



MEMBER'S HANDBOOK CHANGE #46-J

The attached pages update your *Member's handbook* to include amendments approved by the Council to take effect February 27, 2015.

To bring your *Member's handbook* up to date, please remove the existing pages and replace with the new pages, as follows:

Withdraw page(s)

Insert new page(s)

	<u>Withdraw page(s)</u>	<u>Insert new page(s)</u>
Title Page	Change No. 46-I	Change No. 46-J
Regulation 4-2	1 to 14	1 to 14
Regulation 4-7	1 to 5	1 to 5
Regulation 6-2	1 to 18	1 to 16

When you have incorporated this release into your handbook, you may find it useful to keep this page as a record by filing it at the end of your *Member's handbook* binder.

T.E. WARNER, BA, FCIS, P.Adm
VICE-PRESIDENT AND REGISTRAR
February 2015



MEMBER'S HANDBOOK

Revised to February 27, 2015
including
Change No. 46-J

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**CHARTERED PROFESSIONAL
ACCOUNTANTS OF ONTARIO**

**REGULATION 4-2
DUES**

**Adopted by the Council pursuant to the *Chartered Accountants Act, 2010*, and the
Bylaws on June 16, 2011, as amended to February 27, 2015.**

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REGULATION 4-2

DUES

Adopted by the Council pursuant to the *Chartered Accountants Act, 2010*, and the Bylaws on June 16, 2011, as amended to February 27, 2015.

Definitions

1. In this regulation, words have the same meaning as they do in the Act and bylaws and:
 - 1.1 “CPA Canada” means Chartered Professional Accountants of Canada;
Amended February 21, 2014
 - 1.2 “firm” includes a sole proprietorship; and
 - 1.3 “related business or practice” has the same definition as in Regulation 4-6.

General Obligation

2. Every person shall pay such dues as required by the bylaws and regulations by the dates set by CPA Ontario in the amounts set out in the Schedule of Dues to this regulation.
3. The dues shall include payment of all applicable taxes.
4. Any amount not remitted by the date set by CPA Ontario shall have added to it an amount for late payment and those amounts together shall constitute the relevant dues.

Membership Dues

5. Each Member shall pay the following dues on an annual basis on the first day of the financial year of CPA Ontario:
Amended February 21, 2014
 - 5.1 annual membership dues;
 - 5.2 the amount charged to CPA Ontario by CPA Canada on behalf of the Member;
and
Amended February 21, 2014
 - 5.3 any special purpose assessment levied by resolution of the Council.
- 5A. Notwithstanding section 5 of this regulation, any person who became a Member by operation of bylaw 4.4.2 is exempt from annual membership dues for the financial year ending March 31, 2015.
New – June 18, 2014

Licence Fee

6. Each Member who is licensed as a public accountant shall pay the fee for the issuance or renewal of that licence pursuant to Regulation 9-1.

Specialty of Practice Dues

7. Each Member who maintains the designation “CA●IFA” or “CA●IT” shall pay the fee for that specialty on an annual basis.

Firm Dues

8. Every firm shall pay the fee for registration or renewal of registration on an annual basis.
9. Every professional corporation shall pay the fee for a registration certificate and the annual renewal of that certificate.
10. Every professional corporation engaged in the practice of public accounting shall pay the fee for a certificate of authorization and the annual renewal of that certificate.
11. Every firm engaged in the practice of public accounting or in providing accounting services to the public shall pay a practitioner fee on an annual basis in respect of each Member residing or practising in Ontario who:
 - 11.1 is a proprietor, partner, shareholder or employee of the firm; or
 - 11.2 provides public accounting or accounting services for or on behalf of the firm on any basis, or otherwise receives any income, excluding pension or retirement investment income, from the firm, including through the engagement by or employment with a related business or practice;

provided that only one practitioner fee shall be payable for a Member annually.

12. Every firm shall pay a practice inspection fee for an inspection pursuant to Regulation 10-1 at the hourly rate established by the Council.

Admission Fee

13. An individual applying for membership in CPA Ontario shall remit the admission fee with the application, and no application will be accepted without the payment of the fee.

Student Dues

14. An individual wishing to register or reregister as a Student shall remit the appropriate fee with the application for registration or reregistration, and no application will be accepted without payment of the fee.
15. Students shall pay an annual renewal fee to maintain registration.
16. Students shall pay any other fees required to assess suitability, including the fee for any transcript assessment.
- 16A. Students enrolled in CPA Prerequisite Education Program, and in any module therein, shall pay the fees set for each module, and a failure to pay the fee for a module shall result in the Registrar refusing to enroll the individual or, if already enrolled, cancelling the enrollment.

