

## Professional Development FAQs

### **Why is there a deadline?**

A deadline is necessary to allow time for CPA Saskatchewan staff to prepare course material, registration lists and make administrative decisions on class sizes and location.

### **Do I have to register for 5 full days to take advantage of the Personal Passport?**

No, you can register for as many full and half day courses you would like as long as they total no more than 5 full days to be included on the Personal Passport. You may attend additional courses at the reduced price.

### **Why can't I be replaced by someone on my Personal Passport?**

The Personal Passport is sold to the individual at a deeply discounted cost per course and therefore, is not transferable. Corporate Passports allow for multiple individuals to use the same passport at a cost savings.

### **Why can't I cancel the course the day before?**

As of the course registration deadline, your registration is included in the decision to run the course. Your registration is also included when the final arrangements are made including location, course material and lunch and the costs still incurred by CPA Saskatchewan. For fully subscribed courses, other participants have been turned away. CPA Saskatchewan's policy is consistent with other organizations that deliver training courses.

### **Can I switch courses after the courses registration deadline?**

Up to the course registration deadline, changes can be made at no charge if there is availability in the requested course. Requests to switch courses after the course registration deadline but at least one week prior to the course date are subject to a penalty of \$50.00. Requests to switch courses made less than one week prior to the course date will not be permitted for reasons as outlined in the previous FAQ.

### **Why is the penalty for cancellations the same for full and half day courses?**

The penalty is the same for full and half day courses because this is an administrative fee to cover the processing costs related to a cancellation. The administrative process is equivalent for half day, full day or two day courses.

### **How many verifiable CPD hours are CPA Sask. courses?**

All PD courses in this calendar that are CPD eligible may be reported as verifiable CPD. For in-person courses and live broadcasts, the recommended number of hours that should be claimed are provided for each course on the course description page. For all courses, registrants must claim the actual number of hours, rounded to the nearest ½ hour, that were spent developing new or existing competencies in the course.

### **Does CPA Saskatchewan enter the hours for CPD on my behalf?**

*As of April 1, 2018, CPA Saskatchewan will not be entering CPD hours on behalf of its members for courses offered by CPA Saskatchewan.* Each course includes an estimate of the CPD hours for the course. Document and report the actual time spent on the course in the CPD reporting tool.