

# CPA Saskatchewan Retirement and Your Designation Session



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# HOW DOES RETIREMENT AFFECT YOUR CPA DESIGNATION?

If you are thinking of retiring from your job, it's important to understand how your retirement affects your CPA. Your designation took significant effort to obtain and there are a few steps you must follow when you leave the workforce.





# REQUIREMENTS UNDER THE ACCOUNTING PROFESSION ACT

CPA Saskatchewan exists under the authority of *The Accounting Profession Act, 2014*.

The Act prescribes responsibility for both registrants and the Institute, and CPA Saskatchewan's procedures reflect those requirements. **Members must be aware that retiring from a 'job' does not end the member's responsibility to the public or to the profession.**

As long as you are a member, CPA Saskatchewan is obligated to assure the public of your competency. Some members incur late fees and risk potential suspension by assuming that they are exempt from requirements because of retirement.

# 1 Practice of the Profession

Any service provided by a member related to a technical competency as set out in the CPA Canada competency map.



**Assurance**



**Financial  
Reporting**



**Taxation**



**Management  
Accounting**



**Finance**



**Strategy and  
Governance**



## 2 Providing Services to Clients

### Firm Registration:

Required when providing services to clients related to the technical competencies set out in the CPA Canada Competency Map

### Licensure:

Required when providing Professional Accounting services to clients that reference the CPA Canada Handbook (e.g., issuing an audit, review, other assurance, or compilation engagement report)



### 3 Permanent and Temporary Non-Practice Status Exemption Criteria

Members who cease practice may apply online for a Permanent or Temporary Non-Practice Exemption during Spring Renewal each year. The deadline is April 30. Members who cease practice by June 30 of the current year are eligible; fees are not pro-rated for the year.

PNP



#### Permanent Non-Practice

Permanent does not mean that you never have to file another declaration. It means that your intention at the time of your request is not to return to practice. Once you receive approval, you no longer owe fees, and you must use **'non-practicing'** when you refer to your designation. You must complete the Spring Renewal declarations annually, and you must advise CPA Saskatchewan should your circumstances change.

TNP



#### Temporary Non-Practice Exemption

A Temporary Non-Practice Exemption is available if the member ceases practice for a period of at least twelve (12) consecutive months. Once you receive approval, you no longer owe fees, and you must use **'non-practicing'** during the period of cessation when you refer to your designation.

'Permanent' and 'Temporary' refer to your intentions about returning to practice at the time you apply for the exemption.



## 4 Income Thresholds or “Special Circumstances”



CPA Saskatchewan recognizes that retirement may mean more opportunity to get involved in your community or maintain some business relationships.



Members that do not meet the criteria for a non-practice exemption above and **who earn less than \$15,000** in professional income from services which do not require registration as a firm or a licence may apply to be exempt from fees and CPD.



Members that do not meet the criteria for a non-practice exemption above and who earn professional **income in the range between \$15,000 and \$40,000** from services which do not require registration as a firm or a licence are eligible for a fee reduction but are still required to fulfil the minimum requirements for CPD. CPA Saskatchewan offers CPD courses at a reduced cost for CPAs approved for an exemption under special circumstances.



Members that **earn more than \$40,000** in professional income are not eligible for an exemption or reduction to fees or CPD.





