

2019 Continuing Professional Development Reporting Plan

Member Name: _____ **Member ID:** _____

All members shall participate in and submit an annual CPD declaration to the Institute of Chartered Professional Accountants of Saskatchewan (CPA SK).

DECLARATION

I understand that the Registrar will notify me of the acceptance of the CPD plan. To be considered for approval, the CPD plan must contain sufficient detail to show how the required CPD will be completed.

I agree to notify CPA SK of my compliance by either submitting this information on CPA SK's website or by completing and returning the CPD Plan. I acknowledge and accept that if I fail to complete an approved CPD plan within the time period specified and file the compliance declaration, my registration as a member may be suspended.

I have read and understood this document in its entirety and request that my CPD plan be accepted. I agree to make up my shortfall in CPD and notify CPA SK as required by CPA SK Rules and as set out in this plan.

Signature

Date

Privacy Statement

CPA SK is committed to respecting your privacy and protecting your personal information. The collection, use and disclosure of your personal information that may be made by CPA SK is described in CPA SK's Privacy Policy. The information collected in CPA SK's member portal is used primarily for the purposes of assessing CPD compliance.

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Member Name: _____ **Member ID:** _____

Please describe your Practice of the Profession (i.e. job function) in 2-3 sentences or points:

Verifiable or Unverifiable?	Subject Matter	Activity	Provider	Date	CPD Hours
Total hours for the year ended December 31, 2019					

Example:

<u>Verifiable or Unverifiable?</u>	<u>Subject Matter</u>	<u>Activity</u>	<u>Provider</u>	<u>Date</u>	<u>CPD Hours</u>
Verifiable	HR Management – Goal Setting	Webinar	CPA Canada	January 5, 2018	1.0

_____ **Signature**

_____ **Date**

What Learning Qualifies as CPD? (Rule 344.1)

Activity Qualification Criteria

344.1 For an activity to be recognized towards a continuing professional development requirement the activity shall:

- (a) be quantifiable, meaning that it must be specifically identifiable and be able to be expressed in terms of a specific time requirement; and
- (b) be relevant to the member's current professional practice and/or long-term CPA career interests.

Definition of Verifiable Continuing Professional Development

345.1 Verifiable continuing professional development means that the learning can be objectively* verified by a competent source and may include:

- (a) presentation or attendance at courses, conferences, seminars, briefing sessions, discussion groups and in-house training;
- (b) teaching a session or continuing professional development in an area that is relevant to a professional role;
- (c) research projects in areas that expand professional knowledge of the member and that result in presentations, reports or similar documentation;
- (d) research, including reading professional literature or journals for specific application in a professional role;
- (e) participation and work on technical committees;
- (f) published professional writing or academic work;
- (g) writing technical articles, papers or books;
- (h) formal study such as leading to a designation, degree or diploma;
- (i) pre-professional re-examination or formal testing;
- (j) self-study involving successful completion of an examination or leading to a designation.

**Objective means not influenced by personal feelings or opinions in considering and representing facts and is a standard of professional conduct in Rule 202.2.*

Definition of Unverifiable Continuing Professional Development

345.2 Unverifiable continuing professional development means independent and informal learning activities and may include:

- (a) on-the-job training for new software, systems, procedures or techniques for application in a professional role;
- (b) self-study that does not involve an examination or other objective certification of completion, such as conference reference material or self-study by electronic media or device;
- (c) casual reading of professional journals or magazines that is not part of research for a specific application in a professional role.

Tracking and Reporting CPD

Each year, members must participate in and submit a CPD declaration, declaring whether they met the CPD requirement, did not meet the requirement or are exempt from the requirement. Members are required to retain professional development supporting documentation (for example, the course description or outline) and records of enrolment. It is recommended that records be kept for a total of four (4) years for possible review or audit by CPA SK.

There is an online tracking tool to assist members in keeping track of CPD hours available on the [CPA Saskatchewan website](#). At any time during the year members may enter, update and track their professional development information in the “My CPD” webpage.

CPA SK will select certain members to be audited for compliance with the CPD requirements on an annual basis.

What is the Practice of the Profession? (Bylaw 16.1)

Practice of the profession is when the member is engaged in or providing a service that is based on or related to technical competencies in the CPA Canada Competency Map (<https://www.cpacanada.ca/en/become-a-cpa/pathways-to-becoming-a-cpa/national-education-resources/the-cpa-competency-map>):

The CPA Technical Competencies Technical competencies reflect the abilities expected of professional accountants and performed by professional accountants in public practice, industry, the public sector, and more. The CPA competencies are grouped into six areas:

1. Financial Reporting

Includes the role of financial reporting, the application of reporting frameworks, the reporting of routine and non-routine transactions in different circumstances, and an understanding of the role of internal control, tax, and finance in financial reporting.

2. Strategy and Governance

Includes the role of corporate governance within an organization, as well as the formulation of strategies, the translation of those strategies into specific business objectives and actions, and their implementation.

3. Management Accounting

Includes identifying management information needs and developing the systems required to meet those needs; planning, forecasting, budgeting, cost and revenue management for an entity; and performance measurement systems.

4. Audit and Assurance

Includes enhancing the reliability of information through internal activities such as internal control, internal and comprehensive auditing, and through external third-party assurance services such as auditing.

5. Finance

Includes financial analysis and planning, treasury management, capital budgeting, business valuation, and corporate finance transactions.

6. Taxation

Includes tax compliance and reporting, and tax-planning and implementation strategies for both corporate and personal taxpayers, and an understanding of the administrative processes in Canadian taxation.

Additional Information

Additional information, definitions and frequently asked questions and answers are available on the [CPA Saskatchewan website](#).