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Welcome

The Council of the Chartered Professional Accountants of Ontario (CPA Ontario) elect members as Fellows, designated by the initials FCPA, to formally recognize those who have rendered exceptional services to the profession and within their communities. The Fellows distinction is the highest honour conferred upon our members.

This document will guide you through the process of nominating a member of CPA Ontario to be considered by the FCPA Selection Committee of CPA Ontario’s Council for recognition as a Fellow.

**Step One.** Please review this document in full.

**Step Two.** Please complete the nomination file by following the instructions for each section. We encourage you to review this [sample nomination file](https://assets.cpaontario.ca/members/community/pdfs/CPA-Ontario-Fellows-Nomination-FY22-SAMPLE.pdf) designed to help you with the quality and quantity of information to provide.

**Step Three.** Save your nomination package with the nominee’s name. Then, email your completed nomination package as an attachment, along with the required supporting documentation and any other documentation you wish to include, to: [fcpa@cpaontario.ca](mailto:fcpa@cpaontario.ca).

You will receive an automated email to confirm we have received your nomination.

After reviewing your package, a **second** confirmation email will be sent notifying you of completion or any issues. All completed submissions will be forwarded to CPA Ontario’s FCPA Selection Committee

**Note:**

We ask that you complete, save and submit this document in Microsoft Word or Adobe PDF, along with your supporting documents.

***\*\*\*ZIP files are NOT accepted. Please send multiple emails if the files are too large, and label accordingly\*\*\****

All qualifying nominations received by the deadline will be considered by the FCPA Selection Committee, who will make recommendations to CPA Ontario’s Council.

The deadline to submit nominations is **Friday, July 30, 2021**. All nominees and nominators will be notified of the results by October 2021. If you have any questions about the process, please email [fcpa@cpaontario.ca](mailto:membernetwork@cpaontario.ca).

# Admission Criteria

Nature of Achievements Under Review

Nominators must highlight the candidate’s leadership and the exceptional nature of the candidate’s performance in the following fields of activity:

* **Professional career**;
* **Volunteer involvement** within the accounting profession; and
* **Volunteer contribution** to professional, community, or charitable organizations.

While it’s not necessary that the candidate has made exceptional contributions, or demonstrated leadership in all three areas, the nomination file should demonstrate that the candidate has made a remarkable contribution in more than one area, and that their contributions are known to others.

In addition, nomination files must highlight that candidates clearly identify themselves as Chartered Professional Accountants (CPAs) and that they are known and recognized as CPAs.

**Please note** that volunteer activities refer to unpaid activities only; paid activities should be included under the professional career field.

Content of the Nomination File

Nominators are responsible for ensuring that the nomination file is complete and that the information it contains is accurate and sufficient to allow the FCPA Selection Committee to evaluate the nomination.

The recommendations of the FCPA Selection Committee and the decisions of the Council will depend on the care taken to describe the member’s achievements. You should, therefore, clearly indicate the businesses, organizations and committees in which the member has been involved, publications they have contributed to, been featured in or authored, and any professional accomplishments, as well as the relevant dates.

It is expected that nominees agree and sign-off on the nomination package to ensure accuracy and completeness of the nomination file prior to submission.

Exceptions

All members of CPA Ontario, including those working outside Ontario, are eligible to become a Fellow.

The following persons are not eligible to become Fellows:

* Members already elected to Fellow in any of the three legacy bodies (CA, CGA or CMA) as they have all been deemed Fellows of CPA Ontario;
* Members who have been the subject of a disciplinary decision resulting in their being struck off the roll of a professional body or a similar organization;
* Members who have been struck off the roll or whose right to engage in professional activities has been suspended by CPA Ontario under its Code of Professional Conduct;
* Members who are currently subject to a limitation or suspension of their right to engage in professional activities;
* Members who are the subject of a jurisdictional inquiry or who are being prosecuted before the civil or criminal courts; and
* To avoid any perceived conflict of interest, CPA Ontario employees, members of the FCPA Selection Committee, and members of CPA Ontario’s Council are not permitted to nominate members or to be nominated to become a Fellow, but they are eligible to do so once they have left the employ of CPA Ontario or the FCPA Selection Committee, or have served their term on Council.

