

Exemption Request to Licensing Qualifications

Exemptions are available to licensing qualifications in the following circumstances (Rule 316.19):

For a comprehensive or specified licence application:

- Your minimum practical experience hours are below 1,250 over the past 5 years (initial applications for comprehensive or specified licence or on comprehensive licence renewals)
- Your minimum practical experience hours are below 625 over the past 5 years on specified licence renewals
- Your minimum practical experience hours are below 625 relating to audits of historical financial information on initial application or renewal of a comprehensive licence
- You were supervised for less than 2 years by the licensed member providing your competency assessment
- You did not obtain depth in assurance and/or the financial reporting competency in your education program but are seeking exemption to the requirement to complete the Post Designation Public Accounting (PDPA) Program

For a compilation licence application:

- You have completed less than 15 compilation engagements over the past 5 years

This Exemption Request Form will be included as part of your licence application for consideration by the Professional Practice Committee. **Please ensure that no identifying information relating to you, your firm, clients, or staff are included in this form.**

The Professional Practice Committee may approve your exemption request, may impose conditions or restrictions on your licence or may cancel your licence based on information included within your licence application and this form. All licence exemptions and conditions are listed on a member's licence. All licence cancellations or restrictions are published on CPA Saskatchewan's website and within the firm and member newsletters.

Licence Type:

I am applying for [an initial / renewal of a] [comprehensive / specified / compilation] licence.

I do not meet the following licensing qualifications (select as applicable):

Comprehensive or specified licence:

- ☐ I do not meet the minimum 1,250 practical experience hours over the past 5 years
- ☐ I do not meet the minimum 625 practical experience hours over the past 5 years (specified licence renewal only)
- ☐ I do not meet the minimum 625 practical experience hours over the past 5 years in audit engagements specifically (comprehensive licence initial or renewal applications only)
- ☐ I did not obtain depth in assurance and/or financial reporting in my education program and am requesting exemption from the PDPA program.
- ☐ I do not meet the minimum of 2 years direct supervision of my practical experience by the licensed member providing my competency assessment.

Compilation licence:

- ☐ I do not meet the minimum of 15 completed compilation engagements over the past 5 years.

The exemption requested is expected by me to be (select as applicable):

- ☐ Temporary – I expect to meet all the minimum licensing qualifications within the next 2 years
- ☐ Temporary – I expect to transition out of the practice of professional accounting within the next 2 years
- ☐ Long-Term – I expect that I will require an exemption from the minimum licensing qualifications for more than the next 2 years

Reason(s) why the applicable licensing qualification(s) are not met:

Note: If you are in a transitional state (either commencing in public practice or winding down in public practice), it is important to clearly explain this in your exemption request.

Your intentions to meet all licensing qualifications in the future:

Note: Exemptions must be requested annually. It is expected that you intend to meet minimum qualifications within a short time period. Exemptions are not continuous.

Comprehensive and specified licences: How you have developed and maintained required assurance and financial reporting technical competencies to carry out assurance engagements:

Compilation licence: How you have developed and maintained required technical competencies to carry out compilation engagements in accordance with professional standards:

Note: Please refer to the CPA Competency Map for the technical competencies. Include details of how long you have been in public practice, how recently you were in public practice, recent applicable PD you have taken and how you have applied this PD into your engagement files.

How you have developed and maintained the professional competence required of an engagement partner:

Note: It is important to explain how you have obtained experience in a senior role on engagement files. Please refer to the licensing competency self-assessment form based on the requirements of International Education Standard (IES) 8 (comprehensive and specified licences).

How you will be supervised or monitored on your engagements:

Note: Include details if you plan to have other partners review your engagement files (as applicable) or your file cyclical monitoring process (internal or external) as required in CSQC1/CSQM1.

Any other relevant information you wish to provide as support for your exemption request:

I declare that all information given in this form is true and complete:

Signature of Applicant

Date