

# CPA Saskatchewan

Standard Criteria and Documentation for Fellow  
Chartered Professional Accountant (FCPA)



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## 1.0 OVERVIEW

The Chartered Professional Accountants of Saskatchewan (CPA SK) formally recognizes those members who have rendered exceptional service to the profession or whose achievements in their careers or in the community have earned them distinction and brought honour to the profession by the awarding of the title and designation Fellow Chartered Professional Accountant (FCPA).

The purpose of this guide is to assist individuals wishing to nominate a member of CPA SK for an FCPA. It outlines in detail each phase of the process and will serve as an essential reference. Following the steps as outlined in this guide will assist with a complete and successful nomination.

The nominators are responsible for ensuring that the submitted package is complete and that the information it contains is accurate. The package should be detailed enough to allow the CPA SK Board to fairly evaluate the nomination submitted. The decision of the CPA SK Board will be impacted by the care taken to describe the nominee's achievements. You should therefore clearly indicate the businesses, organizations and committees in which the member has been involved, his or her publications and accomplishments, as well as the relevant dates.

## 2.0 CRITERIA

### 2.1. Candidate Eligibility

The Fellow Chartered Professional Accountant (FCPA) will be granted to those members in good standing who have rendered exceptional service to the profession or whose achievements in their careers or in the community have earned them distinction and brought honour to the profession. The individuals who are eligible for nomination must meet the following criteria:

- The CPA must be a member in good standing of CPA SK
- There is no minimum required of years of membership before being eligible for nomination
- The individual will have demonstrated exceptional leadership, performance and made remarkable contributions in at least one of the following areas:
  - Professional career
  - Volunteer involvement to the accounting profession
  - Volunteer contribution to a professional, community or charitable organization
- FCPAs may be granted posthumously to a member who was in good standing during their lifetime
- Members who reside outside the province of Saskatchewan may be considered for an FCPA for the following reasons:
  - Contributions relevant to the Saskatchewan CPA profession or community, and/or
  - Exceptional service to the Canadian or international CPA profession
- Current Board members are not eligible to be nominated

### 2.2. Nature of Achievements

A successful nomination must highlight the candidate's leadership and the exceptional nature of the candidate's performance in one of the following fields: professional career, volunteer involvement to the accounting profession or volunteer contribution to a professional, community or charitable organization. Candidates need not have made exceptional contribution or demonstrated leadership in each of these areas. Nominators must demonstrate that the remarkable contribution of the candidate is common knowledge and that the acknowledged achievements make the member a recognized and prominent leader due to the quality of his or her significant contribution in at least one of the selected fields of activity.

In addition, **nomination packages must highlight the fact that the candidates clearly identify themselves and are known and recognized as a CPAs.** The service and accomplishments of the individual throughout his/her career – not simply his/her career as a CPA – will be taken into account in determining eligibility.

### 2.3. Submission of the Nomination Package

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the HR & Awards Committee to fairly evaluate the nominations submitted. The decision of the HR & Awards Committee and the CPA SK Board will be impacted by the care taken to describe the member's achievements. Therefore, please clearly indicate the business, organizations and committees in which the member has been involved, his/her publications and accomplishments, as well as the relevant dates.

While the nomination package must be complete in itself, the HR & Nominating Committee reserves the right to have the main facts in support of a nomination validated by an outside source.

## **2.4. Nomination Review and Decisions**

A Chartered Professional Accountant who is in good standing, who, in the opinion of the CPA SK Board, has rendered meritorious service to the profession or whose career achievements or achievements in the community have brought honour to the profession by a resolution of two-thirds vote of the Board be designated on the register as a fellow of the Institute.

A Fellow Chartered Professional Accountant is entitled to receive a certificate in such form as the Board determines and is entitled to hold the certificate so long as such Fellow remains a Chartered Professional Accountant.

When a Fellow Chartered Professional Accountant has been suspended or expelled as per *The Accounting Profession Act 2014*, s.40, or has ceased to be a member as per the *CPA SK Regulatory Bylaws 2015*, (s20.3), the CPA SK Board will review the decision or agreement and determine by a resolution of a two-thirds vote, whether to revoke the designation of Fellow of the Chartered Professional. If the designation is revoked, the individual will be so advised with the reasons. Where any designation of Fellow is revoked, the individual must return to CPA SK any certificate of Fellowship.

