
GUIDE TO CPD REPORTING



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
SASKATCHEWAN

Published: March 2021

WHAT IS CPD?

CPD stands for Continuing Professional Development, which means a member has completed professional development that involved a **learning activity**. CPD is a minimum requirement for all Saskatchewan CPAs.

For an activity to be recognized towards continuing professional development requirements, a CPA must:

- a) have learned something;
- b) be able to quantify the learning in terms of a specific time requirement; and
- c) be able to relate the learning to the member's current professional practice and/or long-term CPA career interests.

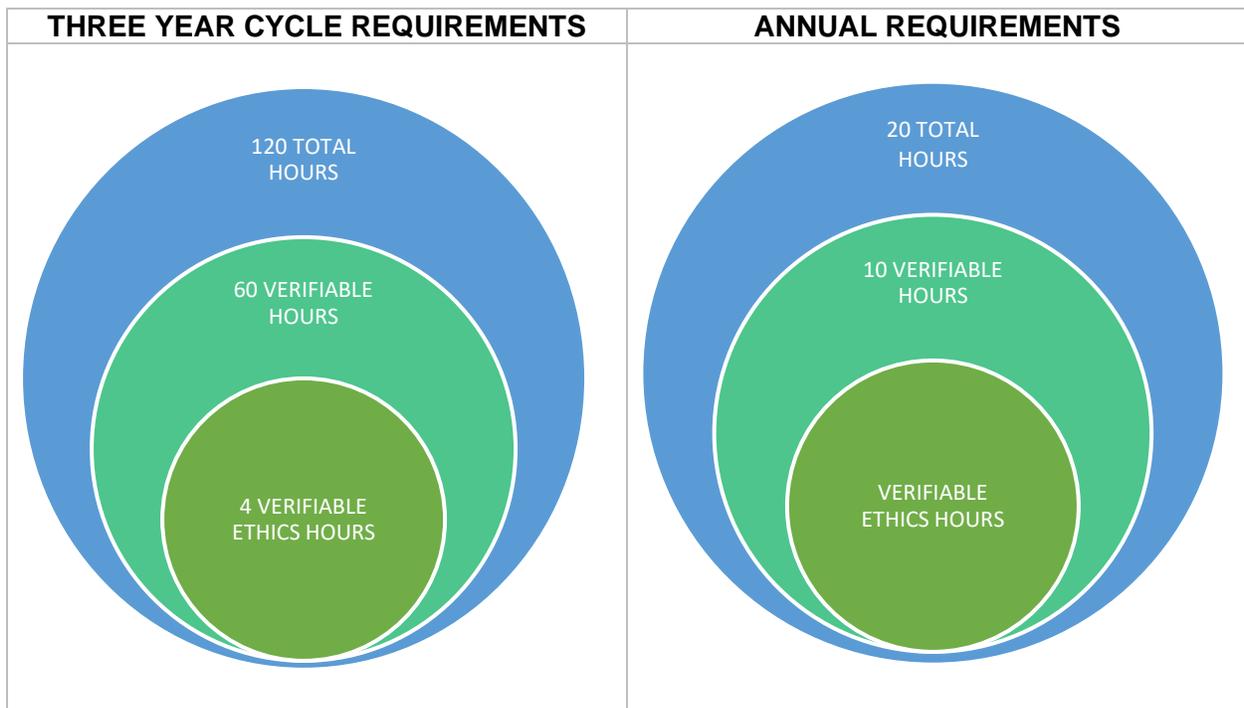
A **learning activity** includes either maintaining the continued relevance of current knowledge and competencies or enhancing knowledge and competencies. See **Appendix C** for a listing of the 6 technical professional competencies and the 7 enabling competencies.

All CPAs are encouraged to ensure there is appropriate **balance** in their learning activities. Balance includes: learning activities from various sources such as self-study, research or instruction preparation (internal sources), and courses, conferences, seminars and sessions delivered by another professional (external sources), soft-skill or enabling competency and technical competency development, and learning activities that are relevant to the CPA's current or future professional practice. Balance is key to sustain or enhance overall, well-rounded professional competency.

