

INSTITUTE OF
CHARTERED PROFESSIONAL ACCOUNTANTS OF SASKATCHEWAN
REGULATORY BOARD RULES

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IV. REGULATORY Board Rules (300-400)

A. TITLE

301.1 These Board Rules may be cited as The Accounting Profession Regulatory Board Rules, 2019 (Saskatchewan).

B. INTERPRETATION

302.1 For the purposes of the Regulatory Board Rules, except as otherwise stated,

- (a) “affiliated business” means, in respect to a firm, a person engaged in a business or practice, providing service to the public and connected to the firm.
- (b) “affiliate firm” means a firm also registered with another Provincial Institute which provides services to the public in Saskatchewan but does not operate a physical office in Saskatchewan.
- (c) “affiliate member” means a member who has designated their member registration with another Provincial Institute as their primary member registration in Canada.
- (d) “assisting professional accountant” means a member or firm appointed by another member to manage client succession in the event of the appointing member’s death or incapacity.
- (e) “educational institution” means the Chartered Professional Accountants Western School of Business as approved by the Board.
- (f) “eligible hours” means the time accumulated by a member in providing professional accounting services and includes hours reported as unverifiable continuing professional development relevant to a sub-category of practice of professional accounting.
- (g) “initial practice inspection” means a practice inspection which is not a re-inspection.
- (h) “mentor” means and includes a member or individual approved by the Institute who:
 - (i) provides guidance to candidates on competency development or to members on practice management; and
 - (ii) models and facilitates the understanding of the profession.
- (i) “practice administration review” means a review of the manner and methods of practice of a firm.
- (j) “pre-approved program leader” means a member responsible for a pre-approved program and for candidates gaining experience through that pre-approved program.
- (k) “primary member” means a member other than an affiliate member and who shall therefore be primarily accountable to the Institute for regulatory purposes. A member engaged in the practice of the profession throughout the year primarily in Saskatchewan shall be a primary member. A member shall be considered practicing primarily in Saskatchewan when the member’s practice of the profession in Saskatchewan is to an extent greater than his/her practice of the profession (in aggregate) in other jurisdictions in or outside Canada.
- (l) “qualifying accounting experience” means professional accounting or other accounting experience that an individual has acquired.

- (m) “re-inspection” means a subsequent inspection conducted based on the results of an initial inspection.
- (n) “sole practitioner” means a member owns and operates a firm as the only member at the firm.
- (o) “term” means and includes the timeframe of a certificate, permit or licence as specified in the Rules.

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C. REGISTRANTS

Compliance

304.1 The Registrar shall review and may make a determination in instances of non-compliance when a registrant submits a declaration under Bylaw 4.2 or 10.4. A declaration describing non-compliance shall be assessed by the Registrar including on the basis of whether such non-compliance identifies an issue of good moral character or reputation. The Registrar may request additional documentation to support the basis for the declaration. The Registrar may refer the matter to the Registration Committee for review and determination.

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304.2 A declaration received shall describe the instance of non-compliance and the cause of non-compliance, if identifiable.

304.3 A registrant that declares a breach of a Bylaw or Board Rule may:

- (a) be imposed a penalty, and
- (b) agree to conditions or acknowledge restrictions as determined by the Registrar or applicable regulatory committee.

304.4 If at any time, a declaration, application or submission by a registrant indicates a breach of a Rule of Professional Conduct, the Registrar shall refer the matter to an applicable regulatory committee for review and determination or to the Professional Conduct Committee as a written complaint.

304.5 A registrant shall notify the Institute within thirty (30) days after, in any jurisdiction, having been:

- (a) convicted of an offence of fraud, theft, forgery, money-laundering, extortion, counterfeiting, criminal organization activities, charging criminal interest rates, financing terrorism or similar offences related to financial matters or convicted of an offence of conspiring or attempting to commit such offences;
- (b) convicted of an indictable offence;
- (c) convicted of any other serious criminal offence that involves conduct that is of such a nature that it diminishes the good reputation of the profession or fails to serve the public interest;
- (d) convicted of any criminal offence that is a repeat offence;

- (e) found guilty of a violation of the provisions of any securities legislation or having entered into a settlement agreement with respect to such matters;
- (f) found guilty of a violation of the provisions of any tax legislation that involves, explicitly or implicitly, dishonesty on the part of the registrant, or having entered into a settlement agreement with respect to such matters; or
- (g) discharged absolutely or upon condition after pleading guilty to or being found guilty of an offence described in (a), (b), (c), (d) (e) or (f) above.

304.6 A registrant shall notify the Institute within thirty (30) days after, in relation to a disciplinary or similar process of any Provincial Institute, having:

- (a) been found guilty, of a failure to comply with the requirements of that Provincial Institute;
- (b) entered into a settlement agreement with that Provincial Institute with respect to a matter referred to in (a); or
- (c) voluntarily cancelled registration in that Provincial Institute in order to resolve a disciplinary matter.

304.7 A registrant shall notify the Institute within thirty (30) days after, in any jurisdiction in relation to a disciplinary or similar process of another professional regulatory body, having:

- (a) been found guilty of a failure to comply with the requirements of that professional regulatory body;
- (b) entered into a settlement agreement with that professional regulatory body with respect to a matter referred to in (a); or
- (c) voluntarily cancelled registration from that professional regulatory body in order to resolve a disciplinary matter.

304.8 A registrant shall notify the Institute within thirty (30) days after, in any jurisdiction in relation to a disciplinary or similar process of a regulatory body other than a Provincial Institute or professional regulatory body where the matter involves acting in a professional capacity, relates to professional skills or involves circumstances where there was reliance on membership in or association with any Provincial Institute, having:

- (a) been found guilty of a failure to comply with the requirements of that other regulatory body; or
- (b) entered into a settlement agreement with that other regulatory body with respect to a matter referred to in (a).

Delivery of Notice

305.1 Further to Bylaw 18.3, where the Institute has documentation which indicates that addresses (for purposes of delivering of paper and electronic mail) of a registrant in the registers specified in Board Rules 318.3 or 318.4 are not current for a period of sixty (60) days the registrant shall be classified as in default.

