
GUIDE TO FIRM RENEWAL



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
SASKATCHEWAN

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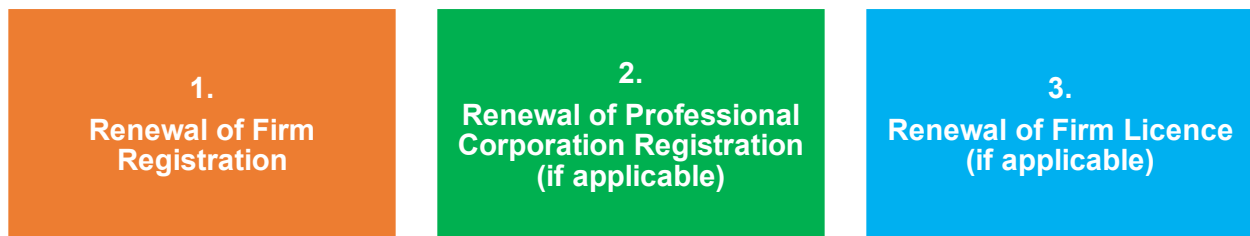
WHY IS FIRM RENEWAL REQUIRED?

Firm registration with CPA Saskatchewan renews on a calendar year. Renewal is the mechanism by which CPA Saskatchewan receives information and declarations related to the firm's compliance with the Rules. It aids the execution of the legislated mandate that supports registrant's ongoing ability to practice in the reserved area (audits, reviews and compilations) or other regulated services (tax advisory, management advisory and consulting, accounting services).

Annual firm renewal begins on November 1 of every year and is required under Regulatory Bylaw 10.4. Registered firms with CPA Saskatchewan renew on a calendar year basis.

All firm permits and licences are effective from January 1 until December 31 of every year.

Annually, firm renewal involves:



For clarity, **firm registration** and **firm licensure** are wholly separate means of firm regulation.

WHAT INFORMATION DO I NEED TO KNOW?

November 3, 2025	Communication to designated firm contact and firm administrators, with firm professional corporation and firm licence renewal information.
November 17, 2025	First reminder.
December 1, 2025	Second reminder.
December 15, 2025	Final reminder.
December 31, 2025	Deadline to complete firm renewal and pay firm fees.
January 31, 2025	Firms that are not renewed are suspended.

Please ensure each of your licensed members has renewed their member licence through their member portal **PRIOR to completing your firm renewal**. Refunds for any incorrect categories within the firm roster will not be processed.

STEPS TO COMPLETE FIRM RENEWAL

It is recommended that you clear your internet browser's cache and history and use a private window or incognito mode during renewal.

Please DO NOT bookmark the renewal form in your internet browser.

To request the Authorization to Represent the Firm form for new individuals (i.e. if a staff person will be completing the renewal on the firm's behalf), please contact registrar@cpask.ca.

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

1. Sign in using your email address as the username, and password

Sign in

Keyword search



Home My Profile

To log into the **Member Portal**, the username is your preferred email address. If you require a new password, please click 'Forgot Password' below.

CPA SK MEMBERS: DO NOT create a new account. Please login below to access your Member Portal.

CPA SK CANDIDATES: DO NOT create a new account. You must contact CPA SK to set up your account.

Sign In

Username

Username

Required

Password

Password

Required

Sign In

[Forgot username?](#) | [Forgot password?](#)

[Create a new account](#)

2. Landing Page

Complete your **Licence and/or Professional Corporation** renewal first (if applicable). See the **Guide to Member Licence and PC Renewal** for further instructions.

Sign out Hi, Joe Waterfront Keyword search

Home My Winter Renewal My Profile My CPD Events/Passports

Welcome to the CPA Saskatchewan Portal!

