Continuing Professional Development (CPD) Requirements for Verifiable Hours

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;
(b) be relevant to the member's current professional practice and/or long-term CPA career interests; and
(c) contain significant intellectual or practical content.

Verifiable CPD Activity	Qualified Number of Hours	Acceptable Documentation to Substantiate Completion of Hours
You participate in a course, webinar, conference or seminar	Actual number of hours you spent participating in the course, webinar, conference or seminar	**Any one** of the following: • Copy of course payment/invoice • Copy of agenda • Copy of course outline/materials • Certificate of completion • Confirmation of attendance by provider (e.g. registration confirmation)
You attend an in-house training session organized by your employer	Actual number of hours you spent participating in the training session	**Any one** of the following: • Attendance record (e.g. copy of sign-in sheet or email confirmation) • Certificate of completion • Confirmation of attendance by employer
You engage in a research or study project that result in a presentation, report or similar documentation (in an area that expands your professional knowledge)	Actual hours for your presentation. Hours you spent preparing the presentation, report or similar documentation (to a maximum of 5 hours prep time for each hour of presentation)	• A copy of the presentation, report or similar documentation (redacted, if appropriate), or confirmation from independent party • A log of hours (by date) for your presentation • A log of your prep hours (by date)
You participate and work on a technical committee (e.g. Audit Committee of a Board of Directors of a public company, Registered charity or not-for-profit organization, or a CPA Saskatchewan or CPA Canada board/committee)	Actual hours you spent attending committee meetings Actual hours you spent preparing for the meetings (to a maximum of 5 hours prep time for each hour of presentation)	• Proof of your membership on the technical committee (e.g. copy of email confirmation, information circular for public companies or letter from organization confirming your role on the committee) • A log of the hours (by date) you spent attending meetings • A log of the hours (by date) you spent preparing for the meetings

Verifiable CPD Activity	Qualified Number of Hours	Acceptable Documentation to Substantiate Completion of Hours
You publish professional writing (e.g. articles or papers) or academic work	Actual hours you spent authoring or contributing to the publication	- A copy of the published material - A log of the hours (by date) you spent writing or contributing to the material
You write technical articles, papers or books	Actual hours you spent authoring or contributing to the publication	- A copy of the published material - A log of the hours (by date) you spent writing or contributing to the material
You teach a course or CPD session or facilitate CPA PEP in an area relevant to your professional role	Actual hours you spent preparing for the course/session (to a maximum of 5 hours for every hour of teaching time)	- Copy of course material outline including date and speaker details - A log of your prep hours (by date)
You participate as a speaker in a conference, briefing session or discussion group	Actual hours you spent participating as a speaker Actual hours you spent preparing for the conference, briefing session or discussion group (to a maximum of 5 hours for every hour of presentation time)	- A copy of presentation materials or agenda/outline of session - A log of hours (by date) for your presentation - A log of your prep hours (by date)
You engage in major formal study leading to a degree or diploma You engage in pre-professional re-examination or formal testing	Actual hours you spent studying and writing exams	**Any one** of the following: - Copy of course registration/invoice - Official transcript - Certificate of achievement - Course assignment and exam results
You engage in self-study involving successful completion of an examination or leading to a designation	Actual hours you spent studying and writing exam	**Any one** of the following: - Certificate of achievement/designation - Exam result