Special Meetings

306.1 Further to Bylaw 6.2, the nature of the business to be raised at a special meeting shall be in writing and not include:

- (a) a personal grievance of one (1) registrant; or
- (b) defamatory statements about another registrant.

306.2 The Chair of the Board has the authority to end the special meeting by calling an adjournment.

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309.1 An application or renewal shall include evidence from the registrant of good moral character and reputation.

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309.2 Further to 309.1, the Registrar shall review and may make an assessment of good moral character and the Registrar may request additional documentation. The Registrar may refer the matter to the Registration Committee for review and determination.

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Application and Qualifications

Conditions

310.1 Upon receipt of an application or renewal made pursuant to Bylaw 10.1 or 10.4 respectively:

- (a) the educational institution may assess conditions on a registration of a candidate,
- (b) the Registrar may assess conditions on registration of a registrant, or
- (c) the applicable regulatory committee may assess conditions on registration of registrant.

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310.2 Upon receipt of an application made pursuant to Bylaw 16.2 or 16.3 or 16.5, the Registrar may assess, determine and remove conditions on a registration or a licence within thirty (30) days. The applicable regulatory committee may assess, determine and remove conditions on a registration or a licence upon request from the Registrar.

310.3 The registrant shall agree to the conditions assessed on a registration or licence within fifteen (15) days, including a time period to fulfill the conditions.

310.4 Further to Bylaw 10.3 or 16.11, a registrant shall notify the Registrar in writing to amend or remove a condition. The request shall include the reason for amendment or removal of the condition. The Registrar may request the applicable regulatory committee review and make a determination within thirty (30) days of receipt of documentation from the registrant supporting the reason for amendment or removal of the condition.

310.5 A condition that is not agreed or that is not fulfilled shall be referred back to an applicable regulatory committee for determination that may include:

- (a) restriction of a registration or licence;
- (b) suspension of a registration; or
- (c) cancellation of a registration or licence.

Candidates

311.1 To be considered and further to Bylaw 11.1, an individual shall provide a completed application for registration as a candidate to the educational institution, and include evidence of good moral character as specified in the application. The evidence of successful completion shall be assessed by the educational institution.

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311.2 To be considered and further to Bylaw 11.4, an individual shall provide a completed application for registration as a candidate to the Registrar.

311.3 Further to Bylaw 11.4, an individual who:

- (a) holds a Certified Public Accountant certificate issued by one of the state boards of accountancy compliant with the federal Uniform Accountancy Act in the United States of America which makes similar provision to allow a person who holds a valid CPA designation granted by the Institute to obtain the Certified Public Accountant certificate granted by that state board;
- (b) has obtained the Certified Public Accountant certificate as a result of passing the U.S. Uniform Certified Public Accountant Examination while the individual was a resident in the United States;
- (c) has acquired at least two (2) years qualifying accounting experience acceptable to the Institute; and
- (d) provides evidence of the date of admission to membership from the state board of accountancy, including a letter of good standing from the state board which issued the Certified Public Accountant certificate

may apply for registration as a candidate.

311.4 Further to Bylaw 11.4, an individual who:

- (a) is a member of a professional accounting body outside Canada, except for the United States of America, having similar objects to the Institute, and the Board considers the standard attained by the individual for admission to such organization to be acceptable in lieu of the common final evaluation of the Institute;
- (b) has obtained membership in a professional accounting body outside Canada as a result of meeting that professional accounting body outside Canada's requirements while the individual was a resident in the professional accounting body outside Canada;

- (c) has acquired at least two (2) years qualifying accounting experience acceptable to the Institute; and
- (d) provides evidence of the date of admission to membership with a professional accounting body outside Canada including a letter of good standing from said professional accounting body outside Canada

may apply for registration as a candidate.

Terms

311.5 A registration as a candidate is for a period of time as established by the educational institution.

311.6 A legacy body program candidate who has not successfully completed his legacy practical experience requirements by June 2020 shall apply for registration as a candidate with the educational institution pursuant to Bylaw 11.1.

Members

312.1 Complete applications for registration as a member may be made between April 1 and February 28 (February 29 in a leap year) of each fiscal year. Applications received between March 1 and March 31 are deemed to be received on the following April 1.

312.2 Further to subsection 20(2) of the Act, a candidate shall provide the following to the Registrar at the time of application for registration as a member a notarized application form including:

- (a) Declaration of Conduct;
- (b) Recommendation for membership signed by at least two (2) members in good standing of a Provincial Institute who:
 - (i) has known the individual for one (1) year;
 - (ii) has been a member for one (1) year; and
 - (iii) who is not related to the individual applicant; and
- (c) Acknowledgement of the Institute Rules.

312.3 An individual who is a member of an equivalent professional accountant body pursuant to legislation in Canada shall provide the following to the Registrar at the time of application for registration as a member:

- (a) Application Form;
- (b) Declaration of Conduct;
- (c) Date of admission to membership of the professional accountant body;
- (d) Letter of good standing from the professional accountant body;
- (e) Acknowledgement of the Institute Rules; and
- (f) Knowledge of the Standards of Professional Practice adopted by the Institute applicable to the category of practice under Bylaw 13.1 in which the individual proposes to practice.

312.4 Further to Bylaw 12.3, a candidate registered under Bylaw 11.4 shall provide the following to the Registrar at the time of application for registration as a member a notarized application form including:

- (a) Application Form;
- (b) Declaration of Conduct;
- (c) Recommendation for membership signed by at least two (2) members in good standing of a Provincial Institute who:
 - (i) has known the individual for one (1) year;
 - (ii) has been a member for one (1) year;
 - (iii) who is not related to the individual applicant, and;
- (d) Acknowledgement of the Institute Rules.

Term

312.5 A registration as a member is for a continuous period of time until resignation, cancellation or expulsion.

Categories of Practice

Annual Declaration of Practice

313.1 A member shall declare annually his practice of profession in accordance with Bylaw 13.1. A member that is not engaged in the practice of the profession may apply for non-practice.

