CPA CHARTERED PROFESSIONAL ACCOUNTANTS ALBERTA

members.cpaalberta.ca

# Making a Continuing Professional Development (CPD) Declaration

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

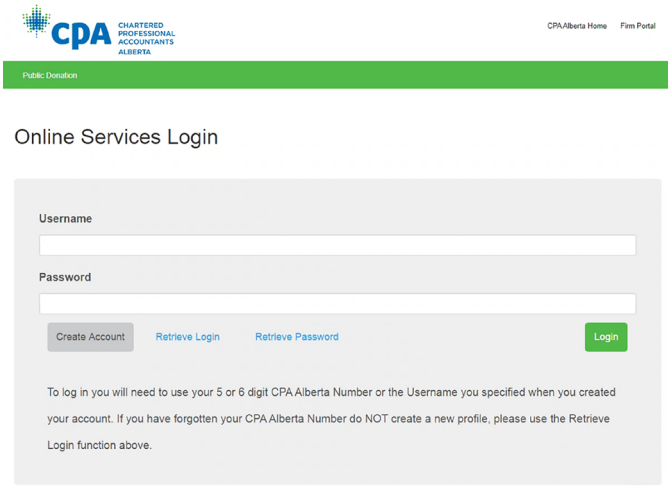
Deadline to declare is March 1, 2027.

## 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.

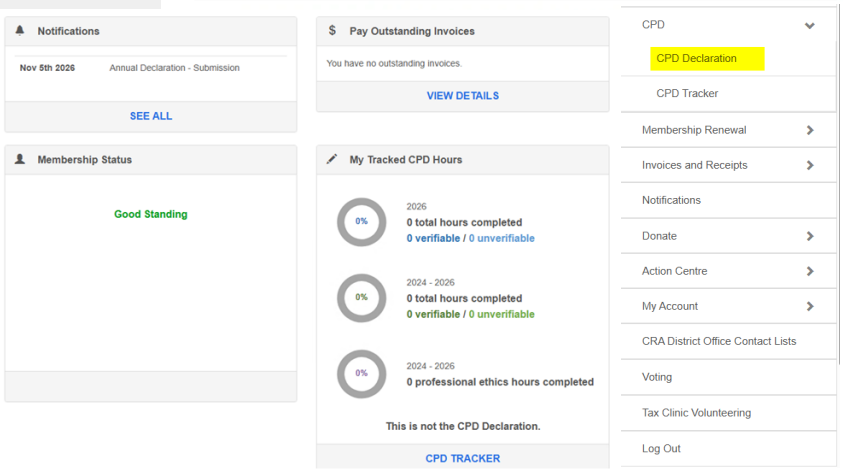
If you would like to confirm your email address on file, you can contact the CPA Alberta Registrations department at registrations@cpaalberta.ca or by phone 780-424-7391 / 1-800-232-9406.




## Online Services

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

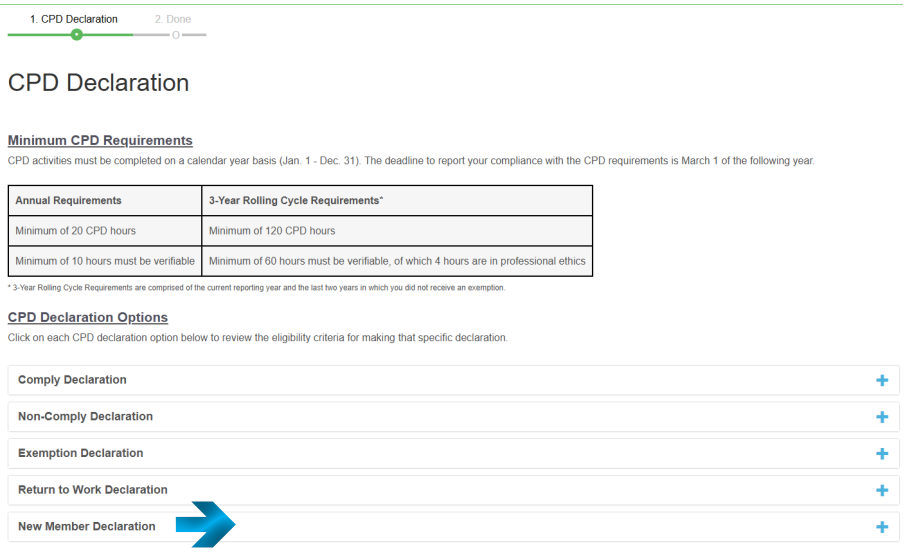
Select the "CPD" option on the right side navigation menu and click on "CPD Declaration". Alternatively, you may select "CPD Declaration" from the notifications area of the landing page.




