

2022-23 Achievement Awards Online Application Guidelines

There are seven steps to complete the application.

Steps 1, 2, 3, must be completed by the nominator prior to moving forward to steps 4 thru 7. Steps 4, 5 and 6 can be completed by the nominator or by others the nominator adds as a collaborator(s).

Step 1 – Nominee Information

Nominee Information (Tell us about the individual you want to nominate).

Note: members of the CPA Alberta Award Nominations Committee, CPA Alberta Award Review Committee, and the CPA Alberta Board of Directors are ineligible for receipt of any CPA Alberta Achievement Award during their terms of service (see criteria 10 – shown below in Step 3).

Step 2 – Nominator Information

Nominator Information (Tell us about you: the individual completing the nomination).

The nominator must be a member of CPA Alberta.

Please note CPA Alberta will be adding a member of the Awards Nomination Committee as a collaborator to assist you with your nomination.

Step 3 – Pre-Qualification Award Application

This pre-qualification application has been designed to assist you (the nominator) in selecting the most appropriate Achievement Award category for the nominee.

By answering the questions in step 3, you will receive a recommendation for the most appropriate Achievement Award category.

Note: After receiving the recommendation, you can select the Achievement Award category that you'd like to submit the nominee for - it does not necessarily need to be the same as the recommended category.

Awards open for nomination to the CPA Alberta membership include:

- Early Achievement Award (EAA)
- Distinguished Service Award (DSA)
- Fellowship of Chartered Professional Accountants (FCPA)

The Distinguished Service Award (DSA) is open to non-members contributing to the accounting profession.

2022-23 Achievement Awards Online Application Guidelines

Below is a chart, followed by a brief description of each criteria:

Criteria	Description	EAA	DSA Member	DSA Non-Member	FCPA
1	Member in good standing in Alberta	√	√		√
2	Exceptional career contribution or contribution to the profession or community	√	√	√	√
3	Significant achievement in the first 10 years of designation	√			
4	Most significant achievement/contribution within the last five years (member)		√		
5	Significant contribution to the profession within the last 5 years (non-member)			√	
6	Member may only receive an award once	√			√
7	Member or non-member may receive an award more than once		√	√	
8	Member that has rendered meritorious service in a leadership role				√
9	Award not granted posthumously	√	√	√	√
10	Members ineligible for an award	√	√		√

Criteria 1 - Member in good standing in Alberta

A Chartered Professional Accountant who is a member in good standing with CPA Alberta.

Criteria 2 - Exceptional career contribution or contribution to the profession or community

The nominee has demonstrated exceptional contributions, accomplishments, and performance in one, two, or all three of the following areas:

- Excellence, innovation, or remarkable accomplishment in their career
- Volunteer contribution to the accounting profession, or the field of accounting in general (e.g., Mentor excellence, by significantly contributing to the development of young CPAs and their ability to exercise sound professional judgment).
- Commitment and excellence in community or volunteer services (e.g., civic, political, charitable, professional (other than accounting), business or industry association).

Criteria 3 - Significant achievement within the first 10 years of designation

2022-23 Achievement Awards Online Application Guidelines

The nominee had a significant achievement in the first 10 years as a CPA in Canada or as a designated accountant anywhere in the world. Members are eligible for nomination for this award up to one year past their 10th anniversary of membership. Recognition is given for activities since the member received their designation or during the period when they were a CPA candidate.

Criteria 4 - Most significant achievement/contribution within the last five years (member)

The nominee has demonstrated substantial contributions or involvement with a significant organization or project in the last five years. This project or organization could be in their career, profession, or community.

Although the DSA is an award specifically focusing on the last 5-year period, if the nominee better meets the criteria of an EAA or FCPA, the application should be put forward for that respective award.

The DSA may be presented to a previous EAA or FCPA recipient.