Non-Practice

313.2 A member shall apply for the category of non-practice to the Registrar. The Registrar may refer the application to the Registration Committee for review and determination.

313.3 Except as noted in Board Rules 313.10 and 313.11, an application for non-practice shall be made annually to the Registrar and shall include:

- (a) A declaration that the member is not engaged in the practice of the profession;
- (b) A declaration that the member is not being relied upon for his qualification as a professional accountant;
- (c) The type of non-practice, either permanent as set out in Board Rule 313.4 or temporary as set out in Board Rule 313.5;
- (d) The date the engagement in the practice of the profession ceased; and
- (e) Any other information as requested by the Registrar.

313.4 The application for permanent non-practice shall include a declaration that the member has no intention of recommencing the practice of the profession.

313.5 The application for temporary non-practice shall include the approximate date of the commencement of practice of the profession.

313.6 Upon request from the Institute, a member shall submit to the Institute any additional documentation which is acceptable to the Institute and that supports the basis for non-practice within the time specified in the notice.

313.7 Approval for non-practice is granted for a one (1) year period only, regardless of whether the request is for permanent or temporary non-practice.

313.8 A member approved for non-practice may be exempt from continuing professional development requirements under Board Rule 323.4 or fees under Board Rule 466.2.

313.9 During the period of non-practice, the member shall take reasonable steps to ensure that any reference to the member's title 'professional accountant' or designation is accompanied by a notation of "non-practicing".

313.10 A member over the age of seventy (70) years of age who has previously been approved by the Registrar for non-practice shall be exempt from annual declarations.

313.11 A member approved for non-practice shall inform the Institute within thirty (30) days of a change in circumstances such that the member's practice no longer meets the definition of non-practice.

313.12 Where a member is permanently incapacitated, the Registrar may waive the requirement for an annual declaration of non-practice upon submission of acceptable documentation from the member.

Firm

Name

314.1 The member or group of members applying to register a firm shall obtain approval of its name from the Registrar prior to applying for insurance required under Bylaw 24.1 and the commencement of practice.

314.2 The name or descriptive style of the firm may include "chartered professional accountant" or "professional accountant" where at least eighty percent (80%) of the proprietary interest of the firm is held by one or more members.

Requirements for qualifications

314.3 A complete application for registration as a firm may be provided to the Registrar between January 1 and November 30 of each calendar year. Applications received between December 1 and December 31 are deemed to be received on the following January 1.

314.4 Further to Bylaw 14.1, a complete application for registration shall include:

- (a) Each municipal location of the firm;
- (b) A Declaration of Conduct by each practice leader in Saskatchewan; and
- (c) Acknowledgement of the Rules.

314.5 A member who is registered as a firm with an equivalent professional accountant body pursuant to legislation in Canada shall provide the following to the Registrar:

- (a) Application Form;
- (b) Evidence of competence in the sub-categories of practice proposed;
- (c) Declaration of Conduct by each practice leader in Saskatchewan;
- (d) Date of registration of the firm with the equivalent professional accountant body;
- (e) Letter of good standing from the professional accountant body; and
- (f) Acknowledgement of the Rules.

Location

314.6 A firm is deemed to be providing services in Saskatchewan when:

- (a) A member is practicing professional accounting or other regulated services to a client;
- (b) A client is a resident of Saskatchewan; or
- (c) The client's books and records are substantially located in Saskatchewan.

Term

314.7 The term of a registration of firm is the lessor of one (1) year or the period of time between approval and the last day of the calendar year.

Association

314.8 A member or firm shall not associate in any way with any firm practicing as chartered professional accountants in Saskatchewan unless said firm is registered with the Institute.

Non-Members practicing through a Firm

314.9 The Rules of Professional Conduct are deemed to apply to a non-member providing services to the public through a firm as though he was a member.

314.10 A member or firm associated with a non-member shall be responsible to the Institute for any failure of such non-member to abide by the Rules of Professional Conduct of the Institute.

314.11 Each office in Saskatchewan of any firm providing service to the public shall be under the personal charge and management of a member who shall normally be accessible to meet the needs of clients during such times as the office is open to the public.

314.12 A firm shall not hold out or imply that it has an office in any place where it is only represented by another professional accountant or a firm of professional accountants.

Sole Practitioners

314.13 A sole practitioner firm shall have the same conditions and restrictions as its only member.

314.14 A sole practitioner is required to appoint an assisting professional accountant. The firm shall provide written confirmation of this appointment to the Institute. This appointment is

effective until a new appointment is provided to the Institute. Members may authorize the Institute to appoint an assisting professional accountant on its behalf.

Professional Corporation

315.1 A member or firm shall submit in writing an entity name for approval by the Registrar prior to registration with Information Services Corporation and applying for a professional corporation.

315.2 A firm may provide services to the public through a professional corporation as long as the professional corporation shall be registered with the Institute in accordance with the Rules and *The Professional Corporations Act, The Partnership Act, The Business Names Registration Act* made in accordance with these Acts to the extent that they apply.

315.3 The name of a professional corporation shall be indicated on all of the firm's written materials.

Term

315.4 The term of registration of professional corporations is the lessor of one (1) year or the period of time between approval and the last day of the calendar year.

Renewal for a Professional Corporation

315.5 A professional corporation shall declare annually any changes to its directors or shareholders.

Licensing

316.1 Two (2) types of licenses may be issued, subject in each case to exemptions, conditions or restrictions of a licence:

- (a) Comprehensive licence that means a licence issued when a member or firm qualifies to practice in all of the sub-categories of the practice of professional accounting; or
- (b) Specified licence that means a licence issued when a member or firm qualifies and agrees to practice professional accounting only in the subcategories outlined in clauses 18(1)(b) and 18(1)(c) of the Act.

316.2 A complete application for an initial licence may be provided to the Registrar between January 1 and November 30 of each year. Applications received between December 1 and December 31 are deemed to be received on the following January 1.

