
GUIDE TO SPRING RENEWAL



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
SASKATCHEWAN

Published: March 2025

WHY IS SPRING RENEWAL REQUIRED?

Spring Renewal begins in April every year and is required under Regulatory Bylaw 10.4. The term of a member registration is April 1 until March 31 of the following year. Registered members with CPA Saskatchewan renew on a fiscal year basis.

Annually, Spring Renewal involves:



WHAT ARE THE DATES TO KNOW?

April 1, 2025	Member Renewal notice (including CPD reporting) to all registered members.
April 15, 2025	1 st reminder to those that have not completed renewal, paid fees or declared CPD.
May 1, 2025	Notice to those that have not completed renewal, paid fees or declared CPD that their registration is In Default for non-compliance with April 1 notice.
May 30, 2025 June 17, 2025	2 nd and 3 rd reminders to those that have not completed renewal, paid fees or declared CPD that their registration is In Default for non-compliance with April 1 notice.
June 30, 2025	Final due date for resignations, exemptions (for 2024 CPD and 2024/25 Member Fees) and CPD plans. Suspension notices for non-compliance with Spring Renewal to be sent the following business day.

If you need to change your password

Passwords must be a minimum of 8 characters with at least 1 letter, 1 special character and 1 number.

- Click on the **'Login'** link at the top blue menu of the CPA Saskatchewan website.
- Click on the **'Forgot password'** link under the Username and Password boxes.
- Enter your **email address** in the Forgot Password box and click **'Submit'**. Your username is always your preferred email address with CPA Saskatchewan.

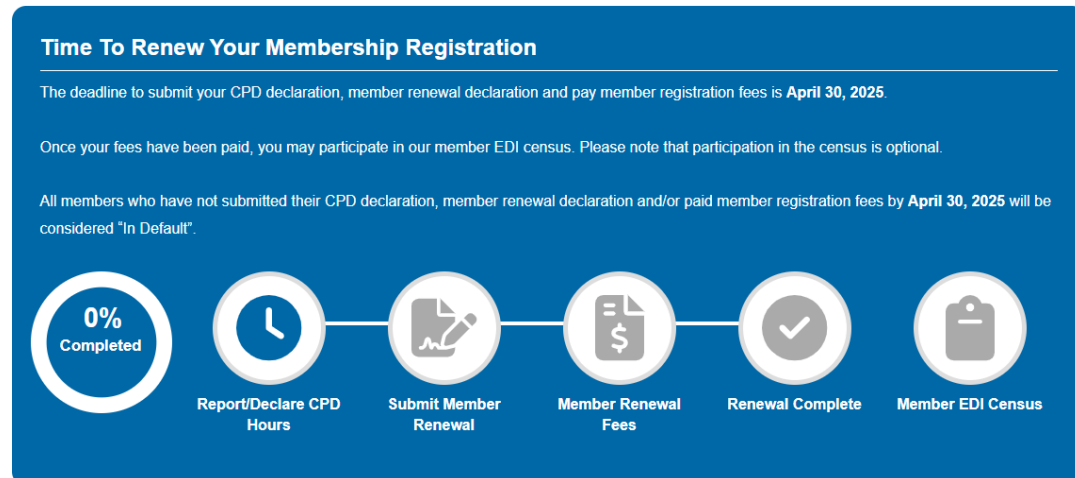
If you do not receive the password reset email after 20 minutes or have any technical issues, please contact [CPA Saskatchewan](#).

HOW IS SPRING RENEWAL COMPLETED?