### 3.0 CPA SK FELLOWSHIP NOMINATION PACKAGE

Nominators are responsible for ensuring that the package being submitted is complete and that all information it contains is accurate and sufficient to allow the CPA SK HR & Awards Committee and Board of Directors to fairly evaluate the nomination submitted. Nominators must be a member of CPA SK. The name of this person is communicated to the CPA SK Board and he/she is required to provide a letter explaining why the candidate has been nominated. Should the members of the CPA SK Board wish to validate information contained in the file, the nominator may be contacted.

Please complete the nomination package in full by following the specific instructions for each section and filling in the information directly on the form, including any supporting documents. Please submit the completed package to [temiry@cpask.ca](mailto:temiry@cpask.ca) by the published deadline.

## FCPA Saskatchewan Nomination Form

We, the undersigned, members of CPA SK, nominate \_\_\_\_\_ of the city/town of \_\_\_\_\_ to be granted the title Fellow Chartered Professional Accountant. We have prepared and attached a nomination package based on the information known to us, and to the best of our knowledge is complete and accurate.

\_\_\_\_\_  
Name of Nominator (please print)

\_\_\_\_\_  
Name of seconder (please print)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Nominator's Signature

\_\_\_\_\_  
Seconder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SECTION 1 – Identify the Proposed Candidate

Please identify properly the proposed candidate.

|                           |                            |                      |
|---------------------------|----------------------------|----------------------|
| _____<br>Surname          | _____<br>Given names       |                      |
| _____<br>Current Employer | _____<br>Title or Position |                      |
| _____<br>Address          | _____<br>City/Province     | _____<br>Postal Code |
| _____<br>Phone            | _____<br>Email             |                      |

Year(s) accounting designation(s) was/were obtained and from what jurisdiction(s):

Clearly show how the candidate identifies themselves as a CPA and is recognized as such. Provide only relevant pages of large reports or links where available.

|                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Attestation of Identification as a CPA</b>                                                                                                         |
| Can you confirm that the candidate makes it known that they belong to the CPA profession?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please explain briefly:                                                                                                                               |
| List of enclosed supporting documents (e.g. press clippings, website/social media links, etc.):                                                       |

## SECTION 2 – Remarkable or Outstanding Contribution

### *Remarkable Contribution*

Nominators must demonstrate that the candidate's acknowledged achievements make him or her a recognized leader due to the quality of his or her significant contribution to more than one of the three fields of activity listed.

If you select this option, complete at least two sections from among sections 3, 4 and 5.

### *Outstanding Contribution*

In exceptional circumstances, candidates will be considered for fellowship for making an outstanding contribution to just one of the fields of activity. Nominators must demonstrate that the candidate's acknowledged achievements make him or her a recognized and prominent leader in the field(s) of activity selected.

If you select this option, complete only one of sections 3, 4 or 5, but do so in sufficient detail to demonstrate clearly that the candidate has made an outstanding contribution.

### SECTION 3 – Professional Career

Provide a listing of the candidate's professional experience beginning with the current or most recent position held. For each item, please highlight the candidate's leadership and describe the major achievements showing that the candidate has made an outstanding or remarkable contribution, and describe how these achievements earned the candidate distinction.

| #                   | Employer: | Position: | Years From __ to __ |
|---------------------|-----------|-----------|---------------------|
| 1.                  |           |           |                     |
| Major Achievements: |           |           |                     |
| 2.                  |           |           |                     |
| Major Achievements: |           |           |                     |
| 3.                  |           |           |                     |
| Major Achievements: |           |           |                     |
| 4.                  |           |           |                     |
| Major Achievements: |           |           |                     |
| 5.                  |           |           |                     |
| Major Achievements: |           |           |                     |

## SECTION 4 - Volunteer Involvement in the Accounting Profession

List the main committees, task forces etc. within the accounting profession of which the candidate has been a volunteer member, the events or activities in which the candidate took part, and in what capacity (member, chair, organizer, speaker etc.). For each item listed, describe the major achievements showing that the candidate has made an exceptional or remarkable contribution and highlight the way these achievements earned the candidate distinction.

