

# CPA ONTARIO CONTINUING PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAM

## REQUEST TO ATTEND

Date:

Dear

This letter is to request your approval to attend the Chartered Professional Accountants of Ontario (CPA Ontario) Continuing Professional Development Certificate Program called:

I am taking this program to upgrade my core technical and non-technical skills so I can become a more valuable contributor to our business.

CPA Ontario's high-quality programs are taught by expert instructors with experience in their field and offer an opportunity to connect with CPA colleagues.

Attending this CPA Ontario Certificate Program will give me time to focus on my professional development and to be able to apply those learnings to projects in our organization. The coursework teaches the latest developments in the field, and is taught in a variety of ways including lectures, simulations and group work. The methods and techniques I will learn can be applied to common workplace situations or complex challenges. I am confident I will develop my skills and become better in my role.

Upon completion of the program, I'll share key takeaways with our team and develop an action plan for how to incorporate the learning for the future.

Here is how much it will cost for me to attend:

- Airfare/Travel:
- Hotel:                      Included in the program fee                      Not required
- Program fee:
- TOTAL:

More information about the program can be found on [CPA Ontario's website](#).

Thank you for considering my request. I look forward to speaking with you further about this Certificate Program.

Best regards,