Step 1 - Renew your Licence and/or Professional Corporation (PC) by December 1, 2025

Review Your Licence CPD Hours > Licence/PC Renewal Declaration > Professional Corporation Fees > Complete

Step 2 - Complete the 2026 Firm Registration Renewal by December 31, 2025

JR Accounting Group - Regina

Roster Declaration > Firm Renewal Declaration > Pay Fees > Complete

Once you have completed your Licence and/or Professional Corporation renewal (if applicable), click on **Roster Declaration** to begin the firm renewal.

3. Submit Roster Declaration

Firm Roster

Instructions for the Firm Roster

1. Review current roster for accuracy. CPA members are noted on your roster as per their current licence status, either a CPA Licensed Member or a CPA Unlicensed Member.
2. If changes are needed, select the appropriate tab - Remove a CPA/CPA Candidate or Add a CPA. If you need to add a CPA Candidate, please email registrar@cpask.ca before completing your declaration.
3. If a CPA Licensed Member on your roster no longer requires their licence or a CPA Unlicensed Member requests licensure, please email licensing@cpask.ca before completing your declaration.
4. Click on #1 Current Roster to review your roster. Should you have changes, allow a few moments before your roster is updated in our database.
5. Once you have completed all necessary changes and confirmed the firm roster, click on "#4 Declaration" to submit.

Review your current firm roster to ensure accuracy. Email licensing@cpask.ca if you need to adjust the role of any CPA Licensed Member or Unlicensed Member. Email registrar@cpask.ca if you need to add a new CPA Candidate.

1 Current Roster 2 Remove a CPA/CPA Candidate 3 Add a CPA 4 Declaration

Current Roster as of November 1, 2025

Full Name	Role
Joe Waterfront	CPA Licensed Member

If you do not have any changes to make, click on **#4 Declaration** to finish this step.

Click on **#2 Remove a CPA/CPA Candidate** if you need to remove a CPA or CPA Candidate from your roster. Click on **#3 Add a CPA** if you need to add a CPA to your roster. You cannot add CPA Candidates to the roster.

To remove a CPA or CPA Candidate:

1 Current Roster 2 Remove a CPA/CPA Candidate 3 Add a CPA 4 Declaration

Remove CPA/CPA Candidate Confirm Removal

Check the box to the left of the member's name to select the member(s) to be removed from your company roster. Once you have completed your selection, click Continue to confirm the removal. If you have selected the wrong member, click on "#1 Current Roster" to reset.

Find Reset

☐ Full Name

☒ Manny Quinn

☐ Joe Waterfront

CPA Licensed Member

Continue

Click on #2 Remove a CPA/CPA Candidate.

Check the box next to the individual's name that you wish to remove, then click **Continue**.

1 Current Roster 2 Remove a CPA/CPA Candidate 3 Add a CPA 4 Declaration

Remove CPA/CPA Candidate **Confirm Removal**

Full Name Manny Quinn

Role

* Required

*Please confirm removal

Yes

Submit

Select **Yes** in the dropdown for each individual you wish to remove, then click **Submit**.

To add a CPA:

1 Current Roster 2 Remove a CPA/CPA Candidate 3 Add a CPA 4 Declaration

Add a CPA Assign Role

Using the find option below, find the member to add to the company roster. Once you have completed your selection, click Continue to confirm the addition.

Last Name Contains

Russell

Find Reset

☐ Full Name

☒ Jane Russell

Continue

Click on #3 Add a CPA.

Type in the **last name** of the CPA you wish to add to the roster, then click **Find**.

Check the box next to the name of the CPA, then click **Continue**.

Select the **appropriate role** for the CPA, then click **Submit**.

CPA Licensed Member: CPAs that hold a Comprehensive, Specified or Compilation licence.

CPA Unlicensed Member: CPAs that are not licensed as above and includes those that are authorized to sign reports under “other regulated services” as defined in Bylaw 2.1(bb).

NOTE: All part-time CPA Licensed/Unlicensed Members must be included on your firm roster, regardless of hours worked.

