



Chartered Professional Accountants of Alberta

Directives

Pursuant to the *Chartered Professional Accountants Act (Alberta)*

Effective Date: February 27, 2025

Chartered Professional Accountants of Alberta
Executive Office
1900 TD Tower, 10088 – 102 Avenue
Edmonton AB T5J 2Z1
Phone: 780.424.7391 Toll Free: 1.800.232.9406

**DIRECTIVES OF THE CPAA
TABLE OF CONTENTS**

| | |
|--|----------|
| PART 1. INTERPRETATION AND DEFINITIONS..... | 1 |
| 1.1 INTERPRETATION..... | 1 |
| 1.2 DEFINITIONS..... | 1 |
| PART 2. INTENTIONALLY DELETED | 3 |
| PART 3. COMMITTEES AND ROSTERS | 3 |
| 3.1 COMMITTEES..... | 3 |
| 3.1.1 <i>Establishment of Committees</i> | 3 |
| 3.1.2 <i>Specific Requirements of all Committees</i> | 4 |
| 3.2 ESTABLISHMENT OF ROSTERS | 7 |
| PART 4. REGISTRATION MATTERS..... | 8 |
| 4.1 REGISTRATION – EDUCATION AND EXPERIENCE | 8 |
| 4.1.1 <i>Academic Requirements</i> | 8 |
| 4.1.2 <i>Experience Requirements</i> | 8 |
| 4.1.3 <i>National Qualifying Examination</i> | 9 |
| 4.2 CANDIDATES | 9 |
| 4.2.1 <i>Applications for Registration – Candidates with an Undergraduate Degree..</i> | 9 |
| 4.2.2 <i>Applications for Registration – Candidates Enrolled in a Post-Secondary Program.....</i> | 10 |
| 4.2.3 <i>Applications for Registration – Candidates Providing Evidence of Education and Experience</i> | 10 |
| 4.2.4 <i>Continuance of Registration – Candidates</i> | 10 |
| 4.2.5 <i>Intentionally Deleted</i> | 11 |
| 4.2.6 <i>Use of CPA Designation</i> | 11 |
| 4.3 MEMBERS..... | 11 |
| 4.3.1 <i>Types of Applicants – Members</i> | 11 |
| 4.3.2 <i>Application as a Member by an Applicant with a Recognized Accounting Designation Outside of Canada</i> | 11 |
| 4.3.3 <i>Application as a Member by an Applicant Without a Recognized Accounting Designation Outside of Canada</i> | 12 |
| 4.3.4 <i>Continuance of Registration – Members</i> | 12 |
| 4.4 PROFESSIONAL ACCOUNTING FIRMS..... | 12 |
| 4.4.1 <i>Application for Registration – Professional Accounting Firms</i> | 12 |
| 4.4.2 <i>Continuance of Registration – Professional Accounting Firms</i> | 19 |
| 4.4.3 <i>Re-Entry Registration – Professional Accounting Firms</i> | 20 |
| 4.4.4 <i>Section 53 Professional Accounting Firms</i> | 22 |
| 4.5 INTENTIONALLY DELETED | 24 |

| | | |
|---------------|--|-----------|
| 4.6 | PROFESSIONAL SERVICE PROVIDERS..... | 24 |
| 4.6.1 | <i>Applications for Registration – Professional Service Providers</i> | 24 |
| 4.6.2 | <i>Continuance of Registration – Professional Service Providers</i> | 25 |
| 4.7 | PROFESSIONAL CORPORATIONS | 25 |
| 4.7.1 | <i>Applications for Registration – Professional Corporations</i> | 25 |
| 4.7.2 | <i>Amending Articles of Incorporation – Professional Corporations</i> | 25 |
| 4.8 | REGISTRANTS..... | 26 |
| 4.8.1 | <i>Continuance of Registration – Registrants</i> | 26 |
| 4.8.2 | <i>Changes to Information – Registrants</i> | 26 |
| 4.9 | CONTINUING EDUCATION REQUIREMENTS | 26 |
| 4.10 | PRE-APPROVED PROGRAM ROUTE PROVIDERS | 26 |
| 4.10.1 | <i>Application for Registration – Pre-approved Program Route Providers</i> | 26 |
| 4.10.2 | <i>Continuance of Registration – Pre-approved Program Route Providers</i> | 27 |
| 4.10.3 | <i>Process and Standards for Pre-approved Program Route Provider Review</i> | 28 |
| PART 5 | PROCESSES | 29 |
| 5.1 | PROCESS FOR REGISTRAR AND REGISTRATION COMMITTEE | 29 |
| 5.1.1 | <i>Applications for Registration</i> | 29 |
| 5.1.2 | <i>Applications for Reinstatement</i> | 29 |
| 5.2 | PROCESS FOR PRACTICE REVIEW | 30 |
| 5.2.1 | <i>Applications for Practice Review</i> | 30 |
| 5.2.2 | <i>Standards of Practice Review</i> | 30 |
| 5.2.3 | <i>Practice Review Preliminary Report</i> | 32 |
| 5.2.4 | <i>Pre-Approved Program Route Providers</i> | 33 |
| 5.3 | PROCESSES FOR COMPLAINTS | 33 |
| 5.3.1 | <i>Complaints Inquiry Committee</i> | 33 |
| 5.3.2 | <i>Complaints – Alternative Complaint Resolution</i> | 34 |
| 5.4 | PROCESSES FOR DISCIPLINE HEARINGS AND APPEALS..... | 35 |
| 5.4.1 | <i>Discipline Tribunal</i> | 35 |
| 5.4.2 | <i>Appeal Tribunal</i> | 35 |
| PART 6 | MAINTENANCE AND PROVISION OF INFORMATION | 36 |
| 6.1 | MAINTAINING INFORMATION ABOUT REGISTRANTS, FORMER REGISTRANTS AND APPLICATIONS FOR REGISTRATION..... | 36 |
| 6.2 | MAINTAINING INFORMATION RELATING TO PRACTICE REVIEW | 37 |
| 6.3 | MAINTAINING INFORMATION RELATING TO UNPROFESSIONAL CONDUCT, AGREEMENTS UNDER SECTION 74 OR RESIGNATIONS UNDER SECTION 75..... | 37 |
| 6.4 | DISPOSAL OF DECISIONS AND RECORDS OF PROCEEDINGS | 38 |
| 6.5 | PROVISION OF INFORMATION TO THE REGISTRAR OF CORPORATIONS AND SHAREHOLDERS..... | 38 |
| 6.6 | ELECTRONIC RECORDS..... | 39 |
| 6.7 | MEMBERSHIP DIVERSITY INFORMATION..... | 39 |
| PART 7 | OTHER DIRECTIVES | 39 |
| 7.1 | RECOGNITION OF ORGANIZATIONS OUTSIDE ALBERTA THAT REGULATE ACCOUNTING..... | 39 |

| | | |
|-----|---|-----------|
| 7.2 | PROFESSIONAL ORGANIZATIONS UNDER SECTION 40(2)..... | 40 |
| 7.3 | APPOINTMENT OF ACTING REGISTRAR | 40 |
| 7.4 | STATE BOARD OF ACCOUNTANCY (UNITED STATES) | 40 |
| | APPENDICES | 41 |



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
ALBERTA

PART 1. INTERPRETATION AND DEFINITIONS

1.1 Interpretation

1.1.1.1 Any term used in these Directives that is defined in the Act or the Regulations has the same meaning as in the Act or the Regulations.

1.2 Definitions

1.1.1.2 In these Directives:

- .1 “Act” means the Chartered Professional Accountants Act, S.A. 2014, c. C-10.2;
- .2 “CEO” means the Chief Executive Officer of the CPAA, as defined in the Act;
- .3 “Chair” means the Chair of the Board of the CPAA;
- .4 “CPA Canada” means the Chartered Professional Accountants of Canada;
- .5 “CPA Common Final Examination” means the final examination developed by the Chartered Professional Accountants of Canada;
- .6 “CPA PEP” means the nationally developed Chartered Professional Accountants Professional Education Program;
- .7 “CPAWSB” means the CPA Western School of Business;
- .8 “Governing Documents” includes the Act, Regulations, the Bylaws, the Directives, and the Resolutions created under the Act, as applicable, as amended from time to time;
- .9 “Non-Statutory Committees” mean any committee created by the Board under these Directives, but does not include the Statutory Committees;
- .10 “PAF” means a professional accounting firm, as defined in the Act;
- .11 “PER” means the CPA Practical Experience Requirements adopted for use in Alberta existing on June 30, 2015, and any further CPA Practical Experience Requirements approved by the Board thereafter, from time to time;
- .12 “PSP” means a professional service provider, as defined in the Act;
- .13 “Regulations” means the Chartered Professional Accountants Regulation, AR 84/2015;

- .14 “Stakeholders” includes members, members of the public, CPAA employees and volunteers, post-secondary institutions, other national CPA organizations and their members, and other regulatory bodies; and
- .15 “Statutory Committees” means the Registration Committee, the Practice Review Committee, and the Complaints Inquiry Committee.

