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# GUIDE TO MEMBER LICENCE AND PROFESSIONAL CORPORATION RENEWAL

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**CPA**

CHARTERED  
PROFESSIONAL  
ACCOUNTANTS  
SASKATCHEWAN

Published: October 2021

## WHY IS RENEWAL REQUIRED?

Annual licence and professional corporation renewals begin on November 1 of every year and is required under Regulatory Bylaw 10.4. Member licences and registered professional corporations with CPA Saskatchewan renew on a calendar year basis. 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 Act) consists of:

- Audit engagements,
- Other Assurance engagements, including Review Engagements, and
- Providing Financial Reporting advice which references 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 ARE THE DATES TO KNOW?

<b>Monday, November 1, 2021</b>	Communication to members with professional corporations and/or licences.
<b>Wednesday, November 17, 2021</b>	First reminder.
<b>Wednesday, December 1, 2021</b>	Late fee warning. Deadline to complete renewal and pay fees. Members will have thirty (30) days before late fees are issued.
<b>Thursday, December 16, 2021</b>	Final reminder.
<b>Tuesday, January 4, 2022</b>	Late fees issued. Licences that are not renewed are cancelled.

## STEPS TO COMPLETE MEMBER LICENCE AND/OR PROFESSIONAL CORPORATION RENEWAL

1. Start from the member login page at: <https://member.cpask.ca>

**It is important to start from the link noted above to avoid error messages displaying in the renewal process. It is also recommended that you clear your internet browser's cache and history and use a private window or incognito mode during renewal.**

2. Click the 'Sign In' button in the top right corner.

- Once logged in, check that your CPD reporting is up to date before proceeding into the renewal. Add any unreported CPD taken during 2021 (note: if you need to adjust or add CPD taken during 2019 or 2020, email [licensing@cpask.ca](mailto:licensing@cpask.ca) and 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.

### My CPD Hours Overview

Every member shall participate in CPD (Bylaw 23.1). The minimum requirement is:

- 120 hours of CPD every 3 years and 20 hours annually (Bylaw 23.2)
- 60 hours of verifiable CPD every 3 years and 10 hours annually (Bylaw 23.3)
- 4 hours of verifiable CPD every 3 years related to ethics (Bylaw 23.4)

[Guide to CPD Reporting](#)

(Adobe PDF File)

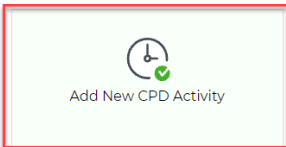
[CPD Self-Assessment Tool](#)

(Adobe PDF File)

CPD Hours Summary	2021	2020	2019	Rolling 3 Year Total
Verifiable Hours	0.00	0.00	0.00	0.00
Unverifiable Hours	0.00	0.00	0.00	0.00
Total Hours	0.00	0.00	0.00	0.00
Verifiable Ethics Hours	0.00	0.00	0.00	0.00

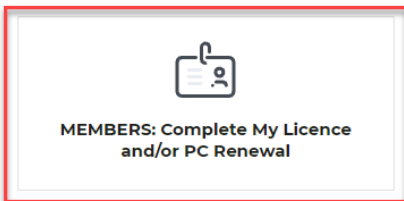
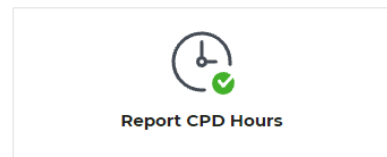
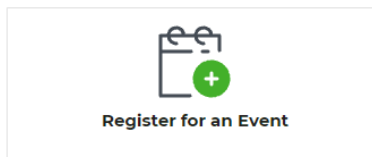
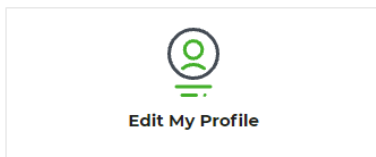
Declaration

Members are encouraged to add CPD activities throughout the year as each activity is completed. The ability to Submit your annual CPD Declaration is available on **April 1** of each year when the system is opened up for Spring Renewal



- Next, click the CPA logo top left to go back to the homepage. Click the **“MEMBERS: Complete My Licence and/or PC Renewal”** button.

I want to...



- Once in the renewal, read through the privacy policy and confirm your licence information is correct. If you need to change your licence type for the upcoming year, email [licensing@cpask.ca](mailto:licensing@cpask.ca). We will advise you when you can go back in to proceed through your licence renewal.

## Winter Renewal

(please allow a few moments for the form to load)

**\*\*\*IMPORTANT\*\*\*** If you are not able to complete the form in one sitting, be **SURE** to click the "Save Progress" button before leaving this page, otherwise your work will be lost. You may click the "Save Progress" button as often as you wish.

