



## 2010 Continuing Professional Development (CPD) Declaration Form

Please complete this Mandatory Continuing Professional Development (CPD) declaration and return it by June 3, 2011. It is important to retain records for a total of 7 years to support your CPD declaration. This documentation should only be submitted if requested by the Institute. If faxing, please keep the fax confirmation. A scanned copy of the CPD form can be emailed to the ICAO. Please put CPD in the subject line of the email and send it to [custserv@icao.on.ca](mailto:custserv@icao.on.ca).

Name: \_\_\_\_\_

ICAO NO.

--	--	--	--	--	--	--

**MEMBER DECLARATION** Please select **ONE** of the following:

### COMPLY

- I COMPLY with the 2010 CPD requirements. I have completed a minimum of 20 hours, including at least 10 hours of verifiable CPD, or the applicable requirements for non-licensed retired members who are involved in an activity where it is reasonable to believe that another party is relying on their skills as a Chartered Accountant. The new overall CPD cycle is from January 1, 2010 to December 31, 2012. The three-year requirement is 120 hours of CPD, at least half of which must be verifiable.

For more information about the continuing professional development requirements for retired members working part-time, see reverse.

### EXEMPT

I claim **EXEMPTION** from the 2010 CPD requirements, due to:

- Retired\*** – I retired from full-time employment, full-time practice or full-time business activity and I do not hold a public accounting licence. I am not providing any part-time professional services or if providing part-time professional services, my gross annual income from such services is \$25,000 or less. I am not serving on a board or the governing body of a reporting issuer\* or a public interest entity\*.

\* Please see overleaf for the definitions and additional information.

- Non-Resident** – I was residing outside of Ontario in 2010 **AND** I am a member of another provincial institute or a recognized accounting body outside Canada and have met the professional development requirements of that body. Specify other accounting bodies in which membership is held: \_\_\_\_\_
- Maternity/Parenting/Family Care** – I did not work for a total of 6 months or more between January 1, 2010 to December 31, 2010 in order to provide full-time care to either my child(ren) who were under the age of 18 or for an elderly or ill family member, and I was not involved in any activity where it was reasonable to believe that another party was relying on my skills as a chartered accountant.
- Unemployment** – I did not work and was not involved in any activity where it was reasonable to believe that another party relied upon my skills as a chartered accountant for a total of 6 months or more between January 1, 2010 to December 31, 2010.
- Medical Leave** – I did not work and was not involved in any activity in which it was reasonable to believe that another party relied upon my skills as a chartered accountant for a total of 6 months or more between January 1, 2010 to December 31, 2010. A letter from a physician confirming the diagnosis and prognosis, or other such confirmation that I was not employed due to medical reasons during that time period (e.g. letter from employer or disability claim form) is required and can be sent by mail to the address noted above, or emailed to [icaoregistrar@icao.on.ca](mailto:icaoregistrar@icao.on.ca).
- Other** – I had extraordinary circumstances between January 1, 2010 and December 31, 2010 and am requesting an exemption on compassionate grounds. A letter is required and can be sent by mail to the address noted above, or emailed to [icaoregistrar@icao.on.ca](mailto:icaoregistrar@icao.on.ca).

### DO NOT COMPLY

- I DO NOT COMPLY** with the CPD requirements. I plan to meet the mandatory CPD requirements and I understand that I have 14 days to file a completed plan of action form, which is available at [www.icaoo.on.ca/Forms/1008page8766.pdf](http://www.icaoo.on.ca/Forms/1008page8766.pdf).

Plan of Action: I also acknowledge that beginning January 1, 2010 only one plan of action will be accepted in each 3 year CPD cycle (2010-2012).

### OVERALL CPD REQUIREMENT

I understand that the Institute may request additional information to support my CPD declaration and I have maintained records of my CPD activities that will be made available upon request. An online CPD log is available on the Institute's website. I declare that the information contained on this form is true and complete. Members who do not file the declaration by the due date of June 3, 2011 will be required to remit a late fee.

X \_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

---

#### **RETIRED\* MEMBERS PROVIDING PART-TIME PROFESSIONAL SERVICES\* AND/OR SERVING ON A BOARD\* OR GOVERNING BODY\***

There are continuing professional development requirements for non-licensed retired members who are providing part-time professional services as follows:

- If gross annual income from part-time professional services exceeds \$75,000, the minimum level of CPD is 20 hours per year, and 120 hours over the three-year period, or
- If gross annual income from part-time professional services exceeds \$25,000 but is less than \$75,000, the minimum level of CPD is 10 hours per year, and 60 hours over the three-year period.