PART 2. INTENTIONALLY DELETED

PART 3. COMMITTEES AND ROSTERS

3.1 Committees

3.1.1 Establishment of Committees

Non-Statutory Committees

- .1 The following non-statutory committees are established by the Board:
 - a. Governance Committee;
 - b. Audit and Risk Committee;
 - c. Human Resources Committee;
 - d. Bylaws and Rules Committee;
 - e. Award Nominations Committee;
 - f. Award Review Committee;
 - g. CPA Assist Committee; and
 - h. any other committee established by the Board from time to time.
- .2 All non-statutory committees must:
 - a. comply with the Governing Documents;
 - b. advise the Board on relevant strategy, risk and policy matters; and
 - c. establish and document procedures, policies, forms, and relevant communications specific to the non-statutory committee.
- .3 Subject to Board approval and consistent with the Governing Documents, non-statutory committees may adopt their own Terms of Reference.

Statutory Committees

- .4 The following statutory committees are established:
 - a. Registration Committee;
 - b. Practice Review Committee; and

- c. Complaints Inquiry Committee.
- .5 All statutory committees must comply with the Governing Documents.
- .6 Subject to Board approval and consistent with the Governing Documents, statutory committees may adopt their own Terms of Reference.
- .7 Statutory committees are governed by the provisions that follow, unless otherwise provided by the Governing Documents, the applicable Terms of Reference, or the Board.

3.1.2 Specific Requirements of all Committees

- 3.1.2.1 Unless otherwise provided by the Governing Documents, the applicable Terms of Reference, or the Board, all committees are governed by the provisions that follow:

Appointments

- .1 The Board appoints the committee chair and members to the Audit and Risk Committee and the Human Resources Committee as needed at the first Board meeting following each Annual General Meeting.
- .2 The Board appoints the members to the Governance Committee, as needed at the first Board meeting following each Annual General Meeting.
- .3 The Board appoints the committee chair and members to the statutory committees in accordance with the Act and the Bylaws. Board members may not be appointed to the statutory committees.
- .4 The Board appoints the committee chair and members to any other committees, as needed, or may delegate the appointment of the committee chair and members, in its discretion.
- .5 In considering appointments, the Board ensures that each committee is composed of members that have an appropriate balance of geographic representation, skills, technical knowledge and experience to address the broad range of circumstances that will come before the committee.

Terms of Service

- .6 Committee members may be appointed for one (1) term of up to three (3) years which may be renewed once for up to a further three (3) years for a maximum total of six (6) years.
- .7 The six (6) year maximum term may be renewed for an additional two (2) years if the committee member is appointed as committee chair.

- .8 After serving the maximum term of service, a member is not eligible for appointment to the same committee for a period of three (3) years.
- .9 Notwithstanding the above, committee members continue to hold office after the expiry of their terms until they are reappointed, their successors are appointed or the Board declares that no successor will be appointed.

Ethics and Integrity

- .10 Each committee member will review and abide by any applicable CPAA code of conduct, Terms of Reference and policies respecting committee members and
 - (a) use their best efforts to remain free from bias and avoid any activity, interest or relationship which impairs their objectivity or which, in the view of a reasonable observer, would impair their objectivity or create a reasonable apprehension of bias; and
 - (b) act upon their duty to disclose any direct or indirect interest in respect to any matter which constitutes, may constitute, or could be seen by a reasonable observer to constitute, a conflict between their personal, firm/employer or other private interests and their responsibilities as a committee member. Once a disclosure has been made, the participant must abstain from any involvement, or further involvement, in respect of discussions on the matter to which the conflict relates..
- .11 The committee chair reviews and responds to any conflict of interest or potential conflict of interest situations involving any committee member and may address such matters with the Governance Committee, as needed.

Vacancy and Removal

- .12 A committee member's position is vacated if:
 - a. the member dies or becomes incapacitated;
 - b. the member's registration as a chartered professional accountant is suspended or canceled for any reason, when the member is also a registrant; or
 - c. the member submits written notice of resignation to the Board and to the applicable committee.
- .13 A committee member will cease to be a committee member if the member's term as a Board member expires, or the member's appointment under the Governing Documents expires or is terminated.

- .14 If a committee member is absent from the meetings of the committee for more than two (2) consecutive meetings without the consent of the committee, the member may be removed by a majority vote of the committee.

Member Replacement

- .15 If a vacancy occurs in a committee, it may be filled by the Board in accordance with these Directives or the Board may make a declaration that the vacancy will not be filled.

Notice of Meetings and Votes

- .16 The committee chair may call for a meeting or vote of a committee by providing reasonable notice to all committee members specifying the manner of the vote or meeting, time, place and agenda.

Quorum for Meetings

- .17 Quorum for each committee is set out in the Terms of Reference for each committee.

Vice-Chair for Meetings

- .18 The committee chair may appoint a vice-chair who assumes the powers and duties of the committee chair if the committee chair is not able to act for any reason.
- .19 In the absence of the committee chair, the vice-chair presides over committee meetings. If a vice-chair has not been appointed, or in the absence of the committee chair and vice-chair, the committee may elect a member to chair the committee meeting and assume the powers and duties of the committee chair.

Procedure at Meetings

- .20 Committee meetings may be held in person, over the telephone, or by any other electronic means by which participants may communicate with one another.
- .21 The committee chair determines the manner in which committee meetings will be conducted. All questions of procedure arising during committee meetings are determined by the committee chair, whose decision is final.
- .22 Every committee member present at a committee meeting has a vote. In addition, the committee chair has a casting vote.
- .23 Committee votes may be held in person or electronically.

- .24 If it is impractical in the circumstances to hold a meeting, the committee chair may take a vote on a resolution by polling members by mail, telephone or any other electronic mode of communication.

Records

- .25 Each committee will keep a record of its meeting which will include the date of the meeting, the members in attendance and any key decisions made.

Reporting to the Board

- .26 Each non-statutory committee will provide notice to the Chair and the CEO of a meeting of the committee seven (7) days in advance of the meeting, or with as much notice as possible if the meeting is scheduled with less than seven (7) days' notice.
- .27 All non-statutory committees will provide a written report to the Chair, on a regular basis or as requested by the Chair, to:
- a. advise the Chair on relevant policy and strategy matters faced by the committee;
 - b. describe reputation and risk management issues identified by the committee; and
 - c. provide general information on challenges and trends identified by the committee.
- .28 In addition, the Practice Review Committee, the Complaints Inquiry Committee and the Registration Committee will provide a written and, if requested, verbal report to the Board at each Board meeting. These statutory committee chairs are the volunteer leaders responsible for statutory functions. Periodic, open communication with these leaders is essential for the Board to meet its responsibilities to protect the public, manage the risks of CPAA and provide governance support to committees.

3.2 Establishment of Rosters

3.2.1.1 The following rosters are established:

- .1 the discipline tribunal roster; and
- .2 the appeal tribunal roster.

PART 4. REGISTRATION MATTERS

4.1 Registration – Education and Experience

4.1.1 Academic Requirements

4.1.1.1 For the purposes of section 7(1) of the Regulations, the Board establishes that the CPA professional education program consists of the one of the following:

- .1 the CPA PEP, regionally delivered by the CPAWSB;
- .2 a combination of a post-secondary program accredited pursuant to *CPA National Recognition and Accreditation Standards for Post-Secondary Institutions* and any CPA PEP courses required which are not provided by that post-secondary program.

4.1.1.2 For the purposes of section 7(2) of the Regulations, the grade requirements for the CPA professional education program is:

- .1 A grade of “marginal pass” or higher in each of the six (6) modules of the CPA PEP; or
- .2 Successful completion of a post-secondary program accredited pursuant to *CPA National Recognition and Accreditation Standards for Post-Secondary Institutions* and a grade of “marginal pass” or higher in any CPA PEP courses required which are not provided by that post-secondary program.