[Log into your member portal here.](#)

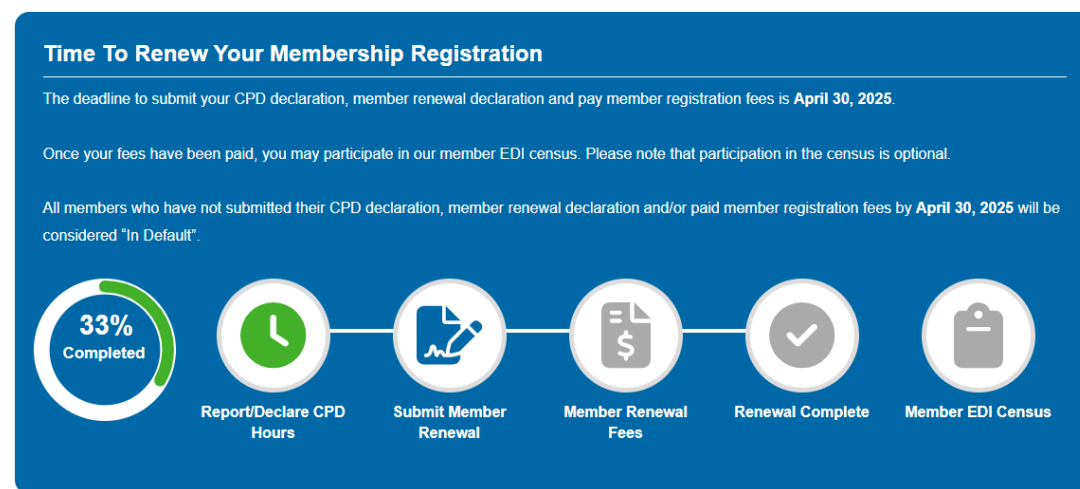
You will be taken to the landing page that displays a Progress Tracker. Only **“Report/Declare CPD Hours”** will be available at first (unless you are a new member effective January 1, 2025 or you were approved for an exemption last year – if so, proceed to part 2 below).

1. Report/Declare CPD Hours



- Click on **Report/Declare CPD Hours** on the Progress Tracker. Add all CPD activities undertaken during 2024 in the My CPD reporting tool.
- Once all CPD activities have been entered, click on **Submit CPD Declaration**.
- Once you have declared your CPD, you will be taken back to the Progress Tracker.

2. Submit Member Renewal



- Click on **Submit Member Renewal** on the Progress Tracker.

Step 1 – Member Information

Member Renewal

If the form takes longer than one minute to load, please clear your internet browser history, try a different internet browser, or try incognito or private mode.

Member Information 1	Declaration Of Compliance 2	Member Fees Exemption/Reduction And CPD Exemption Request 3	Declaration 4
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Privacy

CPA Saskatchewan is committed to protecting the privacy and confidentiality of personal information of its registrants. CPA Saskatchewan will comply with the requirements of *The Freedom of Information and Protection of Privacy Act* and *The Accounting Profession Act* (the Act), and will use fair and reasonable practices to meet its obligations under the legislation.

By applying for registration or licensure, or continuation of registration or licensure, the applicant consents to the collection, use or disclosure of information as set out in CPA Saskatchewan's privacy policy, legislative authorities and other governing documents. Should the applicant wish to withdraw consent for the use or disclosure of this information, they must advise CPA Saskatchewan in writing and the applicant must note there may be consequences to withdrawing consent. For more information, please refer to the Act, Regulation, Bylaws, Directives or the CPA Saskatchewan Privacy Policy.

You may view CPA Saskatchewan's Privacy Policy [here](#).

☒ I confirm the above *

Use the buttons at the bottom of the renewal form to navigate ("Cancel" to leave the form, "Previous" to go back one step, "Next" to proceed).

My Information

CPA SK ID <input type="text"/>	Category ⓘ <input type="text" value="Primary Licensed"/>	Designation Date <input type="text" value="MM/DD/YYYY"/>	
First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>	Informal Name <input type="text"/>
Preferred Email <input type="text"/>			
Your preferred email is your log in credential to the member portal and the email CPA Saskatchewan uses for its communications. Please contact registrar@cpask.ca to change your preferred email. Ensure that you provide your CPA SK ID number for verification purposes.			
Secondary Email <input type="text"/>			

Employer Information

If you have retired, click on "Select Employer" and type "Not Employed" in the Company field. You may apply for an exemption from fees and CPD requirements on step 3 of the renewal if necessary.