New – June 18, 2014

REGULATIONS

- 16B. Students registered under Regulation 6-1 shall pay the fees set for each component of the required Professional Education Program, and failure to pay the fee for a component shall result in the Student not being permitted to attend that component, or, if the component has already been undertaken, having the completion of the component disregarded.

New – June 18, 2014

17. Students registered under Regulation 6-4 shall pay the fees set for each component of the required Professional Program, and a failure to pay the fee for a component shall result in the Student not being permitted to attend that component or, if the component has already been undertaken, having the completion of the component disregarded.

Amended June 18, 2014

18. Students shall pay the fees set for any materials and services they choose to access, including the fees for any examination preparation or review, and for residence if required.

Amended June 18, 2014

Applicant Dues

19. An individual wishing to register or reregister as an Applicant shall remit the appropriate fee with the application for registration or reregistration, and no application will be accepted without payment of the fee.

Amended February 21, 2014

20. Applicants shall pay an annual renewal fee to maintain registration.

21. Applicants shall pay the fees set for any required assessment, evaluation, program examination, or other requirement, and the failure to pay the fees shall result in the Applicant not being permitted to attend or complete such or, if completed, having the result disregarded.

Amended June 18, 2014

22. Applicants shall pay the fees set for any materials and services they choose to access, including the fees for any examination preparation or review.

Miscellaneous Dues

23. Individuals wishing to partake in programs or services offered by CPA Ontario shall pay such dues as set out for those programs and services.

24. Council may require the payment of any other fees or charges, including, but not limited to, a reinstatement fee, a readmission fee, late payment fee, and administrative charges.

Reduction, Waiver, Exemption

25. Council may provide for a reduction of any dues if such dues are paid within an early payment period as set by CPA Ontario.

26. Reduced annual membership dues shall be paid by Members who:

26.1 reside in a province or territory in Canada or in Bermuda, and are also Members of another provincial body and pay the full annual membership dues of that body;

Amended June 18, 2014

REGULATIONS

26.2 migrate from another province or from Bermuda, who, in the year of migration, have paid that year's full annual membership dues to another provincial body;

Amended June 18, 2014

26.3 reside outside Canada and do not provide accounting services to the public in the Province of Ontario;

Amended February 21, 2014

27. Members who have attained the age of 65 or more and who have been granted retired-member status in another provincial body or an accounting body listed in the Schedules to Regulation 6-2 and have completed at least one year of membership in good standing in CPA Ontario, CGA Ontario or CMA Ontario shall be exempt from payment of the annual membership dues.

New February 27, 2015

28. Members who have attained the age of 55 or more and whose:

28.1 gross annual income, excluding pension or other retirement income and investment income, is not greater than CAD 25,000; and

28.2 age and the total number of years of continuous membership in good standing held in CPA Ontario, CGA Ontario, CMA Ontario, and one or more provincial bodies or an accounting body recognized by the Council equals or exceeds the sum 70;

Amended February 27, 2015

shall be exempt from the payment of the annual membership dues.

29. Members who have retired-member status in another provincial body or accounting body listed in the Schedules to Regulation 6-2 and have completed 15 years of continuous membership in good standing in CPA Ontario, or who have retired member status with CGA Ontario or CMA Ontario shall be exempt from the payment of the annual membership dues.

Amended February 27, 2015

30. A Life Member in CPA Ontario shall be exempt from the payment of annual membership dues and any special purpose assessments levied by resolution of the Council, but not from any other dues.

31. A Member shall pay 50% of the full annual membership dues in respect of a fiscal year if;

Amended February 21, 2014

31.1 prior to September 30th of that year,

31.1.1 the Member ceases to reside in the Province of Ontario and becomes a Member of another provincial body to which the Member pays that body's full annual membership fee;

Amended June 18, 2014

31.1.2 the Member meets the criteria of section 27 of this regulation; or

31.1.3 the Member was not a Member of CPA Ontario; or

31.2 the Member's written application to resign from membership has been received by CPA Ontario prior to June 30th of that year and is accepted by the Registrar.