4.1.1.3 For the purposes of section 7(2) of the Regulations, the performance requirements for the CPA professional education program are the requirements outlined in the CPA Harmonized Education Policies and the CPA Candidate Guide.

4.1.2 Experience Requirements

4.1.2.1 For the purposes of section 8 of the Regulations, the Board approves the requirements outlined in the PER as the experience requirements for the CPA professional education program.

4.1.2.2 For the purposes of section 8(a) of the Regulation, an applicant for registration as a member by a candidate must gain and report qualifying practical experience in positions that ended within the last seven (7) years immediately preceding application in accordance with the PER.

4.1.2.3 In extenuating circumstances, the Registrar or the Registration Committee may, in the Registrar or the Registration Committee’s sole discretion, and provided that the request from the candidate is received by the Registrar or Registration Committee prior to the candidate being withdrawn from CPA PEP or cancelled by CPA Alberta, grant an extension to the deadline to complete the required experience as set out in the PER,

where the Registrar or the Registration Committee determines that it is in the interests of the public to do so having regard to factors including the candidate's circumstances, the applicable governing policies (such as the national CPA Harmonized Education Polices and PER), the candidate's progression in the CPA PEP and the candidate's progression towards completion of the required practical experience component. The decision of the Registrar or the Registration Committee under this directive is final and is not subject to appeal.

4.1.3 National Qualifying Examination

- 4.1.3.1 For the purposes of section 1(e) of the Regulations, the Board recognizes the CPA Common Final Examination as the national qualifying examination.
- 4.1.3.2 For the purposes of section 6(b) of the Regulations, an applicant for registration as a member must meet a grade of "competency achieved" on the CPA Common Final Examination which must occur within six (6) years from the date of commencement of the first module of the CPA PEP.
- 4.1.3.3 Notwithstanding section 4.1.3.2, in extenuating circumstances, the Registrar or the Registration Committee may, in the Registrar or the Registration Committee's sole discretion, and provided that the request from the candidate is received by the Registrar or Registration Committee prior to the candidate being withdrawn from CPA PEP or cancelled by CPA Alberta, grant an extension to the six (6) year time limit for completion of the CFE set out in Directive 4.1.3.2, where the Registrar or the Registration Committee determines that it is in the interests of the public to do so having regard to factors including the candidate's circumstances, the applicable governing policies (such as the national CPA Harmonized Education Polices), the candidate's progression in the CPA PEP and the candidate's progression towards completion of the required practical experience component. The decision of the Registrar or the Registration Committee under this directive is final and is not subject to appeal.
- 4.1.3.4 For the purposes of section 6(b) of the Regulations, an applicant for registration as a member must meet the requirements of the CPAWSB in respect of the CPA Common Final Examination. Only the CPAWSB may grant a candidate special permission for a fourth attempt to pass the CPA Common Final Examination.

4.2 Candidates

4.2.1 Applications for Registration – Candidates with an Undergraduate Degree

- 4.2.1.1 For the purposes of section 4(1) of the Regulations, an applicant for registration as a candidate must provide evidence of having an undergraduate degree from an approved post-secondary institution and having met the grade requirements on the approved courses prior to the candidate's completion of the second module of the CPA PEP.

4.2.1.2 For the purposes of section 4(1)(a) of the Regulations, the Board approves undergraduate degrees:

- .1 From a post-secondary institution that is authorized by a provincial government to grant degrees; or
- .2 Which have been approved by the CPAWSB to be a satisfactory degree for entrance into the CPA PEP.

4.2.1.3 For the purposes of section 4(1)(b) of the Regulations, to meet the grade requirement for registration as a candidate, an applicant must achieve the grade requirements established by the CPAWSB.

4.2.2 Applications for Registration – Candidates Enrolled in a Post-Secondary Program

4.2.2.1 For the purposes of section 4(2)(a) of the Regulations, the Board approves the post-secondary courses as prescribed in the CPAA Post-Secondary Course Matrix, as amended from time to time.

4.2.2.2 For the purposes of section 4(2)(b) of the Regulations, the Board approves the grade and course requirements as set out by the CPAWSB.

4.2.3 Applications for Registration – Candidates Providing Evidence of Education and Experience

4.2.3.1 For the purposes of section 4(3)(a) of the Regulations, sufficient education to enroll as a candidate is established under the mature entrance requirements set forth by the CPAWSB.

4.2.3.2 For the purposes of section 4(3)(b) of the Regulations, sufficient accounting or business experience to enroll as a candidate is established under the mature entrance requirements set forth by the CPAWSB.

4.2.3.3 For the purposes of section 4(3)(c) of the Regulations, an individual applying for registration as a candidate must also provide the required documentation and information established under the mature entrance requirements set forth by the CPAWSB.

4.2.4 Continuance of Registration – Candidates

4.2.4.1 In addition to meeting the requirements under the Governing Documents for continuation of registration, a candidate will continue to be registered as a candidate if the candidate meets:

- .1 The academic requirements as established by the CPAWSB for the purposes of section 5(1)(a) of the Regulations;

- .2 The practical experience requirements as established by the CPAA for the purposes of section 5(1)(a) of the Regulations; and
- .3 The reporting requirements established by CPAWSB for the purposes of section 5(2)(d) of the Regulations.

4.2.5 Intentionally Deleted

4.2.6 Use of CPA Designation

- 4.2.6.1 A candidate may not in any circumstance hold out to the public that he or she is a Chartered Professional Accountant.

4.3 Members

4.3.1 Types of Applicants – Members

- 4.3.1.1 Applicants for registration as a member must meet the requirements of the Act, Regulations, Bylaws, Resolutions and these Directives, as applicable.
- 4.3.1.2 As set out in the Regulations, an applicant may apply to be registered as a member under the following types of applications:
 - .1 Candidates (section 6 of the Regulations);
 - .2 Designated accountants from another provincial accounting organization (section 9 of the Regulations);
 - .3 Applicants with a recognized accounting designation outside of Canada (section 10 of the Regulations);
 - .4 Applicants without a recognized accounting designation outside of Canada (section 11 of the Regulations);
 - .5 Other applicants (section 12 of the Regulations).

4.3.2 Application as a Member by an Applicant with a Recognized Accounting Designation Outside of Canada

- 4.3.2.1 For the purposes of section 10 of the Regulations, the Board recognizes the organizations listed in the following Appendices as having substantially equivalent competence, experience and practice requirements, so long as the applicable Agreement is in force at the relevant time:
 - .1 Appendix “A” – Organizations with a Reciprocal Membership Agreement (“RMA”);

- .2 Appendix “B” – Organizations with a Mutual Recognition Agreement (“MRA”); and
- .3 Appendix “C” – Organizations with a Memorandum of Understanding (“MOU”).

4.3.2.2 For the purposes of section 10(d) of the Regulations, an applicant must provide evidence, in a form satisfactory to the Registrar:

- .1 For an applicant applying from an organization listed in Appendix “B”, that the applicant has successfully met performance requirements of a national reciprocity course; and
- .2 For an applicant applying from an organization listed in Appendix “C”, that the applicant has met the grade or performance requirements prescribed by CPAWSB on the profession’s Common Final Examination.

4.3.3 Application as a Member by an Applicant Without a Recognized Accounting Designation Outside of Canada

4.3.3.1 For the purposes of section 11(c) of the Regulations, an applicant must complete:

- .1 Any requirements prescribed by the Registration Committee or the CPAWSB, as determined by the CPAA; and
- .2 The CPA Common Final Examination.

4.3.4 Continuance of Registration – Members

4.3.4.1 For the purposes of section 54(1)(g) of the Act, registration as a member continues in effect if the member provides to the CPAA by the time that the annual fees are payable an annual declaration that the member has complied with the CPAA Rules of Professional Conduct in the form prescribed by the Resolutions.

4.4 Professional Accounting Firms

4.4.1 Application for Registration – Professional Accounting Firms

4.4.1.1 For the purposes of section 13 of the Regulations, an applicant for registration as a professional accounting firm must register to provide services in one or more of the following four (4) categories:

- .1 Audit engagements;
- .2 Review engagements;
- .3 Compilation engagements, which includes compilation engagements and

specified auditing procedures engagements;

- .4 Other Regulated Services, which includes public accounting practice and, business valuation or insolvency, if provided in conjunction with any professional or public accounting practice.

