



A MEMBER'S GUIDE TO CPD REQUIREMENTS

As a member of CPA New Brunswick, this guide will help provide answers to frequently asked questions related to Continuing Professional Development (CPD).

WHAT IS CPD?

As a member of CPA New Brunswick, part of your commitment to the profession is maintaining continuing professional development.

CPD is really all about learning, improving your skills, and helping you to acquire new knowledge that will lead you to be a more successful CPA.

HOW EASY IS IT TO MEET THE REQUIREMENTS?

CPA New Brunswick acknowledges the diversity of its membership, from public practice, public sector, and the financial sector to the worlds of leadership, entrepreneurship, and education.

To help you be the best you can be in your professional role and attaining your career goals; CPA New Brunswick holds an annual CPD conference each fall to assist members in getting their verifiable CPD hours.

In addition to these events, local Chapters offer professional development in their respective areas.

Members also have access to various online learning opportunities, such as live broadcast sessions, podcasts, and webinars through partnerships as listed on the CPA New Brunswick website and through CPA Canada.

THE THREE-YEAR CYCLE-Each color represents a three-year rolling period

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

ETHICS CPD

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

WHAT ARE THE REQUIREMENTS AND REPORTING DEADLINE?

Annual Requirements for the calendar year	Three-year rolling period
Minimum of 20 hours annually (January 1 to December 31) <ul style="list-style-type: none"> 10 hours must be verifiable 	Minimum of 120 hours <ul style="list-style-type: none"> 60 hours must be verifiable Includes at least 4 hours of verifiable learning in professional ethics)
The reporting compliance deadline is March 31 of each year.	

Though you only need to complete a minimum of 20 hours per year, you need a total of 120 hours over a three-year rolling cycle. So, if you've completed 20 hours in each of 2020 and 2021, you will need to complete 80 hours in 2022.

CPA New Brunswick recommends members complete 40 hours annually.

HOW TO DETERMINE VERIFIABLE CPD

1. Did you LEARN something? Did you gain or acquire knowledge or skill?	→ NO	NO CPD
↓ YES		
2. Is it RELEVANT to your current or future professional situation?	→ NO	NO CPD
↓ YES		
3. Can you QUANTIFY the time period you were learning?	→ NO	NO CPD
↓ YES		
4. Do you have DOCUMENTATION from a third party or employer to support your quantified and relevant learning?	→ NO	UNVERIFIABLE CPD
↓ YES		
VERIFIABLE CPD		

WHAT IS THE ACCEPTABLE DOCUMENTATION FOR VERIFIABLE HOURS?

Verifiable CPD refers to learning activities that can be tangibly and objectively verified. Learning activities that result in evidence that it was undertaken are “Verifiable”.

The following table will help you in determining if your hours are verifiable and help you maintain the necessary documents to support your declaration in the event you are selected for a CPD Audit by CPA New Brunswick.

VERIFIABLE CPD ACTIVITY	QUALIFYING NUMBER OF HOURS	ACCEPTABLE DOCUMENTATION
You participated in a course, webinar, conference, or seminar.	The number of hours you spent participating in the course, webinar, conference, or seminar.	<p>Any one of the following:</p> <ul style="list-style-type: none"> • A certificate of completion • A confirmation of attendance by provider (e.g., completion confirmation)
You attended an in-house training session organized by your employer.	The number of hours you spent participating in the training session.	<p>Any one of the following:</p> <ul style="list-style-type: none"> • An attendance record (e.g., copy of sign-in sheet or email confirmation of attendance) • A certificate of completion • A confirmation of attendance by employer
You engaged in a research or study project that resulted in a presentation, report, or similar documentation.	<p>The number of hours for your presentation.</p> <p>Hours you spent preparing the presentation, report, or similar documentation.</p>	<p>All the following:</p> <ul style="list-style-type: none"> • A copy of the presentation, report, or similar documentation and confirmation from an independent party involved in the research or project • A log of hours (by date) for your presentation • A log of your prep hours (by date)
You published professional writing (e.g., articles or papers) or academic work.	The number of hours you spent authoring or contributing to the publication.	<p>All the following:</p> <ul style="list-style-type: none"> • A copy of the published material and confirmation from an independent party involved in the research or project • A log of the hours (by date) you spent writing or contributing to the material
<p>Volunteer Work</p> <p>(e.g. Audit Committee of a Board of Directors of a public company, Registered charity or not-for-profit organization, or a CPA New Brunswick or CPA Canada board/committee).</p>	<p>The number of hours you spent attending committee meetings.</p> <p>The number of hours you spent preparing for the meetings.</p>	<p>All the following:</p> <ul style="list-style-type: none"> • Proof of your membership on the committee (e.g., copy of email confirmation, poster, or letter from organization confirming your role on the committee) • A log of the hours (by date) you spent attending meetings • A log of the hours (by date) you spent preparing for the meetings.

UNVERIFIABLE CPD HOURS

Unverifiable CPD refers to learning activities that cannot be tangibly and objectively verified.

“Unverifiable” learning activities do not result in evidence that the learning activity was undertaken.

