
GUIDE TO PRIMARY MEMBER LICENCE AND PROFESSIONAL CORPORATION RENEWAL



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
SASKATCHEWAN

Published: October 2025

WHY IS RENEWAL REQUIRED?

Member licences and registered professional corporations with CPA Saskatchewan renew on a calendar year basis. Renewal is the mechanism by which CPA Saskatchewan receives information and declarations related to 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) through a corporate form.

Annual licence and professional corporation renewals begin on November 1 of every year and are required under Regulatory Bylaw 10.4. All professional corporation permits and licences are effective from January 1 until December 31 of every year.

A member of a firm practicing **professional accounting** must have a **licence**. The practice of professional accounting (defined in Section 18 of *The Accounting Profession Act*) consists of:

- Audit engagements,
- Other assurance engagements, including review engagements,
- Compilation engagements, and
- Providing financial reporting advice which references the professional standards within the CPA Canada Handbook.

A member practicing in a **corporate form** must register a **professional corporation** with CPA Saskatchewan, as required by *The Professional Corporations Act*.

WHAT INFORMATION DO I NEED TO KNOW?

November 3, 2025	Communication to members with professional corporations and/or member licences.
November 17, 2025	First reminder.
December 1, 2025	Deadline to complete licence renewal. Member licence cancellation warning.
December 15, 2025	Final reminder.
December 31, 2025	Licences that are not renewed are cancelled. Professional corporations that are not renewed are considered expired.

The fees relating to renewal of a member licence are paid on behalf of your firm via your firm's roster.

Member licence renewal begins on November 1, 2025 and must be completed by December 1, 2025 to ensure firm billing is calculated accurately based on the roster role. Firm fees will be charged based on the licence status of a member at the date of firm renewal. Refunds for any incorrect categories within the firm roster will not be processed.

Once your licence has been renewed, you may complete the firm renewal (if applicable) through your [Portal](#).

STEPS TO COMPLETE MEMBER LICENCE AND/OR PROFESSIONAL CORPORATION RENEWAL

This guide is applicable to *Primary* members with CPA Saskatchewan (i.e. carrying out services primarily in Saskatchewan or have designated Saskatchewan as their primary province). A separate guide on licence renewal is available to *Affiliate* members with CPA Saskatchewan (i.e. from another jurisdiction, performing services in Saskatchewan).

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.

[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

Required

Password

Required

Sign In

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

[Create a new account](#)

2. Submit Licence CPD Hours

Click on the **Review Your Licence CPD Hours** link to ensure that your CPD reporting is up to date. Add any unreported licence CPD taken during 2025. If the Licence CPD Hours box is green, you may proceed to the **Licence/PC Renewal Declaration**.



CHARTERED
PROFESSIONAL
ACCOUNTANTS
SASKATCHEWAN

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

If you need to adjust or add CPD taken but not reported or allocated during 2023 or 2024, email monitoring@cpask.ca. We will advise once this is completed so you can proceed back to renewal. We may request additional information from you to support the adjustment of previously reported hours.

Once your licensing CPD is reported, click on **My Winter Renewal** at the top menu to go back to your renewal.



CHARTERED
PROFESSIONAL
ACCOUNTANTS
SASKATCHEWAN

Sign out

Hi, Joe Waterfront

Keyword search

Home

My Winter Renewal

My Profile

My CPD

Events/Passports

Add CPD Hours as necessary to support the requirements of your licence type.

Continuing Professional Development (CPD) Reporting

Primary members are required to obtain 10 verifiable and 20 total CPD hours annually and 60 verifiable (including 4 verifiable ethics) and 120 total hours every three-year cycle.

	2023	2024	2025	Annual	2023-2025 3-Year Total
Verifiable Hours	24.00	1.00	19.00	100% progress	44.00 71% progress 18.33 hours remaining
Total Hours	24.00	1.00	21.00	100% progress	46.00 39% progress

Member Action Items

Add CPD Hours

Submit CPD Declaration

Additional Information

[Detailed CPD Reporting by Year](#)
[Guidance and Resources](#)

Licensed CPAs

[CPD Hours Allocated to Licensing](#)

Click on **CPD Hours Allocated to Licensing** to confirm the licensing CPD you have entered.