Notwithstanding the general principle and the exceptions set out above, jurisdictions may accept a nomination after taking the relative weight of the offence into account. To do so, CPA Ontario must consider in particular:

* The seriousness of the offence and the penalty imposed;
* The length of time between the date the penalty was imposed and the submission of the nomination; and
* The media coverage of the case.

Nomination File for the Title of  
Fellow (FCPA)

Two nominators are required to nominate a candidate, and each must be a member of CPA Ontario (FCPA or CPA) or the submission will not be accepted. Each nominator is required to provide a letter to the FCPA Selection Committee explaining why they have nominated the candidate, as part of the nomination package.

Please complete the nomination file by following the specific instructions for each section and filling in the information directly on the document.

We, the undersigned, members of CPA Ontario, nominate the following member for the title of Fellow (FCPA):

|  |  |
| --- | --- |
| Name of Nominee |  |
| Address |  |
| Telephone |  |
| Email Address |  |
| Member Number |  |

This member has earned exceptional distinction in their professional career and in the community by acknowledged achievements that bring honour to the profession. For each of the eligibility criteria for the title of Fellow, we have outlined below the most outstanding achievements of the member and we have attached all relevant supporting documents. The nominee agrees and signs off with the submission.

We hereby officially declare having ascertained that the information contained in this file is accurate and sufficient to allow the FCPA Selection Committee to evaluate fairly the nomination file. We are aware that the Committee may have the main facts in support of this nomination validated by an outside source.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of First Nominator | Member Number | Telephone | Email Address |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Second Nominator | Member Number | Telephone | Email Address |
|  |  |  |  |

Section 1: Professional Career

Describe the environment(s) in which the candidate worked throughout their career and for each item, you must highlight the candidate’s leadership and the outstanding nature of their performance. You must demonstrate that the candidate’s exceptional contribution is common knowledge (i.e., that the acknowledged achievements make the member a recognized leader due to the quality of his or her significant contribution in more than one of the fields of activity listed).

**Main stages of professional career**

Describe the candidate’s career path, beginning with the current position or, if the candidate is retired, the last position held.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Employer** | **Position** | **Years: from/to** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**Major achievements in professional career**

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution and highlight the way these achievements earned the candidate distinction.

**Major achievements**: (Please match the numbers to those above)

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

Section 2: Volunteer Involvement in the Affairs of the Accounting Profession

List the main committees, task forces or working groups of which the candidate has been a member; the events or activities in which they took part; and in what capacity (member, chair, organizer, speaker, etc.). Note that teaching or paid activities should be included in the professional career section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Committees/task**  **forces//working groups/events/activities** | **Organization** | **Position** | **Years: from/to** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**Major achievements during involvement in the affairs of the profession**

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution and highlight why you think these achievements earned the candidate distinction.

**Major achievements:** (Please match the numbers to those above)

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5 |  |

Section 3: Volunteer Contribution to Professional Bodies or to Community/Charitable Organizations

List the candidate’s most important volunteer activities with civic, community, socioeconomic, professional or charitable organizations, beginning with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Organization** | **Position** | **Years: from/to** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**Achievements during involvement with these organizations**

Describe achievements showing that the candidate has made an exceptional or remarkable contribution and highlight why you think these achievements earned the candidate distinction.

**Major achievements:** (Please match the numbers to those above)

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

Section 4: Letters of Support

Nominators are responsible for submitting a minimum of four letters in support of the nomination: one letter from each of the nominator’s and two letters from additional sources which may include colleagues, peers, employers, etc. The quality of endorsement is crucial to the decision process and as such, all letters of support should adequately highlight the candidate’s leadership and the exceptional nature of the candidate’s performance.

Please submit all letters in a PDF format, along with the completed nomination file. Any nomination files that do not have the required four letters of support will be considered incomplete and will not be assessed by the FCPA Selection Committee. Letters of support will be accepted unsigned, but it is preferred that they be signed or have an e-signature.

Please list the letters of support and identify their sources.

**Total number of letters of support:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Letter No.** | **Last name** | **First name** | **Position** | **Employer** |
| 1. |  |  |  |  |
| 2 |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

Section 5: Ambassador for the Profession

Clearly show how the candidate identifies themself as a CPA and is recognized as such. Examples may include a LinkedIn profile, business card or profile on employer website, or mention in a publication. You may attach any supporting documentation.