## 5 Income Thresholds or “Special Circumstances”

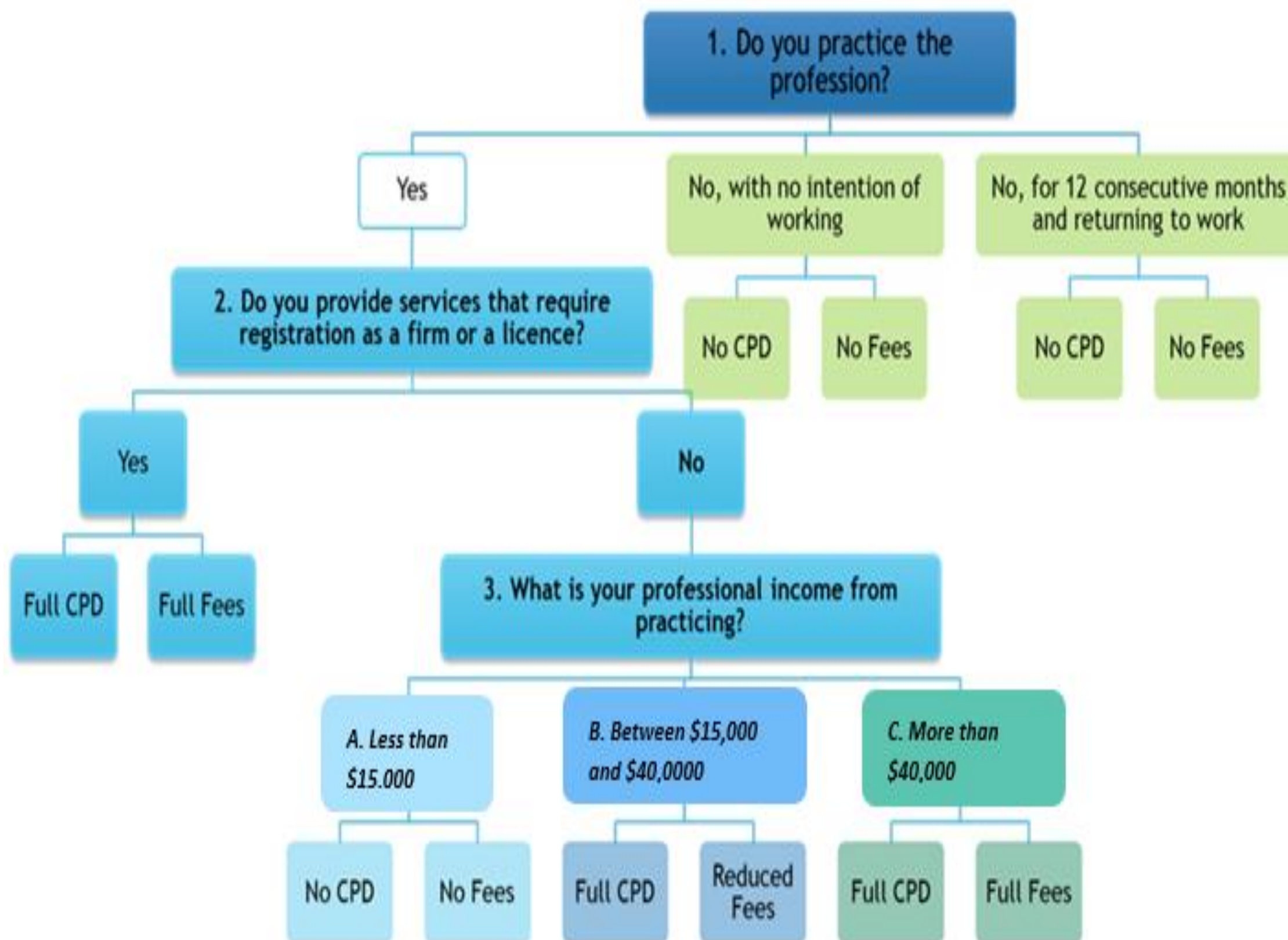


Professional income is based on earnings from professional services during a calendar year.



CPA Saskatchewan may request documentation to support the basis for an exemption or reduction. Members are required to retain supporting documentation for two (2) years for this purpose.

Please refer to the chart that outlines the various pathways to an exemption or reduction in fees and CPD requirements.





# 6 The Difference between Retirement and Resignation

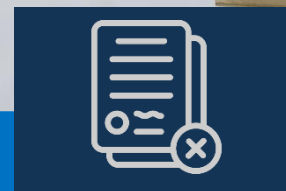
Members do not retire from the profession or CPA membership. The question is – are you ceasing practice? When you cease practice, you may:



maintain your membership by paying full fees and complying with all requirements under The Act, Bylaws and Rules; **or**



apply on an annual basis for a Permanent or Temporary Non-Practice, or a Special Circumstances exemption or reduction in fees. These statuses reduce your fee and/or CPD requirements but you retain compliance and annual reporting requirements. Whether or not you are eligible for such an exemption or reduction depends upon your specific circumstances each year (just because you retire from paid employment does not mean you automatically qualify!); **or**



resign your membership, return your certificate, and be released from all reporting requirements.





# Deadlines for CPD and Member Renewal

Annual declarations are due April 30 of each year, regardless of whether you are practicing or approved for a non-practice status. To avoid late fees and ensure exemption approval:



Maintain compliance with CPD requirements, including the three-year reporting cycle.



Ensure any outstanding fees are fully paid prior to requesting an exemption or resignation.

If you are approved for multiple consecutive CPD exemptions and subsequently return to practice at some point in the future, you must submit a plan to meet CPD requirements **prior** to recommencing practice.





# Be Aware of Ongoing Requirements



## Spring Renewal

Notice emailed on **April 1**  
Due **April 30**



## Maintain Contact

Is your email address current?  
Is CPA SK set up as a contact?  
Is your phone number current?



Even when approved for permanent non-practice, annual declarations are required until a member turns **70**.

## 8 Snowbirds or Moving to another province?

● To keep your CPA, you must be registered as a primary member somewhere.

You should be registered as a primary member where you live the majority of the year (or in Saskatchewan if you live in another country for the majority of the year). Contact the provincial body where you are living to initiate the registration process.

● Different provinces have different requirements, you may qualify for an exemption in another province and not in Saskatchewan.

● Affiliate members do not qualify for special circumstance exemptions (i.e. income thresholds).





When a firm ceases practice/closes, prior acts must be covered under an insurance discovery policy for **six (6) years** following such cancellation or disposition (see Bylaw 24.5).

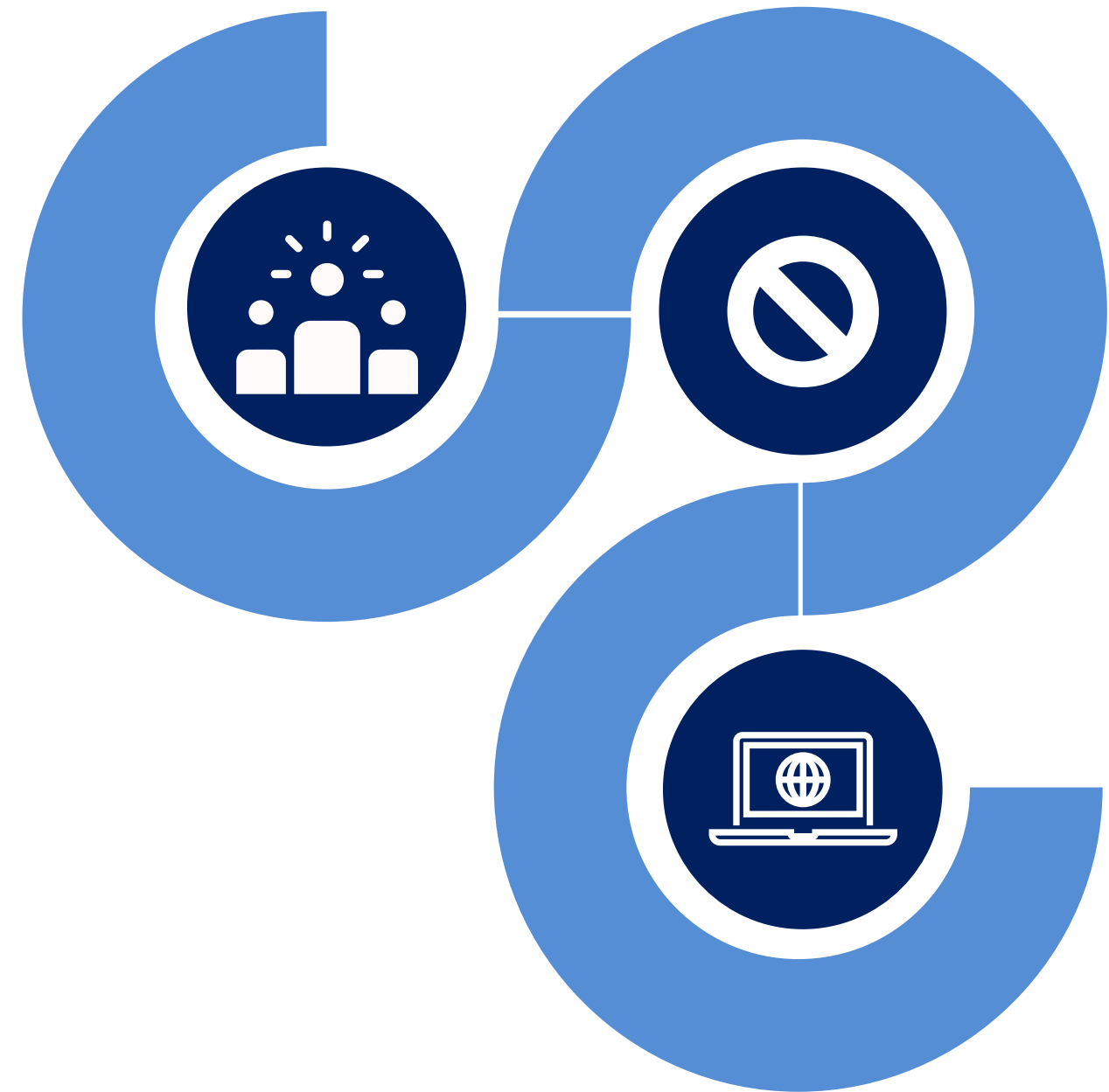
You need to contact your insurance provider to notify them that your firm is ceasing practice.

Firms must have a transition plan for clients and file retention to avoid conduct issues.

Members who practice through a professional corporation have two choices when they retire – **renew** OR **convert**



- You can only carry a licence if you are practicing through a registered firm.
- Firm closure results in an automatic licence cancellation for a sole practitioner.
- Licence cancellations are published on our website.



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Regardless of your practice status, as long as you are a CPA, someone can file a complaint against you.



Concerns come in on non-practice members.

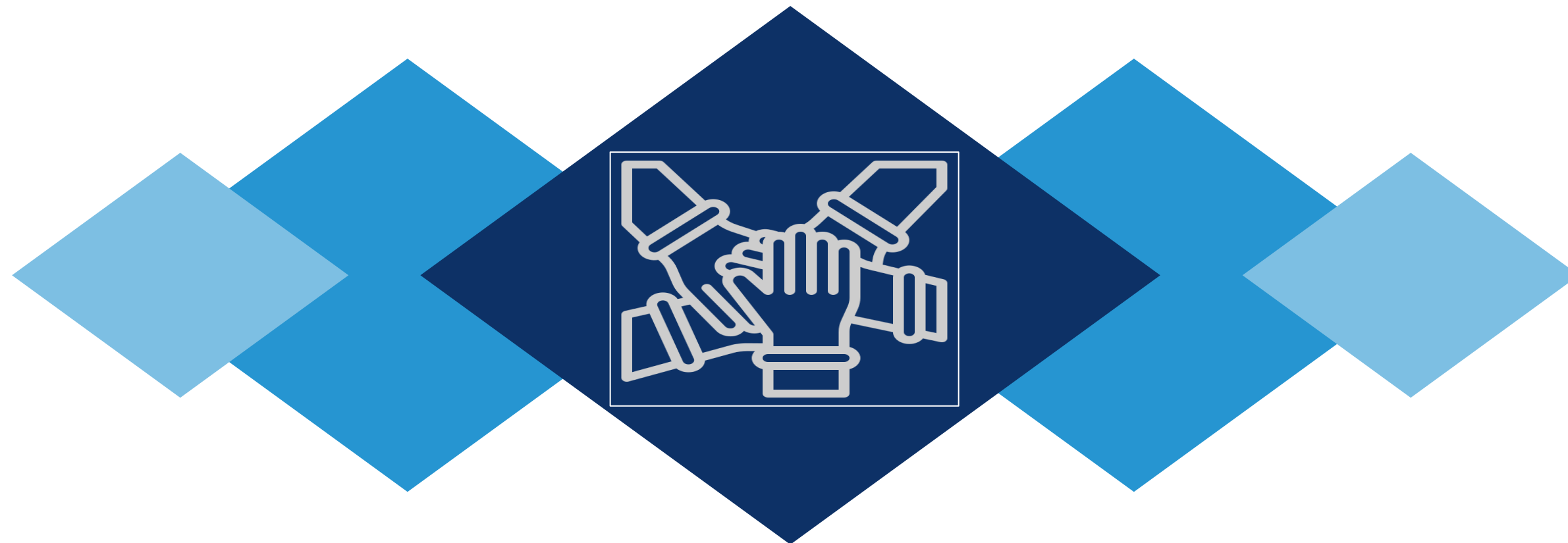


Be cautious when you are taking on roles, such as executor/executrix of a will when non-practicing.



## 12 Volunteering – What can you do?

- There are many ways to continue to contribute to your community when you switch to a non-practice status.
- Consider being a financial literacy volunteer
- Join the Discipline Committee
- Join an unpaid volunteer position for a community organization
- Donate your time





Ready  
Set

RETIRE

THANK YOU

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With a bit of planning, awareness of requirements, and good communication, your transition into retirement can be very smooth. **Happy retirement!**



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