3. Submit Licence/Professional Corporation Renewal Declaration

Sign out  Hi, Joe Waterfront



Home My Winter Renewal My Profile My CPD Events/Passports

Click on the **Licence/PC Renewal Declaration** link to renew your member licence and/or professional corporation registration.

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

4. Privacy Disclaimer

Licence and/or Professional Corporation 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.)

 **NOTE:** If you leave the form without completing the information in full or refresh the screen for any reason during renewal, any information entered prior will not be saved.

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. *

5. Current Licence

Current Licence

If you need to **change your licence type** for the upcoming year, email licensing@cpask.ca. We will advise you when you can go back in to proceed through your licence renewal or you may be required to submit a licence application form.

Your current member licence is displayed here. Contact licensing@cpask.ca if you intend to change your licence type.

Licence Number	Licence Type ⓘ
123456-2025	Compilation
Member Status ⓘ	Expiry Date
Active	2025-12-31 
Employer	
JR Accounting Group	

Other than in Saskatchewan, are you licensed or registered to practice professional or public accounting pursuant to legislation in one or more jurisdictions in Canada? *

☒ Yes ☐ No

What is the jurisdiction of the other licence? ⓘ *

Expiry date of licence in other jurisdiction ⓘ *

yyyy-MM-dd



What services does the licence cover? *

If you are licensed in another jurisdiction in Canada, enter your other licence details here.

Please list any restrictions of the licence:

For Comprehensive/Specified licensed members, skip to page 12.

COMPILATION LICENCE RENEWAL

(These steps apply to compilation licences only)

6. Verifiable Licence CPD Hours

Example when minimum CPD requirements met:

Verifiable Licence CPD Hours

Continuing Professional Development (CPD)

If you need to add or make changes to the CPD allocated to licensing for 2025, click the My CPD tab. Any data already entered in this form will not be saved and you will need to re-start the renewal process.

The minimum requirement is ten (10) hours of verifiable CPD that is relevant to the practice of compilations within the immediate past three (3) years. A portion (up to 5 hours maximum over the past 3 years) of the CPD allocated to licensing for a compilation licence may relate to taxation, management accounting, or finance subject matter.

Year

2025

2024

2023

Total 3 Year Licence Hours

Licence Hours

10

1

2

13

Confirm the CPD allocated to licensing is correct.

If the minimum CPD hours are met, you may continue through the form.

Example when minimum CPD requirements NOT met:

Verifiable Licence CPD Hours

Continuing Professional Development (CPD)

If you need to add or make changes to the CPD allocated to licensing for 2025, click the **My CPD** tab. Any data already entered in this form will not be saved and you will need to re-start the renewal process.

The minimum requirement is ten (10) hours of verifiable CPD that is relevant to the practice of compilations within the immediate past three (3) years. A portion (up to 5 hours maximum over the past 3 years) of the CPD allocated to licensing for a compilation licence may relate to taxation, management accounting, or finance subject matter.

Year	Licence Hours
2025	0
2024	1
2023	2
Total 3 Year Licence Hours	3

If you do not enter any licence CPD hours in the portal for 2025, this checkbox will appear to confirm your intentions.

☐ You have not entered any licence CPD hours in your My CPD reporting tool for the current calendar year. Check to confirm done in error, please enter your hours as necessary.

If you are short on CPD hours, you must check this box to confirm, then you must **select one of the two non-compliance options available.**

Please note that your licence renewal will not allow you to proceed until the minimum hours for continuing professional development are met. Please select to submit a CPD plan.

☐ I confirm that my CPD reporting as shown above is below the minimum licensing requirement and I will select one of the two applicable boxes below.

☒ You must select one of the below non-compliance categories. Check the applicable box below.

☐ I declare that I have met the minimum of 10 hours. I will send an email to monitoring@cpask.ca to request an adjustment to my CPD reporting for 2024 or 2023 to allocate verifiable CPD to licensing.

☐ I declare I will obtain the shortfall in CPD hours during 2026. I acknowledge that my licence will include a condition on it relating to completing CPD.