Employer <input type="text"/>	<input type="button" value="Select Employer"/>		
Job Title * <input type="text"/>	Universal Title * <input type="text"/>	Work Environment * <input type="text"/>	
Address 1 <input type="text"/>			
Address 2 <input type="text"/>			
City <input type="text"/>	Province/State <input type="text"/>	Postal <input type="text"/>	Country <input type="text"/>
Direct Line <input type="text" value="(306) 123-4567"/>			

Review or edit your contact information, employment information, and residential address as necessary.

Residential Address

CPA Saskatchewan requires each registrant to have a residential mailing address in our database. This may be either a street address, post office box number or land location if the registrant does not have a street address.

Do you need to update your address? *

☐ Yes ☐ No

If you need to update your address that we have on record, click "Yes". If not, click "No".

Residential Mailing Address ?

Apartment/Suite Number (or Land Location if applicable) ?

City

Province/State

Postal Code

Country

NOTE: If you have moved outside of Canada and/or the United States, please contact registrar@cpask.ca to change your address.

If you have moved outside of Canada and/or the United States recently, please contact registrar@cpask.ca to change your address.

Home Phone *

(306) 123-4567

Cell Phone ? *

(306) 123-4567

Registration in Other CPA Jurisdictions

Are you registered in another CPA jurisdiction in Canada? ? *

☒ Yes ☐ No

If you are a member in another CPA jurisdiction in Canada, enter the details as necessary.

Jurisdiction in Canada/Bermuda *	Date of Designation *	
<input type="text"/>	<input type="text" value="yyyy-MM-dd"/>	<input type="button" value="📅"/>
<input type="button" value="+ Add Another"/>		

Legacy Designation Tagging

Effective November 10, 2024 CPAs in Saskatchewan are no longer required under Section 59 of *The Accounting Profession Act* to use (i.e. tag or display) their legacy designation. CPAs in Saskatchewan have the option to use (i.e. tag or display) their legacy designation for perpetuity.

Using the button below, please review your current legacy designation tagging.

[Review Legacy Designation Tagging](#)

OPTIONAL: You may decide to discontinue the use of your legacy designation (if applicable) here.

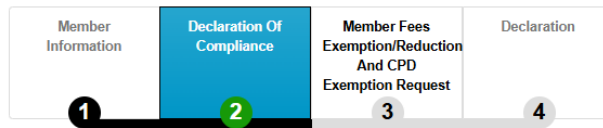
☒ I confirm that I have reviewed my designation tagging and it is accurate. *

[Cancel](#)

[Previous](#)

[Next](#)

Step 2 – Declaration of Compliance and Service to the Public



Declaration of Compliance

Have you, since April 1, 2024, been subject to the provisions of the Bankruptcy and Insolvency Act of Canada (or similar legislation in any jurisdiction), made an assignment in bankruptcy, been declared bankrupt, entered into a consumer proposal, or taken the benefit of any statutory provision for insolvent debtors in Canada or elsewhere? *

☒ Yes ☐ No

☐ Please be advised that details and documents must be provided for Registration Committee consideration. Please email registrar@cpask.ca. If you checked 'Yes' in error, please correct your answer. *

Have you, since April 1, 2024, been convicted of a criminal offence of any country? *

☐ Yes ☒ No

At present, do you have any charges outstanding under the criminal law of any country? *

☐ Yes ☒ No

Have you, since April 1, 2024, been found guilty of contravening a section of securities regulatory legislation or have you ever entered into a settlement (or similar) agreement with a securities regulator? *

☐ Yes ☒ No

Have you, since April 1, 2024, been found guilty of an offence under any tax legislation that involves, explicitly or implicitly, dishonesty on your part or have you ever entered into a settlement agreement with respect to such conduct? *

☐ Yes ☒ No

Have you, since April 1, 2024, been the subject of a disciplinary determination of guilt and/or sanction by any professional accounting or regulatory body? *

☐ Yes ☒ No

Are you currently subject to disciplinary proceedings or professional conduct investigation by any professional accounting or regulatory body? *

☐ Yes ☒ No

If you answer 'Yes' to any of these questions, you will be required to provide documentation to the Registrar (registrar@cpask.ca) for Registration Committee consideration.