   I confirm that the nominee clearly identifies as a CPA and is recognized as a CPA, thereby making a positive impact to the profession.



|  |
| --- |
| **Please explain briefly:** |
|  |

|  |
| --- |
| **List of any attached supporting documents:** |
|  |
|  |
|  |
|  |

|  |
| --- |
| **Press clippings: (please specify)** |
|  |

|  |
| --- |
| **Annual report: (please specify)** |
|  |

|  |
| --- |
| **Other: (please specify)** |
|  |

Section 6: Awards, Titles, or Honorary Distinctions

List all awards, titles, or honorary distinctions, beginning with the most recent.

|  |  |  |
| --- | --- | --- |
| Award: | Organization: | Year: |
| Comments: | | |

|  |  |  |
| --- | --- | --- |
| Award: | Organization: | Year: |
| Comments: | | |

|  |  |  |
| --- | --- | --- |
| Award: | Organization: | Year: |
| Comments: | | |

|  |  |  |
| --- | --- | --- |
| Award: | Organization: | Year: |
| Comments: | | |

|  |  |  |
| --- | --- | --- |
| Award: | Organization: | Year: |
| Comments: | | |

Section 7: Acceptance of Nomination by Nominee

I, Enter Namehereby agree to allow my name to stand in nomination for the 2021 selection of Fellows of CPA Ontario

I authorize the FCPA Selection Committee to investigate my background and education, including internal CPA Ontario records, for the purpose of evaluating my nomination for recognition as a Fellow of CPA Ontario. I consent to participation in the review process being used to identify the candidates whose achievements and exceptional services to the profession have earned them distinction and brought honour to the profession.

I certify that all of the information contained in the Nomination package is verifiably true and that I meet the eligibility requirements to be a Fellow set out therein, namely that the following categories of ineligibility do not apply:

* Members already elected to Fellow in any of the three legacy bodies (CA, CGA or CMA) as they have all been elected as Fellows of CPA Ontario;
* Members who have been the subject of a disciplinary decision resulting in their being struck off the roll of a professional body or a similar organization;
* Members who have been struck off the roll or whose right to engage in professional activities has been suspended by CPA Ontario under its Code of Professional Conduct;
* Members who are currently subject to a limitation or suspension of their right to engage in professional activities;
* Members who are the subject of a jurisdictional inquiry or who are being prosecuted before the civil or criminal courts; and
* Current CPA Ontario employees, members of the FCPA Selection Committee, and members of CPA Ontario’s Council.

|  |  |
| --- | --- |
| **Nominee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** Enter Date |

Final Steps

Submission Checklist

The nomination file, which includes any supporting documents must be emailed to [fcpa@cpaontario.ca](mailto:fcpa@cpaontario.ca) by July 30, 2021.

* You have completed the nomination file and saved it as a Microsoft Word or Adobe PDF document
* You have obtained four letters in support of your nomination: one from each nominator and two from additional sources, saved as PDFs
* The nominee has reviewed and signed-off on the nomination package, including Section 7: Acceptance of Nomination by Nominee
* You have compiled your nomination package to include the nomination file and letters of support in either Word or PDF format. If possible, you have consolidated all supporting documentation into one file and saved the file as the name of the nominee

Submission Instructions

* To submit the nomination package: Open up a new email, browse your computer for the Word and/or PDF file(s) you have prepared, click “Attach” as prompted and attach the file(s) as necessary
* Send the email to [fcpa@cpaontario.ca](mailto:fcpa@cpaontario.ca); if the email message is too large, send multiple emails with the nominee’s name in the subject line. **Zip files will not be accepted**

Once submitted, you will receive an automated email to confirm we have received your nomination. After reviewing your package, a **second** confirmation email will be sent notifying you of completion or any issues. All completed submissions will be forwarded to CPA Ontario’s FCPA Selection Committee.

The deadline to submit nominations is **Friday, July 30, 2021**.

**Contact Information:**

If you have any questions, please email [fcpa@cpaontario.ca](mailto:fcpa@cpaontario.ca).

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