316.3 An application for renewal of a licence shall be provided to the Registrar before December 1 of the calendar year for which a valid licence is held. A member licence not renewed shall be considered expired and that member, if continuing to practice professional accounting after the date of expiry, shall be required to meet all applicable qualifications for an initial licence.

316.4 Any member who has practiced professional accounting, as evidenced by a report, certification, declaration, or opinion described in section 18(1) of the Act, without a licence issued pursuant to Bylaw 16.9 shall upon notice from the Institute immediately cease the practice of professional accounting and may be assessed a fee as specified by the Board.

Requirements for qualifications

316.5 Further to Bylaw 16.2, a member applying for an initial licence who did not obtain depth in the assurance or the financial reporting competency during his professional education program as set out in CPA Canada Competency Map shall:

- (a) complete the CPA Post Designation Public Accounting (PDPA) Program as approved by the Board; and
- (b) achieve the minimum eligible hours requirement with a firm that is equivalently licensed.

Experience

316.6 Further to Bylaw 16.2 or 16.5, when a member applies for an initial, or renewal of, a comprehensive licence the eligible hours shall be 1,250 eligible hours over the last five (5) consecutive years related to the practice of professional accounting, including not less than 625 eligible hours related to the subcategories of practice of professional accounting as outlined in clause 18(1)(a) of the Act.

316.7 Further to Bylaw 16.2, when a member applies for an initial specified licence the eligible hours shall be 1,250 hours over the last five (5) consecutive years related to the practice professional accounting.

316.8 Further to Bylaw 16.5, when a member applies for renewal of a specified licence the eligible hours shall be 625 hours over the last five (5) consecutive years in the practice of professional accounting.

316.9 Further to Bylaw 16.2 and Board Rule 316.5, when a member applies for an initial licence the member must have completed two (2) years of practical experience related to the practice of professional accounting within the last five (5) years under the supervision of a member who holds a valid and equivalent licence.

Continuing Professional Development

316.10 Further to Bylaw 16.2 and 16.5, when a member applies for an initial, or renewal of, a comprehensive licence the verifiable continuing professional development hours within the last three (3) years shall not be less than 50 hours comprised of subject matter specific to the practice of professional accounting.

316.11 Further to Bylaws 16.2 and 16.5, when a member applies for an initial, or renewal of, a specified licence the verifiable continuing professional development hours within the last three (3) years shall not be less than 25 hours comprised of subject matter specific to the practice of professional accounting.

Competency Assessment

316.12 Further to Bylaws 16.2 and 16.5, when a member applies for an initial licence the member shall provide an assessment of the member's competency in the subcategories of the practice of professional accounting as specified in the licence application in a form approved by the Registrar, which is certified by a member who holds a valid and equivalent licence.

316.13 Further to Bylaws 16.2 and 16.5, when a member applies for renewal of a licence the member shall provide a self-assessment of the member's competency in the subcategories of the

practice of professional accounting as specified in the licence application, in a form approved by the Registrar.

316.14 A competency assessment may be selected for review during practice inspection.

316.15 A competency assessment shall not be provided by a member who holds a licence that is restricted under Bylaw 31.1.

Exemptions

316.16 Further to Bylaw 16.2, a member may apply for an exemption from the PDPA in Board Rule 316.5 and a portion of eligible hour requirements in Board Rules 316.6 to 316.8. The application shall be in a form approved by the Registrar and include basis for the exemption.

316.17 Upon receipt of an application for exemption, the Registrar shall make a submission to the Professional Practice Committee within thirty (30) days of receipt of the application and the Professional Practice Committee shall consider information received in relation to Board Rules 316.5 to 316.16 and determine whether the member qualifies for an exemption.

316.18 An exemption is for one (1) year and expires on renewal of each calendar year.

Licence document

316.19 Each licence shall specify:

- (a) conditions or restrictions, if any;
- (b) each municipal location of the firm; and
- (c) other terms as specified in the Rules.

Term

316.2 The term of a licence for a member or firm is the lessor of one (1) year or the period of time between approval and the last day of the calendar year.

316.21 A member or firm that ceases the practice of professional accounting shall notify its clients of the cessation within thirty (30) days.

316.22 A firm shall have the same conditions and restrictions as its only licensed member.

Labour Mobility Licensing

317.1 Further to Bylaw 17.1, a member who is licensed with an equivalent professional accountant body pursuant to legislation in Canada shall provide the following to the Registrar:

- (a) Application Form;
- (b) Confirmation of licensure from the Provincial Institute; and
- (c) Acknowledgement of the Rules.

Requirements and Obligations

Register

318.1 The register for candidates shall contain for each:

- (a) Full legal name and any former legal names;
- (b) Date registered with the Institute;
- (c) Registration status;
- (d) Residential address;
- (e) Business address;
- (f) Telephone number;
- (g) Email address;
- (h) Identification code;
- (i) Name of mentor;
- (j) Name of employer, if applicable;
- (k) Discipline history, including determinations and orders, if any; and
- (l) Specialty area, if designated by the candidate.

318.2 The register for candidates shall be maintained at the educational institution and provided to the Institute at the request of the Registrar.

318.3 The register for a member and suspended member shall contain for each:

- (a) Full legal name and any former legal names;
- (b) Date registered with the Institute;
- (c) Registration status;
- (d) Residential address;
- (e) Business address;
- (f) Telephone number;
- (g) Email address;
- (h) Identification code;
- (i) Name of employer, if applicable;
- (j) Employment sector, if applicable;
- (k) Other Provincial Institutes of which the individual is a member;
- (l) Whether the member is licensed pursuant to the Act and Bylaws 16 through 17;
- (m) Date of licence, if any;
- (n) Conditions on the registration or licence, if any;
- (o) Restrictions on the registration or licence, if any;
- (p) Date of non-compliance with a Rule, if applicable;
- (q) Date of suspension, if applicable; and
- (r) Discipline history, including determinations and orders, if any.

