

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COMPLIANCE DETAILS 2021 REPORTING YEAR

NAME: _____ CPA ALBERTA ID: _____

OCCUPATION: _____ EMPLOYER: _____

Instructions

Please complete this form in its entirety and ensure you submit your CPD details and **supporting documentation** 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.

Note: Your employment details must be up to date on your [member profile](#).

COMPLETING SECTION 1

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 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.

Verifiable documentation should support your learning activity:

- Who – Identify the provider of the activity
- What – Describe the learning activity
- When – Identify date of the activity
- How – Connects the member to the activity
- Provide a basis for concluding that the number of reported hours is reasonable
- Can be verified by a third party (employer, supervisor, HR department, provider, etc.)

Examples of verifiable CPD and acceptable supporting documentation can be found on our website using the following links [CPD Reporting \(cpaalberta.ca\)](#) and [Maintaining CPD Evidence \(cpaalberta.ca\)](#):

Courses, symposiums, seminars, conferences, webinars, employer-based in-house training sessions, e-learning activities including computer based courses leading to a designation, degree, certificate, or diploma:

- Certificate of completion;
- Proof of attendance;
- Academic Transcript;
- Attendance record from your employer (must include your name and the date of the activity);
- Letter from the instructor/provider confirming your participation in the activity;
- Letter signed by your HR department confirming your attendance (must include your name, position, and the date and duration of the activity).

Technical study group or structured activity (group case study), technical committee, discussion group:

- Minutes of each meeting;
- Agenda of each meeting;
- Letter signed by your HR department confirming your attendance (must include your name, position, and the date and duration of the activity).

Lecturer, instructor or professor:

- Confirmation from the institution of the course duration (e.g. course description on the institution's website);
- Document showing the course duration (e.g. course outline);
- If you are instructing a course and it meets the learning activity requirements, the reading and research time for the instruction may be used for verifiable hours, but only once. General instruction hours are not considered verifiable.

Research projects in areas that expand your professional knowledge and result in presentations, reports or similar documents:

- Letter signed by you providing a reasonable estimate of preparation time;
- Research proposal documentation;
- Copy of finished presentation, report or similar document.

Writing and publishing of professional, technical or academic articles, papers or books

- Letter signed by your providing a reasonable estimate of preparation time;
- Copy of published work;
- Copy of table of contents of published work;
- Link to webpage where the written text can be viewed, with a signed statement from you providing a reasonable estimate of the learning hours of writing.

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.

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 body of your email submission is acceptable

How do I submit my 2021 CPD Compliance details submission (form & supporting evidence)?

- Submit via email to cpdaudit@cpaalberta.ca

Note: Your employment details and personal contact 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 3	Total 2019 Verifiable Hours	
From page 4	Total 2020 Verifiable Hours	
From page 5	Total 2021 Verifiable Hours	
3-Year Rolling Total Verifiable Hours		

UNVERIFIABLE CPD HOURS	
In the space below please provide a <u>very brief overview</u> 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
- By post to one of addresses above, Attn: Registration Compliance department. Please ensure it arrives prior to November 15, 2022.