The screenshot shows the 'Assign Role' form. At the top, there are two tabs: 'Add a CPA' and 'Assign Role', with 'Assign Role' being the active tab. Below the tabs, a text instruction reads: 'Using the dropdown menu, select the role for the new roster entry'. The form contains a 'Full Name' field with the value 'Jane Scott Russell'. Below this is a dropdown menu labeled '* Select Role' with a red asterisk and the word 'Required' to its right. The dropdown menu is open, showing four options: 'Select an option' (highlighted in blue), 'CPA Licensed Member', 'CPA Unlicensed Member', and 'Remove'. To the right of the dropdown is a green 'Submit' button. Two orange arrows point from the text box above to the dropdown menu and the 'Submit' button. A red asterisk and the word 'Required' are next to the dropdown menu.

Roster Declaration:

The screenshot shows the 'Roster Declaration' form. At the top, there are four tabs: '1 Current Roster', '2 Remove a CPA/CPA Candidate', '3 Add a CPA', and '4 Declaration', with '4 Declaration' being the active tab. Below the tabs, the title 'Roster Declaration' is displayed. Underneath is a text instruction: '* I confirm that the firm roster declared here is correct and current.' Below this is a dropdown menu with the value 'Yes' selected. To the right of the dropdown is a green 'Save' button and a blue 'Cancel' button. A text box with an orange border contains the text: 'Click on #4 Declaration. Select Yes in the dropdown, then click Save.' Two orange arrows point from this text box to the '4 Declaration' tab and the 'Save' button.

4. Submit Firm Renewal Declaration

Step 2 - Complete the 2026 Firm Registration Renewal by December 31, 2025

The screenshot shows a process flow for 'JR Accounting Group - Regina'. The flow consists of four steps: 'Roster Declaration' (green), 'Firm Renewal Declaration' (blue), 'Pay Fees' (orange), and 'Complete' (orange). The 'Firm Renewal Declaration' step is highlighted with a blue arrow pointing to it. A text box with an orange border contains the text: 'Click on Firm Renewal Declaration to access the firm renewal form.' An orange arrow points from this text box to the 'Firm Renewal Declaration' step.

5. Privacy & Firm Demographics

Firm Renewal

(If the form takes longer than one minute to load, please clear your internet browser history, try a different internet browser, or use Incognito/InPrivate Window mode.)

Privacy & Firm Demographics 1	Assisting Professional Accountant 2	Licence 3	Professional Corporation 4	Areas Of Practice 5	Professional Liability Insurance 6	Declaration 7
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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 continued registration or approval. In addition, if there is a requirement to disclose information in accordance with the Act, Regulation, Bylaws, Directives or Resolutions, withdrawal of consent for such disclosure will have no effect.

☐ I confirm I have read the above privacy policy. *

Firm Demographics

☒ Please ensure all information recorded here is correct and current.

CPA SK ID	Status	Category
8060387	Active	Primary Licensed

Practice Commenced ?
 

Firm Legal Name (as registered)

Firm Primary Operating Name (if different than legal name)

If you are operating under a different name, please contact the Registrar at registrar@cpask.ca.

Address Line 1

Address Line 2

City

Province

Postal Code

If the **Practice Commenced** date is empty or if the date appears incorrect, email registrar@cpask.ca to confirm.

Firms cannot change their **legal name** or their **operating name**. To change these names, email registrar@cpask.ca and provide additional documents as necessary.

Firm Organization Structure

Sole Practitioner

Services Offered in Additional Languages (if not present in the dropdown, email registrar@cpask.ca to add)

Names of Bilingual Members

Hannah

Are you associated with a wealth management enterprise? *

☐ Yes ☒ No

If you or your firm are associated with a wealth management enterprise, select **Yes**.

Do you have any non-members at the firm that are partners and/or practice leaders? *

☐ Yes ☒ No

Cancel

Next

6. Assisting Professional Accountant (if applicable)

Assisting Professional Accountant

Under Board Rule 314.16, 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.

Named Assistant *

Jane

All Sole Practitioners must have an Assisting Professional Accountant.

7. Licence (if applicable)

Licence

 Please ensure all information recorded here is correct and current.

