

FCPA Saskatchewan Nomination Form

We, the undersigned, members of CPA SK, nominate _____ of the city/town of _____ to be granted the title Fellow Chartered Professional Accountant. We have prepared and attached a nomination package based on the information known to us, and to the best of our knowledge is complete and accurate.

Name of Nominator (please print)

Name of seconder (please print)

Title or Position

Title or Position

Phone

Phone

Address

Address

City, Province, Postal Code

City, Province, Postal Code

Email

Email

Date

Date

Nominator's signature

Secunder's Signature

SECTION 1 – Identify the Proposed Candidate

Please identify properly the proposed candidate.

_____ Surname	_____ Given names	_____ Date of Birth
_____ Current Employer	_____ Title or Position	
_____ Address	_____ City/Province	_____ Postal Code
_____ Phone	_____ Email	

Year(s) accounting designation(s) was/were obtained and from what jurisdiction(s):

SECTION 2 – Remarkable or Outstanding Contribution

Remarkable Contribution

Nominators must demonstrate that the candidate's acknowledged achievements make him or her a recognized leader due to the quality of his or her significant contribution to more than one of the three fields of activity listed.

If you select this option, complete at least two sections from among sections 3, 4 and 5.

Outstanding Contribution

In exceptional circumstances, candidates will be considered for fellowship for making an outstanding contribution to just one of the fields of activity. Nominators must demonstrate that the candidate's acknowledged achievements make him or her a recognized and prominent leader in the field(s) of activity selected.

If you select this option, complete only one of sections 3, 4 or 5, but do so in sufficient detail to demonstrate clearly that the candidate has made an outstanding contribution.

SECTION 3 – Professional Career

Provide a listing of the candidate’s professional experience beginning with the current or most recent position held.

#	Employer	Position	Years: From __to
1.			
2.			
3.			
4.			
5.			

For each item listed above, please highlight the candidate’s leadership and describe the major achievements showing that the candidate has made an outstanding or remarkable contribution, and highlight the way these achievements earned the candidate distinction.

Major Achievements: (please match the numbers to those above)
1.
2.
3.
4.
5.

SECTION 4 - Volunteer Involvement in the Accounting Profession

List the main committees, task forces etc. within the accounting profession of which the candidate has been a volunteer member, the events or activities in which the candidate took part, and in what capacity (member, chair, organizer, speaker etc.).

	Committees/Task Forces/Activities/Events	Position	Years: from __ to
1.			
2.			
3.			
4.			
5.			

For each item listed above, describe the major achievements showing that the candidate has made an exceptional or remarkable contribution and highlight the way these achievements earned the candidate distinction.

Major Achievements: (please match the numbers to those above)
1.
2.
3.
4.
5.

SECTION 5 - Volunteer Involvement within the Community

List the candidate's most important volunteer activities with civic, community, socioeconomic, professional or charitable organizations beginning with the most recent.

	Organization	Position	Years: from __ to
1.			
2.			
3.			
4.			
5.			

For each item listed above, describe the major achievements showing that the candidate has made an exceptional or remarkable contribution and highlight the way these achievements earned the candidate distinction.

Major Achievements: (please match the numbers to those above)
1.
2.
3.
4.
5.

SECTION 6 – Awards, Titles or Honorary Distinctions

List all awards, titles or honorary distinctions the candidates holds beginning with the most recent.

1.	Award:	Organization:	Year:
	Comments:		
2.	Award:	Organization:	Year:
	Comments:		
3.	Award:	Organization:	Year:
	Comments:		
4.	Award:	Organization:	Year:
	Comments:		
5.	Award:	Organization:	Year:
	Comments:		

SECTION 7 – Supporting Documents

This section should include letters of support attesting to the candidate's achievements. Please enclose the quality endorsement letters with the nomination package. The number of letters is unimportant. The letters of support should adequately highlight the candidate's leadership and the exceptional nature of the candidate's performance. Letters are not required for each aspect of the candidate's career presented; rather they should present evidence of specific aspects of the candidate's leadership ability and/or the exceptional nature of his/her performance.

Ideally, the letters would include the following:

1. A brief description of the organization, its work and role in the community.
2. The details of the nominee's involvement with the organization, including:
 - The role of the nominee
 - Significant accomplishments
 - The actions or duties the nominee took to achieve the accomplishment
 - The time commitment, if applicable
 - The impact of the nominee's work on the organization

Additional support materials:

Any emails, media clippings or publications can also be submitted. These items can reflect the same details as above or complement the factual information provided.

SECTION 8 - Checklist

CHECKLIST TO BE COMPLETED BEFORE SENDING NOMINATION PACKAGE TO CPA SK

To ensure that you have followed all the steps and included the appropriate documents in the nomination package for the FCPA, we invite you to complete the checklist below:

To the best of my knowledge, the candidate is eligible for the award

Documents to be forwarded to CPA SK:

- Duly completed FCPA title nomination form (a hard copy or an electronic copy of the nomination package is required)
- The package adequately highlights the candidate's leadership and the outstanding nature of the candidate's performance
- The package adequately highlights the fact that the candidate's achievements make them a recognized leader in the field or activity
- The package unequivocally demonstrates the remarkable or outstanding nature of the candidate's achievement
- The package includes letters of support
- The file highlights the fact that the candidate clearly identifies himself or herself as a CPA and is known and recognized as such, and all supporting documents are enclosed

SECTION 9 - Transmission Methods

Ensure that you have carefully completed the checklist in Section 7.

You are required to submit a hard copy or an electronic copy of the nomination package. Please make sure that the letters of support and other supporting documentation attached or enclosed in the nomination package.

Please send the electronic copy of the nomination package to the following e-mail address: rparry@cpask.ca

If you have any questions concerning this process, please contact the CPA SK office at 1-800-667-3535 or email rparry@cpask.ca.