318.4 The record for a firm and suspended firm shall contain for each:

- (a) Full legal name, operating name and any former legal names;
- (b) Registration status;
- (c) Affiliated businesses, as the case may be;
- (d) Assisting professional accountant, if applicable;
- (e) Date registered with the Institute;
- (f) Business address;
- (g) Identification code;
- (h) Structure;
- (i) List of employees who are members, candidates or students;
- (j) List of practice leaders and their sub-categories of practice;
- (k) Designated member for purposes of the Institute's communication and notices to the firm;
- (l) Other Provincial Institutes with which the firm is registered;
- (m) Whether the firm is licensed pursuant to the Act and Bylaws 16 through 17;
- (n) Date of licence, if any;
- (o) Conditions of the permit or licence, if any;
- (p) Restrictions on the permit or licence, if any.
- (q) Date of non-compliance with a Rule, if applicable;
- (r) Date of suspension, if applicable; and
- (s) Discipline history (determinations and orders), if any.

318.5 The date of cancellation shall be added to the register for a former registrant. Once cancelled, the information on the register shall be contained in the record for a period of time approved by the Registrar.

318.6 A registrant is deemed to be removed from the register effective the date of the cancellation is accepted or ordered, as the case may be and concurrently added to the record of former registrants.

Status

318.7 A registrant that has not complied with a requirement specified in a Rule or a notice shall be noted as "in default" on the register on the date of determination by the Registrar.

318.8 A registrant who has agreed to conditions, is noted as "conditional" on the register on the date of determination by the Registrar or applicable regulatory committee.

318.9 A registrant who has restrictions imposed is noted as "restricted" on the register on the date of determination by the applicable regulatory committee.

318.10 A registrant who has been suspended shall be noted as "suspended" on the register on the date of determination by the applicable regulatory committee or the Court.

Form

318.11 The register shall be maintained in an electronic form.

Information for CPA Saskatchewan's Website

318.12 The following information shall be available on the Institute's website:

- (a) Name of member or firm;
- (b) Status of the member or firm and its licence;
- (c) Municipal location of a member or firm;
- (d) Category of practice of the profession as declared by the member or firm, if applicable;
- (e) Non-practice status of a member of firm, if applicable;
- (f) License history of member of firm, if applicable.

318.13 The Registrar, whether upon request from a registrant or not, may opt to not disclose information on a registrant.

Certificate and Permit

319.1 Subject to the individual's acknowledgement of the conditions in Board Rule 310.3 or restrictions in Board Rules 331.3, a certificate shall be issued with an accompanying document specifying the conditions or restrictions, if any.

319.2 A firm permit shall include:

- (a) conditions or restrictions, if any;
- (b) services declared to be provided by the firm;
- (c) each municipal location of the firm; and
- (d) other terms as specified in the Rules.

319.3 A professional corporation permit shall include:

- (a) The name of the member who owns voting shares the professional corporation;
- (b) The name of the director of the professional corporation; and
- (c) Other terms as specified in the Rules.

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Use of Designation

321.1 A member or firm who maintains other credentials from professional accounting bodies established outside of Canada may disclose the other credential in a manner which is not misleading.

Bankruptcy and Insolvency

322.1 Further to Bylaw 22.1, a registrant shall have the following conditions on his registration:

- (a) The registrant shall file a quarterly report with the Institute as filed with the Trustee in Bankruptcy;

- (b) The registrant shall request that the Trustee in Bankruptcy shall notify the Institute when the member is discharged under *The Bankruptcy and Insolvency Act (Canada)*; and
- (c) A notification to the employer of the registrant of the filing under *The Bankruptcy and Insolvency Act (Canada)* and copy the Institute on said notification.

Continuing Professional Development (CPD)

323.1 A primary member shall:

- (a) report continuing professional development activities completed during each year ended December 31;
- (b) declare whether the member complied with the requirement established in Bylaws 23.2, 23.3 and 23.4 for that year and the three (3) year period ending on that date; and
- (c) file the report and declaration with the Institute on or before April 15 of the following year.

323.2 An affiliate member shall file a declaration with the Institute on or before April 15 of each year indicating to which Provincial Institute continuing professional development for the previous year ended December 31 is reported.

323.3 A primary member whose permanent residence at December 31 is outside of Canada and holds membership in an equivalent professional body outside of Canada which has substantially similar continuing professional development requirements to that of the Institute, may request an exemption from the minimum requirements of the Institute.

Activity Qualification Criteria

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

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

Definition of Verifiable Continuing Professional Development

323.5 Verifiable continuing professional development means that the learning activities can be verified objectively by documentation.

Definition of Unverifiable Continuing Professional Development

323.6 Unverifiable continuing professional development means independent and informal learning activities that cannot be verified objectively.

Exemptions

323.7 A primary member may apply for an annual exemption from the continuing professional development requirements specified in Bylaws 23.2, 23.3 and 23.4 when:

- (a) they are approved for non-practice status; or
- (b) the category of his practice of the profession is limited to:
 - (i) services that do not require a licence or registration of a firm, and
 - (ii) services that generate less than \$10,000 in professional income during the calendar year for which the exemption is requested; or
- (c) their circumstances are such that they should be granted an exemption.

323.8 Subject to Board Rule 313.8, an application for exemption is for a one (1) calendar year and is due before April 15 of the following calendar year.

323.9 The three (3) year requirement for a member approved for an annual exemption from continuing professional development activities shall be one hundred (100) hours of continuing professional development every three (3) years and fifty (50) verifiable hours of continuing professional development every three (3) years.

323.10 A member who is approved for an exemption from continuing professional development activities for more than two (2) consecutive years shall submit a plan to meet the continuing professional development requirements specified in Bylaws 23.2, 23.3 and 23.4 to the Registrar for approval prior to recommencing the practice of the profession.

Documentation Criteria and Benchmarks

323.11 Further to Bylaw 23.9, documentation demonstrating completion of verifiable continuing professional development includes:

- (a) Documents that existed or were created at the time the continuing professional development activity was undertaken which support the substance of that learning activity; and
- (b) Information that provides a reasonable basis for the number of hours the member participated in that learning activity, the provider of that learning activity, and the date of that learning activity.