Your firm's current licence information is displayed below. Please ensure each of your licensed members have renewed their member licence through their member login.

Please contact our licensing department at licensing@cpask.ca or 306-359-0272 if you intend to change your licence type. Further information on how to proceed with your licence renewal application will be given at that time.

Licence Number

123456-2025

Licence Type

Compilation

Expiry Date

2025-12-31



Is your firm licensed or registered to practice professional or public accounting pursuant to legislation in one or more other jurisdictions in Canada? *

☒ Yes ☐ No

What is the jurisdiction of the other licence?  *

Expiry date of licence in other jurisdiction  *

yyyy-MM-dd



If the firm is licensed in another jurisdiction in Canada, enter the information of the **other licence** here. Please send any changes regarding licence type to licensing@cpask.ca.

What services does the licence cover? *

Please list any restrictions of the licence:

8. Professional Corporation (if applicable)

Professional Corporation

☒ Please ensure all information recorded here is correct and current.

We have detected the following Professional Corporation on your record. The following is required:

1. If there have been any changes in the last calendar year to the director and shareholders of the corporation, please email registrar@cpask.ca. You are not required to submit your ISC report annually if there are no changes.
2. Complete the declaration below.
3. Pay your renewal fees online.

Name	Directors	Permit Expiry
Joe CPA Prof Corp		2025-12-31

☐ I declare that all the information in this renewal is true and complete and that:

- I make this renewal on behalf of the Professional Corporation, and
- The Professional Corporation complies with the provisions of *The Professional Corporations Act*, and
- I agree that as a Professional Corporation, the Professional Corporation will be governed by the Rules enacted, and to be made and enacted, by the Institute of Chartered Professional Accountants of Saskatchewan, and
- I declare that, in the last calendar year, there have been no changes to the Directors or Shareholders to the Professional Corporation OR the changes have been submitted to the Registrar.

If the professional corporation is **no longer being used**, it must be **closed**. 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.

Select the **checkbox** to finish this declaration.

9. Areas of Practice

Areas of Practice

☒ Please ensure all information recorded here is correct and current.

Select each service offered by the firm in Saskatchewan below. This information will be displayed online under the Find a CPA Firm feature here.

Practice of Professional Accounting (A licence is required to perform these services)

- ☐ Audit Engagements ?
- ☐ Review Engagements ?
- ☒ Compilation Engagements ?
- ☐ Other Assurance Engagements ?
- ☐ Financial Reporting

Licensed services will be greyed out based on your current licence type, except for Financial Reporting which all licence types may provide.

Other Regulated Services Through Firm Registration (A licence is not required to perform these services)

- ☐ Accounting Services ?
- ☐ Bankruptcy and Insolvency Trusteeship or Administration
- ☒ Engagement Quality Reviews
- ☒ Finance Services, including Financial Planning ?
- ☐ Forensic Accounting
- ☐ Management Accounting/Management Consulting ?
- ☐ Taxation Services ?

Check the appropriate **areas of practice** of the firm. This information will be displayed on the CPA Saskatchewan website.

Click on the ? for a description of each service.

10. Professional Liability Insurance

Professional Liability Insurance

☒ Please ensure all information recorded here is correct and current.

Do you have an active Professional Liability Insurance (PLI) policy or have you renewed your PLI policy in 2025? *

☒ Yes ☐ No

Confirm the PLI policy details are correct and current. There is no need to send a copy of the insurance certificate to CPA Saskatchewan.

Insurance Policy Details

Provider *

CPA Professional Liability Plan

Policy Number *

1245-2024

Amount of Coverage *

\$ 1000000 .00

Effective Date *

2024-11-01

Expiry Date *

2025-11-01

Enter the coverage limit per occurrence *

\$.00

Enter the coverage limit in aggregate *

\$.00

Are defense costs separate from the minimum requirements? *

☐ Yes ☒ No

If the policy has lapsed or the firm does not have the appropriate coverage, complete the **lapse declaration form** which will be made available on the renewal form when applicable and email to registrar@cpask.ca.

