CPA CHARTERED PROFESSIONAL ACCOUNTANTS ALBERTA

# Are you exempt from the minimum CPD requirements?

During the calendar year (January 1 to December 31), were you engaged in the work force, self-employed, or providing services to clients?

**Yes** →

Did you provide a regulated service to a client? Regulated services include the following:

i. an assurance engagement
ii. a specified auditing procedures engagement
iii. a compilation engagement
iv. accounting services
v. forensic accounting, financial investigation or financial litigation support services
vi. advice about or interpretation of taxation matters
vii. preparation of a tax return or other statutory information filing, if prepared in conjunction with any service referred to in sub clauses (i) to (vi)
viii. business valuation
ix. insolvency services

**Yes** → **FULL CPD REQUIRED**

**No** →

Were you engaged in work, self-employed or providing services related to technical competencies as a CPA? (i.e. CPA Competency Map technical competencies).

Alberta CPAs who answer no to this question often work in a field completely unrelated to their CPA career. (e.g. attendant at a golf course or greeter at a grocery store.)

**No** → Were you serving on a board or similar governing body, or an audit, finance or similar governance committee of:

- a public company; or
- a reporting issuer; or
- a large or prominent organization[1]?

[1] Large or prominent organization is defined as an organization which is of significant public interest due to the nature of their operations, their size or their corporate status, such that they have a wide range of stakeholders. A large or prominent organization may include, but is not limited to, credit institutions, pension funds, charities, foundations, hospitals, health authorities, publicly funded educational institutions, and social service agencies.

**Yes** → **FULL CPD REQUIRED**

**No** → **EXEMPT FROM FULL CPD REQUIREMENTS**

**Yes** →

During the calendar year, did your gross active revenue[2] from all types of employment or business exceed $30,000?

[2] Gross active revenue is defined as the aggregate of accounting and non-accounting revenues from employment, business, professional corporations, and director's fees. It does not include employment insurance benefits, long-term disability benefits, investment and pension income.

**Yes** → **FULL CPD REQUIRED**

**No** → Were you serving on a board or similar governing body, or an audit, finance or similar governance committee of:

- a public company; or
- a reporting issuer; or
- a large or prominent organization[1]?

[1] Large or prominent organization is defined as an organization which is of significant public interest due to the nature of their operations, their size or their corporate status, such that they have a wide range of stakeholders. A large or prominent organization may include, but is not limited to, credit institutions, pension funds, charities, foundations, hospitals, health authorities, publicly funded educational institutions, and social service agencies.

**Yes** → **FULL CPD REQUIRED**

**No** → **EXEMPT FROM FULL CPD REQUIREMENTS**

## FULL CPD REQUIRED

- Annual requirement: Minimum 20 hours of which 10 hours must be verifiable
- Three-year rolling requirement: Minimum 120 hours of which 60 hours must be verifiable and four (4) of those hours must be in the area of professional ethics.

## EXEMPT FROM FULL CPD REQUIREMENTS

**Reminder:** Those eligible for an exemption from the full CPD requirements are reminded that they must still comply with Rule 203:

*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.*

**Please Note:** A member who has declared exempt for more than 36 consecutive months must, upon transition to full CPD status, submit a CPD plan that will develop the current competencies necessary to support their transition to full CPD status.

**Extenuating Circumstances:** Members who have a valid reason for an exemption from the full CPD requirements may submit a written request to CPA Alberta's Registration Committee. The Committee will review each individual request and a determination will be made and response provided to the member.