Changes to CPD reported in 2023 or 2024 must be emailed to monitoring@cpask.ca. If you are below the minimum of 10 verifiable CPD hours over the last 3 years, complete the **appropriate declarations** noted.

Note: By selecting the CPD plan button, a condition is automatically placed on your licence for the CPD shortfall. Your membership status (publicly available information) is automatically adjusted to 'conditional' upon submission of your licence renewal.

The condition is removed upon processing your request to adjust 2023 or 2024 CPD or completion of the shortfall of CPD hours in 2026, pending any additional information required on review.

A formal CPD plan document (optional) is available for submission to licensing@cpask.ca.

7. Experience – Number of Completed Engagements

Example when completed engagements met:

Practical Experience

Eligible Practical Experience - Number of Engagements

✓ The minimum requirement is fifteen (15) completed compilation engagements within the immediate past five (5) years.

Note: the same client in each year of the 5 years can count towards the minimum of 15. An exemption to the minimum requirement is available, please see below.

Licence Year	Number of Compilation Engagements
2025	5
2024	5
2023	5
2022	
2021	
5 Year Total	15

Enter the number of completed engagements for 2024 (include all engagements that you worked on).

Example when below minimum number of completed engagements:

Practical Experience

Eligible Practical Experience - Number of Engagements

✓ The minimum requirement is fifteen (15) completed compilation engagements within the immediate past five (5) years.

Note: the same client in each year of the 5 years can count towards the minimum of 15. An exemption to the minimum requirement is available, please see below.

Licence Year	Number of Compilation Engagements
2025	0
2024	5
2023	5
2022	
2021	
5 Year Total	10

If you do not enter any engagements for 2025, this checkbox will appear to confirm your intentions.

☐ You have not entered any number of engagements for 2025. If this was done in error, please enter your numbers as necessary. *

Exemption

⊖ You must have at least fifteen (15) completed compilation engagements in the last 5 years to apply. If you do not, please submit an exemption request to licensing@cpask.ca.

☐ I have submitted an exemption request. *

Confirm the **number of completed engagements** is correct in prior years. Any changes noted must be sent to licensing@cpask.ca. If the minimum of 15 completed engagements is not met, select the exemption request checkbox.

Complete and return a [licensing exemption request](mailto:licensing@cpask.ca) to licensing@cpask.ca.

8. Competency Assessment

Competency Assessment

☐ I have completed a self-assessment of my competency to practice in compilations. *

On licence renewal, a self-assessment of competency to practice in compilations is required.

If you continue to have a condition on your licence relating to providing the name of a licensed member for your competency assessment, our licensing team will follow up with you for this information. The condition will remain until the requirement is met; however, **you are required to provide this information no later than December 31, 2025 to qualify for a licence in 2026.**

A condition for completion of practice inspection will remain until completed in 2025-26.

9. Professional Corporation Renewal (if applicable)

Professional Corporation

We have detected the following professional corporation(s) connected to your record. The following is required to complete your professional corporation renewal(s).

1. If there have been any changes in the last calendar year to the director and shareholders of the professional corporation(s) or if you do not see any directors listed, 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	Joe Waterfront	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(s), and
- The Professional Corporation(s) complies with the provisions of *The Professional Corporations Act*, and
- I agree that as a Professional Corporation(s), the Professional Corporation(s) 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(s) OR the changes have been submitted to the Registrar.

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

If you have made changes to the directors/shareholders of the professional corporation, please submit an updated **Corporate Registry Profile Report from ISC** to registrar@cpask.ca.

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.

10. 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-rata 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 connection with my registration and my use of their services. I can adjust 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 and licensure, such as employment changes, personal email 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 promptly return it and any document indicating association with the CPA Saskatchewan in the event that my registration or licence is suspended or cancelled. *

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

Declaration Date *

2025-10-22



Upon submitting your renewal, you may continue to authorize engagements in accordance with your licence type. If applicable, CPA Saskatchewan will contact you within 30 days of your renewal if any further information is required relating to your licence renewal.

Carefully read and complete each declaration listed by checking the boxes, enter your name, and click **Submit**.