# Declaration Steps

## Select Your Declaration

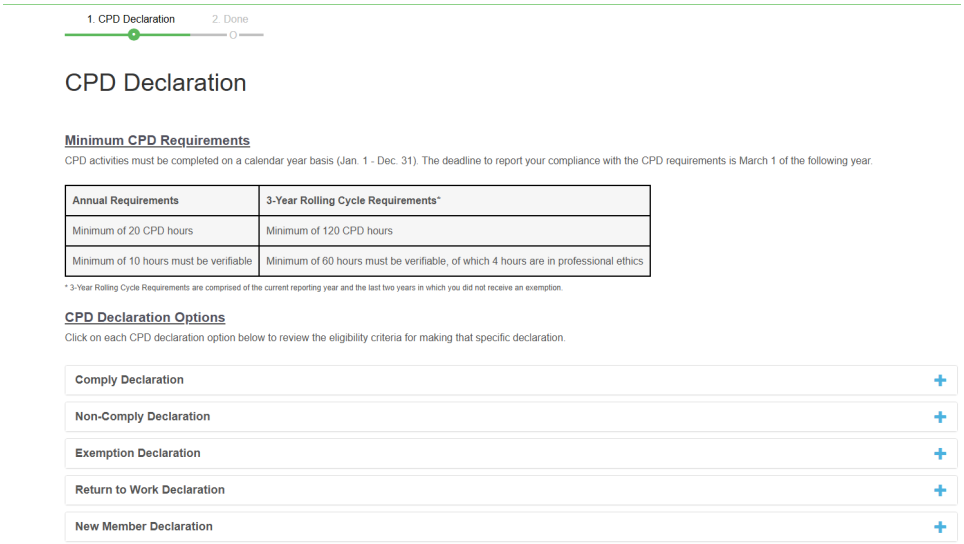
You must make a selection for both the Annual Requirement and 3-Year Rolling Cycle Requirement, which includes the 4 hours of verifiable learning activities in professional ethics. Your options consist of Comply, Exempt, or Non-Comply.



# Declaration Steps Continued

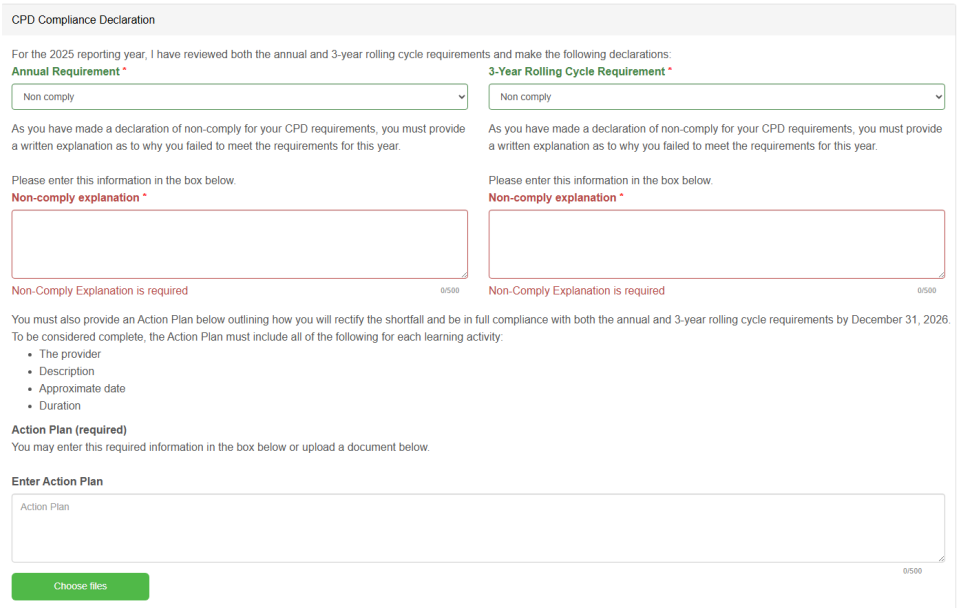
## Exempt Declaration

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, 2027.