323.12 Further to Bylaw 23.9, documentation demonstrating completion of unverifiable continuing professional development activity includes information which supports a reasonable basis for the nature, hours and date of that learning activity.

323.13 Members are required to retain continuing professional development supporting documentation for four (4) years for purposes of Board Rule 323.14.

Continuing professional development verification

323.14 Every member engaged in the practice of the profession as specified in Bylaw 13.1 is eligible for selection in a continuing professional development verification. A member shall provide documents in accordance with Board Rules 323.11 and 323.12 which support learning activities during the period stated in the notification.

323.15 At least three percent (3%) of members, other than a member who is licensed, an affiliate or qualifies for an exemption shall be selected annually for continuing professional development verification.

Plans

323.18 When the registrant declares an instance of non-compliance under Bylaw 23.6 and provides a plan to fulfill the requirements for continuing professional development, the Registrar shall approve the plan or refer the matter to an applicable regulatory committee.

323.19 A member who submits two (2) consecutive plans shall have the second plan reviewed by the Registration Committee.

Professional Liability Insurance

324.1 The minimum requirement for professional liability insurance is:

- (a) \$1,000,000, where one (1) member is engaged or employed in one or both of the practice of professional accounting or other regulated services in the same firm;
- (b) \$1,500,000, where two (2) or three (3) members are engaged or employed in one or both of the practice of professional accounting or other regulated services in the same firm; or
- (c) \$2,000,000, where four (4) or more members are engaged or employed one or both of the practice of professional accounting or other regulated services in the same firm.

324.2 The minimum requirements for professional liability insurance specified in Board Rule 324.1 per occurrence and in aggregate and coverage for defense costs shall be in addition to the specified minimum requirements.

324.3 Further to Bylaw 24.2, every firm shall provide to the institute a certificate of professional liability insurance coverage within thirty (30) days from commencement of practice or the anniversary date of the policy.

325 and 326 are left blank at this time.

Practice Inspection

327.1 There are two types of practice inspection:

- (a) practice inspection on the application of Standards of Professional Practice; or
- (b) practice inspection on the manner and methods of practice, referred to as a practice administration review.

327.2 A re-inspection only applies to a practice inspection on the application of Standards of Professional Practice.

Cycle

327.3 A firm shall have at least one (1) practice inspection on the application of Standards of Professional Practice within every four (4) year risk adjusted cycle. A firm may have a practice inspection on the manner and methods of practice upon notice by the Institute.

327.4 A firm who commences practice shall be inspected on the application of Standards of Professional Practice within one (1) year of the date of registration.

327.5 Pursuant to Bylaw 27.4(c), each re-inspection shall be completed within one (1) year of the date of determination by the Professional Practice Committee.

Approval

327.6 The practice inspection schedule shall be approved by the Registrar.

327.7 Further to Bylaw 27.4, the Professional Practice Committee may:

- (a) approve matters relating to practice inspection on the application of Standards of Professional Practice; or
- (b) conduct an inspection as requested by the Professional Conduct Committee pursuant to Bylaw 43.2(b)(ii).

327.8 The Registration Committee may approve matters relating to practice administration review.

327.9 Pursuant to Bylaw 27.4(b), all corrective action plans shall be submitted to the Institute within sixty (60) days. The Institute shall review the plan and assess whether it is acceptable.

327.10 Further to Board Rule 327.9, if the corrective action plan is assessed as not acceptable the matter shall be referred to the applicable regulatory committee for review and determination.

Exemptions

327.11 A request for waiver of a practice inspection shall be made in writing by the firm at least thirty (30) days prior to the inspection date.

327.12 The Registrar may make a determination of the matter in Board Rule 327.11 or refer the matter to the Chair and Vice-Chair of an applicable regulatory committee for determination.

Duties of the Practice Inspector

327.13 The practice inspector shall:

- (a) Interview any registrant and examine any document or other material relevant to the practice inspection;

- (b) Inspect in accordance with the standards published in the CPA Canada Handbook and the Uniform Rules of Professional Conduct;
- (c) Communicate all findings to the firm within fifteen (15) days of the inspection; and
- (d) Report to the Registrar, an applicable regulatory committee and Board.

327.14 Further to 327.1(a), the practice inspector shall report to the Professional Practice Committee the following:

- (a) the name of the practice inspector;
- (b) the date the practice inspection was completed;
- (c) a profile of the practice inspected, including the results of a practice administration review if applicable;
- (d) the number and type of files reviewed;
- (e) a listing of reportable deficiencies; and
- (f) written comments, if any from the firm subject to practice inspection.

327.15 Further to 327.1(a), the practice inspection report and the practice inspector shall preserve the confidentiality of client information inspected in any file, papers, documents or records in the course of carrying out a practice inspection of each member or firm.

327.16 A firm may respond in writing to a practice inspection and at the request of the firm the response shall be included with the practice inspection report reviewed by the Professional Practice Committee.

327.17 Further to 327.1(b), the practice inspector shall report to the Registration Committee the following:

- (a) the name of the practice inspector;
- (b) the date the practice inspection was completed;
- (c) a profile of the practice inspected, including the results of the practice inspection if applicable;
- (d) the documentation and files reviewed;
- (e) a listing of practice administration issues; and
- (f) written comments, if any from the firm subject to practice administration review.

Quantum

327.18 Professional accounting engagement files for inspection shall be selected for each practice leader at the licensed firm in accordance with the practice inspection process approved by the Professional Practice Committee.

327.19 Compilation engagement files for inspection shall be selected for each practice leader in accordance with the practice inspection process approved by the Professional Practice Committee.

Trust Asset Review

Notification

328.1 Pursuant to Bylaw 28.4, a registrant, before May 15 each year, shall notify the Registrar if the registrant held trust funds or trust assets during the twelve (12) months preceding April 1 of that year.

Approval

328.2 Further to Bylaw 28.3, the Registration Committee may approve matters relating to administration of trust assets upon request from the Registrar or the practice inspector.