4.4.1.2 In order to register to provide services in one or more categories, the applicant must demonstrate that each member who will be responsible for an entire accounting engagement in the professional accounting firm has met the minimum requirements in accordance with this Part.

Audit Engagements

4.4.1.3 To obtain registration for the purpose of conducting audit engagements, the applicant must provide the Registrar with evidence that each member who will be responsible for an audit engagement has obtained:

- .1 The following education requirements:
 - a. Successful completion of:
 - i. assurance and taxation electives, including examinations, or
 - ii. if assurance and taxation were not completed at the time the member obtained the CPA or legacy designation, the CPA Canada built for purpose course and exam, or equivalent;
 - b. Where successful completion of 4.4.1.3.1(a) occurs more than five (5) years before applying for registration as a professional accounting firm under this Part, additional continuing professional development to ensure current knowledge with no less than one (1) course in each of the following:
 - i. accounting standards in the relevant framework(s); and
 - ii. Canadian Auditing Standards;
 - c. Successful completion of
 - i. the CPA Common Final Examination, including demonstrating depth in financial reporting and assurance; or,
 - ii. the CPA Common Final Examination and the CPA Canada built for purpose course and exam, or equivalent, if a depth of financial reporting and assurance have not been demonstrated on the CPA Common Final Examination; or,

- iii. an approved national final examination.
- .2 The following experience requirements:
- a. Within the most recent five (5) year period and under the supervision of a member who practices in the area of audit obtaining:
 - i. a minimum of twenty-four (24) months of full-time qualifying experience through a professional accounting firm with a registered pre-approved program in external audit; or
 - ii. Intentionally Deleted
 - iii. five (5) years of continuous full-time qualifying experience in a professional accounting firm registered to provide audit engagements.
 - b. A minimum of one-thousand two-hundred and fifty (1,250) assurance hours, of which a minimum of six hundred and twenty-five (625) hours must be obtained in audits of historical financial information through either:
 - i. professional accounting firm with a registered pre-approved program in external audit; or
 - ii. a professional accounting firm registered to provide audit engagements, if obtained prior to December 31, 2018; or
 - iii. a professional accounting firm registered to provide audit engagements in which the applicant has obtained five (5) years of continuous experience; and
 - c. Demonstrated a core of financial reporting and a depth of audit and assurance pursuant to the PER; and
 - d. Diversity of assurance experience to be gained through a variety of audit clients and/or a variety of audit experiences, a part of which may be gained through review clients, to the satisfaction of the Registrar.

Review Engagements

4.4.1.4 To obtain registration for the purpose of conducting review engagements, the applicant must provide the Registrar with evidence that each member who will be responsible for a review engagement has obtained:

- .1 The following education requirements:

- a. Successful completion of:
 - i. assurance and taxation electives, including examinations; or
 - ii. if assurance and taxation were not completed at the time the member obtained the CPA or legacy designation, the CPA Canada built for purpose course and exam, or equivalent;
 - b. Where successful completion of 4.4.1.4.1(a) occurs more than five (5) years before applying for registration as a professional accounting firm under this Part, additional continuing professional development to ensure current knowledge with no less than one (1) course in each of the following:
 - i. accounting standards in the relevant framework(s); and
 - ii. assurance course covering Canadian Standard on Review Engagements;
 - c. Successful completion of
 - i. the CPA Common Final Examination, including demonstrating depth in financial reporting and assurance,
 - ii. the CPA Common Final Examination and the CPA Canada built for purpose course and exam, or equivalent, if depth of financial reporting and assurance have not been demonstrated on the CPA Common Final Examination, or
 - iii. an approved national final examination.
- .2 The following experience requirements:
- a. Within the most recent five (5) year period and under the supervision of a member who practices in the area of assurance obtaining:
 - i. A minimum of twenty-four (24) months of full-time qualifying experience through a professional accounting firm with a registered pre-approved program in review and/or external audit; or
 - ii. Intentionally Deleted
 - iii. five (5) years of continuous full-time qualifying experience in a professional accounting firm registered to provide review and/or audit engagements; and

- b. A minimum of one-thousand two-hundred and fifty (1,250) assurance hours, of which a minimum of six hundred and twenty-five (625) hours must be obtained in providing assurance of historical financial information through either:
 - i. a professional accounting firm with a registered pre-approved program in review and/or external audit; or
 - ii. a professional accounting firm registered to provide review and/or audit engagements, if obtained prior to December 31, 2018; or
 - iii. a professional accounting firm registered to provide review and/or audit engagements in which the applicant has obtained five (5) years of continuous experience; and
- c. Demonstrated the following competencies:
 - i. Experience in at least three financial reporting competency sub-areas;
 - ii. Experience in at least two competency sub-areas (both at Level 2) from the audit and assurance competency area; and
 - iii. Depth in one competency area (at their choice); and
- d. Diversity of assurance experience to be gained through a variety of assurance clients and/or a variety of assurance experiences, to the satisfaction of the Registrar.

Compilation Engagements

4.4.1.5 To obtain registration for the purpose of conducting compilation engagements, which includes compilation engagements and specified auditing procedures engagements, the applicant must provide the Registrar with evidence that each member who will be responsible for a compilation engagement or a specified auditing procedure engagement has obtained:

- .1 The following education requirements:
 - a. Successful completion of:
 - i. the taxation elective, including examination; or
 - ii. if the taxation elective was not completed at the time the member obtained the CPA or legacy designation, the tax elective from the CPAWSB, or equivalent;

- b. Where successful completion of 4.4.1.5.1(a) occurs more than five (5) years before applying for registration as a professional accounting firm under this Part, additional continuing professional development to ensure current knowledge with no less than one (1) course covering compilation engagements; and
 - c. Successful completion of the CPA Common Final Examination, or an approved national final examination.
- .2 The following experience requirements:
- a. A minimum of twenty-four (24) months of full-time qualifying experience within the most recent five (5) year period through either:
 - i. a pre-approved program route provider in a professional accounting firm; or
 - ii. through a verification of experience route gained in a professional accounting firm registered to provide any professional accounting practice services;

under the supervision of a member who practices in the area of compilation;
 - b. A minimum of six hundred and twenty-five (625) hours must be obtained in compilation engagements, which must be completed through either:
 - i. a pre-approved program route provider in a professional accounting firm; or
 - ii. through a verification of experience route gained in a professional accounting firm registered to provide any professional accounting practice services;

and any hours spent on the audit or review of historical financial information will be accepted as compilation hours;
 - c. Demonstrated a core of financial reporting and depth in one competency pursuant to the PER; and
 - d. Additional experience in tax and advisory services to the satisfaction of the Registrar.

Other Regulated Services

4.4.1.6 To obtain registration for the purpose of conducting other regulated services, which includes public accounting practice, and business valuation or insolvency, if provided in conjunction with any professional or public accounting practice, the applicant must provide the Registrar with evidence that each member who will be responsible for one or more other regulated service(s) has obtained:

.1 The following education requirements:

- a. Where the member will be providing tax services, successful completion of:
 - i. the taxation elective, including examination, or if the taxation elective was not completed at the time the member obtained the CPA or legacy designation, the tax elective from the CPAWSB, or equivalent; and
 - ii. Successful completion of no less than one (1) course in the area of tax specific to the nature of the business in the intended areas of practice;
- b. Where the member will be providing other regulated services, excluding tax services, evidence satisfactory to the Registrar of continuing professional development to the satisfaction of the Registrar or Registration Committee that the member has depth of knowledge required to provide services in the intended areas of practice; and
- c. Successful completion of the CPA Common Final Examination, or an approved national final examination.

Transitional Provision

4.4.1.7 Notwithstanding any requirements in this Part, a member who is practicing in a professional accounting firm when the requirements in this Part come into force shall be entitled to continue to provide the same services as the member was permitted to provide on behalf of the firm prior to this Part coming into force.

Assessment by the Registrar and Registration Committee

4.4.1.8 Notwithstanding any requirements in this Part, the Registrar or Registration Committee may waive the evidence required of any member who has practiced in a professional accounting firm registered with the CPAA, or a public accounting firm under the *Regulated Accounting Profession Act*, or who is licensed/registered in another CPA provincial/territorial body to provide a professional accounting practice or public accounting practice, within five (5) years prior to the date of application and may impose restrictions or conditions on the member or the professional accounting firm.