Once you have satisfied all of the requirements, click "Submit". Your declaration isn't considered complete until you click the "Submit" button and you see the "success" message.

### 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.

### Current Licence

Licence Number	Licence Type	Expiry Date
123	Specified	2021-12-31



## MEMBER PROFESSIONAL CORPORATION RENEWAL

- If you have a professional corporation, follow the steps indicated in the renewal. Click the declaration button if no changes are required. If you do not have a professional corporation, this section will not display in the renewal. If you have a professional corporation and it does not display in the renewal, email [registrar@cpask.ca](mailto:registrar@cpask.ca) and we will follow up with you for more information.

### Professional Corporation

We have detected the following professional corporation connected to your record. The following is required to complete your Professional Corporation Renewal.

1. If there have been any changes in the last calendar year to the director and shareholders of the Professional Corporation, please email [registrar@cpask.ca](mailto: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

Joe CPA Prof Corp

Waterfront Professional Corporation

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.

- a) If you have made changes to the directors and/or shareholders of the professional corporation, please submit an updated Corporate Registry Profile Report from ISC to [registrar@cpask.ca](mailto:registrar@cpask.ca).
- b) If your professional corporation is no longer being used, you may close the corporation. 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](mailto:registrar@cpask.ca).



**IMPORTANT: Please only submit your renewal ONCE.**

## MEMBER LICENCE RENEWAL

- 7. If you have a licence, the following sections will display in your renewal. If they do not display and you have a licence, contact [licensing@cpask.ca](mailto:licensing@cpask.ca).

### a) Eligible practical experience hours

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](mailto: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 calculate your 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](mailto: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.

## 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](mailto: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 Section 9200 or under CSRS 4200 do not get reported here. See below for optional entry of number of compilation engagements completed. 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
2021			
2020	150	215	
2019	100	50	
2018	50	25	
2017	100	75	
<b>Sub-Totals</b>	400.00	365.00	0.00
<b>5 Year Total Hours</b>	765.00		

**OPTIONAL:** Provide the number of completed compilation engagements within the past five (5) years (note: engagements completed in each year for the same client are counted separately).

Experience - The proposed minimum number of completed engagements for a compilation licence are fifteen (15) within the last 5 consecutive years, reviewed by a CPA licensed in compilations or in assurance. Note: this minimum requirement does not apply for a comprehensive or specified licence, so information is entered optionally.

Do you have compilation engagements to add? Note: this is optional

- Yes  
 No

## b) 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 in the box. If you need to review the details, you can leave the form to go back into 'My CPD' at the top of the screen. **It is recommended that you click "Save Progress" prior to leaving the form as all information entered to that point will not be kept.**

## Continuing Professional Development (CPD)

Your three year total of Licensed CPD Hours is:

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

I have submitted a CPD plan. \*

The minimum requirements for CPD on renewal are:

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

If you meet the minimum CPD hours required for your licence type, you will be able to continue in your renewal. If not, you will need to click the CPD plan checkbox and complete and submit a CPD plan to [licensing@cpask.ca](mailto:licensing@cpask.ca). The Registrar or Professional Practice Committee reviews and makes a determination on CPD plans.

### c) Competency Assessment

Within this section you have two options available:

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

If you select a self-assessment, the following section will display (note: not all this section is copied in below). Note: all lines are required fields so must be populated with a Yes or No response to proceed with your renewal. **If you cannot complete the form in one sitting, it is recommended that you click “Save Progress” as all information entered to that point 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.

#### Assurance (Audits, Reviews and Other Assurance Engagements)

I certify I am able to:

	Yes/No	
Lead the assurance engagement through active involvement during all phases of the engagement.	<input type="radio"/> Yes <input type="radio"/> No	*
Lead or oversee the engagement plan which includes documentation of an understanding of the entity and identification and assessment of the risks of material misstatement or areas of misstatement likely to arise as part of the engagement strategy.	<input type="radio"/> Yes <input type="radio"/> No	*
Analyze relevant industry, regulatory, and other external factors, that are used to inform risk assessments including, but not limited to, market, competition, product technology, and environmental requirements.	<input type="radio"/> Yes <input type="radio"/> No	*
Evaluate the information and communications technologies (ICT) environment to identify controls that relate to the financial statements to determine the impact on the overall engagement strategy.	<input type="radio"/> Yes <input type="radio"/> No	*
Evaluate identified or suspected non-compliance with laws and regulations to determine the effect on the overall engagement strategy and opinion or report.	<input type="radio"/> Yes <input type="radio"/> No	*
Evaluate corporate governance structures and risk assessment processes affecting the financial statements of an entity as part of the overall engagement strategy.	<input type="radio"/> Yes <input type="radio"/> No	*

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 reference.