Requirements for Administration of Trust Assets

328.3 Each trust relationship shall be documented in writing with the client providing written instructions to the registrant clearly outlining the specific terms and conditions attached to the trust. In the event that the client does not supply the required written instructions, the onus is on the registrant to ensure that such terms, conditions and agreement thereto are clearly documented and agreed to by the client and the registrant.

328.4 Trust assets, wherever reasonably practical, shall be registered in the name of the registrant and such registration shall clearly indicate a name or file number which will definitively identify the client for which such trust assets are held. Where a trust account at a financial institution contains the funds of more than one client, the name and file numbers of all clients and the amount on deposit for each client in that trust account, shall be clearly identified in the books and records of the registrant.

328.5 Each trust account shall be clearly designated as "trust account" or "client's account" on the records of the registrant, the records of the financial institution, and on deposit slips and cheques used in connection therewith.

328.6 The registrant shall take whatever prudent steps are required for protection of the trust assets, including adequate insurance coverage where applicable and proper safekeeping of securities and other negotiable instruments.

328.7 In the absence of specific written instructions to the contrary, money received in trust by a registrant shall be deposited within seven (7) days of receipt into a trust account at a financial institution.

328.8 All withdrawals or disbursements from a trust account shall be in accordance with the specific trust agreement, and be properly required for:

- (a) payment to or on behalf of the client;
- (b) payment with respect to the reasonable fees for services rendered by the registrant; and
- (c) disbursements on behalf of the client made by the member or firm for which an invoice has been submitted.

328.9 The receipt and disbursement or distribution of trust assets shall be properly documented and the registrant shall maintain proper records of all trust account transactions clearly distinguishing the assets of each client from those of each other client and from the registrant's own assets.

328.10 A member acting solely in a personal capacity as executor, power of attorney or personal representative for another person or estate is exempt from Rules made pursuant to Bylaw 28.4.

Resolution of Inquiries

329.1 The Registrar may close a matter related to an inquiry and include:

- (a) guidance to the registrant subject to the inquiry;
- (b) direction to the registrant subject to the inquiry; or
- (c) referral to an applicable regulatory committee.

329.2 An inquiry shall be made in writing about services performed by a registrant and relate to return of records, fees, statement of accounts or cooperation with a predecessor accountant. The Institute may attempt resolve the matter to the satisfaction of both parties.

329.3 The Institute may not attempt to resolve a fee or statement of account in dispute if the amount is significant.

329.4 Both parties to the inquiry shall agree to the terms of resolution process. If there is no agreement in writing, the matter will not proceed to resolution to the satisfaction of both parties.

329.5 The Institute shall appoint a mediator to resolve the inquiry. The mediator shall review the dispute with each party and attempt to find an acceptable solution.

329.6 If the mediation is unsuccessful, arbitration can be requested. Both parties must agree in writing to participate in the arbitration process.

329.7 Both parties attend a meeting with an independent arbitrator, who reviews the mediator's report and submissions. The arbitrator recommends a settlement amount. The arbitrator may access a fee to the parties for this service.

329.8 The Institute shall not bind either party to an arbitrated settlement. This does not preclude the parties from agreeing to be bound by the arbitration process.

329.9 The parties will not be represented by legal counsel.

329.10 Each party is advised by letter of the recommended settlement amount and rationale.

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D. RESTRICTIONS, SUSPENSIONS, RESIGNATIONS, CANCELLATIONS

Restrictions

331.1 Further to Bylaw 31.1, the Registrar shall assess when restrictions on a registration or a licence may be required and the following shall occur:

- (a) the Registrar shall complete an assessment of the restriction which may be required.
- (b) the Registrar shall provide the information on the proposed restriction to the registrant and the applicable regulatory committee indicating the reason for restriction and time period of restriction.
- (c) the registrant may provide in writing rationale to support the reason for not proceeding with restriction of a registration to the applicable regulatory committee.
- (d) the applicable regulatory committee shall consider information received in (b) and (c) and shall determine whether a restriction will apply to the registrant.
- (e) the registrant shall acknowledge the restriction within fifteen (15) days.

331.2 Further to Bylaw 31.2, where a member applies to request the restrictions be amended or removed, the request shall include the reason for amendment or removal of the restriction.

331.3 The applicable regulatory committee shall review and make a determination within thirty (30) days of receipt by the Registrar of documentation from the member supporting the reason for amendment or removal of restrictions.

331.4 A registrant that does not comply with the restriction imposed shall have the matter referred back to the applicable regulatory committee for determination or the Registration Committee for suspension.

Resignation

332.1 A registrant may request to resign his registration from the Institute by submitting:

- (a) a complete application form that includes:
 - (i) Certificate and permit of member or firm registration, licence or any other issued document indicating registration or affiliation with the Institute;
 - (ii) Evidence of a discovery policy of professional liability insurance under Bylaw 24.5, if applicable; and
 - (iii) Acknowledgement that the member or firm shall no longer use the title "professional accountant", designation "Chartered Professional Accountant" or initials "CPA" or any legacy designation.
- (b) a written request when the requirements in (i), (ii) and (iii) are completed but there is not a completed application form.

332.2 If a registrant declares that documents are lost, destroyed or otherwise unavailable, the registrant shall provide a signed declaration indicating that is the case.

332.3 Upon receipt of request to resign, the Registrar may waive the requirement to return a legacy certificate.

332.4 A written request to resign may be considered by the Registrar when a registrant or suspended registrant does not complete an application form.

332.5 A request to resign by a registrant or registrant in default shall be approved by the Registrar.

332.6 A request to resign by a conditional, restricted or suspended registrant shall be approved by the Registration Committee.

Non-Disciplinary Enforcement

Suspension

333.1 Further to Bylaw 33.1, the Registrar shall recommend a suspension of a registration to the Registration Committee. The Registration Committee has the authority to suspend a registration.

333.2 Further to Bylaw 33.3, a registrant may provide a written submission to the Registration Committee within the time period established in the suspension recommendation from the Registrar. The written submission may include information and documentation pertaining to:

- (a) the basis for not proceeding with the suspension of the registration; or
- (b) the plan to comply with the Rules underlying the suspension of the registration.

