CPA CHARTERED PROFESSIONAL ACCOUNTANTS ALBERTA

Section 1 – PROFESSIONAL EDUCATION PROGRAM

Identify the program you have successfully completed ☐ CGA legacy

Year in which the education program was completed [   ]

Section 2 – PERSONAL INFORMATION

Legal Name

First name   Middle Name(s)   Last name

Preferred Given Name _____   Birth Date (mm/dd/yy) _____

CPA Canada ID # _____   Gender Identity ☐ Male ☐ Female

Citizenship Status ☐ Canadian Citizen ☐ Lawfully permitted to work or study in Canada ☐ Other (provide details)

Name as it should appear on your CPA certificate _____

Section 3 – DEMOGRAPHIC INFORMATION

Residential Information

Street address _____

City _____   Province _____

Postal Code _____   Country _____

Email _____

Phone _____   Cell _____

Employment Information

Employer name _____

Position/Title _____

Street address _____

City _____   Province _____

Postal Code _____   Country _____

Email _____

Phone _____   Cell _____

Communication Preference

Preferred Postal Address ☐ Residential ☐ Business   **Preferred Email** ☐ Residential ☐ Business

Section 4 – CHARACTER and REPUTATION

The following questions are being asked in conjunction with the requirement under the *CPA Act* for an applicant to establish good character and reputation. **If you answer yes to any question below**, additional details and documents must be provided for Registration Committee consideration – contact the CPA Alberta registration team for more information.

a) While registered as a student, candidate or member of any professional regulatory organization, have you:

   i) ever had a finding of unprofessional conduct or similar disciplinary finding made against you? ☐Yes ☐No

   ii) ever entered into an agreement with the professional organization regarding your conduct? ☐Yes ☐No

   iii) any outstanding or ongoing complaints or discipline matters? ☐Yes ☐No

   iv) ever been involuntarily removed from the register of the professional regulatory organization? ☐Yes ☐No

b) Have you ever been subject to the provisions of the *Bankruptcy and Insolvency Act* (Canada), or similar legislation in any jurisdiction? ☐Yes ☐No

c) Have you ever been convicted of a criminal offence in any country for which you have not received a pardon? ☐Yes ☐No

d) At present, do you have any outstanding charges under the criminal law of any country? ☐Yes ☐No

e) Have you ever been found guilty of contravening a section of securities regulatory legislation or have you ever entered into a settlement (or similar) agreement with a securities regulator? ☐Yes ☐No

f) Have you ever been found guilty of an offence under any tax legislation that involves, explicitly or implicitly, dishonesty on your part or have you ever entered into a settlement agreement with respect to such conduct? ☐Yes ☐No

g) Have you ever been found guilty of an academic rules infraction or a breach of a code of conduct at any post-secondary institution or from any professional education program (including CPAWSB)? ☐Yes ☐No

Section 5 – UNIVERSITY EDUCATION

Degree(s)	Institution (University)	Province / Country	Date (mm/yy)

Section 6 – PROFESSIONAL ACCOUNTING DESIGNATIONS and MEMBERSHIPS

Designation	Organization, Association, Society Name	Status of Membership	Date Admitted (mm/yy)

Section 7 – PRIVACY

CPA Alberta is committed to protecting the privacy and confidentiality of personal information of its registrants. CPA Alberta will comply with the requirements of the *Personal Information Protection Act* (PIPA), and the *Chartered Professional Accountants Act* (CPA Act) and will use fair and reasonable practices to meet its obligations under the legislation.

By applying for registration, re-registration or continuation of registration or approval, the applicant consents to the collection, use or disclosure of information as set out in CPA Alberta'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 Alberta 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 CPA Act, Regulation, Bylaws, Directives or Resolutions, withdrawal of consent for such disclosure will have no effect.