## 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 applicable

### d) Declaration

Review the declaration, click all checkboxes, and type your name. Once this is entered, you may click Submit.

#### Declaration

- I declare that all information given in this application is true and complete, and that: \*
- I am familiar with the provisions of The Accounting Profession Act and with the Bylaws, Board rules and Rules of Professional Conduct of the Institute of Chartered Professional Accountants of Saskatchewan, and \*
- As a licensed member, I will be governed by said Rules enacted, and to be made and enacted, by the Institute of Chartered Professional Accountants of Saskatchewan, and I will maintain custody of the practice of professional accounting licence and professional corporation permit issued to me and will promptly return them in the event that my licence or permit is suspended or cancelled, and \*
- I authorize the Institute of Chartered Professional Accountants of Saskatchewan to obtain such information concerning education, training, experience and status, as required to determine my eligibility for a licence with the Institute of Chartered Professional Accountants of Saskatchewan. I understand that the Professional Practice Committee may request additional information from me and that I may be requested to attend a meeting if my application is considered by the Committee. \*
- Further, I consent or shall be deemed to have consented to any notification, publication or release of information in accordance with the Rules and CPA Saskatchewan's privacy policy. \*
- I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of The Canada Evidence Act. \*

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

Declaration Date \*



If you cannot finish your renewal immediately, click "Save Progress" to save all information entered. When you are ready to finalize your renewal, click "Submit".



**IMPORTANT: Please only submit your renewal ONCE.**



### e) Cart & Payment

Type of Renewal Fee	Amount of Fee	GST	TOTAL
Professional Corporation Fee	\$75.00	\$3.75	\$78.75
Member Licence Fee	\$200.00	\$10.00	\$210.00

**You will be brought to the Review Items screen. Click “Confirm Fees”.**

Note: you are unable to uncheck the boxes. The system also does not allow you to split the payment relating to your renewals. If you require an itemized listing of the fees, either print this screen or take a screenshot of this page.

#### Review Items


Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> Licence Fee	200.00	1	200.00
<input checked="" type="checkbox"/> Licence Fee GST	10.00	1	10.00
<input checked="" type="checkbox"/> Professional Corporation Fees	75.00	1	75.00
<input checked="" type="checkbox"/> Professional Corporation Fees GST	3.75	1	3.75

Subtotal 288.75

Confirm Fees

If you have already confirmed your fees and selected Pay Later on the cart, please proceed to **Outstanding Invoices** under **My Profile**.

**When you select “Confirm Fees” the “Proceed to Checkout” button will display.**

 This item has been added to your cart

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> Licence Fee	200.00	1	200.00
<input checked="" type="checkbox"/> Licence Fee GST	10.00	1	10.00
<input checked="" type="checkbox"/> Professional Corporation Fees	75.00	1	75.00
<input checked="" type="checkbox"/> Professional Corporation Fees GST	3.75	1	3.75

Subtotal 288.75

Confirm Fees

Proceed to Checkout

If you have already confirmed your fees and selected Pay Later on the cart, please proceed to **Outstanding Invoices** under **My Profile**.

**The shopping cart will display as follows. Confirm the amounts are correct.**

**The passport section is not applicable to renewals.**

# Shopping Cart

## Items

Item	Quantity	Price	Total	
▶ <a href="#">Licence and Prof Corp</a>	1	288.75	288.75	<a href="#">Remove</a>

[Update](#)

## Cart Charges

Item total	288.75
Shipping	0.00
Handling	0.00
<b>TRANSACTION GRAND TOTAL</b>	<b>288.75</b>

Promo Codes are for events only. Please enter the PD passport promo code provided to you.  [Apply](#)

**To pay now, enter payment information.**

## Payment Details

Pay Now  Pay Later

### Payment amount

288.75

### 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](#)

**To pay later, you must select “Pay Later” then “Submit Order”. You do not need to enter anything in the PO number field. If you will be sending payment through EFT, email [showell@cpask.ca](mailto:showell@cpask.ca).**

## Payment Details

Pay Now  Pay Later

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 this screen:

### Order confirmation

**CPA Saskatchewan**  
Suite 101, 4581 Parliament Avenue REGINA, SK S4W 0G3

**Order date** Thursday, October 21, 2021

**Bill to** [REDACTED]

**Payment method** You will be billed for the balance due - Purchase Order Number .

**Sold to** [REDACTED]  
CANADA

Item	Quantity	Price	Total
Licence and Prof Corp	1	288.75	288.75
<b>Item total</b>			288.75
<b>TRANSACTION GRAND TOTAL</b>			<b>288.75</b>

A confirmation is being sent to: [REDACTED] Send another copy to

GST #817897382RT0001



**Need help?**

Contact [licensing@cpask.ca](mailto:licensing@cpask.ca) or call (306) 359-0272.