4.4.1.9 The Registrar or Registration Committee may assess the education of any member seeking to provide services in a professional accounting firm in one or more areas to determine whether the education acquired by the member is substantially equivalent to the education requirements set out in this Part.

4.4.1.10 The Registrar or Registration Committee may assess the experience of any member seeking to provide services in one or more areas to determine whether the experience acquired by the member is substantially equivalent to the experience requirements set out in in this Part.

Additional Registration Requirements

4.4.1.11 For the purposes of section 50(f) of the Act, an applicant for registration as a professional accounting firm must provide to the Registrar, in addition to any other information required to be provided under the Act, the Regulations, the Bylaws, the Directives, and the Resolutions:

- .1 The legal name of the professional accounting firm;
- .2 Other international names under which the practice is conducted;
- .3 The names of any related business or practice;
- .4 The firm's business address;
- .5 A listing of the principals and partners of the firm, if any;
- .6 A listing of the areas of professional accounting practice, public accounting practice and related business or practice the firm plans to engage in;
- .7 For each area of professional accounting practice and public accounting practice that the firm plans to engage in, satisfactory current evidence that a chartered professional accountant with the firm meets any education and experience requirements prescribed by the Board;
- .8 The name of any professional corporation related to or affiliated with the firm and a listing of all directors, officers and shareholders of that professional corporation and the relationship to the firm; and
- .9 The nature and amount of professional liability insurance coverage.

4.4.2 Continuance of Registration – Professional Accounting Firms

4.4.2.1 For the purposes of section 54(1)(g) of the Act, registration as a professional accounting firm continues in effect if the firm:

- .1 by the time annual fees are payable by the firm, provides to the CPAA, an annual declaration listing the name of the firm's insurance provider and the nature and amount of the coverage.
- .2 evidence satisfactory to the registrar, that members who are performing the role of an engagement partner responsible for audits of financial statements, that they have undertaken sufficient relevant continuing professional development to develop and maintain professional competence as required by IES8 (Revised).

4.4.2.2 A professional accounting firm is responsible to ensure that each member who is responsible for an entire accounting engagement in the professional accounting firm meets the experience and education requirements for registration under the Act, the Regulation, the Bylaws, the Directives and the Resolutions.

4.4.2.3 A professional accounting firm is required to report to the Registrar, on a timely basis, any breaches of this Part.

4.4.3 Re-Entry Registration – Professional Accounting Firms

4.4.3.1 A member who will be responsible for an entire accounting engagement in a professional accounting firm who:

- .1 was previously permitted to provide professional accounting practice services but has not provided professional accounting practice services for five (5) years or more; or
- .2 met the requirements to provide professional accounting practice services at the time of receiving the member's CPA or legacy designation, but who has not previously practiced in a professional accounting firm

must meet the following requirements as described under the applicable subject heading below:

Audit Engagements – Re-Entry

4.4.3.2 Where the member will be responsible for audit engagements, evidence, satisfactory to the Registrar, that the member has obtained:

- .1 The following education requirements:
 - a. Continuing Professional Development in Canadian Auditing Standards and Accounting Standards in the relevant framework approved by the Registrar or the Registration Committee.
- .2 The following experience requirements:

- a. A minimum of twelve (12) months of full-time qualifying experience within the most recent five (5) year period in a professional accounting firm that has passed its most recent practice review and under the supervision of a member who practices in the intended area of practice and who can attest to the member's competency; and
- b. Demonstrated competency in at least three (3) financial reporting competency sub-areas and depth in the audit and assurance competency area, and such competencies must be developed in all three (3) audit and assurance competency sub-areas, two (2) of which must be at Level 2.

Review Engagements – Re-Entry

4.4.3.3 Where the member will be responsible for review engagements, evidence satisfactory to the Registrar that the member has obtained:

- .1 The following education requirements:
 - a. Continuing Professional Development in Accounting Standards and an Assurance elective covering Canadian Standard on Review Engagements approved by the Registrar or the Registration Committee.
- .2 The following experience requirements:
 - a. A minimum of twelve (12) months of full-time qualifying experience within the most recent five (5) year period in a professional accounting firm that has passed its most recent practice review and under the supervision of a member who practices in the intended area of practice and who can attest to the member's competency; and
 - b. Demonstrated competency in:
 - i. at least three (3) financial reporting competency sub-areas;
 - ii. at least two (2) audit and assurance competency sub-areas, both at Level 2; and
 - iii. depth in one (1) competency area of the member's choice.

Compilation Engagements – Re-Entry

- 4.4.3.4 Where the member will be responsible for compilation engagements, which includes compilation engagements and specified auditing procedures engagements, evidence satisfactory to the Registrar that the member has obtained:
- .1 The following education requirements:
 - a. One (1) course covering compilation engagements.

Other Regulated Services – Re-Entry

- 4.4.3.5 Where the member will be responsible for other regulated services, which includes public accounting practice and business valuation or insolvency, if provided in conjunction with any professional or public accounting practice, evidence satisfactory to the Registrar that the member has obtained:
- .1 The following education requirements:
 - a. To provide tax services, no less than one (1) course in the area of tax specific to the nature of the business in the intended areas of practice; and
 - b. For other regulated services other than tax services, the member must provide evidence, satisfactory to the Registrar, of Continuing Professional Development to the satisfaction of the Registrar or Registration Committee that clearly demonstrates the competency required to provide the intended areas of practice.

4.4.4 Section 53 Professional Accounting Firms

- 4.4.4.1 For the purposes of section 15 of the Regulations, an applicant for registration as a professional accounting firm under section 53 of the Act must register to provide services in one or more of the areas in Directive 4.4.1.1.
- 4.4.4.2 In order to register to provide services in one or more areas, the applicant must demonstrate that each individual who will be responsible for an entire accounting engagement in the professional accounting firm is registered with an organization that regulates accounting under section 53 of the Act and has met the minimum registration requirements in accordance with this Part.
- 4.4.4.3 An applicant for registration as a professional accounting firm under section 53 of the Act may be an individual, a partnership, a professional corporation or, if the organization that regulates accounting under section 53 of the Act permits the registration of a corporation as a professional accounting firm, or equivalent, then the applicant may be a corporation.

Recognized Organizations under section 53(1)(b) of the Act

- 4.4.4.4 For the purposes of section 53(1)(b) of the Act, the Board recognizes the organizations listed in Appendix “A” and Appendix “B” as having substantially equivalent competence and practice requirements, so long as the applicable Agreement is in force at the relevant time.

Requirements for Registration

- 4.4.4.5 For the purposes of section 15 of the Regulations, an applicant for registration as a professional accounting firm under section 53 of the Act must meet the following education and experience requirements for each person who will be performing an audit engagement or a review engagement in Alberta on behalf of the firm:

- .1 Recent and relevant education and continuing professional development in the foundational areas described above and in any other area of practice the professional accounting firm plans to conduct practice; and
- .2 Having acquired no less than twenty-four (24) months of practical experience within the most recent five (5) years as a partner or practitioner or under the supervision of a designated accounting professional actively practicing in the intended area of practice.

- 4.4.4.6 For the purposes of section 53(2)(d) of the Act, any applicant for registration as a professional accounting firm under section 53 must provide to the Registrar, in addition to any other information required to be provided under the Act, the Regulations, the Bylaws and the Resolutions:

- .1 The nature and amount of professional liability insurance coverage for the firm;
- .2 The scope of practice that the firm will provide in Alberta;
- .3 The name(s) of all engagement partner(s) or accounting professional(s) intending to perform the service being offered in Alberta;
- .4 For each engagement partner(s) or accounting professional(s) entrusted to perform the service being offered in Alberta, evidence of good standing for that individual in the applicable organization listed in Appendix “A” or Appendix “B”;
- .5 For the engagement partner(s) or accounting professional(s) entrusted to perform the service being offered in Alberta, evidence of having met the continuing professional development standards of the CPAA;

- .6 Declaration of any outstanding complaints or discipline matters with any professional or regulatory organization with which the applicant, or any member of the applicant firm, is or has been registered;
- .7 Declaration of any prior complaints or discipline matters resulting in adverse findings from any professional or regulatory body against the applicant or any member of the applicant firm;
- .8 Declaration of any criminal or securities offences or convictions under the law of any country against the applicant or any member of the applicant firm;
- .9 Declaration of any current or past bankruptcy or insolvency proceedings that involve the applicant or any member of the applicant firm;
- .10 Evidence of registration (if applicable) with the Canadian Public Accountability Board; and
- .11 Evidence of registration (if applicable) with the Public Company Accounting Oversight Board.