Criteria 5 - Significant contribution to the profession within the last 5 years (non-member)

The nominee has demonstrated exceptional contribution or accomplishment **within the last five years**, which positively contributed to the accounting profession and/or to the professional development of CPAs, as demonstrated by:

- Significant support to the CPA Alberta profession, or
- Significant accomplishment in the field of accounting or business generally, provided there is a direct connection or benefit to the CPA Alberta profession, or
- Volunteer contribution to the accounting profession, or the field of accounting in general (e.g., Mentor excellence, by significantly contributing to the development of young CPAs and their ability to exercise sound professional judgment.)

Criteria 6 - Member may only receive an award once

An individual may only receive the Early Achievement Award and or the Fellowship once.

Criteria 7 - Member or non-member may receive an award more than once

An individual may receive the Distinguished Service Award multiple times.

Criteria 8 - Member that has rendered meritorious service in a leadership role

2022-23 Achievement Awards Online Application Guidelines

Fellows should demonstrate extensive / continuous meritorious service and achievements in a leadership role, in their careers, community, and/or the profession, which have brought honour to the profession.

There is no minimum requirement of years of membership in Alberta to be eligible for an FCPA nomination. CPA Alberta members who reside outside the province of Alberta may be considered for an FCPA for the following reasons:

- Contributions relevant to the Alberta CPA profession or community, and/or
- Exceptional service to the Canadian or international CPA profession.

Criteria 9 - Award not granted posthumously

The Award is not granted posthumously, the date of granting is the date of the CPA Alberta Board of Directors' meeting at which awards are adjudicated.

Criteria 10 - Members ineligible for an award

Members of the CPA Alberta Award Nominations Committee, CPA Alberta Award Review Committee, and the CPA Alberta Board of Directors are ineligible for receipt of any CPA Alberta Achievement Award during their terms of service.

Step 4 – Nominee Career, Volunteering and Awards

Select the area(s) of the nominee's remarkable / exceptional accomplishment(s) meeting the Awards criteria:

- The accomplishments must focus on the "impact" that the CPA's contributions have had on the organization, the community, or the profession. Said another way, recognition is not given for being appointed to a position, but rather what the organization was able to accomplish resulting from the nominee being in the role.
- Only remarkable accomplishments meeting the Awards criteria should be documented, it is not necessary to document accomplishments in all three areas.

1. Accounting Profession
2. Career Accomplishment
3. Community Involvement / Charitable Organization
4. Awards, Titles and/or Honorary Distinctions

1. Accounting Profession

2022-23 Achievement Awards Online Application Guidelines

Please provide the nominee's most important volunteer contributions within the accounting profession (if applicable).

List the organization(s), committee(s) and/or task force(s) the nominee has been involved in within or related to the accounting profession. This should include the capacity of the service (member, chair, organizer, speaker, etc.) **including the time served by the nominee**. The provided information must demonstrate the value of the nominee's contribution(s) and how their involvement makes the nominee a recognized and prominent individual.

For each activity listed, please include achievements, including leadership and the nature of the nominee's outstanding performance.

Clearly articulate the achievement, for example:

*"As a Board member **for seven years**, Gary was instrumental in raising the profile of MFOA Alberta, enhancing membership value and engagement, and increasing sponsorship revenue and value. He was able to guide the organization and membership into a new era. The MFOA's mission of inspiring and promoting excellence in municipal finance was also Gary's personal mission. He was successful in doing so by championing the following changes to MFOA Alberta's operations:*

- a. Transitioned the Board of Directors from an operational board to a governance board, partly by establishing the role of executive director in the organization and recruiting an experienced staff member for this role.*
- b. Increased sponsorship revenue **by \$100,000** which has enabled the Association to offer higher quality professional development opportunities for members."*

or:

*"Susan has been Chair of the Income Tax Committee **for 10 years** and has increased the credibility and integrity of the Tax Roundtable, not only in the eyes of CRA but in the eyes of the CPA membership."*

2. Career Accomplishment

Please provide a list of the nominee's professional experience (if applicable).