CPD IS IMPORTANT!

CPD is a proxy for competence and it ensures that CPAs will continue to meet the expectations of the public when fulfilling professional roles.

MINIMUM REQUIREMENTS



CPAs are required to complete a minimum of 20 total CPD hours per year and 120 total CPD hours by the end of the three-year cycle. It is recommended that CPAs plan their CPD activities over the rolling three-year period to ensure they obtain the minimum annual requirement to meet the overall rolling three-year cycle by December 31 of each year (see example below).

A CPA who obtained their professional designation in the current year is required to meet the annual requirements and plan to meet the three-year cycle requirements by the end of the calendar year of their third year of membership. A new CPA is permitted to use the learning activities obtained from January 1 of the year they come to membership.

An affiliate member who reports to another Provincial Institute complies with their primary provincial requirements. The affiliate member provides CPA Saskatchewan with the identity of the other body to which they are reporting the minimum CPD requirements.

Below is an example of planning out the minimum CPD over the rolling three-year cycle:

THE THREE-YEAR CYCLE

2017	2018	2019	2020	2021	2022	Total
40 hrs	40 hrs	40 hrs				120 hrs
	↓	↓	50 hrs			130 hrs
		↓	↓	30 hrs		120 hrs
			↓	↓	40 hrs	120 hrs

VERIFIABLE

Verifiable CPD means that the learning activities can be verified **objectively** by documentation.

Objectivity in the context of CPD means that the learning activity can be supported by a specific output confirmed by an objective person (see examples of documentation requirements for verifiable CPD below). An objective person is not a close family member to the CPA or a person who may be biased because of the relationship to the CPA (i.e., a direct report to the CPA).

Ultimately, the CPA is responsible to ensure that the documentation to support their verifiable CPD is maintained.

It is important to maintain documentation to support verifiability in an easily accessible location, especially in a change of employment. CPA Saskatchewan selects an annual sample of CPAs to provide documentation to support their verifiable CPD over the three-year cycle requirement and the linkage to their practice of the profession. Those who are required to submit this information are notified of the request by CPA Saskatchewan.

UNVERIFIABLE CPD

Unverifiable CPD means independent and informal learning activities that cannot be verified objectively (i.e., learning activities which do not have specific output, such as on-the-job training, activities that another individual cannot objectively verify, or self-study for which no output is prepared).

CPD FLOWCHART

Use the flowchart included in **Appendix A** below as a tool to identify whether a CPA should report an activity as CPD.

See **Appendix B** for FAQs on the MY CPD reporting tool.