Service to the Public

Please note that the following questions are being asked to determine if you will require registration as a firm.

Do you prepare tax filings, provide management consulting or accounting services to parties as a self-employed individual or outside of your primary employer? ⓘ *

☒ Yes ☐ No

Please indicate the services you are providing to the public: *

Do you offer the services listed above to more than 3 clients or individuals, including family members or friends? *

☒ Yes ☐ No

Are all your clients family members or friends? *

☒ Yes ☐ No

These questions are being asked to determine if you will require registration as a firm or licensure with CPA Saskatchewan.

☐ You may need to register a firm. You should always consider obtaining a professional liability insurance policy to cover services provided even if you do not require registration as a firm. Contact registrar@cpask.ca for more information. *

Are you currently authorizing any assurance or compilation engagement reports in Saskatchewan? ⓘ *

☒ Yes ☐ No

☐ You must obtain a licence prior to authorizing any assurance or compilation engagement reports in Saskatchewan. If you currently hold a valid licence (comprehensive, specified or compilation), there is nothing further required. For more information contact licensing@cpask.ca. *

Do you hold funds in trust or manage money for another party, with their limited involvement in the transaction(s) or without their prior approval in any circumstance, except acting in a personal capacity as executor, power of attorney or personal representative of another person or an estate? ⓘ *

☒ Yes ☐ No

Emerging Issues

Would you like more information on your requirements as a CPA to comply with anti-money laundering legislation and reporting? ⓘ

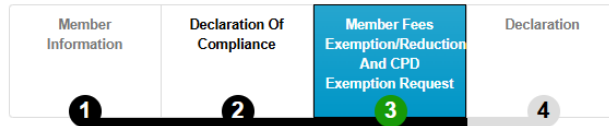
☒ Yes ☐ No

Would you like more information on being involved in non-profit entities in Saskatchewan as a preparer of financial information or as a board member? ⓘ

☒ Yes ☐ No

OPTIONAL: If you would like more information on anti-money laundering legislation and reporting, or being involved in non-profit entities in Saskatchewan, answer "Yes" to these questions. CPA Saskatchewan will follow up with you in due course.

Step 3 – Member Fees Exemption/Reduction and CPD Exemption Request (if eligible)



2025/26 Member Fees Exemption/Reduction and 2025 CPD Exemption Request

Questions? Please visit our [website for more information](#) about exemptions and reductions for member fees and CPD requirements. Please note sole practitioners with a registered firm are ineligible to apply for an exemption or reduction.

Who is eligible for an exemption/reduction?

If you are ceasing practice prior to June 30, 2025, you must apply below for an exemption from 2025/26 member fees and 2025 CPD requirements. After June 30, 2025, you must make a written submission to the Registration Committee to obtain an exemption.

- Example: I am on maternity leave effective June 1, 2025 and will be returning to work on June 1, 2026.** You are eligible for a Temporary Non-Practice exemption. This exemption provides a 100% fees waiver and 100% reduction in 2025 CPD requirements.
- Example: I have retired effective June 30, 2025.** You are eligible for a Permanent Non-Practice exemption. This exemption provides a 100% fees waiver and 100% reduction in 2025 CPD requirements.
- Example: I will earn \$30,000 this calendar year.** You are eligible for a Special Circumstances reduction, for income earned between \$15,000 and \$40,000. This reduction provides a 50% fees reduction only. You must still complete 2025 CPD requirements.
- Example: I will earn below \$15,000 this calendar year.** You are eligible for a Special Circumstances exemption, for income earned under \$15,000. This exemption provides a 100% fees waiver and 100% reduction in 2025 CPD requirements.

Firm Registration or Licensure

If you are performing services that require registration as a firm or a licence, you will be ineligible for any exemption or reduction.

If you are eligible for an exemption or reduction in fees, select “Yes” and follow the prompts. For more information, please [visit our website](#).