| #                   | Committee/Task Force/<br>Activity/Event | Position: | Years: From __ to __ |
|---------------------|-----------------------------------------|-----------|----------------------|
| 1.                  |                                         |           |                      |
| Major Achievements: |                                         |           |                      |
| 2.                  |                                         |           |                      |
| Major Achievements: |                                         |           |                      |
| 3.                  |                                         |           |                      |
| Major Achievements: |                                         |           |                      |
| 4.                  |                                         |           |                      |
| Major Achievements: |                                         |           |                      |
| 5.                  |                                         |           |                      |
| Major Achievements: |                                         |           |                      |

## SECTION 5 - Volunteer Involvement within the Community

List the candidate's most important volunteer activities with civic, community, socioeconomic, professional or charitable organizations beginning with the most recent. For each item listed, describe the major achievements showing that the candidate has made an exceptional or remarkable contribution and highlight the way these achievements earned the candidate distinction.

| #                   | Organization | Position: | Years: From __ to __ |
|---------------------|--------------|-----------|----------------------|
| 1.                  |              |           |                      |
| Major Achievements: |              |           |                      |
| 2.                  |              |           |                      |
| Major Achievements: |              |           |                      |
| 3.                  |              |           |                      |
| Major Achievements: |              |           |                      |
| 4.                  |              |           |                      |
| Major Achievements: |              |           |                      |
| 5.                  |              |           |                      |
| Major Achievements: |              |           |                      |

## SECTION 6 – Awards, Titles or Honorary Distinctions

List all awards, titles or honorary distinctions the candidates holds beginning with the most recent.

|    |           |               |       |
|----|-----------|---------------|-------|
| 1. | Award:    | Organization: | Year: |
|    | Comments: |               |       |
| 2. | Award:    | Organization: | Year: |
|    | Comments: |               |       |
| 3. | Award:    | Organization: | Year: |
|    | Comments: |               |       |
| 4. | Award:    | Organization: | Year: |
|    | Comments: |               |       |
| 5. | Award:    | Organization  | Year: |
|    | Comments: |               |       |

## SECTION 7 – Supporting Documents

This section should include letters of support attesting to the candidate's achievements. Please enclose the quality endorsement letters with the nomination package. The number of letters is unimportant. The letters of support should adequately highlight the candidate's leadership and the exceptional nature of the candidate's performance. Letters are not required for each aspect of the candidate's career presented; rather they should present evidence of specific aspects of the candidate's leadership ability and/or the exceptional nature of his/her performance.

Ideally, the letters would include the following:

1. A brief description of the organization, its work and role in the community.
2. The details of the nominee's involvement with the organization, including:
  - The role of the nominee
  - Significant accomplishments
  - The actions or duties the nominee took to achieve the accomplishment
  - The time commitment, if applicable
  - The impact of the nominee's work on the organization

### Additional support materials:

Any emails, media clippings or publications can also be submitted. These items can reflect the same details as above or complement the factual information provided and confirm the candidate's use of the designation.

## SECTION 8 - Checklist

### CHECKLIST TO BE COMPLETED BEFORE SENDING NOMINATION PACKAGE TO CPA SK

To ensure that you have followed all the steps and included the appropriate documents in the FCPA nomination package, we invite you to complete the checklist below prior to submission:

To the best of my knowledge, the candidate is eligible for the award ..... ☐

Documents to be forwarded to CPA SK:

- Duly completed FCPA nomination form and letter explaining why you have nominated the candidate ..... ☐
- The package adequately highlights the candidate's leadership and the outstanding nature of the candidate's performance ..... ☐
- The package adequately highlights the fact that the candidate's achievements make them a recognized leader in the field or activity ..... ☐
- The package unequivocally demonstrates the remarkable or outstanding nature of the candidate's achievement(s)..... ☐
- The package includes letters of support from CPA SK members ..... ☐
- The package highlights the fact that the candidate clearly identifies himself or herself as a CPA and is known and recognized as such. Supporting documents are enclosed ..... ☐

## SECTION 9 - Transmission Methods

Ensure that you have carefully completed the checklist in Section 8.

Nominators are required to submit an electronic copy of the nomination package before the published deadline. Please make sure that the letters of support and other supporting documentation are attached or enclosed in the nomination package. No hard copies of the nomination package will be accepted.

Please send the electronic copy of the nomination package to the following e-mail address: [temiry@cpask.ca](mailto:temiry@cpask.ca).

If you have any questions concerning this process, please contact the CPA Saskatchewan office at (306) 359-0272.