DOCUMENTATION REQUIREMENTS

CPD Activity	Output ¹	Acceptable Documentation
<p>CONTINUING EDUCATION Participation in a course, webinar, conference or seminar</p> <p>Engagement in a formal study program or self-study program leading to a degree or diploma or certification or completion of an examination or leading to a designation</p>	<p>Actual number of hours participating in the course, webinar, conference or seminar (to a maximum of the actual course hours; preparation time may not qualify)</p> <p>Actual hours spent studying for and writing exam</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Copy of course agenda • Copy of course outline/materials • Certificate of completion or official transcript • Confirmation of attendance by provider (e.g. registration confirmation, employer sign-off) • A log of exam preparation hours (by date)
<p>INSTRUCTION or SPEAKING Teaching a course or webinar, or CPD session in an area relevant to the professional role.</p> <p>Participation as a speaker in a conference, seminar, briefing session or discussion group</p> <p>Facilitating the CPA Professional Education Program (PEP).</p>	<p>Actual hours spent researching and preparing for the course or webinar, conference, seminar, briefing session or discussion group (to a maximum of 5 hours per hour of presentation time)</p> <p>For facilitation of PEP, a maximum of 5 hours per week of program.</p>	<p>Both of the following:</p> <ul style="list-style-type: none"> • A copy of presentation materials or agenda/outline of session • A log of hours (by date) for presentation <p>For CPA PEP Facilitation only:</p> <ul style="list-style-type: none"> • A log of preparation hours (by date)
<p>RESEARCH or PROJECTS Completion of formal research or an approved project that results in output provided to another party with a focus on learning and development relevant to the professional role (i.e. pre-determined research or project scope and documented plan for learning outcomes).</p> <p>Writing or publishing professional writing (e.g. articles or papers) or academic work</p>	<p>Hours spent researching and preparing the presentation, report or similar documentation (to a maximum of 5 hours prep time per hour of presentation time)</p> <p>Actual hours spent authoring or contributing to the publication</p>	<p>All of the following:</p> <ul style="list-style-type: none"> • A copy of the presentation, report or similar documentation (redacted, if appropriate), or confirmation of receipt of research or project materials from independent party. Or, a copy of the published material. • A log of the hours (by date) spent researching, writing or contributing to the material
<p>COMMITTEES & BOARDS Participation and work (paid or volunteer) on a Committee or Board in a financial/professional role</p>	<p>Actual hours spent attending committee/Board meetings (hours are limited to agenda items relating to financial or professional role)</p> <p>Actual hours spent preparing for the meetings (to a maximum of 5 hours prep time per 1 hour of presentation)</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Proof of membership on the Committee or Board and role • A log of the hours (by date) spent attending meetings on agenda items relating to financial or professional role • A log of the hours (by date) spent preparing for the meetings

¹ Actual hours are limited to the portion of the CPD Activity in which a learning activity was achieved.

ETHICS CPD

Effective January 1, 2019 there is a specific minimum requirement for 4 verifiable hours of ethics PD over a rolling three-year cycle (with the first reporting cycle effective from January 1, 2019 through December 31, 2021).

The professional ethics requirement can be fulfilled through CPD provided by CPA Saskatchewan or by many other sources. It is anticipated that the four hours would accumulate through various separate professional ethics learning activities over the three-year period. The learning activities related to professional ethics must address the application of ethical principles that are relevant to the CPA's professional situation. As noted above, learning activities must maintain or enhance the CPA's knowledge and competencies. Some examples of ethics PD topics are:

- CPA Saskatchewan regulatory updates covering the Act, Bylaws, Board Rules and Rules of Professional Conduct
- Regulatory updates that are relevant and appropriate to the member's role
- Professional conduct, including corporate codes of conduct
- Independence/conflict of interest
- Ethical decision making, approaches, thinking and case studies
- Ethical business culture
- Corporate social responsibility
- Honesty in business practice
- Bribery and corruption
- Doing the right thing
- Reputation and risk
- Whistle-blowing
- Anti money-laundering

The ethics component can be part of a longer seminar or course. However, only the structured ethics content in the seminar/course can qualify towards the ethics requirement.

An example of the three-year cycle for ethics is:

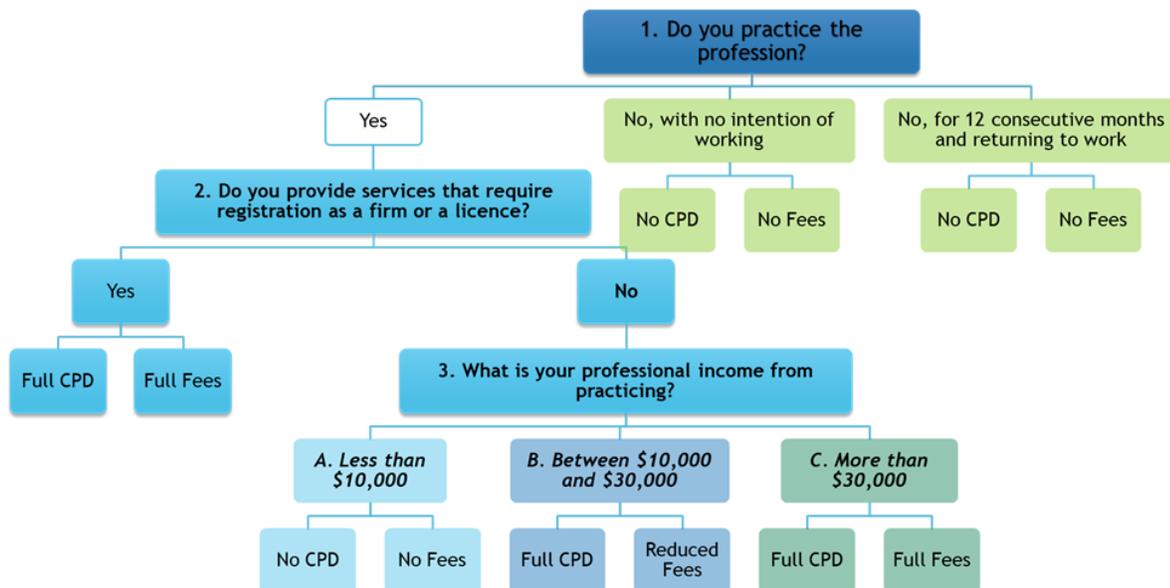
2019	2020	2021	2022	2023	2024	Total
2 hrs	1 hr	1 hr				4 hrs
	↓	↓	2 hrs			4 hrs
		↓	↓	2 hr		5 hrs
			↓	↓	0 hrs	4 hrs

CPD EXEMPTIONS

There are limited scenarios where a CPA can be exempt from CPD. A CPA must apply for an exemption – either non-practice, below an income threshold or special circumstances.

All requests for CPD exemptions are processed during **April 1 and June 30**. The declaration for an exemption occurs during the same time as Member Renewal & Fees. Ideally, members must apply for the exemption online by **April 15** in order to receive an exemption and avoid late fees. The exemption request is made for the upcoming year (not retro-actively).

See below for a flowchart to determine which exemption category a CPA may apply for:



Non-Practice

To qualify for the non-practice exemption, a CPA cannot be engaged in the practice of the profession, hold themselves out to be a CPA or have reliance on the technical competencies as a CPA. There are two types of non-practice: temporary or permanent. Temporary is for a member who intends to return to practice. Permanent is when the CPA has no intention of returning to practice.

Income Threshold

If a CPA does not meet the criteria for a non-practice exemption above and earns less than \$10,000 in professional income from services which do not require registration as a firm or a licence, the CPA is also exempt from fees and CPD.

If a CPA earns professional income in the range between \$10,000 and \$30,000, a fee reduction is available but CPD is still required. If a CPA makes more than \$30,000 in professional income, the CPA is not eligible for an exemption or reduction to fees or CPD.

Professional income is based on earnings from professional services during a calendar year.

Special Circumstances

A CPA may consider applying for special circumstances when they cannot obtain a non-practice exemption or they earn professional income above the threshold. Special circumstances requests are manually processed; the CPA should email monitoring@cpask.ca for more information. Additionally, for CPAs approved for exemption under special circumstances, CPA Saskatchewan offers CPD courses at a reduced cost.