New - February 21, 2014

32. Notwithstanding subsection 31.1.3 a Member shall be exempt from the payment of annual membership dues and any special purpose assessments levied by resolution of the Council but not from any other dues if, during that fiscal year, the Member has both:

32.1. passed the Uniform Evaluation or the Common Final Examination; and
Amended June 18, 2014

32.2. been admitted to membership in CPA Ontario.

33. *Repealed – June 18, 2014*

34. The Registrar may waive or defer the payment by a Member of

34.1. the annual membership dues and any special purpose assessments levied by resolution of the Council in extraordinary circumstances of financial hardship of a Member and in accordance with the policies of the Council passed from time to time;
Amended February 21, 2014

34.2. any special purpose assessments levied by resolution of the Council, if the Registrar is satisfied that there are exceptional, medical or compassionate circumstances in respect of a Member;

Amended February 27, 2015

34.3. any other dues of a Member if the Registrar is satisfied that there are extraordinary circumstances of financial hardship or other exceptional, medical or compassionate circumstances in respect of a Member.

New - February 21, 2014

Suspension and Revocation

35. The Registrar shall suspend the membership, registration or certificate of any person who has not paid any dues within three (3) calendar months of the date for payment set by CPA Ontario.

Amended February 21, 2014

36. Upon receipt of payment of the dues owed by a person, the Registrar may reinstate the membership, registration or certificate of that person.

37. Notwithstanding section 36, the Registrar shall revoke or terminate the membership, registration or certificate of any person who remains suspended pursuant to section 35 for a period of more than two (2) months, unless the person:

37.1. is the subject of a practice inspection;

37.2. is the subject of an investigation, proposed settlement agreement or Allegation by the Professional Conduct Committee; or

37.3. has not fully complied with a settlement agreement or order of a Committee.

Appeals

38. A Member whose membership is suspended or revoked and a Student or Applicant who is deregistered may appeal the decision of the Registrar to the Membership Committee.
39. The parties to an appeal are the individual appealing and the Registrar.
40. The appeal shall be conducted in accordance with the Rules of Practice and Procedure.
41. The decision of the Membership Committee is final.

Delegation

42. The Council delegates its authority to establish, alter and revoke, including the amounts and names, all dues, except those dues set pursuant to sections 5, 11, and 12, to its Finance Committee.

Amended February 22, 2013

43. All dues passed by the Finance Committee pursuant to section 42 shall be ratified by the Council within one year of being so passed, unless superseded by that date.

Amended February 22, 2013

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Schedule of Dues

Dues listed do not include applicable taxes.

Member Dues

Annual Membership Dues	\$580.00
Annual Membership Reduced Dues	\$290.00
CPA Canada Dues	\$380.00
Reinstatement Fee – Insurance	\$500.00
Reinstatement Fee – Other	\$250.00
Readmission Fee – Insurance	\$1,000.00
Readmission Fee – Other – per year or partial year since revocation to a maximum multiple of 5	\$580.00
Readmission Fee – Following Resignation	\$0.00
Public Accounting Licensing Fee – Annual Renewal	\$190.00
Public Accounting Licensing Fee – New Application	\$190.00
Public Accounting Licensing – PALE Examination	\$900.00

Firm Dues

Practitioner Fee – Per Practitioner	\$260.00
Professional Corporation – Registration Fee	\$180.00
Professional Corporation – Renewal Fee	\$0.00
Professional Corporation – Authorization Fee	\$123.81
Practice Inspection – Hourly Rate	\$205.00
Public Accounting Firm Registration Fee	\$100.00
Public Accounting Firm Renewal Fee	\$0.00
Reinstatement Fee – Firm	\$500.00

Admission Fee

Admission to Membership Fee	\$500.00
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Applicant Dues

Registration Fee	\$100.00
Renewal Fee	\$150.00
Reinstatement Fee (following suspension)	\$100.00
Reregistration Fee (following deregistration)	\$250.00
CA Reciprocity Examination (CARE) each part	\$475.00
CA Reciprocity Examination Preparation Course Part 1 (excludes practice examination)	\$625.00
CA Reciprocity Examination Preparation Course Part II (excludes practice examination)	\$600.00
CA Reciprocity Examination Preparation Course – materials only Part I	\$475.00
CA Reciprocity Examination Preparation Course – materials only Part II	\$450.00
Mechanical Check of Examination (optional) each part	\$60.00
Practice Examination Part I	\$50.00
Practice Examination – Part II	\$75.00
CPA, CA Reciprocity Professional Development (CARPD)	\$895.00

