

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) VERIFICATION FORM 2022 REPORTING YEAR

CPD Audit Instructions

Requirements

- 1) Please provide the following information for the calendar years 2020, 2021 and 2022:
 - a) Completion of the form below; OR
 - b) If you wish to submit your CPD information in a different format (eg. Excel, CPD Tracker), please ensure the following information is included for all verifiable CPD:
 - 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 or provider: The host/organizer of the activity.
 - Verifiable CPD Hours (including ethics hours): The time spent on new learning for each activity excluding breaks.

For unverifiable CPD hours, please provide a brief overview of the unverifiable CPD activities taken over the entire 3 year period.

NOTE: In the event you had an exemption in any year(s) between 2020 and 2022, please also provide details for the previous year in which you did not have an exemption. For example, if you declared an exemption in 2020, you must submit CPD details for the 2019, 2020, 2021 and 2022 reporting years.

- 2) For all verifiable CPD hours, please provide third-party evidence in support of the hours. Examples of verifiable CPD and acceptable supporting documentation can be found on our website using the following links: [Verifiable vs. Unverifiable CPD \(cpaalberta.ca\)](#), [CPD Reporting \(cpaalberta.ca\)](#) and [Maintaining CPD Evidence \(cpaalberta.ca\)](#). Please ensure the third-party evidence is arranged in the same order as the CPD activities listed on the form.
- 3) Please 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.

Submission

Please follow the instructions below to submit your documents:

- 1) Log into the member portal by going to <https://portal.cpaalberta.ca/login>.
- 2) On the right menu, select "Action Centre" → "Service Requests".
- 3) Under "Service Requests", please select "CPD Audit Documents". (There is no cost associated with this process; the payment section can be left blank.)
- 4) Choose your documents to upload and select "Next". Please ensure your documents are in a valid file type format (eg., .pdf, .doc, .docs, .xlsx, .rtf, .txt, .jpg, .jpeg, .tiff, .tif, .png).
- 5) Check the box "I confirm that this is the service I requested" and select "Submit".
- 6) Once your documents have been submitted, you will receive a confirmation screen indicating we have received your request.
- 7) Please ensure that your employment details and personal information is up to date on your [member profile](#); you may update this information under "My Account" → "My Profile". This information is relevant to your audit.

What happens when we receive your submission?

If we require additional information, we will contact you. Once your submission has been reviewed, you will be notified of the audit results by email. Communication will be sent from cpdaudit@cpaalberta.ca. We review submissions in the order received, so it may take 4 to 8 weeks to complete your review.

NAME: _____ CPA ALBERTA ID: _____

OCCUPATION: _____ EMPLOYER: _____

2020 VERIFIABLE CPD				
CPD taken between January 1 and December 31, 2020				
Date(s)	Nature and Topic of CPD Activity	CPD Provider	Verifiable CPD Hours (not including Ethics)	Verifiable CPD Hours - Ethics Component
TOTAL 2020 Hours				

TOTAL VERIFIABLE CPD HOURS			
		Verifiable CPD Hours (not including Ethics)	Verifiable CPD Hours – Ethics Component
From page 2	Total 2020 Verifiable Hours		
From page 3	Total 2021 Verifiable Hours		
From page 4	Total 2022 Verifiable Hours		
3-Year Rolling Total Verifiable Hours			

UNVERIFIABLE CPD HOURS	
In the space below, please provide a <u>brief overview</u> of your unverifiable CPD activities between January 1, 2020 and December 31, 2022.	Total Unverifiable CPD hours
TOTAL HOURS (Verifiable and Unverifiable)	

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