4.5 Intentionally Deleted

4.6 Professional Service Providers

4.6.1 Applications for Registration – Professional Service Providers

- 4.6.1.1 For the purposes of section 14 of the Regulations, an applicant for registration as a professional service provider must meet the education and experience requirements as set by the Board in these Directives.
- 4.6.1.2 For the purposes of section 52(e) of the Act, an applicant for registration as a professional service provider must provide to the Registrar, in addition to any other information required to be provided under the Act, the Regulations, the Bylaws and the Resolutions:
 - .1 The primary name under which the professional service provider practices;
 - .2 The legal name of the corporation whose primary business is not accounting, under which the professional service provider practices;
 - .3 The applicant’s business address;
 - .4 The applicant’s areas of public accounting practice or professional services outlined in Bylaw 1801;

- .5 A plan, acceptable to the Registrar or Registration Committee, of how the applicant will maintain client files so that each client file will be separate to maintain confidentiality and accessible for practice review purposes;
- .6 An undertaking, acceptable to the Registrar, allowing the CPAA access, for practice review purposes, to the working paper files that evidence the work performed by the applicant; and
- .7 The nature and amount of professional liability insurance coverage.

4.6.2 Continuance of Registration – Professional Service Providers

4.6.2.1 For the purposes of section 54(1)(g) of the Act, registration as a professional service provider continues in effect if the professional service provider provides to the CPAA by the time that the annual fees are payable by the professional service provider, an annual declaration listing the name of the insurance provider for the professional service provider and the nature and amount of the coverage and a listing of the areas in which the professional service provider has practiced in the previous twelve (12) months.

4.6.2.2 Intentionally Deleted

4.7 Professional Corporations

4.7.1 Applications for Registration – Professional Corporations

- 4.7.1.1 One or more members proposing to incorporate a professional corporation shall provide to the Registrar:
- a. a request to approve the articles of incorporation of the proposed professional corporation;
 - b. the professional corporation's name and business address; and
 - c. an executed copy of the articles of incorporation.

4.7.2 Amending Articles of Incorporation – Professional Corporations

- 4.7.2.1 Prior to amending its articles of incorporation, a professional corporation shall provide to the Registrar:
- a. a request to approve any amendment to the articles of the professional corporation; and
 - b. a copy of the proposed amendments to the articles of the professional corporation.

4.8 Registrants

4.8.1 Continuance of Registration – Registrants

4.8.1.1 For the purposes of section 54(1) of the Act and Bylaws 1302 and 1303, a registrant must provide the information required under section 54(1) and these Directives by the time that the annual fees are payable by the registrant.

4.8.2 Changes to Information – Registrants

4.8.2.1 A registrant shall provide to the Registrar, in a timely manner, any changes to that registrant’s information that is maintained by the CPAA under Directive 6.1.1.1.

4.9 Continuing Education Requirements

4.9.1.1 For the purposes of section 16(2) of the Regulations and subject to any exemptions under the Regulations:

- .1 A member must complete no less than one hundred and twenty (120) hours of continuing professional development in each of the three (3) most recent reporting years, with a minimum of twenty (20) hours of continuing professional development completed annually; and
- .2 At least sixty (60) of the one hundred and twenty (120) hours referred to in 4.9.1.1.1 shall consist of verifiable learning activities **of which no less than four (4) hours must be obtained in the area of professional ethics**, and at least ten (10) hours of verifiable learning activities must be completed annually.

4.10 Pre-approved Program Route Providers

4.10.1 Application for Registration – Pre-approved Program Route Providers

4.10.1.1 For the purposes of Bylaw 1202, in order to be registered as a pre-approved program route provider, an organization must:

- .1 Complete an application consisting of:
 - a. a competency map outlining how the organization will meet the technical competency requirements as set out in the CPA Practical Experience Requirements and the CPA Harmonized Practical Experience Policies, as are amended and published by CPA Canada from time to time (the “CPA Practical Experience Requirements”);
 - b. an executive summary describing the organization, its training environment and how the program will be structured to meet both

- the technical and enabling competency requirements set out in the CPA Practical Experience Requirements; and
- c. a breakdown of client diversity and a summary of chargeable hours for firms in professional or public accounting practice (if applicable);
- .2 Commit to fulfilling the responsibilities of a pre-approved program route provider as outlined in the CPA Practical Experience Requirements;
 - .3 For professional accounting firms, be registered to provide services in the area it is seeking to offer a pre-approved program;
 - .4 For professional accounting firms, have successfully complied with its most recent practice review in the area that that it is seeking to offer a pre-approved program (if applicable); and
 - .5 Provide any other information requested by the Registrar or the Registration Committee.

4.10.2 Continuance of Registration – Pre-approved Program Route Providers

- 4.10.2.1 For the purposes of Bylaw 1211, in order to meet the requirements for continued registration as a pre-approved program route provider, an organization must:
- .1 Have a Chartered Professional Accountant in good standing be responsible for the pre-approved program, as the pre-approved program leader as outlined in the CPA Practical Experience Requirements;
 - .2 Notify the Registrar in a timely manner of any change in the information contained in the application for registration as a pre-approved program route provider;
 - .3 Fulfil the responsibilities of a pre-approved program route provider as outlined in the CPA Practical Experience Requirements;
 - .4 Successfully comply with monitoring activities undertaken by CPA Alberta as outlined in these Directives and address any instances of non-compliance in a timely manner;
 - .5 For professional accounting firms, continue to maintain registration in and successfully comply with practice reviews in the area(s) it offers a pre-approved program (if applicable); and
 - .6 Appropriately respond to any inquiry deemed necessary by CPA Alberta to determine whether the pre-approved program route provider is acting in

accordance with the requirements of this directive, including any annual renewal activities.

4.10.3 Process and Standards for Pre-approved Program Route Provider Review

- 4.10.3.1 For the purposes of Bylaw 1212, a pre-approved program route provider will be reviewed by CPA Alberta within one (1) year from commencement as a pre-approved program route provider and thereafter no less than once every three (3) years.
- 4.10.3.2 Pre-approved program route providers will be reviewed by CPA Alberta in relation to the requirements set out in the CPA Practical Experience Requirements to determine compliance with those requirements pursuant written processes established by CPA Alberta staff which may be amended from time to time.

PART 5. PROCESSES

5.1 Process for Registrar and Registration Committee

5.1.1 Applications for Registration

- 5.1.1.1 Applications for registration will be submitted to the Registrar in the form provided for by the Resolutions.
- 5.1.1.2 The Registrar may make a decision on an application for registration under section 36 of the Act or may refer the application to the Registration Committee.
- 5.1.1.3 If the application is referred to the Registration Committee by the Registrar, the Registration Committee may, in its discretion:
 - .1 Review the application and any supporting documentation submitted by the applicant and make a decision under section 36 of the Act; or
 - .2 Request that the applicant make submissions in a hearing convened by the Registration Committee to review the application. The Registration Committee may, in its discretion, permit the Registrar or the Registrar's delegate, to make submissions at the hearing.
- 5.1.1.4 The Registration Committee may determine the procedure for any hearing of the Registration Committee in accordance with the Act.

5.1.2 Applications for Reinstatement

- 5.1.2.1 Applications for reinstatement under section 57(2) of the Act will be submitted to the Registrar in accordance with the Act and in the form provided for by the Resolutions.
- 5.1.2.2 The Registrar will provide the application for reinstatement and any supporting documentation to the Registration Committee and the Registration Committee will make a decision on the application for reinstatement under section 57 of the Act.
- 5.1.2.3 The Registration Committee may, in its discretion:
 - .1 Review the application and any supporting documentation submitted by the applicant and make a decision under section 57 of the Act; or
 - .2 Request that the applicant make submissions in a hearing convened by the Registration Committee to review the application. The Registration Committee may, in its discretion, permit the Registrar or the Registrar's delegate, to make submissions at the hearing.
- 5.1.2.4 The Registration Committee may determine the procedure for any reinstatement hearing of the Registration Committee in accordance with the Act.

