

**CHARTERED PROFESSIONAL  
ACCOUNTANTS OF ONTARIO**

**REGULATION 7-2**

**CONTINUING PROFESSIONAL DEVELOPMENT**

**Adopted by the Council under the *Chartered Professional Accountants of Ontario Act, 2017* and the By-law on September 21, 2018, effective as of January 1, 2019 and amended on June 18, 2021, effective as of January 1, 2022.**

**TABLE OF CONTENTS**

Application .....	2
Definitions .....	2
Continuing Professional Development Requirements.....	4
Annual Declaration.....	5
Plans of Action .....	6
Exemptions .....	6
Documents.....	8
Compliance Audit.....	8

**REGULATION 7-2  
CONTINUING PROFESSIONAL DEVELOPMENT**

**Application**

This Regulation applies to professional development requirements of all Members.

**Definitions**

1. In this Regulation, words have the same meaning as they do in the Act and the By-law, and for the purpose of this Regulation:
  - 1.1 “Annual Declaration” means the declaration referenced in section 9;
  - 1.2 “continuing professional development hours” means the continuing professional development hours set out in sections 2 and 3;
  - 1.3 “Income Test” has the same meaning as in Regulation 11-1;
  - 1.4 “Public Interest Entity” is one where there is a high degree of outside interest in the entity from large numbers and diverse classes of stakeholders and either:
    - 1.4.1 the entity has a social responsibility because of the nature of its operations; or
    - 1.4.2 the substantial majority of the entity’s stakeholders depend on financial reporting, as they have no other way of obtaining financial information about the entity;a Public Interest Entity includes, but is not limited, to:
    - 1.4.3 a deposit-taking institution; and
    - 1.4.4 a not-for-profit organization, charity, foundation, hospital, health authority, publicly funded educational institution, social service agency or co-operative business enterprise that has annual gross revenue greater than \$100,000;
  - 1.5 “Recognized Professional Accounting Body” means a professional accounting body referenced in Regulation 7-1 or Regulation 9-1;
  - 1.6 “Reliance Services” means activity undertaken by a Member during the relevant reporting year where it is reasonable to believe that another party is relying on the Member’s skills as a chartered professional accountant and includes, but is not limited, to:
    - 1.6.1 serving on a board or similar governing body of a reporting issuer as defined in the applicable Canadian provincial or territorial securities legislation;

## REGULATIONS

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- 1.6.2 serving on the board or governing body of a Public Interest Entity;
  - 1.6.3 providing accounting services to the public; or
  - 1.6.4 providing other professional service(s) the Member is remunerated for and the gross annual income from these service(s) equals or exceeds the income test amount;
- 1.7 “reporting year” means the calendar year immediately preceding the year that the annual compliance declaration is being made;
- 1.8 “retired” means that the Member is at least 55 years of age as of December 31<sup>st</sup> in the year prior to the reporting year, and has ceased full-time practice, full-time employment or full-time business activity, does not hold a public accounting licence, and:
- 1.8.1 the sum of the Member’s age and the total number of years of aggregate membership in CPA Ontario, one or more Provincial Bodies, and a Recognized Professional Accounting Body equals or exceeds “70”;
  - 1.8.2 before April 1, 2014, the Member was a retired member of CMA Ontario; or
  - 1.8.3 before July 2, 2014, the Member was a retired member of CGA Ontario;
- 1.9 “triennial period” means the three calendar years directly preceding the making of the annual compliance declaration;
- 1.10 “Unverifiable continuing professional development” means independent and informal learning activities and may include:
- 1.10.1 on-the-job training for new software, systems, procedures or techniques for application in a professional role;
  - 1.10.2 self-study that does not involve an examination or other objective certification of completion; and
  - 1.10.3 casual reading of professional journals or magazines that is not part of research for a specific application in a professional role; and
- 1.11 “Verifiable continuing professional development” means that the learning can be objectively verified by a competent source and may include:
- 1.11.1 participation in courses, conferences and seminars including online training and webinars;
  - 1.11.2 organized employer-based in-house training sessions;

## REGULATIONS

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- 1.11.3 research or study projects in areas that expand the professional knowledge of the Member and that result in presentations, reports or similar documents;
- 1.11.4 research, including reading professional literature or journals for specific application in a professional role;
- 1.11.5 participation and work on technical committees;
- 1.11.6 published professional writing or academic work;
- 1.11.7 writing technical articles, papers or books;
- 1.11.8 teaching a course or a continuing professional development session in an area that is relevant to a professional role;
- 1.11.9 participation as a speaker in conferences, briefing sessions or discussion groups;
- 1.11.10 formal study such as leading to a degree or diploma;
- 1.11.11 pre-professional re-examination or formal testing; and
- 1.11.12 self-study involving successful completion of an examination or leading to a designation.

### **Continuing Professional Development Requirements**

#### ***Required hours***

- 2. The minimum amount of continuing professional development hours that a Member must complete, unless otherwise provided in this Regulation, shall be:
  - 2.1 20 hours annually; and
  - 2.2 120 hours in each triennial period.
- 3. For the triennial period ending on December 31, 2021, and for each triennial period thereafter, the 120 hours referred to in section 2.2 shall include four Verifiable hours of professional ethics.

#### ***Verifiable and Unverifiable hours***

- 4. At least 50 percent of both the annual and triennial period hours set out in section 2 shall consist of Verifiable continuing professional development. The remaining hours may consist of Unverifiable continuing professional development.

**Content**

5. A Member's professional development shall be relevant to their responsibilities and competencies as a chartered professional accountant and shall:
  - 5.1 be quantifiable, meaning that it must be specifically identifiable and be able to be expressed in terms of a specific time requirement;
  - 5.2 be directly related to the competencies needed to carry on the Member's employment or practice;
  - 5.3 be relevant to the Member's current professional needs and/or long-term career interests; and
  - 5.4 contain significant intellectual or practical content.