For all other members (or if you do not require an exemption or reduction), select “No” and proceed to the fees payment.

Request (if eligible)

Do you require relief from paying 2025/26 member fees and/or completing 2025 CPD requirements? *

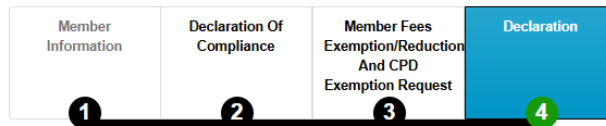
☐ Yes ☐ No

The below types of **exemptions/reductions** are available to eligible members:

Exemption Type	Reason	2025/26 Member Fees Exemption	2025 CPD Exemption
Permanent Non-Practice	Cease practice for 12 months or more and have no intention to return to practice	Yes	Yes
Temporary Non-Practice	Cease practice for 12 months or more and intend to return to practice	Yes	Yes
Special Circumstances < \$15,000	Gross professional income earned in the 2025 calendar year under \$15,000	Yes	Yes
Special Circumstances between \$15,000 and \$40,000	Gross professional income earned in the 2025 calendar year between \$15,000 and \$40,000	No, 50% Reduction in Fees	No, low cost CPD is available

- If eligible, CPA SK will provide you the opportunity to register for up to 24 credits of passport eligible professional development courses at a reduced fee of \$15/credit.

Step 4 – Declaration



Declaration

Select each checkbox here to indicate your concurrence with the renewal declaration and type your name (or the authorized representative of the member).

☒ I declare that all information given on this application form is accurate, true and correct.

1. I authorize CPA Saskatchewan to obtain such information concerning my education, training, experience, licensing and membership status, as required to determine my eligibility for registration and licensure.
2. I understand that the Registration Committee and/or Professional Practice Committee may request additional information.
3. I authorize CPA Saskatchewan to contact any organization identified in this application and agree to the release by any such organization of any information that is requested by CPA Saskatchewan in order to properly consider this application.
4. I understand that CPA Saskatchewan will use this information to assess [my/our] qualifications and will protect this information in accordance with its privacy policy.
5. I agree that I am responsible for ensuring the payment of all fees and charges incurred upon approval of application. Refunds, pro-rata or other reductions or exemptions from fees are based on the Rules and the related Refund Policy.
6. I agree to, if registered and/or licensed, be governed by the said Rules enacted, and to be made and enacted, by the CPA Saskatchewan Board.

☒ I acknowledge that CPA Saskatchewan will issue and track electronic communications in connection with my registration and my use of their services. I can adjust my preferences related to communications related to services at any time. *

☒ I agree to provide CPA Saskatchewan with updates to circumstances that may affect my registration and licensure, such as employment changes, personal email addresses changes and updates to other personal information such as a registered address. *

☒ I agree to maintain custody of the certificate, permit and licence issued to me and will promptly return it and any document indicating association with the CPA Saskatchewan in the event that my registration or licence is suspended or cancelled. *

Please enter your full name *

Test

Date of Submission

2025-03-18



Cancel

Previous

Submit Member Renewal



HONEST DECLARATIONS

As a CPA, you have an inherent responsibility to make honest declarations when providing information to CPA Saskatchewan.

During the upcoming Spring Renewal you are required to read, understand and declare to a series of questions on your character, practice and demographics. At the conclusion you sign off that you have provided information that is accurate, complete and in compliance with the Rules.

A confirmation email is sent to you that summarizes your responses for review. It is important to seek clarification if you are uncertain about the questions or how you responded by emailing registrar@cpask.ca.

Attesting to a false or misleading declaration is a breach of Rule 205 in the Rules of Professional Conduct.

Click on Submit Member Renewal. You will receive an email confirmation of your member renewal within 24 hours after submission. Once you have declared, you will be taken back to the Progress Tracker.

3. Registration Fees

Time To Renew Your Membership Registration

The deadline to submit your CPD declaration, member renewal declaration and pay member registration fees is **April 30, 2025**.

Once your fees have been

All members who have not
considered "In Default".