5.2 Process for Practice Review

5.2.1 Applications for Practice Review

- 5.2.1.1 PSPs and PAFs who provide engagements specified under Bylaw 1001 are registrants subject to mandatory practice review and may be reviewed on a firm or office-by-office basis.
- 5.2.1.2 Registrants subject to mandatory practice review are reviewed within one (1) year from commencement as a PAF or PSP and thereafter every three (3) years, or more frequently, in accordance with standard guidelines respecting the frequency of practice reviews and follow up practice reviews set by the Practice Review Committee under section 59(c) of the Act and risk indicators determined by the Practice Review Committee.
- 5.2.1.3 Registrants are sent written notice, which may include notice by electronic means, in advance of the commencement of a practice review.

5.2.2 Standards of Practice Review

- 5.2.2.1 To prepare preliminary reports, practice reviewers measure office practices and standards against those set out in section Part 9 of the Bylaws and compliance with the Rules of Professional Conduct.
- 5.2.2.2 Tax engagements are measured against the following Tax Management Standards:

Tax Filings Documents Review

- .1 Tax filings (T1s, T2s, elections, etc.) shall be reviewed by an individual with a professional accounting designation and/or appropriate tax experience.
- .2 Documents being reviewed shall be reviewed for completeness and accuracy.

Tax Software

- .3 Tax software shall be utilized in the preparation of T1, T2, T3, T4, T5 and similar filings.
- .4 [Intentionally Deleted].

PAF and PSP Copies

- .5 Copies of filed returns are to be retained as either hard or electronic copy, ensuring that electronic copies can be printed at a later date.
- .6 Supporting documents utilized in the preparation of tax filings are to be maintained or otherwise be readily available.

Client Copies of Returns

- .7 Copies of tax filings are to be provided to clients.

Compliance with Filing Deadlines

- .8 A system must be in place to ensure:
- a. compliance with filing deadlines.
 - b. follow-up of CRA enquiries, correspondence, etc.

Tax Engagement Letters

- .9 Engagement letters or letters of understanding shall be obtained for all special tax work and T1s and T2s.

CRA Form T183

- .10 Client signed CRA Form T183 (authorization to electronically file T1) is to be obtained.

Staff Checklists

- .11 Use of tax issues staff checklist is desirable.

Client Checklists

- .12 Procedures are to be in place to ensure that effective accumulation and completeness of information is provided by clients for completion of tax engagements.

Client Tax History

- .13 Tax history is to be obtained for new tax engagements, being copies of applicable returns, assessment notices and/or CRA printouts.

Firm Address

- .14 Where the firm address is used as the client mailing address for tax filings, copies of correspondence from CRA is to be provided to clients.

Bonus/Dividends

- .15 A system is to be in place to ensure that bonuses/dividends are reported.

Carry-Forward Amounts

- .16 Continuity balances of ABILs, capital gains or losses, RRSP amounts, capital dividend accounts, CNILs, AMTs and other significant tax balances are to be maintained.
- .17 These balances can best be maintained with the use of computer software.

Oral and Electronically Transmitted Tax Advice

- .18 Oral and electronically transmitted tax advice is to be documented either as a memo to the file and/or as follow-up correspondence with the client.

Risk Areas

- .19 Procedures are to be in place to identify risk areas which should be referred to and undertaken by a tax specialist.
- .20 Appropriate procedures are to be in place to:
 - a. ensure referrals are performed as requested;
 - b. provide appropriate communications to the client; and
 - c. ensure appropriate follow-up.

PAF and PSP Resources

- .21 Professionals providing tax services must maintain and enhance their tax knowledge through training, reading, attendance at professional development courses and other appropriate media.
- .22 Professionals practicing tax and providing tax advice must have access to and must also maintain an up-to-date tax service.

5.2.3 Practice Review Preliminary Report

- 5.2.3.1 Following completion of the preliminary report, a copy of the preliminary report will be sent to the registrant and office together with written notice of the date that the Practice Review Committee:
 - .1 Will meet to consider the preliminary report and the registrant's submissions;
 - .2 Prepare the final practice review report; and
 - .3 Make a determination under section 62 of the Act.

- 5.2.3.2 The registrant must provide written submissions to the Practice Review Committee within ten (10) days after receiving the written notice or within any other time agreed to by Practice Review Committee or its delegate.
- 5.2.3.3 Preliminary reports and written submissions are presented to the Practice Review Committee in a manner that preserves the anonymity of the registrant and its clients.
- 5.2.3.4 If the Practice Review Committee disagrees with the preliminary report or determines that further information is required, it may send the preliminary report with a request for additional information to the registrant.
- 5.2.3.5 The registrant must respond in writing to the Practice Review Committee within ten (10) days of receiving a request, or within any other period agreed to by the Chair of the Practice Review Committee or delegate.

5.2.4 Pre-Approved Program Route Providers

- 5.2.4.1 The Registration Committee will be notified if a pre-approved program route provider is ordered to have a follow-up practice review.

5.3 Processes for Complaints

5.3.1 Complaints Inquiry Committee

- 5.3.1.1 The Complaints Inquiry Committee may determine the procedure for any meeting of the Complaints Inquiry Committee in accordance with the Act.
- 5.3.1.2 All meetings of the Complaints Inquiry Committee are private in accordance with section 132(1) of the Act.
- 5.3.1.3 The Complaints Inquiry Committee may invite individuals to attend a meeting, in its discretion and without waiving the private nature of the meeting, including:
 - .1 The CIC secretary;
 - .2 Legal counsel for the Complaints Inquiry Committee;
 - .3 Investigators;
 - .4 Any experts engaged to assist in the investigation;
 - .5 The investigated party; and
 - .6 Any other individual that the Complaints Inquiry Committee may allow.

- 5.3.1.4 Any individual in attendance at a meeting of the Complaints Inquiry Committee must be advised of the private nature of the meeting and may be asked to sign a confidentiality agreement.

5.3.2 Complaints – Alternative Complaint Resolution

Notice

- .1 If a person is appointed under section 71 of the Act to assist in the resolution of a complaint, the CIC secretary must send written notice to that person, the complainant and the investigated party.

Requirements

- .2 In consultation with the complainant, the investigated party and any person participating on behalf of CPAA, the person appointed under section 71 of the Act must establish:
- a. issues to be addressed during the resolution process;
 - b. procedures to be used in the resolution process; and
 - c. timelines for the resolution process per section 71(5);

all of which must be set out in writing and signed by the complainant, the investigated party and any person participating on behalf of CPAA.

No Resolution

- .3 If, during the alternative complaint resolution process, information is introduced that causes the person appointed under section 71 to believe that no resolution will be reached within the time allowed under section 71(5), then that person must notify the CIC secretary in writing and the CIC secretary must refer the complaint on to the CIC chair.

Report

- .4 At the conclusion of the alternative complaint resolution process, the person appointed under section 71 must send a written report on the results of the process to the CIC secretary including:
- a. if the resolution process is not successful, advising the CIC secretary that no resolution was reached; or
 - b. if the resolution process is successful, the written settlement agreement signed by the complainant, the investigated party and any person participating on behalf of CPAA, detailing the issues,

specific undertakings and actions that the participants have agreed upon.

5.4 Processes for Discipline Hearings and Appeals

5.4.1 Discipline Tribunal

5.4.1.1 Subject to the requirements outlined herein, the Discipline Tribunal may determine the procedure for any hearing of the Discipline Tribunal in accordance with the Act.

5.4.2 Appeal Tribunal

5.4.2.1 The Appeal Tribunal may determine the procedure for any hearing of the Appeal Tribunal in accordance with the Act.

PART 6. MAINTENANCE AND PROVISION OF INFORMATION

6.1 Maintaining Information about Registrants, Former Registrants and Applications for Registration

6.1.1.1 For the purposes of section 19(1)(a) and (h) of the Act, the CPAA must maintain information about registrants and former registrants for the following periods of time:

- .1 For as long as a person is a registrant and for at least sixteen (16) years after that person ceases to be a registrant, the CPAA must maintain:
 - a. information outlined in section 30(1) of the Act;
 - b. information outlined in section 31(1) of the Act;
 - c. previous names of the registrant or former registrant;
 - d. billing status;
 - e. designations held with other organizations outside Alberta that regulate accounting;
 - f. registration or approval decisions;
 - g. continuation of registration or approval decisions;
 - h. information respecting continuing competence or education requirements and continuing education reports;
 - i. decisions of the CIC chair and the Complaints Inquiry Committee;
 - j. information respecting merit nominations and awards;
 - k. information regarding a professional corporation, including shareholders, directors and the name of the professional corporation and the location of the registered office of the professional corporation; and
 - l. the information required to be kept by the *Regulated Accounting Profession Act*, the Regulations and the Bylaws thereunder respecting registrants and former registrants.
- .2 The CPAA must maintain for at least one (1) year any other relevant information in accordance with the Act, the Regulations or the Bylaws.
- .3 For the purposes of section 46(5) of the Act, the CPAA may delete any information regarding a professional corporation five (5) years after the

cancellation of registration of such professional corporation unless otherwise specified in the Governing Documents.