Section 8 – STATUTORY DECLARATION

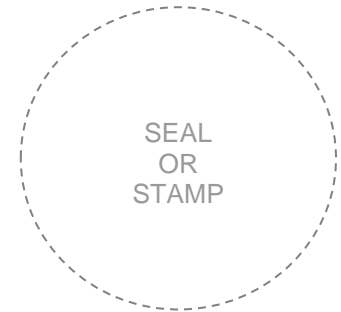I do solemnly declare that all information given herein is true and that:
a) I am familiar with the provisions of the *Chartered Professional Accountants Act* and with the Regulation, By-laws and Rules of Professional Conduct of CPA Alberta, and
b) I agree that if registered as a member I will be governed by the said Act and by the Regulation, By-laws and Rules enacted, and to be made and enacted, by CPA Alberta, and
c) On approval of this application, I agree to maintain custody of the membership certificate issued to me and will promptly return it in the event that my registration is suspended or cancelled, and
d) I consent and shall be deemed to have consented to any notification, publication or release of information in accordance with the Act, Regulation, By-laws and CPA Alberta privacy policy.

I authorize CPA Alberta to obtain such information concerning my education, training, experience and membership status, as may be required to determine my eligibility for membership in CPA Alberta. I understand that the Registration Committee may request additional information from me and that I may be requested to attend a meeting when my application is being considered.

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.

_____

Signature of Applicant

Declared before me at the city of _____

in the province of _____

this _____day of _____, 20_____

SEAL
OR
STAMP

Signed and sealed _____

A commissioner for oaths or notary public in and for the Province of _____

Section 9 – REGISTRATION and MEMBERSHIP FEES

Registration and Membership fees associated with this application are outlined on the next page.

Note: Both the Registration Fee and appropriate Member Fee <u>MUST</u> accompany the application. If insufficient fees or an incomplete application is submitted; the form will be returned to the applicant for follow-up.

Section 9 – REGISTRATION and MEMBERSHIP FEES

Registration Fee — $650.00

☑ One time registration fee paid upon initial registration as a member (CPA)*
and the appropriate selection below based on your application date

$ 650.00

Application between March 1 and June 9 - $1081.00

☐ $400.00 – CPA Canada Fee – Paid by all Canadian CPAs regardless of their province of membership plus

$681.00 – CPA Alberta Member Fee – Includes $75 CPA Education Foundation and $21 CPA Assist

☐ $(505.00) – CPA Alberta Fees are reduced based on candidate fees paid to

(   )

Application between June10 and Sept 8 - $540.50

☐ $200.00 – CPA Canada Fee – Paid by all Canadian CPAs regardless of their province of membership plus

$340.50 – CPA Alberta Member Fee – Includes $37.50 CPA Education Foundation and $10.50 CPA Assist

☐ $(252.50) – CPA Alberta Fees are reduced based on candidate fees paid to

(   )

Application between Sept 9 and Dec 9 - $270.25

☐ $100.00 – CPA Canada Fee – Paid by all Canadian CPAs regardless of their province of membership plus

$170.25 – CPA Alberta Member Fee – Includes $18.75 CPA Education Foundation and $5.25 CPA Assist

☐ $(126.25) – CPA Alberta Fees are reduced based on candidate fees paid to

(   )

Application between Dec 10 and Feb 28 - $0

☐ $0.00 – CPA Canada Fee – Paid by all Canadian CPAs regardless of their province of membership plus

$0.00 – CPA Alberta Member Fee – Includes $0 CPA Education Foundation and $0 CPA Assist

*Please note: Registration fee is not eligible to claim for income tax purposes.
CPA Alberta for the membership year April 1, 2019 to March 31, 2020

(106904287RT0003) **GST– 5%**

TOTAL OWING

COMPLETING YOUR APPLICATION

Step 1: Print and complete the application form including the fees section
Step 2: Have Section 8 - Statutory Declaration signed by a notary or commissioner of oaths;
Step 3: Provide payment of your application fees:

If paying:
By Cheque: Please make cheque payable to CPA Alberta and send to one of the addresses below along with your notarized application
Edmonton   Calgary
1900 TD Tower, 10088 – 102 Avenue   800, 444 - 7 Ave SW
EDMONTON, AB CANADA T5J 2Z1   CALGARY, AB CANADA T2P 0X8

By Credit card: Please follow the instructions attached on how to pay online and upload your notarized application.

Credit card payments will only be accepted online. Please refrain from sending your credit card information via email, fax or on any of our paper forms.