If you were approved for an exemption, your Progress Tracker will show 100% Completed when you submit your Member Renewal.



Report/Declare CPD
Hours



Submit Member
Renewal



Member Renewal
Fees



Renewal Complete



Member EDI Census

Registration Fees	CPA SK Fee	CPA SK Fee GST	CPA Canada Fee	CPA Canada GST	TOTAL
Primary Member Registration	\$675.00	\$33.75	\$400.00	\$20.00	\$1,128.75
Affiliate Member Registration	\$185.00	\$9.25	\$0.00	\$0.00	\$194.25
Permanent Non-Practice Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Temporary Non-Practice Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Circumstances Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Circumstances Fee Reduction	\$340.00	\$17.00	\$200.00	\$10.00	\$567.00

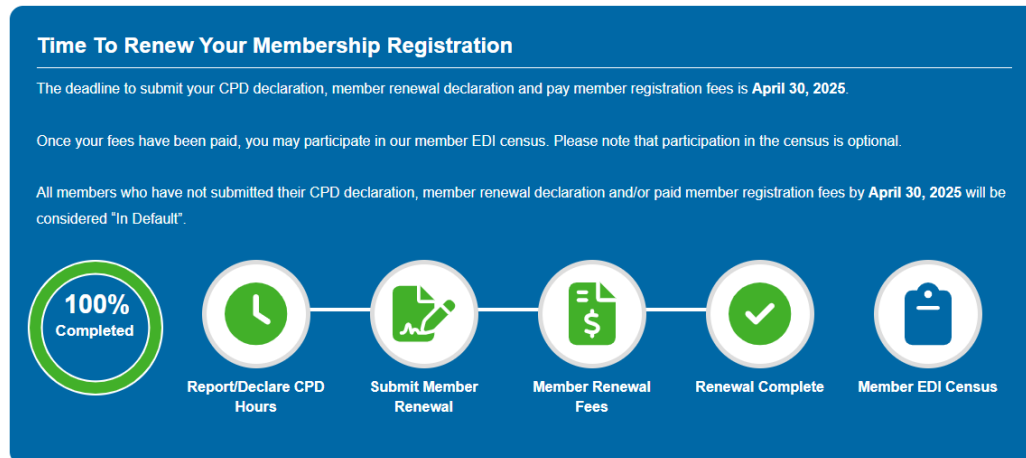
NOTE: CPA Saskatchewan fees are collected to support the regulation of the profession and the delivery of services to members to aid in their ongoing professional development.

CPA Saskatchewan and our primary members are members of CPA Canada. An obligation of CPA Saskatchewan is to collect CPA Canada fees from our members and remit them to CPA Canada on the member's behalf. CPA Canada fees support matters such as standards setting, research and guidance, pre-certification education, professional ethics and public interest, and international mobility. These activities support CPA Saskatchewan's legislated duty to protect the public and help CPAs maintain professional competencies.

- Click on **Member Renewal Fees** on the Progress Tracker. Review your registration fees to ensure they are correct. Click on "Confirm Fees" to go to the cart (see *Appendix A*).
- To obtain an **invoice** of your registration fees, select "Generate Invoice/Pay by cheque or EFT" in the cart, then "Submit Order". You do not need to enter anything in the PO number field. Click on "My Renewal" at the top menu, then the "Member Renewal Fees" button. Your invoice will be under "Open Invoices" in the "Invoices/Receipts" tab. This option is required if your employer will be paying your fees or if you will be paying by cheque.
- Only employers will have the option to pay by EFT. Employers interested in paying by EFT must contact [accounting](#) prior to sending the EFT.

4. Renewal Complete

Member renewal is considered complete when all required steps of the renewal are submitted, and payment is received. Your Progress Tracker will show **100% Completed** when finished.



OPTIONAL: Member EDI Census

Members may choose to complete an optional EDI census once their renewal fees have been paid. CPA SK is committed to creating a profession that is diverse, equitable, and inclusive for all of our members and candidates. All responses in the census are confidential and will be used only in summary or aggregate form. The census does not form part of the overall member registration renewal and participation is not required.