PLI Declaration

We/I declare that all information is accurate and current and that this professional liability insurance provides coverage in compliance with The Accounting Profession Act and the Rules of the Institute of Chartered Professional Accountants of Saskatchewan.

Declaration Date

2025-10-24

11. Declaration

Declaration

☐ I declare that all information given on this application form is accurate, true and complete and that: *

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-ratio 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 accordance with 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, including but not limited to, 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 prompt CPA Saskatchewan in the event that my registration or licence is suspended or cancelled. *

Click all checkboxes and type the name of the **Designated Contact** or the **Authorized Representative** of the firm.

Click on **Submit** to proceed to payment.

Type your name below to indicate your concurrence with all of the above: *

Declaration Date *

2025-10-24

Cancel

Previous

Submit

12. Pay Firm Fees

Review Items

Term dates

Click on **Confirm Fees** to proceed to the cart.

Item	Unit Price	Quantity	Amount
☒ CPA Firm Fee	275.00	1	275.00
☒ CPA Firm Fee GST	13.75	1	13.75

Item	Unit Price	Quantity	Amount
☒ Professional Corporation Fees	75.00	1	75.00
☒ Professional Corporation Fees GST	3.75	1	3.75

Subtotal 367.50

Confirm Fees

Type of Renewal Fee	Amount of Fee	GST	TOTAL
Primary Firm Registration Renewal per CPA Licensed Member	\$275.00	\$13.75	\$288.75
Primary Firm Registration Renewal per CPA Unlicensed Member	\$185.00	\$9.25	\$262.50
Primary Firm Registration Renewal per CPA Candidate	\$150.00	\$7.50	\$157.50
Affiliate Firm Registration Renewal (Flat Fee)	\$300.00	\$15.00	\$315.00
Professional Corporation Renewal Fee	\$75.00	\$3.75	\$78.75



IMPORTANT: If you will be paying at a later date, or by cheque or EFT, or to obtain an itemized invoice, you must select **Confirm Fees**, then **Generate Invoice/Pay by cheque or EFT**, then **Submit Order**. You do not need to enter anything in the PO number field. Click on **Home** on the top menu, then the **Pay Fees** button. Your invoice will be ready under **Invoices/Receipts** to view or pay.

To Pay Now:

Payment Details

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

Payment amount
288.75

Payment method

Visa

*Name on card

*Card

Card number

MM/YY

CSC

Postal code

To Pay by Cheque/EFT or Obtain Invoice:

Payment Details

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

PO number

Submit Order

Firms interested in paying by EFT must contact [accounting](#) prior to sending the EFT. You may click on **Pay Fees** on the Progress Tracker or the **cart icon** at the top of the screen to access the payment page at any time once you have confirmed your fees.



Click on **Pay Fees** to submit payment.

Firm renewal is considered complete when all required steps of the renewal are completed, all forms are submitted (as applicable) and payment is received.



13. Obtain Applicable Firm Licence/Permit Online

The screenshot shows the CPA Saskatchewan Member Portal. The 'Manage Your Firm' tab is highlighted. A callout box points to the 'Manage Your Firm' tab and contains the following text:

Under **My Profile**, click on **Manage Your Firm** and **then your firm name**. The appropriate document(s) will be under **Permits for Download**. Please allow 1-2 days after completing payment for the permits to appear.

Below the callout box, the portal interface shows a navigation bar with tabs: Welcome, Profile, CPA SK Events, Invoices/Receipts, CPA SK Communications, and CPA SK Communications. Below this, there are links: Change Password, Licence, Professional Corporation, and Manage Your Firm. The main content area displays 'Welcome to the CPA Saskatchewan Member Portal' and 'Select the tab you need.'

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

Need assistance?

Contact licensing@cpask.ca for licensing specific questions.

Contact registrar@cpask.ca or call (306) 359-0272 for general renewal questions.