**Public Accounting Licensees**

6. For Members applying for or renewing a Public Accounting Licence, the continuing professional development hours that the Member must complete shall be in activities directly related to the competencies needed to engage in the Practice of Public Accounting.
7. Members applying for or renewing a Public Accounting Licence shall:
  - 7.1 undertake continuing professional development that develops and maintains the professional competence required for that role;
  - 7.2 achieve the learning outcomes for that professional competence as set out in the International Education Standard 8 (Revised) as amended from time to time; and
  - 7.3 include an attestation of compliance with this section in their Annual Declaration.
8. A Member who has not completed the continuing professional development hours, annually and for the triennial period, is not eligible to apply for a public accounting licence, or to renew a public accounting licence except at the discretion of the Public Accounting Licensing Board as provided in section 14 of Regulation 17-1.

**Annual Declaration**

9. On or before the date prescribed by the Registrar, every Member shall submit annually a completed compliance declaration in the form prescribed, attesting that the continuing professional development requirements either:
  - 9.1 have been complied with, by:
    - 9.1.1 having completed the continuing professional development hours, annually and for the triennial period;

## REGULATIONS

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- 9.1.2 having completed the continuing professional development requirements of, and reported completion to, another Provincial Body in which the Member holds prime membership;
  - 9.1.3 being a non-resident of Canada or Bermuda and a member in good standing of a Recognized Professional Accounting Body that has substantially similar continuing professional development requirements to those of CPA Ontario, fulfilling the requirements of that body;
  - 9.1.4 meeting the requirements for an exemption under section 13; or
  - 9.1.5 applying for an exemption under section 14;
- or
- 9.2 have not been complied with.

### **Plans of Action**

- 10. A Member who indicates in their annual compliance declaration that the continuing professional development requirements were not complied with shall file within 14 Days of the compliance declaration a plan of action in the prescribed form detailing how the Member intends to complete the required continuing professional development, and failure to do so will result in an immediate administrative suspension.
- 11. A Member shall complete the steps outlined in the plan of action filed and file with the Registrar the prescribed form attesting to that completion within 120 Days from the Day the plan was filed, and failure to do so will result in an immediate administrative suspension.
- 12. After receiving the attestation, the Registrar shall review it and the plan of action to determine whether the plan is sufficient to satisfy completion of a Member's continuing professional development requirements, and to determine whether the plan has been completed. If the Registrar is satisfied that the plan is sufficient and has been completed, the Member shall be deemed to have complied with the continuing professional development requirements for the reporting period.

### **Exemptions**

- 13. A Member shall be exempt from the annual continuing professional development hours if, during the reporting year, the Member:
  - 13.1 did not work for a total of at least six months as a result of:
    - 13.1.1 maternity, parental, medical or family care leave; or
    - 13.1.2 unemployment,

## REGULATIONS

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and has not been involved in any activity where it is reasonable to believe another party relied on the Member's skills as a chartered professional accountant during that period of time;

- 13.2 was admitted as a Member after September 30, upon fulfilling the requirements in the applicable membership category as set out in Regulation 9-1 or Regulation 9-2; or
  - 13.3 was retired and did not provide any Reliance Services.
14. The Registrar may grant an exemption from the continuing professional development hours on compassionate grounds or, due to extraordinary circumstances of the Member during the reporting year.
  15. Upon receipt of the exemption request in section 14, the Registrar shall:
    - 15.1 exempt the Member from all or a portion of the continuing professional development requirements;
    - 15.2 require the Member to provide additional information or documents in order to consider the request; or
    - 15.3 require that the Member file and complete a plan of action.
  16. A decision of the Registrar under section 15 is final.

### ***Discretion***

17. The Registrar shall not exercise the discretion granted in section 15 of this Regulation to exempt a Member from any or all of the requirements of sections 2 to 5, unless the Member's ability to practise or earn a livelihood has been significantly interrupted or impaired.
18. In determining whether circumstances exist of a nature to justify the exercise of the discretion granted by this Regulation, the Registrar shall consider the relevant circumstances of the Member, that may include, but are not limited to:
  - 18.1 the nature of the circumstances;
  - 18.2 the likely duration of the circumstances;
  - 18.3 the continuing professional development history of the Member, including any previous requests for the exercise of discretion;
  - 18.4 the nature of the practice, employment or business of the Member, and the Member's current professional competence; and
  - 18.5 the impact of any exercise of discretion on the Member's competence to act as a chartered professional accountant.

**Documents**

***Retention***

19. Every Member shall retain documents, records and other evidence satisfactory to CPA Ontario of the professional development activities undertaken or to the Member's compliance with the requirements of this Regulation for the previous five years.

***Production***

20. A Member shall, upon request, produce any document, record, declaration, evidence or other item relating to professional development activities undertaken or to the Member's compliance with the requirements of this Regulation.

**Compliance Audit**

21. The Registrar shall select Members to be audited for compliance with this Regulation.
22. The Registrar shall advise Members selected for audit of the information required from the Member and the format in which the information is to be provided.
23. A Member shall comply with the notice under section 22 within 30 Days of the date of that notice, by providing all information as required by the notice.
24. The Registrar shall review the information provided under section 23, and may:
  - 24.1 require the Member to provide further information, including documents, explanations, and declarations, relating to or in support of the information provided under that section;
  - 24.2 require the Member to file and complete a plan of action;
  - 24.3 take no further action; or
  - 24.4 suspend the Member.
25. A Member shall comply with the requirements of the Registrar within the time period provided by the Registrar, that shall not be less than 10 Days from the date of the notice of the requirement.