Note that member licence renewal fees are paid on behalf of the firm (not the member) during firm renewal.

Submit

11. Confirmation page (this is applicable if you have a member licence only)



[Home](#) [My Profile](#) [My CPD](#) [Events/Passports](#)

Thank you for submitting your licence renewal. You will receive an email confirmation of your licence renewal shortly.

You may proceed to view your licensing information under "My Profile. You can access a copy of your licence online under Profile > Licence tab 24 hours upon completing your renewal. If you are required to complete a CPD plan to address the shortfall in CPD hours, a condition will be placed on your licence. Your status available to the public will be noted as "Conditional" until the CPD plan is met. If you are required to submit an exemption request relating to practical experience, the exemption or condition will be added to your licence if approved by the Professional Practice Committee. We will send separate correspondence to advise as to their determination.

Once you reach the confirmation page, your **member licence renewal is complete and you are licensed for 2026** (i.e. you **do not** have to wait to receive correspondence from CPA Saskatchewan indicating your renewal is complete). An email will be sent within 24 hours that summarizes the information entered in the renewal. There are **no fees** associated with member licence renewal. All licence renewals are subject to review and request for details to support the information included in the renewal. If this is requested, you will receive an email from CPA Saskatchewan for this. You will **not** receive any correspondence if no further information is needed.

Cart page (this is applicable if you have a Professional Corporation)

Type of Renewal Fee	Amount of Fee	GST	TOTAL
Professional Corporation Fee	\$75.00	\$3.75	\$78.75

Review Items

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

If you leave this page, click on **My Winter Renewal** at the top menu, then click on the **Professional Corporation Fees** link.

GST#817897382RT0001

Subtotal 78.75

Confirm Fees

Click **Confirm Fees** and proceed to the checkout screen.

Once you have paid for your professional corporation fees, your **professional corporation renewal is complete and your permit is issued for 2026**. An email will be sent within 24 hours that summarizes the information entered in the renewal.

12. Payment (this is applicable if you have a Professional Corporation)



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. Proceed to **Invoices/Receipts** under **My Profile** to view or pay your invoice.

To Pay Now:

Payment Details

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

Payment amount
78.75

Payment method
Visa

*Name on card

*Card

Card number MM/YY CSC Postal code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Billing address

CANADA

[Choose another address](#)

Submit Order

To Pay by Cheque or EFT/Generate Invoice:

Payment Details

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

PO number

Submit Order

You will receive an order confirmation directly to your email. If you would like to send this confirmation to another individual, you may enter their email address into the section at the bottom of the screen on the Order Confirmation page.

13. Obtain Applicable Licence and/or Professional Corporation Permit Online



Under “My Profile”, click on **Licence** to obtain your member licence document. Please allow 1-2 days after submitting renewal for the licence to appear.

Welcome | Profile | CPA SK Events | Invoices/Receipts | CPA SK Communications | CPA SK Communications

Change Password | Licence | Professional Corporation | Manage Your Firm

Welcome to the CPA Saskatchewan Member Portal

Select the tab you need.

Click on the **Professional Corporation** tab to obtain your Professional Corporation permit (if applicable). Please allow 1-2 days after making payment for the permit to appear.

COMPREHENSIVE/SPECIFIED LICENCE RENEWAL

(These steps apply to comprehensive or specified licences only)

6. Verifiable Licence CPD Hours

As noted earlier in the steps, it is advised that you complete your CPD reporting prior to entering the renewal form. Confirm the total CPD hours allocated to licensing is correct. If you need to review the details at any time, click on ‘My CPD’.

Note: if you leave the renewal form prior to submitting, all information entered to that point in the renewal form will not be kept.

Minimum CPD hours requirements are noted below for each licence type:

Comprehensive	Specified
50 verifiable hours of CPD over a 3 year rolling cycle	25 verifiable hours of CPD over a 3 year rolling cycle

Example when minimum CPD requirements met:

Verifiable Licence CPD Hours

Continuing Professional Development (CPD)

If you need to add or make changes to the CPD allocated to licensing for 2025, click the **My CPD** tab. Any data already entered in this form will not be saved and you will need to re-start the renewal process.