Exemption Verification

All information submitted to CPA Saskatchewan in support of an exemption is subject to verification or request to provide additional information at the time of renewal.



Need assistance?

Contact registrar@cpask.ca or call (306) 359-0272.

Appendix A

Click on Confirm Fees to go to the cart.

Review Items

Term dates 4/1/2025 to 3/31/2026

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> CPA Saskatchewan Fee	675.00	1	675.00
<input checked="" type="checkbox"/> CPA Saskatchewan Fee GST	33.75	1	33.75
<input checked="" type="checkbox"/> CPA Canada Fee	400.00	1	400.00
<input checked="" type="checkbox"/> CPA Canada Fee GST	20.00	1	20.00

Subtotal 1128.75

Confirm Fees

Payment Options:

Payment Details

Option 1

☒ Pay Now ☐ Generate Invoice/Pay by cheque or EFT

Payment Details

Option 2

☐ Pay Now ☒ Generate Invoice/Pay by cheque or EFT

Option 1 – To pay immediately, select Pay Now, enter your payment information, and click on Submit Order.

Option 2 – To obtain an invoice and/or pay by cheque or EFT, select Generate Invoice/Pay by cheque or EFT, leave the PO number field blank, and click on Submit Order. Click on My Renewal at the top menu, then the Member Renewal Fees button. Your invoice will be under Open Invoices in the Invoices/Receipts tab. Click on the invoice number to go to the invoice screen.

Invoices/Receipts

Open Invoices

Paid Invoices

Previous Years Fee Receipts

Outstanding Invoices

Click the Invoice Number to view and pay the invoice, as well as print a copy for your records.


Export ▾

Invoice Number	Invoice Date	Description	Amount	Balance
	3/19/2025	Renewal Fees	1,128.75	1,128.75

Click on the **Print** tab, then click on **Export** to download a PDF copy of your invoice.

Invoice Summary **Print**

Export Find Text
Search report... ^ v x

 **CPA** CHARTERED PROFESSIONAL ACCOUNTANTS SASKATCHEWAN

Institute of Chartered Professional Accountants of Saskatchewan
101 4581 Parliament Avenue REGINA SK S4W 0G3
T: 306.359.0272 F: 306.347.8580
www.cpask.ca

INVOICE

BILL TO: [REDACTED]
[REDACTED]
CANADA

Terms: Net 30 days
Invoice Date: March 19, 2025

Renewal Fees
April 1, 2025 through March 31, 2026

DESCRIPTION	UNIT PRICE	EXT. AMOUNT
CPA Saskatchewan Fee	\$675.00	\$675.00
CPA Saskatchewan Fee GST	\$33.75	\$33.75
CPA Canada Fee	\$400.00	\$400.00
CPA Canada Fee GST	\$20.00	\$20.00

GST Number: 817897382RT0001

Invoice Total \$1,128.75


Payments

BALANCE \$1,128.75

Once paid, the receipt will be made available under **Paid Invoices** in the **Invoices/Receipts** tab.

Invoice Summary **Print**

Export Find Text
Search report... ^ v x

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Institute of Chartered Professional Accountants of Saskatchewan
101 4581 Parliament Avenue REGINA SK S4W 0G3
T: 306.359.0272 F: 306.347.8580
www.cpask.ca

RECEIPT

BILL TO: [REDACTED]
[REDACTED]
CANADA

Terms: Net 30 days
Invoice Date: March 19, 2025

Payment Date: March 19, 2025

Renewal Fees
April 1, 2025 through March 31, 2026

DESCRIPTION	UNIT PRICE	EXT. AMOUNT
CPA Saskatchewan Fee	\$675.00	\$675.00
CPA Saskatchewan Fee GST	\$33.75	\$33.75
CPA Canada Fee	\$400.00	\$400.00
CPA Canada Fee GST	\$20.00	\$20.00

GST Number: 817897382RT0001

Invoice Total \$1,128.75

Payments \$1,128.75

BALANCE \$0.00