- 6.1.1.2 For the purposes of section 37(4) of the Act, the CPAA must maintain complete applications for registration for at least ten (10) years after a decision is made by the Registrar or Registration Committee on the application for registration.

6.2 Maintaining Information Relating to Practice Review

- 6.2.1.1 For the purposes of section 19(1)(a) and (h) of the Act, the CPAA must maintain the results of past practice reviews, including:
- .1 The Practice Review Committee decision letter;
 - .2 The practice review report;
 - .3 A copy of the preliminary practice review report signed by the registrant's representative;
 - .4 Any required questionnaires;
 - .5 Documentation of attempts to contact the registrant; and
 - .6 Any other information as determined by the CPAA;

For at least four (4) years after the report has been assessed by the Practice Review Committee provided there are no outstanding matters before the Practice Review Committee.

6.3 Maintaining Information Relating to Unprofessional Conduct, Agreements under Section 74 or Resignations under Section 75

- 6.3.1.1 For the purposes of section 19(1)(g) of the Act, the following information must be maintained by the CPAA about a registrant or former registrant when there has been a finding of unprofessional conduct, an agreement under section 74 or a resignation under section 75:
- .1 A copy of the decision of the discipline tribunal, appeal tribunal or Court of Appeal, as well as such evidence of compliance with any orders as is determined necessary by the discipline tribunal secretary;
 - .2 A sanction agreement and any relevant information concerning a sanction agreement, as determined by the discipline tribunal secretary;
 - .3 An application to resign under section 75 of the Act;

- .4 Any conditions on the acceptance of a resignation under section 75 of the Act, or any conditions to be met before the investigated party is entitled to apply for reinstatement of registration; and
- .5 A copy of any notice, posting or publication made resulting from the decision, sanction agreement or resignation under section 75 of the Act.

6.3.1.2 The information in this section must be maintained by the CPAA for as long as the individual is a registrant and for at least fifty (50) years after the individual ceases to be a registrant.

6.4 Disposal of Decisions and Records of Proceedings

6.4.1.1 For the purposes of section 19(1)(i) of the Act:

- .1 When the discipline tribunal secretary or appeal tribunal secretary receives a decision or the record of proceedings of a hearing of a discipline tribunal or appeal tribunal, as the case may be, the secretary shall, in addition to the requirements of the Act:
 - a. provide a copy of the decision to the Registrar to retain as information concerning the registrant or former registrant; and
 - b. return original exhibits to the person who entered them when all appeal periods have expired.
- .2 The record of proceedings, or a copy of the record of proceedings, received by the discipline tribunal secretary or the appeal tribunal secretary shall be kept for at least ten (10) years following the discipline hearing or appeal hearing.
- .3 The discipline tribunal secretary or appeal tribunal secretary, may destroy the record of proceedings ten (10) years after all appeals have been concluded or all appeal periods have expired or at such later date as directed by the discipline tribunal roster chair or the appeal tribunal roster chair.

6.5 Provision of Information to the Registrar of Corporations and Shareholders

6.5.1.1 For the purposes of sections 19(1)(d) and 47(2) of the Act, if the registration of a professional corporation is suspended or cancelled, the Registrar shall notify within thirty (30) days the Registrar of Corporations and the shareholders of the reason for such suspension or cancellation and, at the Registrar's discretion, the Registrar may provide such other information regarding the suspension or cancellation as may be requested by the Registrar of Corporations or the shareholders.

6.6 Electronic Records

6.6.1.1 Any records required to be maintained under the Governing Documents may be maintained electronically.

6.7 Membership Diversity Information

6.7.1.1 The CPAA may request at a time determined by CPAA that registrants provide to the CPAA, and registrants may provide to the CPAA, personal information about a registrant's diversity for the purposes set out in section 6.7.1.2.

6.7.1.2 The purposes for which the CPAA may collect and use the information collected pursuant to section 6.7.1.1 are:

- .1 to determine and analyze the diversity of registrants;
- .2 to develop professional development programs;
- .3 to use in recruitment analyses and initiatives;
- .4 to develop, maintain, and amend a diversity, equity and inclusion strategy; and
- .5 to use, on an anonymized basis, for reporting to government, the membership, and the public on diversity in the accounting profession.

6.7.1.3 For the purpose of this section 6.7, "diversity" means a registrant's identification with one or more of the protected grounds set out in the Alberta Human Rights Act (as amended from time to time).

6.7.1.4 For the purposes of clarity, the collection, use and maintenance of information pursuant to this section 6.7 are authorized pursuant to sections 19(1)(h) and 54(1)(g) of the Act, and therefore section 30(2) of the Act does not apply to such information about a registrant held by the CPAA.

6.7.1.5 Nothing in these Directives restricts, limits, or impairs CPA Alberta's ability to collect, use or disclose information in accordance with any applicable law including the CPA Act and the governing authorities enacted under it.

PART 7. OTHER DIRECTIVES

7.1 Recognition of Organizations Outside Alberta that Regulate Accounting

7.1.1.1 For the purposes of section 4 of the Act, the Board recognizes as organizations outside Alberta that regulate accounting:

- .1 The organizations outside of Alberta but in Canada that regulate accounting; and
- .2 The Institute of Chartered Accountants of Bermuda, or its successor.

7.1.1.2 For the purposes of section 104 of the Act, the Board recognizes as organizations outside Alberta that regulate accounting:

- .1 The organizations outside of Alberta but in Canada that regulate accounting;
- .2 The Institute of Chartered Accountants of Bermuda, or its successor; and
- .3 The organizations listed in Appendices “A”, “B”, and “C”, so long as the applicable Agreement is in force at the relevant time.

7.2 Professional Organizations Under Section 40(2)

7.2.1.1 For the purposes of section 40(2) of the Act, the Board recognizes a professional corporation that is registered with any Law Society in Canada.

7.3 Appointment of Acting Registrar

7.3.1.1 The Board appoints the Senior Vice President, Regulatory as Acting Registrar, who will have all of the authority, duties and responsibilities of the Registrar, during any absence of the Registrar.

7.4 State Board of Accountancy (United States)

7.4.1.1 For the purposes of section 24 of the Regulations, the Board recognizes the state boards of accountancy in the United States of America which are recognized by CPA Canada.

APPENDICES

A. RMA – RECIPROCAL MEMBERSHIP AGREEMENTS

- Institute of Chartered Accountants in England & Wales (Renegotiated: Effective January 1, 2018)
- Chartered Accountants Australia & New Zealand (Renegotiated: effective November 12, 2017)
- Chartered Accountants of Ireland (Renegotiated: effective November 12, 2017)
- Institute of Chartered Accountants of Scotland (Renegotiated: effective November 12, 2017)
- Hong Kong Institute of Certified Public Accountants (Renegotiated: effective June 1, 2018)
- South African Institute of Chartered Accountants (Renegotiated: effective November 12, 2017)
- Institute of Chartered Accountants of Zimbabwe (Renegotiated: effective April 1, 2019) so long as the applicable Agreement remains in force.

B. MRA – MUTUAL RECOGNITION AGREEMENTS

- Instituto Mexicano de Contadores Publicos (Renegotiated: effective November 1, 2017)
- American Institute Certified Public Accountants (limited states) (Renegotiated: effective November 1, 2017)

so long as the applicable Agreement remains in force.

C. MOU – MEMORANDA OF UNDERSTANDING

- Institute of Chartered Accountants of India (Renegotiated: effective November 17, 2018)
- Institute of Chartered Accountants of Pakistan (Renegotiated: effective March 1, 2017)
- Chartered Institute of Management Accountants in the United Kingdom (Effective August 1, 2023)
- Institute of Chartered Accountants of Nigeria (effective February 1, 2025)