VERIFIABLE CPD ACTIVITY (continued)	QUALIFYING NUMBER OF HOURS (continued)	ACCEPTABLE DOCUMENTATION (continued)
You taught a course or CPD session, participated as a speaker in a conference, briefing session, or discussion group.	<p>The number of hours you spent preparing for the course/session.</p> <p>The number of hours you spent preparing for the conference, briefing session, or discussion group.</p>	<p>All the following:</p> <ul style="list-style-type: none"> • A copy of course material outline including date and speaker details • A log of hours (by date) for your presentation • A log of your prep hours (by date)
<p>You engaged in major formal study leading to a degree or diploma.</p> <p>You engaged in pre-professional re-examination or formal testing.</p>	The number of hours you spent studying and writing exams.	<p>Any one of the following:</p> <ul style="list-style-type: none"> • An official transcript • A certificate of achievement • Course assignment and exam results
You started a new job or started working on a new project or major change in job responsibilities.	The number of hours you spent learning your new responsibilities.	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Attendance record if you had to attend courses (e.g., copy of sign-in sheet or email confirmation) • A certificate of completion • Confirmation by your employer
You presented a Financial Literacy session.	The number of hours you spent preparing for the presentation, plus an hour for each session you delivered.	<p>All the following:</p> <ul style="list-style-type: none"> • Registration with CPA Canada via their website for each session delivered • Confirmation from the host (e.g., school, library, etc.) that you presented a session
You are engaged in mentoring.	<p>The number of hours you spent with the mentee.</p> <p>The number of hours you spent preparing for the meetings.</p>	<p>All the following:</p> <ul style="list-style-type: none"> • Confirmation (any one of the following): <ul style="list-style-type: none"> • Registration with the CPA Atlantic School of Business • A letter from a supervisor that you have been assigned to do mentoring • A letter from the mentee • A log of the hours (by date) you spent preparing or meeting with the mentee

WHAT IS A PERMANENTLY INACTIVE MEMBER?	WHAT IS A TEMPORARILY INACTIVE MEMBER?
<p>Members who are considered permanently Inactive are those who have no expectation of returning to Active status.</p> <p>Examples of Permanently Inactive Members include members who:</p> <ul style="list-style-type: none"> • Are Retired; or • Are Infirm, in cases where a member is permanently withdrawn from employment and other professional activity due to a long-term critical, terminal, or chronic medical condition. <p>Retired Members shall be former Active Members who wish to maintain their CPA designation but are no longer working.</p>	<p>Members who are considered temporarily Inactive are those who have a reasonable expectation of returning to Active status at some point in the future.</p> <p>Examples of Temporarily Inactive Members include Members who:</p> <ul style="list-style-type: none"> • Are on parental leave. • Are caring for a child or children. • Are caring for a family member with a critical, terminal, or chronic medical condition. • Have a Personal medical illness or condition (needs to be evidenced by a medical certificate or other supporting documentation), for a continuous period not to exceed 5 years.



CAN MY CPD DECLARATION BE AUDITED?

Every Active Member of CPA New Brunswick as specified in the CPD Policy is eligible for selection in a continuing professional development audit.

The selected members shall provide documents which support continuing professional development activities during the period stated in the notification. Only proof of completion of **verifiable** CPD hours need to be included. Every Member shall retain documentation to support their verifiable learning for at least five years from date of reporting.

CAN I CARRY FORWARD MY VERIFIABLE CPD HOURS?

Members will be permitted to carry over a maximum of 40 CPD hours more than the minimum requirement in one year to the next. The 40 hours can only be carried forward to the next succeeding year. A carry over will only be permitted once in a three-year rolling period.

The following are examples of how the carry forward would work:

YEARS	SCENARIO 1	SCENARIO 2
2019-2020	200 CPD hours - 40 CPD hours carried forward to year 2	20 CPD hours (minimum)
2020-2021	40 CPD hours carried forward from year 1	100 CPD hours - 40 CPD hours carried forward to year 3
2021-2022	20 CPD hours (minimum)	40 CPD hours carried forward from year 2
Total (from 2019 to 2022)	220 CPD hours	120 CPD hours

This guide is provided for general information purposes and has been summarized and paraphrased for ease of use. **Details on CPD can be found in the CPD policy**

Responsibility for compliance with CPA New Brunswick By-laws, Act and the CPA Professional Code of Conduct remains with the member.

WHAT ARE MY CPD OBLIGATIONS AS A NEW MEMBER?

New members joining the provincial body either through a Canadian certification program or Mutual Recognition Agreement/Reciprocal Mutual Agreement/Memorandum of Understanding will be required to complete full CPD requirements in the year of admission to membership. However, they will be permitted to report learning activities that occurred within the reporting year, prior to registration as a member, including PEP modules, CPA Reciprocity Professional Development (CPARPD), Overview of Canadian Tax and Law etc.

WHAT HAPPENS IF I DO NOT MEET MY CPD REQUIREMENTS?

If you did not complete the minimum annual CPD requirements by the end of the calendar year, you will need to complete the CPD Plan, which sets out the steps you will take to complete the CPD requirements.

The CPD Plan should be sent to CPA New Brunswick before the required deadline for the Registrar's approval.

Non-compliance with CPD requirements can lead to suspension of your membership.

HAVE MORE QUESTIONS?

Refer to the CPD policy for detailed CPD Requirements

For frequently asked questions, please visit the FAQ section in the Professional Development section of our website.

If you have other questions, or wish to submit a completed CPD Plan, please contact Louise Godin at lgodin@cpanewbrunswick.ca or call (506) 830-3300.



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