There are continuing professional development requirements for non-licensed retired members who are serving on the board or governing body as follows:

- If serving on the board or governing body of a public interest entity\* that has annual gross revenue greater than \$100,000, or that is a deposit-taking institution irrespective of the amount of gross annual revenue, the minimum level of CPD is 10 hours per year, and 60 hours over the three-year period.
- If serving on the board or governing body of a reporting issuer\* that has either market capitalization or total assets of \$10,000,000 or more, the minimum level of CPD is 20 hours per year, and 120 hours over the three-year period.

At least half of the annual and triennial requirement must be met through verifiable CPD.

If this is applicable to you and you comply with the requirements, indicate that you comply on the declaration. If it is applicable and you do not comply, please submit a plan of action or an exemption request.

\* Definitions and further details are provided at [www.icao.on.ca/PD/MandatoryCPD/1008page7120.pdf](http://www.icao.on.ca/PD/MandatoryCPD/1008page7120.pdf)

#### **RETIRED EXEMPTION**

A member who is \*retired from full-time employment, full-time practice or full-time business activity, does not hold a public accounting licence, and is not providing part-time professional services or whose gross annual income from part-time professional services is \$25,000 or less, and/or who is not serving on a Board or Governing Body (see definitions above) is exempt from the continuing professional development requirement.

\* "Retired" means the member has ceased full-time practice, full-time employment or full-time business activity and the sum of the member's age and the total number of years of aggregate membership in the Institute or the Institute and another professional accounting body equals or exceeds "85".

#### **WHAT LEARNING QUALIFIES AS CPD**

Each member should undertake continuing professional development relevant and appropriate to the member's work and professional responsibilities to develop and maintain the member's competence necessary to provide high quality service to clients, employers, and other stakeholders. To be recognized towards your CPD 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 directly related to the competencies needed to carry on the member's employment or practice;
- (c) be relevant to the member's current professional needs and/or long-term career interests; and
- (d) contain significant intellectual or practical content.

A licensed public accountant must ensure that their CPD activities directly relate to the competencies needed to provide public accounting services.

#### **VERIFIABLE CPD**

Verifiable CPD means that the learning can be objectively verified by a competent source and may include:

- Participation in courses, conferences and seminars;
- Organized employer-based in-house training sessions;
- Research or student projects in areas that expand professional knowledge and that result in presentations, reports or similar documentation;
- Research, including reading professional literature or journals for specific application in a professional role;
- Participation and work on technical committees;
- Published professional writing or academic work;
- Writing technical articles, papers or books;
- Teaching a course or a continuing professional development session in an area that is relevant to a professional role;
- Participation as a speaker in conferences, briefing sessions or discussion groups;
- Formal study such as leading to a degree or diploma;
- Pre-professional re-examination or formal testing;
- Self study involving successful completion of an examination or leading to a designation.

#### **UNVERIFIABLE CPD**

Unverifiable CPD means independent and informal learning activities and may include:

- On-the-job training for new software, systems, procedures or techniques for application in a professional role;
- 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;
- Casual reading of professional journals or magazines that is not part of research for a specific application in a professional role.

#### **REINSTATEMENT AND READMISSION INFORMATION FOR FAILING TO FILE A DECLARATION**

If a member does not submit a declaration to the Institute by the final due date, membership will be suspended. In order to reinstate membership after suspension, a member must provide a completed declaration and a reinstatement fee, currently set at \$250.00 plus HST.

If a member does not reinstate their membership within three months of the date of suspension, membership will be revoked. In order to be readmitted to membership, a member must provide a declaration indicating that they comply with the three-year requirement of 120 hours (half of which must be verifiable) immediately prior to the Institute's receipt of the application for readmission. A readmission application must also be completed, and the reinstatement fee and applicable readmission fee paid. Where membership in the Institute, another provincial institute or a recognized accounting body outside Canada has not been held for a period exceeding five years, successful completion of an examination is required.

#### **QUESTIONS**

Additional information, including frequently asked questions and answers are available at [www.icao.on.ca/PD/MandatoryCPD/1008page7120.aspx](http://www.icao.on.ca/PD/MandatoryCPD/1008page7120.aspx).

#### **PRIVACY STATEMENT**

A member of the Institute has the right to privacy in respect of information of a personal nature known to the Institute that is unrelated to membership status or not required to be disclosed in respect of the fulfillment of the Institute's self-regulatory responsibilities. The Institute may disclose your personal information to the Provincial Institutes/Ordre of Chartered Accountants and the Public Accountants Council for the Province of Ontario for the purposes of providing services to firms, members, students and associate students, and to third party service providers, for the purpose of providing member benefits.