
GUIDE TO AFFILIATE MEMBER LICENCE RENEWAL



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WHY IS RENEWAL REQUIRED?

Member licences with CPA Saskatchewan renew on a calendar year. 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).

Annual licence renewals begin on November 1 of every year and is required under Regulatory Bylaw 10.4. Member licences with CPA Saskatchewan renew on a calendar year basis. All 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.

WHAT INFORMATION DO I NEED TO KNOW?

November 1, 2024	Communication to members with licences.
November 15, 2024	First reminder.
December 1, 2024	Deadline to complete renewal and pay firm fees (if applicable). Member licence cancellation warning.
December 20, 2024	Final reminder.
December 31, 2024	Licences that are not renewed are cancelled.

The fees relating to renewal of a member licence will be paid on behalf of the firm through the affiliate firm registration renewal.

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

STEPS TO COMPLETE AFFILIATE MEMBER LICENCE RENEWAL

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

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


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.

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. Begin Affiliate Member Licence Renewal

Welcome to the CPA Saskatchewan Portal!

Notifications



Affiliate Member Licence Renewal

Click on this Notification alert to begin the renewal.

3. Privacy Disclaimer & Demographic Information

1 Demographic

2 Licence Type

3 Jurisdiction

4 Declaration

2025 AFFILIATE MEMBER LABOUR MOBILITY LICENCE

Please ensure all information recorded here is correct and current. If you have changes to make, please click on 'My Profile' in the menu above.

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.

CPA SK ID

Full Name

Full Address

Email

Company

WorkPhone

Once in the renewal, please read through the privacy disclaimer, confirm your demographic information, and click **Next**.

Next

4. Confirm Licence Type

1 Demographic

2 Licence Type

3 Jurisdiction

4 Declaration

CURRENT LICENCE TYPE

Licence Number	Licence Type	Expiry Date
-2024	Comprehensive	12/31/2024

Licensing Information

Confirm the licence you currently have continues to be correct for the services provided. If you have any changes to the type of licence, please email this to licensing@cpask.ca.

Only CPAs who are offering assurance or compilation engagement services to the public and authorizing the engagement report through a registered and licensed firm are required to hold a valid licence.

There are 3 types of licences available to CPAs:

- **Comprehensive** (the CPA can perform all audits, reviews, other assurance services and compilation engagements),
- **Specified** (the CPA can perform reviews, other assurance services and compilation engagements), and
- **Compilation** (the CPA can perform compilation engagements and is not permitted for any assurance services).


Previous

Next

This step explains the services permitted under each licence type. 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.

If you are no longer providing services to clients in Saskatchewan, email licensing@cpask.ca to cancel your licence.

5. Information about your licence in another jurisdiction in Canada and the services provided in Saskatchewan

1 Demographic	2 Licence Type	3 Jurisdiction	4 Declaration
<h3>INFORMATION ABOUT LICENSING WITHIN ANOTHER JURISDICTION IN CANADA</h3>			
1	<p>*Are you a member in good standing of your primary jurisdiction in Canada?</p> <p>(Select) ▾</p>		
2	<p>*What is the primary jurisdiction in Canada you practice in (select only one)?</p> <p>(Select) ▾</p>		
3	<p>*Expiry date of licence in primary jurisdiction</p> <p>12/31/2024 </p>		
4	<p>*Check the services that the licence in your primary jurisdiction cover.</p> <p><input checked="" type="checkbox"/> Audit Engagements</p> <p><input checked="" type="checkbox"/> Compilation Engagements</p> <p><input checked="" type="checkbox"/> Financial Reporting</p> <p><input checked="" type="checkbox"/> Other Assurance Engagements</p> <p><input type="checkbox"/> Review Engagements</p>		
5	<p>List restrictions, if any, on the licence in your primary jurisdiction</p> <p><input type="text"/></p>		
6	<p>Approximately, how many assurance and/or compilation engagement clients do you have that reside in Saskatchewan?</p> <p><input type="text"/></p>		
<p>Previous Next</p>			

1. Confirm that you are a member in good standing in your primary province/territory.
2. Indicate the province/territory you primarily practice in (the dropdown will allow you to select **only one** jurisdiction which should be your primary province).
3. Indicate the expiry date for that licence.
4. Check each service provided in your primary jurisdiction.
5. If there are any restrictions on your licence in your primary jurisdiction, please indicate them. We may request further details from you.
6. List how many assurance and/or compilation engagement clients you have that reside in Saskatchewan.

Click **Next** once complete.

6. Declaration

1 Demographic	2 Licence Type	3 Jurisdiction	4 Declaration
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I certify that my licence in another jurisdiction in Canada in the category of practice I am applying for above is in good standing. *Note: An equivalent licence is issued for the licence in a category of practice from another jurisdiction per Bylaw 17.1*


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 issued to me and will promptly return it in the event that my licence 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*.

Member Name	Date
<input type="text" value="Member Name"/>	<input type="text" value="10/24/2024"/> 

[Previous](#) [Finish](#)

Carefully read and complete the declaration by entering your **name** and the **date**, then click **Finish**.

NOTE: there are no renewal fees for member licences.

7. Confirmation page



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

Thank you for completing your licence renewal. This message confirms that your licence is renewed for 2025 and no further information is required from you at this time. You can access a copy of your licence online under Profile > Licence tab 24 hours upon completing your renewal.

If we require any information from you about your licence renewal, we will follow up within 30 days of your renewal or during the notification of the firm's next practice inspection. If you require any changes to your licence type, have any questions about your licence, or need to cancel your licence at any time, email licensing@cpask.ca.

Once you come to the confirmation page, your **member licence renewal is complete and you are licensed for 2025** (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 confirms the information received 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.

8. Obtain Licence Online



Home My Profile My CPD Events/Passports

Welcome	Profile	CPA SK Events	Invoices/Receipts	CPA SK Communications	CPA SK Communications
Change Password	Licence	Manage Your Firm			

Welcome to the CPA Saskatchewan Member Portal

Select the tab you need.

Click on **My Profile**, then on the **Licence** tab to obtain your member licence document.

Please allow 1-2 days after submitting the licence renewal for the licence to appear in your portal.



Need assistance?

Contact licensing@cpask.ca for licensing specific questions.

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