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Student Dues

Ontario University Transcript Evaluation	\$50.00
Canadian University Outside Ontario Transcript Evaluation	\$100.00
Internationally Educated Accountants – Transcript Evaluation *	\$480.00
Transcript Evaluation Updates – All Types	\$10.00
Reassessment of Transcript Evaluation	\$50.00
Registration Fee *	\$100.00
Renewal Fee – Regular Student	\$280.00
Renewal Fee – Co-op Student	\$140.00
Reinstatement Fee (following suspension)	\$100.00
Reregistration Fee (following deregistration)	\$250.00
Recognition of Pre-registration Experience	\$100.00
CPA Certification Program	
PREP Program Annual Enrollment Fee (for individuals not already registered with CPA Ontario)	\$380.00
PREP Program Annual Enrollment Fee (for Students already registered with CPA Ontario)	\$100.00

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PREP Program – Per Module	
Module 1, 2, 3 or 4 – Distance Learning	\$450.00
Module 1, 2, 3 or 4 – Exam Only	\$200.00
Module 5 or 9 – Distance Learning	\$700.00
Module 5 or 9 – Distance Learning with interactive webinar	\$800.00
Module 5 or 9 – Lecture	\$900.00
Module 5 or 9 – Exam Only	\$200.00
Module 6 or 7 – Distance Learning	\$600.00
Module 6 or 7 – Lecture	\$800.00
Module 6 or 7 – Exam Only	\$200.00
Module 8 or 10 – Distance Learning	\$500.00
Module 8 or 10 – Lecture	\$700.00
Module 8 or 10 – Exam Only	\$200.00
Module 11 or 12 – Distance Learning	\$450.00
Module 11 or 12 – Exam Only	\$100.00
PEP Annual Student Registration	\$280.00
PEP D2L Initial Access	\$300.00
PEP D2L Annual Access	\$100.00
PEP Core 1 Module	\$1,250.00
PEP Core 1 Exam Only	\$400.00
PEP Core 2 Module	\$1,250.00
PEP Core 2 Exam Only	\$400.00
PEP Electives Module per module	\$1,250.00
PEP Electives Exam Only per exam	\$400.00
PEP Capstone 1 Module	\$1,200.00
PEP Capstone 2 Module	\$1,200.00
Common Final Examination	\$1,400.00
Secureexam lifetime usage	\$100.00

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Oracle usage	\$100.00
PEP Module deferral penalty (4 weeks prior to start date)	\$100.00
PEP Module deferral penalty (within 4 weeks of start date)	50% of module fee
PEP Module withdrawal penalty (4 weeks prior to start date)	\$100.00
PEP Module withdrawal penalty (within 4 weeks of start date)	50% of module fee
PEP Module withdrawal penalty (after second Friday of start date)	100% of module fee
PEP Exam Deferral (4 weeks prior to exam)	\$100.00
PEP Exam Deferral (within 4 weeks of exam)	\$200.00
PEP Late exam upload	\$200.00
PEP Missed workshop make up	\$295.00 per day missed
CA Program	
Staff Training Program	\$700.00
UFE Candidate's Guide to the CPA Canada Handbook	\$150.00
UFE Preparation Program (optional) – Course and Materials	\$630.00
UFE Preparation Program (optional) – Materials Only	\$210.00
UFE Preparation Program (optional) – individual units	
Professional Practice Course and Materials	\$450.00
Professional Practice Materials Only	\$150.00
Advanced Taxation Course and Materials	\$180.00
Advanced Taxation Materials Only	\$60.00
Mock Examination comprehensive question	\$80.00
Mock Examination non-comprehensive question	\$80.00
UFE – Uniform Evaluation – UFE Finalist Program (optional)	\$800.00
UFE – Uniform Evaluation – Examination (required)	\$1,400.00
UFE – Uniform Evaluation – Examination – late upload	\$200.00
UFE – Uniform Evaluation – Review of Examination (optional)	\$475.00
UFE – Uniform Evaluation – Performance Assessment Review (PAR) (optional)	\$525.00
UFE – Uniform Evaluation – Both Review and PAR (optional)	\$900.00