CPD DEFICIENCIES

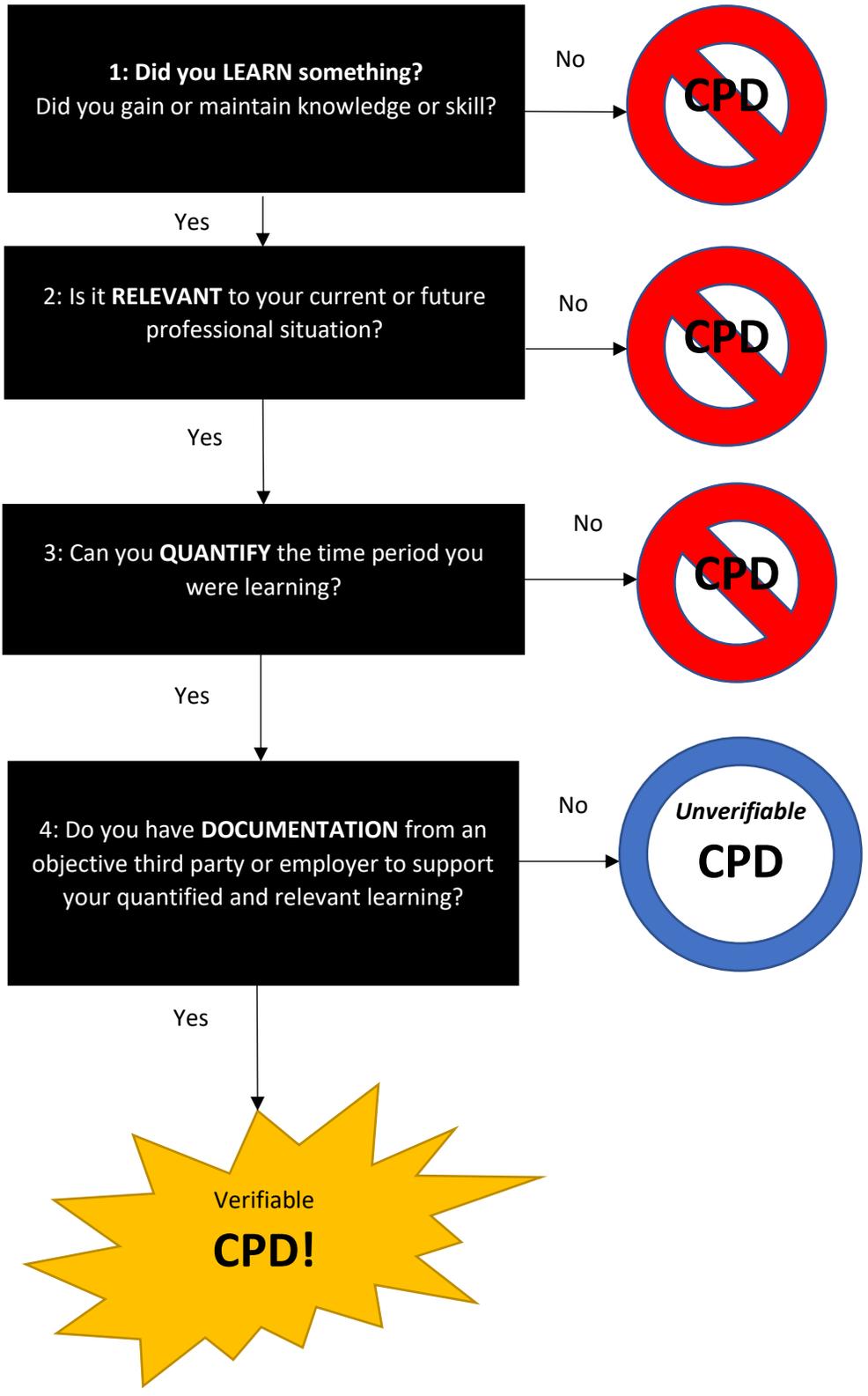
CPAs who do not meet the minimum requirements for CPD are required to address the deficiency in the subsequent calendar year. There are two ways a CPD deficiency can be addressed:

- 1. Prior to Spring Renewal (Jan 1 to Mar 31):** If the CPA has obtained sufficient hours to make up the deficiency prior to March 31 of the subsequent year, they can update their CPD hours in the member portal and email monitoring@cpask.ca with a request to apply these hours to address the previous year's deficiency. If approved, the hours will not be adjusted back; however, the CPA's CPD declaration status will be updated to "Plan Completed". As the hours are considered in addition to the annual CPD requirements, the CPA will be reminded to plan their CPD activities for the rest of the year to comply with the minimum requirements by the end of the calendar year.
- 2. During Spring Renewal (Apr 1 to Apr 15):** The CPA may choose to submit a declaration of non-compliance during Spring Renewal and must commit to addressing the prior year's deficiency by the end of the calendar year. The minimum requirements of the calendar year must include both the CPD intended to be taken to address the deficiency from the previous cycle and the current year's requirements (e.g., if a CPA is short 5 hours, the CPA will need to obtain sufficient CPD hours to address the 5-hour shortfall plus the 20-hour requirement for the current year). Once the CPA has made a declaration of non-compliance, their CPD declaration status will be updated to "Plan Submitted" and the CPA will be marked as "Conditional" on the CPA Saskatchewan register. The CPA is required to advise CPA Saskatchewan once the minimum requirements have been completed and will continue to be noted as "Conditional" until such time as the minimum requirements have been met and the Registrar has advised that no further action is required.

