

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COMPLIANCE DETAILS 2021 REPORTING YEAR

NAME: \_\_\_\_\_ CPA ALBERTA ID: \_\_\_\_\_  
OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

### Random Audit Instructions

Please complete this form in its entirety and ensure you submit your CPD details for 2019, 2020 and 2021 by November 15, 2022. We will be reviewing your 2021 CPD declaration, which includes both the annual and three-year rolling total requirements along with the 4 hours of ethics.

If you wish to submit your CPD compliance information in a different format – please ensure the dates, CPD topic, provider, and verifiable hours are included. Submissions without this information will be deemed incomplete, returned to the member, and further information will be requested.

### COMPLETING SECTION 1

Please provide the following details:

**Date(s):** The date(s) on which the CPD activity took place.

**Nature and Topic of CPD Activity:** CPD activity undertaken, and/or a brief description of the CPD activity.

**CPD source, provider or audience:** The host/organizer of the activity.

**Verifiable CPD Hours:** The time spent on new learning for each activity excluding breaks

**Note:** In the event you had an exemption between 2019 to 2021, you must provide details for the previous year in which you did not have an exemption. For example, if you declared a parental leave/health exemption in 2019 – you must submit CPD details for the 2018, 2020 and 2021 reporting years.

Examples of verifiable CPD and acceptable supporting documentation can be found on our website using the following links [CPD Reporting \(cpaalberta.ca\)](https://cpaalberta.ca/cpd-reporting) and [Maintaining CPD Evidence \(cpaalberta.ca\)](https://cpaalberta.ca/maintaining-cpd-evidence):

### COMPLETING SECTION 2

You must sign and date the form to confirm the information you have given is true and accurate to the best of your knowledge.

- An e-signature is acceptable
- An email declaration in the body of your email submission is acceptable

**How do I submit my 2021 CPD Compliance details submission (form)?**

- Submit via email to [cpdaudit@cpaalberta.ca](mailto:cpdaudit@cpaalberta.ca)

**Ensure that your employment details and personal information must be up to date on your [member profile](#); this information is relevant to your audit.**

**What happens when we receive your form?**

We will confirm receipt by email. If we require any additional information, we will notify you by email. We review submissions in the order received, which means depending on the volume of work, it may take 4 to 8 weeks to complete your review. Once we have reviewed your submission we will let you know of any outstanding requirements or write to confirm that everything is in order.

## Section 1 – Activities

[illegible]

## Section 1 – Continued

[illegible]

## Section 1 – Continued

[illegible]

**VERIFIABLE CPD HOURS**

From page 2	Total 2019 Verifiable Hours	
From page 3	Total 2020 Verifiable Hours	
From page 4	Total 2021 Verifiable Hours	
<b>3-Year Rolling Total Verifiable Hours</b>		

**UNVERIFIABLE CPD HOURS**

In the space below please provide a very brief overview of your unverifiable CPD activities between January 1, 2019 and December 31, 2021.

**Total  
Unverifiable  
CPD hours**

**TOTAL HOURS** (Verifiable and Non-Verifiable)

**Section 2 – Declaration**

I confirm that the information I have given in this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

**SUBMIT TO CPA Alberta****Edmonton Office**

1900 TD Tower, 10088 – 102 Avenue  
Edmonton AB Canada T5J 2Z1  
T. 780 424.7391 F. 780 425.8766 1 800 232.9406

**Calgary Office**

Suite 800, 444 - 7 Avenue SW  
Calgary AB Canada T2P 0X8  
T. 403 299.1300 F. 403 299.1339 1 800 232.9406

**Submission Instructions:**

- Email to:  
[cpdaudit@CPAAlberta.ca](mailto:cpdaudit@CPAAlberta.ca)
- By post to one of addresses above, Attn: Registration Compliance department. Please ensure it arrives prior to November 15, 2022.