types of members fees – Primary or Affiliate.

Primary members remit the full CPA Saskatchewan fee of \$570 plus the CPA Canada fee of \$400 plus the applicable GST/HST to CPA Saskatchewan. If you are practicing primarily in Saskatchewan you must be a primary member.

Affiliate members remit the affiliate fee of \$165 plus the applicable GST/HST to CPA Saskatchewan and must remit full provincial and CPA Canada fees to another provincial institute (including Bermuda).

If you require a **fees reduction or exemption**, you will need to respond "Yes" to the question noted in section E and click "Next" to move to the next screen.

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There are two types of exemptions: **Temporary** and **Permanent**. To qualify for an exemption a member is not:

- Engaged in the practice of the profession;
- Holding themselves out as a professional accountant; and
- Relied upon by others based on competencies of the member as a professional accountant.

Further, a member that does not intend to return to practice of the profession shall declare as a “permanent” non-practice.

A member who is 70 years or age or older does not need to complete a form for their permanent non-practice exemption to continue. However, if your contact information changes, please advise CPA Saskatchewan within 30 days.

If you do not qualify for an exemption but require a reduction in fees due to financial hardship, contact our office at (306) 359-0272 or registrar@cpask.ca. Please note that members applying for financial hardship are required to provide documentation for support.

Step 4

The purpose of this step is to either:

- Proceed to pay your fees, or
- Obtain your invoice.

CPA Saskatchewan accepts VISA, Mastercard or cheque. Cash is not accepted and payments online should be made whenever possible.

CPA Saskatchewan cannot provide printed invoices. Invoices are available through the member’s page.

Employers wishing to remit member fees for more than one employee shall provide a detailed list of members when sending the payment in.

If you are exempt from GST, please contact info@cpask.ca.

Contact Us

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Professional Accountants of
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Regina, SK S4W0G8

(306) 359-0272

info@cpask.ca

registrar@cpask.ca

www.cpask.ca

member.cpask.ca

More questions?

Q. Where do I get more information on renewal?

A. More information is available online at:

<https://www.cpask.ca/member-information/obligations/member-renewal-and-fees>

A full list of FAQs and a webinar is available to walk through the steps.

Q. Where can I find CPA Saskatchewan Rules?

A. The complete set of Rules is available under Governing Documents online at: <https://www.cpask.ca/protecting-the-public/governing-documents>

If you have feedback on how CPA Saskatchewan can improve renewal processes, please contact info@cpask.ca.