- For each item you list, please highlight the remarkable / exceptional nature of their performance and/or contribution. You must demonstrate how the nominee's contribution made them a recognized and prominent individual in that field of activity, or how the nominee's contribution impacted the organization they were serving.

Clearly articulate the achievement, for example:

2022-23 Achievement Awards Online Application Guidelines

"As we all know, audit quality continues to be pivotal in defining the CPA brand, and Jane was a leader in our firm's international quality assurance program. Jane led a team of professionals to assess audit quality in our international office, where she was able to share her knowledge and bring to bear the distinctive strengths of the Canadian CPA perspective. Jane's leadership and contribution to quality were recognized by that office and Jane was asked to return during her retirement, where she assisted the office on an audit quality related project."

or:

"As the firm's principal, John was responsible for 30 successful CPA students. This represented a 100% pass rate for the firm since the inception of the program changes John initiated."

3. Community Involvement / Charitable Organization

Please list the major community/charitable organization(s)—such as civic, community, socioeconomic, and/or professional organizations—the nominee has served. Include the capacity of service (member, chair, organizer, speaker, etc.) including the time served in the role. For each activity listed, please include achievements, including leadership roles or activities and the nature of the nominee's outstanding performance. The provided information must demonstrate the value of the nominee's contribution(s) and how their involvement makes the nominee a recognized and prominent leader.

Clearly articulate the achievement, for example:

*"The Western Gala is an annual western themed fundraiser where the oilfield services and oil and gas community get together for one evening to raise funds for ABC Charity. As Chairman of the 24th Gala, Mary spent **over 100 hours throughout the year** organizing the event, arranging Brett Kissel to be the headline entertainment, selecting the ABC VIP speaker, soliciting community sponsorships, obtaining, and arranging live and silent auction items, selling tables, and attending to all the details of the event with fellow Committee members. The result was a highly successful event attended by 1,150 generous Albertan's that raised a record setting **\$1.13 million** for ABC Charity."*

or:

*"Max is one of the founders of and driving forces behind the Orange Community Sports Centre, the largest community and sports centre of its type in Edmonton. Max guided the project from inception to completion, liaising with multiple stakeholders and devoting more than **300 hours over two years** to ensure the building came in under budget and within deadline."*

4. Awards, Titles and or Honorary Distinctions (if applicable)

Please list any Awards, titles and or honorary distinctions.




2022-23 Achievement Awards Online Application Guidelines

Step 5 – Nominee Biography




Please provide a summary (500 words or less) of the nominee's specific exceptional accomplishments and/or contributions that bring honour to the profession, in the areas that you have identified in Step 4. This is required to ensure the nominee is nominated for the most appropriate award. This summary will assist the Awards Nomination Committee in processing this application.

Step 6 - Support Documents – Letters; Audio or Video Files of Support (Required):

This section should include support material, specifically articulating how the nominee's contributions met the Awards criteria and have remarkably impacted the organizations they have been involved with. Examples of **letters of support** for the Awards are available on the CPA Alberta website found here:

-  [Early Achievement Award \(EAA\)](#)
-  [Distinguished Service Award \(DSA\)](#)
-  [Fellow of the Chartered Professional Accountants \(FCPA\)](#)

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-  [Distinguished Service Award \(DSA\)](#)
-  [Fellow of the Chartered Professional Accountants \(FCPA\)](#)

- Multiple support materials articulating the same accomplishment are not required.
- Content and depth over quantity of support material is necessary.

Step 7 – Conclusion

By checking the box, the nominator agrees to the following:

I have prepared this nomination and based on the information contained therein I recommend that the above noted individual be granted this award. This nomination is based on the information known to me, and to the best of my knowledge, is complete and accurate. *

Once the nominator is satisfied that the details of the nomination application are complete, the nominator must click SUBMIT to forward the application to the Nomination Committee. If changes are required after you have submitted the application, please send an email to: awards@cpaalberta.ca to request the application be reopened.