



CPA ALBERTA ACHIEVEMENT AWARDS

Achievement Awards Online Application Guidelines

There are seven steps to complete the application:

STEP ONE

Nominee Information

Tell us about the individual you are nominating.

selecting the most appropriate Achievement Award category for the nominee.

STEP TWO

Nominator Information

Tell us about you, the nominator.

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

Please note, after receiving the recommendation, you can select the Achievement Award category that you would like to nominate the nominee for—it does not need to be the same as the recommended category.

- Award nominees must be nominated by a third party and are not permitted to nominate themselves.
- CPA Alberta will be adding a member of the Awards Nomination Committee as a collaborator to assist you with your nomination. To preserve the integrity and objectivity of the Achievement Awards process, nominees should not be added as a collaborator to the nomination application.

Awards open for nomination to the CPA Alberta membership* include:

- Early Achievement Award (EAA)
- Distinguished Accomplishment Award (DAA)
- Fellow of the Chartered Professional Accountants (FCPA)

STEP THREE

Pre-Qualification Award Application

This pre-qualification application has been designed to assist you (the nominator) in

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

*Excluding current members of the CPA Alberta Board of Directors and CPA Alberta Awards Nomination and Review Committees

Achievement Award Criteria Chart

CRITERIA	DESCRIPTION	EAA	DAA		FCPA
			MEMBER	NON-MEMBER	
1	Member in good standing in Alberta	✓	✓		✓
2	Innovation or remarkable accomplishment in the nominee's career, or ...	✓	✓		✓
3	Innovation or remarkable accomplishment in the field of accounting in general, or ...	✓	✓	✓	✓
4	Remarkable commitment and excellence in community and volunteer service, or ...	✓	✓		✓
5	Excellence in mentoring new CPA members of the profession		✓	✓	
6	Remarkable accomplishment/commitment occurred within at least the last five years		✓	✓	
7	Remarkable accomplishment/commitment occurred within the first 10 years of designation	✓			
8	Member may only receive the award once	✓			✓
9	Member or non-member may receive an award more than once		✓	✓	
10	Member that has rendered meritorious service in a leadership role				✓
11	Award not granted posthumously	✓	✓	✓	✓
12	Specific members ineligible for an award and nomination	✓	✓		✓

Criteria Descriptions

Criteria 1: Member in good standing in Alberta

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

Criteria 2: Innovation or remarkable accomplishment in the nominee's career, or ...

The nominee has demonstrated exceptional contributions, accomplishments, and performance in the following area:

- Excellence, innovation, or remarkable accomplishment in their career.

Criteria 3: Innovation or remarkable accomplishment in the field of accounting in general, or ...

The nominee has demonstrated exceptional contributions, accomplishments, and performance in the following area:

- Volunteer contribution to the accounting profession, or the field of accounting in general.

Criteria 4: Remarkable commitment and excellence in community and volunteer service, or ...

The nominee has demonstrated a significant impact in one or more of the following area:

- Volunteer contribution to professional, community, or charitable organizations.

Criteria 5: Excellence in mentoring new CPA members of the profession

The nominee has demonstrated exceptional contributions, accomplishments, and performance in the following areas:

- Mentor excellence, by significantly contributing to the growth and development of Alberta CPAs.

Criteria 6: Most significant achievement/contribution within at least the last five years

CPA Alberta Member

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

Although the DAA is an award specifically focusing within at least the last five-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 DAA may be presented to a previous EAA or FCPA recipient.

Non-CPA Alberta Member

The nominee has demonstrated exceptional contribution or accomplishment **within at least the last five years**, which positively contributed to the accounting profession and/or to the professional development of CPAs, as demonstrated by a significant impact in one or more of the following areas:

- 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.

Criteria 7: Significant achievement within the first 10 years of designation

The nominee had a significant achievement within 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 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 8: Member may only receive an award once

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

Criteria 9: Member or non-member may receive an award more than once

An individual may receive the Distinguished Accomplishment Award multiple times.

Criteria 10: Member that has rendered meritorious service in a leadership role

Fellows must demonstrate extensive meritorious service and achievements in a leadership role, in their careers, community, and/or the profession, which have brought honour to the profession over a sustained period of time.

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 11: 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 12: Specific members ineligible for an award and nomination

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 term of service. Members of the

CPA Alberta Board of Directors and CPA Alberta Awards Nomination and Review Committees are not permitted to nominate members for any CPA Alberta Achievement Award during their term of service.

STEP FOUR

Nominee Career, Volunteering, and Awards

From the drop-down menu, select the area(s) (1 through 5) that the nominee's remarkable and/or exceptional accomplishment(s) have met the Awards criteria:

1. Exceptional contribution to the accounting profession
2. Exceptional career accomplishment
3. Exceptional contribution to the community and/or organization
4. Mentor excellence of CPAs
5. Awards, titles and/or honorary distinctions

Please note: The accomplishments ***must focus on the "impact"*** that the nominee's contributions have had on the organization, the community, or the profession. In other words, 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. Exceptional contribution to the accounting profession

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

List the organizations, committees, and/or task forces 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 impact of the nominee's contributions and how their involvement makes the nominee a remarkable or exceptional individual.

For each activity listed, please include achievements, including leadership and impact 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. Gary 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.*

Impact: Gary was successful in enabling the following changes to MFOA Alberta's operations:

- a) Transitioned the Board of Directors from an operational to a governance board, by establishing the role of Executive Director in the organization and recruiting an experienced individual for this role.
- b) Increased sponsorship revenue **by \$100,000** which has enabled MFOA to offer higher quality professional development opportunities for its members."

2. Exceptional career accomplishment

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

For each item you list, please highlight the impact of the remarkable and/or exceptional nature of their career performance and/or contribution. You must demonstrate the impact of how the nominee's contribution went above and beyond that of others at the nominee's level within their organization.

Clearly articulate the achievement, for example:

*"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 **at the international level within our firm**, 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 internationally** where she assisted the firm in enhancing audit quality."*

or:

*"As the firm's principal, John as a mentor, 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. Exceptional contribution to the community and/or 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 the impact of the achievements, including leadership roles or activities and the nature of the nominee's outstanding performance. The provided information must demonstrate the impact of the nominee's contribution(s) and how their involvement makes the nominee a remarkable or exceptional individual.

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 impact Mary made was a **highly successful event attended by 1,150 generous Albertans that raised a record setting \$1.13 million for ABC Charity.**"*

or:

*"Max is one of the founders and driving forces behind the construction of 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 on schedule, to serve the needs of the community.**"*

4. Mentor excellence of CPAs

Please provide the nominee's contributions to mentoring excellence of CPAs (if applicable).

5. Awards, titles and or honorary distinctions

Please list any awards, titles, and/or honorary distinctions (if applicable).

STEP FIVE

Nominee Impact Statement

Please provide a summary (1,000 words or less) of the impact of the nominee's specific exceptional accomplishments and/or contributions that bring honour to the profession, in the areas that you have identified throughout Step 4. This is required to ensure the nominee will be considered for the award identified. The impact statement will assist the awards committees in assessing this application.

STEP SIX

Support Documents (required)— Letters, Audio or Video Files of Support

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. Visit the [Nominations](#) section of the website to view sample letter of support request emails for each award.

Examples of *letters of support* for the CPA Alberta Achievement Awards are available on the CPA Alberta website here:

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

Examples of *Impact Statements* for the CPA Alberta Achievement Awards are available on the CPA Alberta website here:

- [Early Achievement Award \(EAA\)](#)
- [Distinguished Accomplishment Award \(DAA\)](#)
- [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 SEVEN

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 Awards 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.