333.3 A firm that is a sole practitioner or has one member at the firm shall be recommended for suspension when its only member is also recommended for suspension.

333.4 A person who is a suspended member pursuant to section 61 of the Act is deemed to have been suspended on the date of the suspension notice was served on the person by the Legacy body.

Obligation of Suspended Registrants

333.5 A suspended registrant that is non-compliant with Bylaw 23.2, 23.3 and 23.4 shall submit a plan to complete the continuing professional development requirements prior to being re-instated.

Cancellation of Registration

333.6 The Board has the authority to cancel a registration. The Registrar shall inform a registrant or suspended registrant whose registration is to be cancelled pursuant to Bylaw 33.5, ten (10) days prior to the cancellation taking effect.

333.7 A registration of an affiliate member may be cancelled when the registrant has not within ninety (90) days of the date of notice:

- (a) paid fees or other amounts assessed by the Institute;
- (b) filed a declaration relating to continuing professional development;
- (c) provided documents requested by the Institute; and
- (d) updated register addresses and is classified as in default.

Cancellation of a Licence

333.8 A license of a member shall be cancelled by the Professional Practice Committee if:

- (a) The licensed member is suspended or ceases to be registered;
- (b) The licensed member no longer practices professional accounting in Saskatchewan;
- (c) The licensed member does not renew its licence;
- (d) The licensed member voluntarily cancels their license by submitting in writing to the Registrar a request for cancellation including a declaration that the licensed member has ceased to practice professional accounting.

333.9 A licence of a firm shall be cancelled by the Professional Practice Committee if:

- (a) The firm is suspended or ceases to be a registered firm of the Institute;
- (b) The firm no longer has a licensed member as a practice leader;
- (c) The licensed firm no longer practices professional accounting in Saskatchewan;
- (d) The licensed firm voluntarily cancels their licence by submitting in writing to the Registrar a request for cancellation including a declaration that the licensed firm has ceased to practice professional accounting.

Reports and notice of restriction, suspension or cancellation

334.1 Further to Bylaw 34.2, a notice shall be published on the Institute's website and once in the Institute's newsletter for:

- (a) restriction on a registration or a licence;
- (b) suspension of a registration; and
- (c) cancellation of a registration or a licence.

334.2 A restriction on a registration or a licence shall be published on the Institute's website for the period of restriction.

334.3 A suspension on a registration shall be published on the Institute's website for the period of suspension.

334.4 A cancellation of a registration or a licence shall be published on the Institute's website for an indefinite period of time. The Registrar may approve removal of the cancellation notice.

334.5 A notice shall be published on the Institute's website for the resignation of a registration for a period of one (1) year or as approved by the Registrar.

334.6 In addition to Bylaw 34.4, a notice for a registrant shall be provided to:

- (a) the firm with which the registrant is associated;
- (b) any practice leader or member who has a proprietary interest in the firm;
- (c) any member associated with firm the registrant is associated; and
- (d) any candidate, if the registrant is a mentor or the firm is approved to train candidates.

334.7 The applicable regulatory committee or the Board may order any other form of publication if it determines that such publication is required for the protection of the public and provides written reasons for its determination.

Disciplinary Notices

335.1 A notice of a disciplinary hearing or appeal hearing shall be posted by the Registrar at least ten (10) days before the discipline committee or the Board, respectively, is to sit. The notice may include the date, time and location of the hearing and the subject matter of the hearing. The notice shall be removed at the end of the discipline hearing.

335.2 If the disciplinary hearing or appeal hearing is adjourned, a notice of adjournment shall be posted as soon as reasonably possible. The notice shall be removed once the notice of the new disciplinary hearing or appeal hearing is posted.

335.3 Further to section 32 of the Act, a decision and order or summary of the decision and order made by a discipline committee shall be published on the Institute's website indefinitely and in the Institute's newsletter once.

335.4 The names of the respondent, complainant and any other subject matter entities shall be redacted or replaced with a pseudonym in the notice of disciplinary hearing and notice of appeal hearing.

335.5 A disciplinary order that results in an expulsion of a registrant shall be published in a local, regional or provincial newspaper.

335.6 The Registrar shall certify the publication of each notice or order made pursuant to Sections 29, 32 and 36 of the Act and Regulatory Bylaws 34.1 and 52.1.

E. RE-ENTRY, RE-INSTATEMENT

Re-entry

336.1 An individual shall provide a completed application for re-entry and registration as a candidate to the educational institution. The evidence of successful completion shall be assessed by the educational institution.

Re-instatement

337.1 A suspended member shall provide the following information when applying for re-instatement:

- (a) fees;
- (b) information pertaining to their practice of the profession, including employment information and history;
- (c) response to ethical scenarios; and
- (d) continuing professional development (CPD) hours during the period of suspension.

337.2 Upon receipt of an application for re-instatement, the Registrar may assess and determine whether the suspended member is re-instated within thirty (30) days. The applicable regulatory committee or the Board may assess and determine a re-instatement upon request from the Registrar.

F. REVIEW BY THE BOARD

Submission

338.1 Further to Bylaw 38.1, an application for review by the Board within thirty (30) days of the decision, shall be in writing and shall include:

- (a) relevant facts and documentary evidence to support those facts; and
- (b) rationale provided by the registrant for the Board's consideration.

338.2 The Board's review shall be limited to:

- (a) documentation that the Registrar or applicable regulatory committee used as a basis for its decision;
- (b) written submissions by the registrant; and
- (c) written submissions by the Registrar or applicable regulatory committee.

338.3 The registrant, Registrar or applicable regulatory committee shall not provide new documentation in their submissions.

Determination

338.4 The Board shall review a decision and make its determination within thirty (30) days of receipt of the application.

338.5 The Board shall make one of the following determinations:

- (a) Uphold the decision of the Registrar or applicable regulatory committee;
- (b) Request the review of an applicable regulatory committee; or
- (c) Any other determination.

338.6 The Registrar shall report the determination to the registrant and applicable regulatory committee within fifteen (15) days of the determination.