

CGA-Canada
Compliance Measures for International Members Transitioning to CPA BC

Background

- In the CPA Canada governance model, all individual members must be members of a provincial body
- Only CGA-Canada had members who were not also members of a provincial body
- CPA BC has agreed to admit CGA-Canada international members who are in compliance with the following requirements:
 - o All member dues and fees paid
 - o No outstanding ethics complaints
 - o Consent to transfer personal data provided by member
 - o CPD requirement met

MEMBERS WHO FAIL TO MEET ANY OF THE ABOVE CONDITIONS WILL BE DEEMED TO HAVE RESIGNED AT MARCH 31, 2015. AFTER THAT DATE FORMER MEMBERS WILL BE REQUIRED TO SUBMIT AN APPLICATION FOR RE-ADMISSION AND PAY THE RE-ADMISSION FEES TO CPA BC DIRECTLY.

Meeting the CPD Requirement

- Members must have 120 CPD credits in the prior 3 years – 2012, 2013, 2014
- A minimum of 60 credits must be verifiable as defined in the attached
- The deadline for reporting CPD is January 10, 2015

Special Transitional Provisions

To enable members to meet the CPD requirement, the following special provisions have been approved:

- Members will be allowed to complete CPD in January 2015 and report these credits for 2014. These credits cannot be claimed for 2015.
- Members who have not met the CPD requirement by January 31, 2015, can apply for a time extension to March 31, 2015. To be eligible for the time extension, members must provide a specific plan to meet the requirements by that date. As these applications and their processing will need to be handled manually there will be an administration fee of CAD\$250 for approved extensions.
- For information about the extensions, contact Raymond Yim at RYim@cpacanada.ca

CPD Activities Table

Verifiable Activities

	CPD Hours	Comments
<p>V1. Attendance at seminars, formal in-house training, non-credit courses, technical study groups or online seminars.</p>	Claim actual number of presentation hours, rounded to the hour.	Online seminars documentation should include a confirmation of completion.
<p>V2. Attendance at post-secondary credit courses and equivalent distance education courses.</p>	<p>Three-credit courses: Claim actual classroom or assignment hours; include exam-writing hours.</p>	<p>Maximum of three hours per week, maximum of 45 hours per course.</p>
<p>Note 1: Verifiable assignment and exam hours can only be claimed if the exam is successfully passed.</p>	<p>Six-credit courses: Claim actual classroom or assignment hours; include exam-writing hours.</p>	<p>Maximum of six hours per week, maximum of 90 hours per course.</p>
<p>Note 2: Click here to view CGA courses eligible for CPD hours.</p>		Claim actual study hours outside the classroom, to a maximum of the classroom/assignment hours, under NV7, Non-verifiable Activities
<p>V3. Teaching seminars, formal in-house training, and non-credit courses, for the first time only.</p>	Claim actual number of presentation hours, rounded to the hour.	
<p>Teaching post-secondary credit courses, for the first time only.</p>	<p>Three-credit courses: Claim actual presentation hours.</p>	Maximum of three hours per week, maximum of 45 hours per course.
<p>Note 1: If teaching, tutoring and marking the same course, only one activity can be claimed in one year unless significant change in the course content has occurred between activities.</p>	<p>Six-credit courses: Claim actual presentation hours.</p>	<p>Maximum of six hours per week, maximum of 90 hours per course.</p>
<p>Note 2: Click here to view CGA courses eligible for CPD hours.</p>		Claim actual preparation hours under NV7, Non-verifiable Activities.
<p>V4. Tutoring or marking assignments for post-secondary credit courses</p>	Claim actual hours.	Maximum of two hours per week, maximum of 30 hours per course.

or equivalent distance education courses, for the first time only.

Note 1: If teaching, tutoring and marking the same course, only one activity can be claimed in one year unless significant change in the course content has occurred between activities.

Note 2: Click [here](#) to view CGA courses eligible for CPD hours.

V5.

Authoring or critiquing an article, book or course that is published by a third party.

Claim actual hours.

Maximum of five hours for each 1,000 words, to a maximum of 120 hours.

Editing hours are not eligible to claim.

Claim actual hours.

V6.

Preparation for and passing an exam based on self-directed study.

If the exam is not passed, claim the actual hours under NV7, Non-verifiable Activities, to a maximum of 45 hours.

Maximum of 45 hours per exam.

Claim additional study hours, to a maximum of 45 hours, under NV7, Non-verifiable Activities.



Non-verifiable Activities

	CPD Hours	Comments
NV7. Technical reading or self-study of published materials. Includes self-study courses, preparation of seminars and courses, and study hours for post-secondary and distance education courses.	Claim actual hours.	Documentation should include description of activity and hours spent together with titles of publications.
NV8. Major change in job responsibilities or major involvement in special projects.	Claim actual hours learning new skills.	Documentation should include a brief description of activity and new skills acquired.
NV9. Undertaking new responsibilities in a volunteer capacity.	Claim actual hours learning new skills.	Documentation should include a brief description of activity and new skills acquired.