GUIDE TO AFFILIATE MEMBER LICENCE RENEWAL



Published: October 2024

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 DOTINEED 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.	

WHAT INFORMATION DO I NEED TO KNOW?

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 <u>Portal</u>.

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

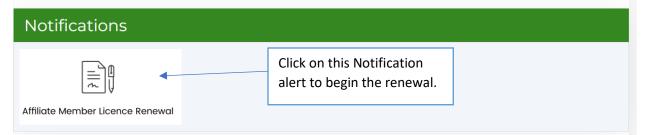
		Sign in 🚆	Keyword search
CPARTERED PROFESSIONAL ACCOUNTANTS SASKATCHEWAN			Home My Profile
To log into the Member Portal, the username is yo	ur preferred email address. If you require a	new password, please click 'Fo	orgot Password' below.
CPA SK MEMBERS: DO NO	T create a new account. Please login below	v to access your Member Porta	l.
CPA SK CANDIDATES: DO N	IOT create a new account. You must contac	ct CPA SK to set up your accour	nt.
Sign In			
	Username		
	Username		
	Required		
	Password		
	Password		
	Required		
	Sign In Forgot username? Forgot password?		
	Create a new account		
	<u>oreate a new account</u>		

2. Begin Affiliate Member Licence Renewal



Home My Profile My CPD Events/Passports

Welcome to the CPA Saskatchewan Portal!



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	Once the pr demo
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 Typ	e	Expiry Date	
-2024		Comprehens	ive	12/31/2024	
Licensing Informa	tion				
Confirm the licence you licensing@cpask.ca.	currently have continues	s to be correct for the s	ervices provided. If yo	u have any changes to the type of lic	ence, please email this to
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 CF 	PA can perform reviews,	other assurance servic	es and compilation eng	agements), and	
 Compilation (the 	CPA can perform compi	lation engagements an	d is not permitted for a	ny 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 <u>licensing@cpask.ca</u>. 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 <u>licensing@cpask.ca</u> to cancel your licence.

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

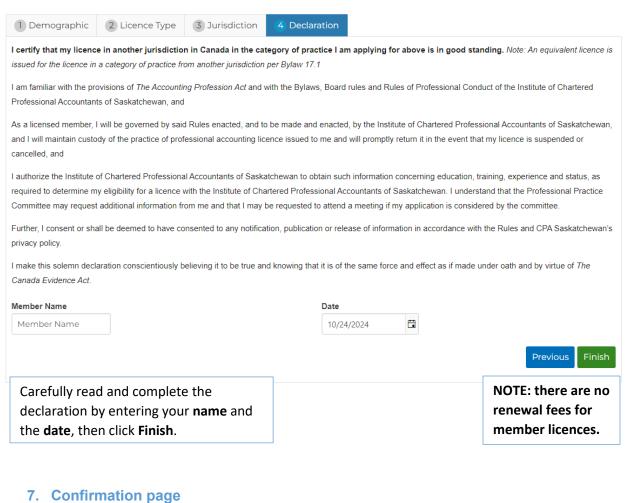
	Demographic 2 Licence Type 3 Jurisdiction 4 Declaration
	INFORMATION ABOUT LICENSING WITHIN ANOTHER JURISDICTION IN
	CANADA
1	*Are you are a member in good standing of your primary jurisdiction in Canada?
	(Select) 🗸
2	*What is the primary jurisdiction in Canada you practice in (select only one)?
_	(Select)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

- 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

6. Declaration





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 <u>licensing@cpask.ca</u>.

Once you come to the confirmation page, your **member licence renewal is complete and you are licensed for 2025** (i.e. you <u>do not</u> 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 <u>no fees</u> associated with member licence renewal.

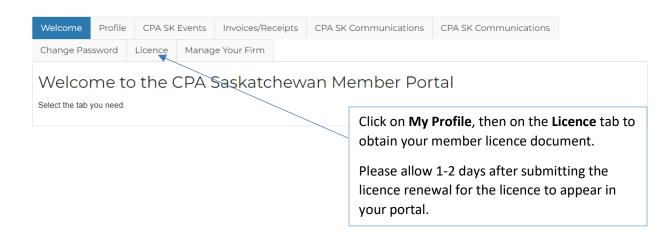
All licence renewals are subject to review and request for details to support the information included in the renewal. If this is requested, you will receive an email from CPA Saskatchewan for this. You will **not** receive any correspondence if no further information is needed.

7

8. Obtain Licence Online



Home My Profile My CPD Events/Passports





Need assistance? Contact <u>licensing@cpask.ca</u> for licensing specific questions. Contact <u>registrar@cpask.ca</u> or call (306) 359-0272 for general renewal questions.

8