CPAs who do not meet the minimum requirements for CPD for two or more consecutive calendar years will be required to submit a formal CPD plan for review by the Registration Committee. In reviewing the formal CPD plan, the Registration Committee may choose to restrict or suspend a CPA's registration.

A CPD plan template is available for the CPA's use in creating a plan that will meet the minimum requirements to cover the deficiency and to address the next calendar year requirements. A copy of this plan is available on our website. Submission of this document is not required in the first year of a CPD deficiency.

APPENDIX A: CPD FLOWCHART



APPENDIX B: FAQs FOR MY CPD REPORTING TOOL

CPD activities are to be entered into the online tool through the [member portal](#).

How do I enter my hours?

From the entry screen of the member portal, under “My CPD” select “Add New CPD Activity”.

How do I submit my CPD declaration?

You are encouraged to report your CPD hours at any time during the year; however, the CPD annual declaration function is only made available during Spring Renewal. The deadline for making your CPD declaration is April 15. At that time, you will make your CPD declaration, complete your member registration renewal, and pay your annual fees.

Why are there 3 options for hours?

Total hours include the total time invested in the learning activity. You then also have the option to allocate all or a portion of the total hours to licence hours and ethics hours. See below for license and ethics hours guidance. Reported hours can qualify under multiple categories, and do not need to add up to the total hours. For example, you can have 7 total hours in a course, of which 7 hours can relate to licensing and 3 hours can relate to ethics.

What are licence and ethics hours?

License hours relate to learning activities that are specific to the practice of professional accounting (audits, reviews, and financial reporting) for CPAs at licensed firms. This field should only be populated by licensed CPAs or CPAs performing audits, reviews, or financial reporting services to the public who intend to be licensed in the future. For ethics hours, please refer to Page 6.

I have entered in hours but I can't see them?

Your hours are now grouped, with collapsible sections for CPD Activity by year. Click on the small dropdown arrow to the right of the year you wish to view to open the detail.

Why can't I edit prior year CPD activities?

Once you have submitted your annual CPD declaration, you are no longer able to edit prior year CPD activities. If you require any edits, please email monitoring@cpask.ca and we will manually process these on your behalf.

Are CPD hours earned by attending CPA Saskatchewan's CPD events automatically entered for me?

No, CPA Saskatchewan will not automatically enter hours earned by attending CPA Saskatchewan's PD events.

I'm having technical difficulties, who do I contact?

Contact info@cpask.ca or call (306) 359-0272.

APPENDIX C: WHAT IS THE PRACTICE OF THE PROFESSION?

The practice of the profession is when the CPA is engaged in or providing a service that is based on or related to the technical competencies in the CPA Canada Competency Map (<https://www.cpacanada.ca/en/become-a-cpa/pathways-to-becoming-a-cpa/national-education-resources/the-cpa-competency-map>):

The CPA Technical Competencies reflect the abilities expected of professional accountants and performed by professional accountants in public practice, industry, the public sector, and more. The CPA technical competencies are grouped into six areas:



The CPA Enabling Competencies provide the essential skills for ethical behaviour, leadership, teamwork, decision-making, problem-solving, and communication as a professional accountant. The CPA draws heavily upon the enabling competencies in demonstrating each of the specific technical competencies.

The enabling competencies are grouped into seven broad competency areas:

