

Firm and Professional Corporation Renewal - FAQs

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What is the deadline to submit the renewal for everything?

All renewals must be completed by no later than December 16.

How much are fees?

Type of Renewal Fee	Amount of Fee	GST	TOTAL
Firm Registration per CPA Practice Leader	\$200.00	\$10.00	\$210.00
Firm Registration per CPA Employee	\$150.00	\$7.50	\$157.50
Firm Registration per CPA Candidate	\$125.00	\$6.25	\$131.25
Professional Corporation Fee	\$75.00	\$3.75	\$78.75
Member Licence Fee	\$200.00	\$10.00	\$210.00
Firm Licence Fee	\$75.00	\$3.75	\$78.75

What is the schedule of key dates?

Wednesday, November 18	Communication to designated firm contact with rosters, firm professional corporation and firm licence information.
Tuesday, December 1	Firm Rosters due to CPA Saskatchewan.
Friday, December 18	Deadline to complete renewal and pay fees.
Monday, January 18	Last day for online renewal, late fees issued.

When can the firm fees be paid?

The designated firm contact will receive a notification from CPA Saskatchewan confirming receipt of the signed firm roster and that they can proceed online to provide the payment information or mail a cheque. If applicable, CPA Saskatchewan will make the confirmed roster changes on the firm record which will be reflected in the invoice total.

Virtual credit cards can only be accepted if they are per identification number.

What time period is covered by the firm renewal process?

Firm permits are valid January 1 to December 31.

Do I need to submit my ISC Profile Report for renewal?

You are not required to submit your ISC report annually if there are no changes.

I have made changes to the directors and/or shareholders in my professional corporation, what do I need to do?

Please submit an updated ISC Profile Report to registrar@cpask.ca.

My professional corporation is not being used anymore, what do I need to do?

CPA Saskatchewan requires the Certificate of Amendment or Dissolution confirming that the professional corporation is no longer active and that the name has been changed. Please email this to registrar@cpask.ca.

What is an assisting professional accountant?

Effective October 8, 2019 all sole practitioners are required to appoint an assisting professional accountant to assist with client succession in the event of the appointing sole practitioner's death or incapacity and name that member to CPA Saskatchewan.

There is an option online to name another CPA as an assisting professional accountant. Sole practitioners will have until the end of this year's firm renewal to name an assisting professional accountant.

How do I change my password?

You will need to change your password on initial log in. Passwords need to be a minimum of 7 characters with at least 1 letter and 1 number.

Steps to change your password:

- Click on the 'Sign in' link on the top blue menu of the CPA Saskatchewan website to open the sign in page.
- Click on the 'Forgot password' link under the Username and Password boxes.
- Enter your email address in the Forgot Password box and click 'Submit'.

You should receive an email with instructions from CPA Saskatchewan within 20 minutes. If you don't receive this in your Inbox, please check your Spam/Junk folder or try another email address that you may have on record with CPA Saskatchewan. If you haven't received the password reset email after 30 minutes or have any technical issues, please contact [CPA Saskatchewan](#).

FIRM – Use the checklist for Renewal below to ensure all steps are completed!

- Review the roster, note any amendments and retrieve signature from the designated firm contact **by December 1**.
- Submit the approved roster to registrar@cpask.ca, via fax at 306-347-8580, or by mail at: 101-4581 Parliament Ave, Regina, SK, S4W 0G3 **by December 1**.
 - If you do not submit your roster, you will not be able to pay the fees online or complete the renewal.
- Receive notice to go online and pay firm fees.
- Collect the following information prior to proceeding online:
 - Any changes in contact information;
 - Information about the training pathway(s):
 - Experience Verification Route (EVR)
 - Pre-Approved Program Route (PPR);
 - Information about the firm structure (partnership, sole practitioner, professional corporation, etc);
 - If the firm is a sole practitioner, name of the firm's assisting professional accountant;
 - Information about the firm's services (audit engagements, tax services, business valuations, etc);
 - Information about the firm's licence (Licence ID, changes in jurisdictions where licensed); and
 - Understanding from all firm partners on the responses to the declarations and who should complete and sign the firm renewal.
- Log into the [Firm Portal](#) using your **Firm ID** and password. Complete the firm renewal (including professional corporation and licence) and pay fees **by December 18**.
 - The **designated firm contact** will need to change the firm's password on initial log in. Passwords need to be a minimum of 7 characters with at least 1 letter and 1 number.
 - Steps to change your password:
 - Click on the 'Sign in' link on the top blue menu of the CPA Saskatchewan website to open the sign in page.
 - Click on the 'Forgot password' link under the Username and Password boxes.
 - Enter the **Firm ID** in the Username box and click 'Submit'.

- The **designated firm contact** should receive an email with instructions from CPA Saskatchewan within 20 minutes. If the email is not received, please check the Spam/Junk folder or try another email address that the designated firm contact may have on record with CPA Saskatchewan. If the password reset email has not been received after 30 minutes or you have any technical issues, please contact [CPA Saskatchewan](#).
- Once logged in, click on the firm name to proceed to the renewal form. You must complete the renewal form and sign the signature box in order to click on “Submit”.
- After clicking “Submit”, you will see a detailed billing page. You may proceed to payment here by clicking on the cart. If you want itemized billing, you will need to print this screen or take a screenshot of your screen.
- After clicking on the cart, you may pay by credit card or choose pay later to pay by cheque or EFT. Firm interested in paying by EFT must contact [accounting](#) prior to sending the EFT.
- If necessary, you may send a copy of the order confirmation to another email address. You will receive a copy automatically.

FAQS – FIRM LICENCE RENEWAL

What if my firm is licensed in more than one other jurisdiction in Canada?

If your firm is performing the practice of professional accounting in more than one other jurisdiction in Canada, please answer “yes” and provide an expiry of December 31, unless an early date applies.

The table with information listing each of the licensed members at my firm has changed, how can I update this?

The information that is populated contains the current licence information from 2020 licences. Please send any changes to licensing@cpask.ca. Once all members within your firm have completed their member licence renewal and their application has been processed, this information will be updated. Firm licence renewals **are not processed** until all licensed members of the firm have completed their member licence renewal.