

Making a Continuing Professional Development (CPD) Declaration

All members are required to make a CPD Declaration annually, regardless of any previously declared exemptions.

Deadline to declare is March 1, 2026.

Logging In

Go to members.cpaalberta.ca. Enter the required information to log in. This is your five or six digit CPA Alberta member number.

If you have forgotten your password, please select the “Retrieve Password” link on the login page. A password reset link will be emailed to you.

If you would like to confirm your email address on file, you can contact the CPA Alberta Registrations department at registrations@cpaalberta.ca or by phone 780-424-7391 / 1-800-232-9406.



CPA Alberta Home Firm Portal

Public Donation

Online Services Login

Username

Password

Create Account

[Retrieve Login](#)

[Retrieve Password](#)

Login

To log in you will need to use your 5 or 6 digit CPA Alberta Number or the Username you specified when you created your account. If you have forgotten your CPA Alberta Number do NOT create a new profile, please use the Retrieve Login function above.

Online Services

Once logged in, a variety of options are available to you.

Select the “CPD” option on the right side navigation menu and click on “CPD Declaration”. Alternatively, you may select “CPD Declaration” from the notifications area of the landing page.

Notifications

The 2025 year CPD declaration is now available to make your declaration. Please complete your [CPD declaration](#).

[SEE ALL](#)

Membership Status

Good Standing

Pay Outstanding Invoices

You have no outstanding invoices.

[VIEW DETAILS](#)

My Tracked CPD Hours

10%

2025

2 total hours completed

2 verifiable / 0 unverifiable

20%

2023 - 2025

24 total hours completed

14 verifiable / 10 unverifiable

This is not the CPD Declaration.

[CPD TRACKER](#)

CPD

[CPD Declaration](#)

CPD Tracker

Membership Renewal

Invoices and Receipts

Notifications

Donate

Action Centre

My Account

CRA District Office Contact Lists

Voting

Tax Clinic Volunteering

Log Out

Declaration Steps

Select Your Declaration

You must make a selection for both the Annual Requirement and 3-Year Rolling Cycle Requirement, which includes the 4 hours of verifiable learning activities in professional ethics. Your options consist of Comply, Exempt, or Non-Comply.

CPD Declaration

Minimum CPD Requirements

CPD activities must be completed on a calendar year basis (Jan. 1 - Dec. 31). The deadline to report your compliance with the CPD requirements is March 1 of the following year.

Annual Requirements	3-Year Rolling Cycle Requirements*
Minimum of 20 CPD hours	Minimum of 120 CPD hours
Minimum of 10 hours must be verifiable	Minimum of 60 hours must be verifiable, of which 4 hours are in professional ethics

* 3-Year Rolling Cycle Requirements are comprised of the current reporting year and the last two years in which you did not receive an exemption.

CPD Declaration Options

Click on each CPD declaration option below to review the eligibility criteria for making that specific declaration.

[Comply Declaration](#)



[Non-Comply Declaration](#)



[Exemption Declaration](#)



[Return to Work Declaration](#)



[New Member Declaration](#)



Declaration Steps Continued

Exempt Declaration

If you have determined you qualify for one of the exemptions, select exempt under the Annual requirement drop down. The 3-Year Rolling Requirement will be updated with exemption automatically. For more information on the exemptions, [click here](#).

Non-Comply Declaration

If you are not in compliance with the annual and/or 3-year rolling cycle requirements, you will need to select Non-Comply. You must provide an explanation on why you did not meet the requirements, as well as enter or upload an action plan detailing the learning activities you will complete in order to be in compliance by the end of December 31, 2026.

1. CPD Declaration 2. Done

CPD Declaration

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CPD Declaration Options

Click on each CPD declaration option below to review the eligibility criteria for making that specific declaration.

Comply Declaration	+
Non-Comply Declaration	+
Exemption Declaration	+
Return to Work Declaration	+
New Member Declaration	+

CPD Compliance Declaration

For the 2025 reporting year, I have reviewed both the annual and 3-year rolling cycle requirements and make the following declarations:

Annual Requirement *

Non comply

As you have made a declaration of non-comply for your CPD requirements, you must provide a written explanation as to why you failed to meet the requirements for this year.

Please enter this information in the box below.

Non-comply explanation *

Non-Comply Explanation is required

3-Year Rolling Cycle Requirement *

Non comply

As you have made a declaration of non-comply for your CPD requirements, you must provide a written explanation as to why you failed to meet the requirements for this year.

Please enter this information in the box below.

Non-comply explanation *

Non-Comply Explanation is required

You must also provide an Action Plan below outlining how you will rectify the shortfall and be in full compliance with both the annual and 3-year rolling cycle requirements by December 31, 2026. To be considered complete, the Action Plan must include all of the following for each learning activity:

- The provider
- Description
- Approximate date
- Duration

Action Plan (required)

You may enter this required information in the box below or upload a document below.

Enter Action Plan

Action Plan

Choose files

Submit Your Declaration

Once you have made your selections, ensure you have read and check the box regarding maintaining your records and Rule 203 of the CPA Alberta Rules of Professional Conduct with Guidance. Select next to review your declaration. For more information on maintaining CPD evidence, [click here](#).

Acknowledgements

- ☐ I understand that pursuant to Section 17 of the *Chartered Professional Accountants Regulation* ("CPA Regulation"), I am required to maintain record of my continuing professional development completed annually for five (5) years and on request, provide to the Registrar the record and supporting documentation for reported hours.
- ☐ I understand my obligation under Rule 203 of the *CPA Alberta Rules of Professional Conduct with Guidance* which states:
- ☐ A member shall sustain professional competence by keeping informed of, and complying with, development in professional standards in all functions in which the member provides professional services or is relied upon because of the member's calling.

Declaration Steps Continued

Confirmation

Once you have submitted your declaration, you will receive a confirmation that your declaration has been received.

1. CPD Declaration

2. Done

All done!

Thank you, your declaration has been received.

Reminders

- The CPD Tracker is not your declaration. It is a recommended tool to track your CPD learning activities and is not mandatory. If you have completed the CPD Tracker, you are still required to login and make a CPD Declaration.
- If you have submitted your declaration, you will no longer receive reminder emails from CPA Alberta. If you continue to receive reminder email notifications, we have not received your declaration and you must login before the deadline to make your CPD declaration.
- To review your past CPD declaration submissions, you may do so by selecting “My Account” on the right side navigation menu and select “My Profile”. Click on “Declarations” and you will be able to view your previous CPD Declaration Records.

Demographics

CPA Memberships

Professional Corporations

Restrictions and Conditions

Declarations

+

+

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+

x

CPD Declaration Records

CPD Year	Declare Date	Reporting Status	Annual Compliance	Annual Exemption	3 Year Rolling	3 Year Exemption
2024	12/27/2024	Submitted	Comply		Comply	
2025	11/13/2025	Submitted	Comply		Comply	

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CPD	>
Membership Renewal	>
Invoices and Receipts	>
Notifications 1	
Donate	>
Action Centre	>
My Account	▼
My Profile	
My Preferences	
CRA District Office Contact Lists	
Voting	
Tax Clinic Volunteering	
Log Out	