The minimum requirement is up to fifty (50) hours of verifiable CPD that is relevant to the practice of **professional accounting** within the immediate past three (3) years. CPD relating to compilations and tax does not qualify.

Year	Licence Hours
2025	50
2024	1
2023	2
Total 3 Year Licence Hours	53

Confirm the CPD allocated to licensing is correct.

If the minimum CPD hours are met, you may continue through the form.

Example when minimum CPD requirements NOT met:

Verifiable Licence CPD Hours

Continuing Professional Development (CPD)

If you need to add or make changes to the CPD allocated to licensing for 2025, click the **My CPD** tab. Any data already entered in this form will not be saved and you will need to re-start the renewal process.

The minimum requirement is up to fifty (50) hours of verifiable CPD that is relevant to the practice of **professional accounting** within the immediate past three (3) years. CPD relating to compilations and tax does not qualify.

Year	Licence Hours
2025	0
2024	1
2023	2
Total 3 Year Licence Hours	3

If you do not enter any licence CPD hours in the portal for 2025, this checkbox will appear to confirm your intentions.

If you are short on CPD hours, you must check the **CPD plan** box, then you must select one of the two options available.

☐ * You have not entered any licence CPD hours in your My CPD reporting tool for the current calendar year. Check to confirm this is correct or if this was done in error, please enter your hours as necessary.

Please note that your licence renewal will not allow you to proceed until the minimum hours for continuing professional development are met. You must select one of the below non-compliance categories. Check the applicable box below.

☐ * I confirm that my CPD reporting as shown above is below the minimum licensing requirement and I will select the CPD plan option.

☒ You must select one of the below non-compliance categories. Check the applicable box below.

☐ I declare that I have met the minimum of 50 hours. I will send an email to monitoring@cpask.ca to request an allocation of 2023 or 2024 verifiable CPD to licensing.

☐ I declare I will obtain the shortfall in CPD hours during 2026. I acknowledge that my licence will include a condition on it relating to completing CPD.

Changes to CPD reported in 2023 or 2024 must be emailed to monitoring@cpask.ca. If you are below the minimum verifiable CPD hours over the last 3 years, complete the appropriate declarations noted.

Note: By selecting the CPD plan button, a condition is automatically placed on your licence for the CPD shortfall. Your membership status (publicly available information) is automatically adjusted to 'conditional' upon submission of your licence renewal. The condition is removed upon processing your request to adjust 2023 or 2024 CPD or completion of the shortfall of CPD hours in 2026, pending any additional information required on review. A formal CPD plan document (optional) is available for submission to licensing@cpask.ca.

7. Practical Experience

Review all hours reported in prior years to verify they are correct. If you require **adjustment to previously reported eligible hours**, email licensing@cpask.ca. We will advise when you are able to proceed through renewal. **Note:** we may request additional information from you to support the adjustment of previously reported hours.

Once you enter hours for the current year, the table will automatically re-calculate your total hours. If you meet the minimum hours required for your licence type, you will be able to continue in your renewal. If not, you will need to click the exemption checkbox and complete and submit an exemption request form to licensing@cpask.ca. The Professional Practice Committee reviews and makes a determination on all exemption requests.

Minimum eligible hours requirements are noted in the renewal row below for each licence type:

	Comprehensive	Specified
Initial	1250 hours in the practice of professional accounting over the last 5 years, with at least 625 of those hours in audit engagements	1250 hours in the practice of professional accounting over the last 5 years.
Renewal	1250 hours in the practice of professional accounting over the last 5 years, with at least 625 of those hours in audit engagements	625 hours in the practice of professional accounting over the last 5 years.

Example when minimum eligible experience hours met:

Practical Experience

Eligible Practical Experience Hours

Eligible practical experience hours are based on your licence type. Enter your practical experience hours for the past 12 month period and verify the previous reported hours by category. If you have eligible hours reported in prior years that require adjustment, including adjustments in order to meet the minimum eligible hours requirements, please email licensing@cpask.ca. Please do not proceed with your renewal until you receive confirmation the changes have been updated.