## 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.

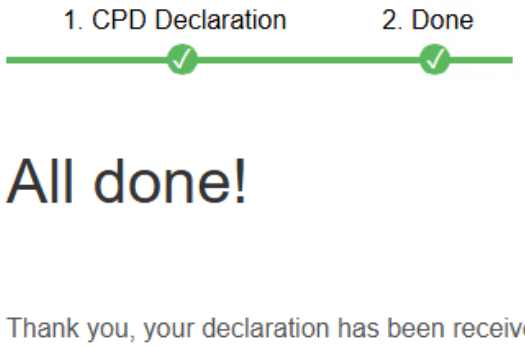
**Acknowledgements**

- [ ] 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

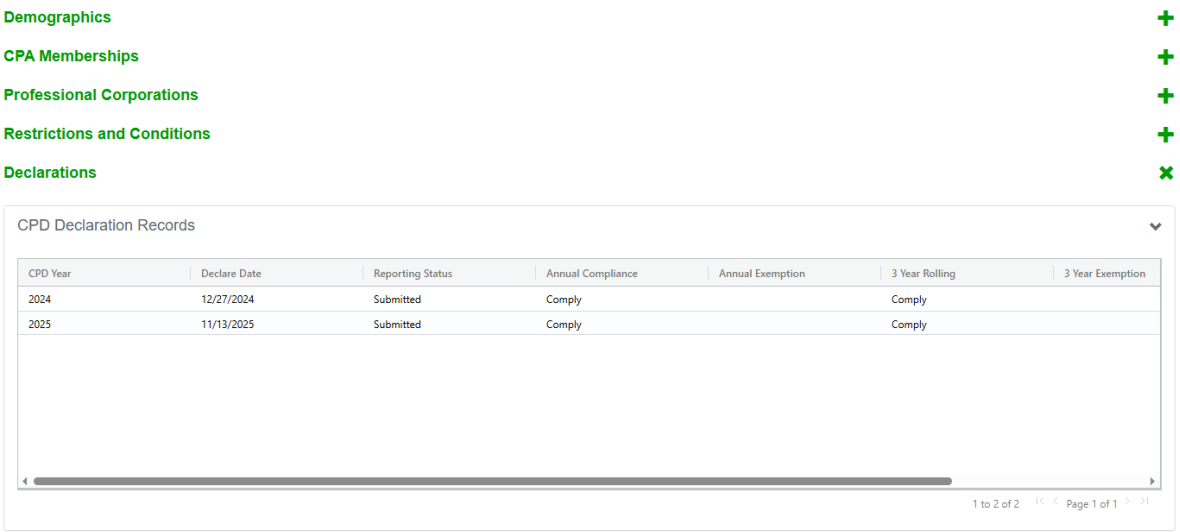
## Confirmation

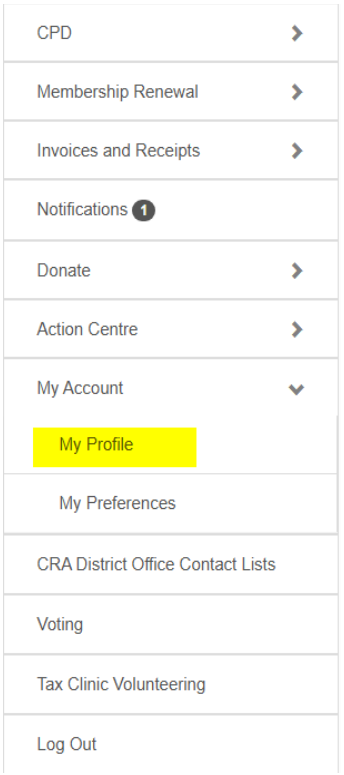
Once you have submitted your declaration, you will receive a confirmation that your declaration has been received.




## 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.




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Please email cpdreporting@cpaalberta.ca if you have any questions.