Your eligible hours must relate to performing an audit engagement, performing a review engagement, performing any other assurance engagement, or issuing any form of certification, declaration or opinion with reference to the standards of professional practice published by CPA Canada. **Note: Hours to complete compilation engagements under the previous Section 9200 or under CSRS 4200 do not qualify to be reported for this licence type. Hours relating to taxation services are not reported and do not qualify as eligible hours relating to professional accounting. Please do not enter hours relating to those services under "Other Hours" as this may cause delays in processing your licence renewal.**

Licence Year	Audit Hours	Review Hours	Other Hours
2025	1250		
2024			
2023			
2022			
2021			
Sub-Totals	1250	0	0
5 Year Total Hours	1250		

Enter your hours for 2025 as necessary.

Example when minimum eligible experience hours NOT met:

Practical Experience

Eligible Practical Experience Hours

Eligible practical experience hours are based on your licence type. Enter your practical experience hours for the past 12 month period and verify the previous reported hours by category. If you have eligible hours reported in prior years that require adjustment, including adjustments in order to meet the minimum eligible hours requirements, please email licensing@cpask.ca. Please do not proceed with your renewal until you receive confirmation the changes have been updated.

Your eligible hours must relate to performing an audit engagement, performing a review engagement, performing any other assurance engagement, or issuing any form of certification, declaration or opinion with reference to the standards of professional practice published by CPA Canada. **Note: Hours to complete compilation engagements under the previous Section 9200 or under CSRS 4200 do not qualify to be reported for this licence type. Hours relating to taxation services are not reported and do not qualify as eligible hours relating to professional accounting. Please do not enter hours relating to those services under "Other Hours" as this may cause delays in processing your licence renewal.**

Licence Year	Audit Hours	Review Hours	Other Hours
2025			
2024			
2023			
2022			
2021			
Sub-Totals	0	0	0
5 Year Total Hours	0		

If you do not enter any eligible hours for 2025, this checkbox will appear to confirm your intentions.

☐ You have not entered any Audit and/or Review practical experience hours. If this was done in error, please enter your hours as necessary, or check this box to confirm there are '0' hours. *

Exemption

Please note that your licence renewal will not allow you to proceed until the minimum hours for practical experience are met or you select to submit an exemption request to licensing@cpask.ca.

☐ I have submitted an exemption request. *

If you are below the minimum practical experience hours required for your licence type, the section for an exemption request will display. Once you have entered your hours, **check the box for an exemption request** if necessary.

Complete and return a [licensing exemption request](#) to licensing@cpask.ca.

8. Competency Assessment

Within this section you have two options available:

- A self-assessment of competency, or
- A competency assessment from another licensed member.

If you select a **self-assessment**, the following section will display (not all of this section is copied in below). **Note:** all lines are required fields and must be populated with a Yes or No response to proceed with your renewal.

If you leave this screen all information entered to that point on the renewal form will not be kept.

Competency Assessment

Please select one of the following options: *

- ☒ Self-Assessment of Competency. Complete the sections below.
- ☐ Competency Assessment from another licensed member. Complete the section below.

Self Assessment

The documentation to support assessment of each competency area should be maintained by the licensed member and readily available for inspection, if required. Incomplete assessment information may result in delays in processing a licence renewal.

CPA Saskatchewan will follow up on any "No" responses or may require additional information to support the competency assessment at any time.

*Reference requirements are based on International Education Standard (IES) 8, Professional Competence for Engagement Partners Responsible for Audits of Financial Statements.

If you select **competency assessment from another licensed member**, the following section will display. Enter the information relating to the member providing your competency assessment.

Competency Assessment

Please select one of the following options: *

- ☐ Self-Assessment of Competency. Complete the sections below.
- ☒ Competency Assessment from another licensed member. Complete the section below.

Competency Assessment from Another Licensed Member

Please provide the following details about the licensed member providing your competency assessment.

Member's Name *

Member's CPA SK ID

Member's Other Accounting Body, if not Saskatchewan

Return to page 9 for the final steps of renewal for a Comprehensive/Specified licence.

Need assistance?

Contact licensing@cpask.ca for licensing specific questions.

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