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Miscellaneous Dues

High School Student – Registration Fee	\$4.42
High School Student – Renewal Fee	\$4.42
High School Student – No Limits Conference (optional)	\$8.85
University Students – Registration Fee	\$17.70
University Students – Renewal Fee	\$17.70
University Students – D&A Magazine Subscription (optional)	\$22.12
University Students – Virtual Professional Library (optional)	\$26.55
University Students – Resume Portal Access (optional)	\$17.70
University Students – Chartered for Finance (selected delegates)	\$26.55

Other

Bank Draft Administration	\$50.00
Non-Sufficient Funds (NSF)	\$50.00
Cancellation, Transfer or Withdrawal Fee (minimum)	\$50.00
Late Fee (based upon payment amount outstanding) amount equal or greater than \$500.00	\$100.00
Late Fee (based upon payment amount outstanding) amount between \$100.00 and \$499.99	\$45.00
Late Fee (based upon payment amount outstanding) amount less than \$100.00	\$25.00
Late fee – filing documents or declaration	\$25.00
Other Fees – Membership Certificate Replacement	\$50.00
Letters of Good Standing	\$0.00
Transcript Requested by Active Members and Students	\$15.00
Transcript Requested by all Others	\$100.00

* \$380.00 of the transcript evaluation fee will be credited towards Student registration and renewal fees, if the date of registration as a Student is no more than three years from the date of the evaluation.

Amended February 27, 2015

**CHARTERED PROFESSIONAL
ACCOUNTANTS OF ONTARIO**

**REGULATION 4-7
ISSUANCE AND USE OF DESIGNATIONS**

**Adopted by the Council pursuant to the *Chartered Accountants Act, 2010*, and the
Bylaws on October 19, 2012, as amended to February 27, 2015.**

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**REGULATION 4-7
ISSUANCE AND USE OF DESIGNATIONS**

Adopted by the Council pursuant to the *Chartered Accountants Act, 2010*, and the Bylaws on October 19, 2012, as amended to February 27, 2015.

Definitions

1. In this regulation, words have the same meaning as they do in the Act and bylaws.

Issuance

2. Subject to section 10 of this regulation, every Member in good standing of CPA Ontario shall have the right to the designation "Chartered Professional Accountant" and the initials "CPA" or "C.P.A.", and the Registrar shall cause to be issued to every Member forthwith and thereafter upon the Member's admission to membership a certificate bearing that designation.
3. A legacy CA Member in good standing of CPA Ontario shall, in addition to the right in section 2 of this regulation, have the right to the designation "Chartered Accountant" and the initials "CA" or "C.A.", and the Registrar shall cause to be issued to every Member upon their admission to membership a certificate bearing that designation.

Amended April 15, 2014

4. A Fellow in good standing of CPA Ontario shall, in addition to the right in section 2 of this regulation, have the right to the title "Fellow of CPA Ontario" and the initials "FCPA" or "F.C.P.A.", and the Registrar shall cause to be issued to every Fellow upon their election or deemed election as a Fellow a certificate bearing that title.

Amended April 15, 2014

5. A legacy CA Member who is elected a Fellow of CPA Ontario and is in good standing shall, in addition to the rights in sections 2 through 4 of this regulation, have the right to the initials "FCA" or "F.C.A." and the certificate issued to the Fellow shall so indicate.

Amended April 15, 2014

6. A Member elected or deemed elected as a Life Member shall not thereby gain the right to use any designation or initials, but the Registrar shall cause to be issued to the Life Member a certificate indicating that election.

Amended April 15, 2014

Use of Designation

7. Every legacy CA Member shall use the designation or initials set out in section 2 of this regulation followed by the designation or initials set out in section 3 of this regulation, with the designations or initials separated by a comma, as follows: "John /

REGULATIONS

Jane Doe, CPA [or Chartered Professional Accountant or C.P.A.], CA [or Chartered Accountant or C.A.]”.

Amended June 18, 2014

- 7A. Every legacy CMA Member shall use the designation or initials set out in section 2 of this regulation followed by the designation or initials signifying membership CMA Ontario, separated by a comma, as follows: “John / Jane Doe, CPA [or Chartered Professional Accountant or C.P.A.], CMA [or Certified Management Accountant or C.M.A.]”.

Amended June 18, 2014

8. Every legacy CA Member who is elected a Fellow of CPA Ontario shall use the designations and initials as set out in section 7 of this regulation, except that the letter “F” shall precede both sets of initials, as follows: “Jane / John Doe, FCPA [or F.C.P.A.], FCA [or F.C.A.]”.

Amended April 15, 2014

- 8A. Every legacy CMA Member and legacy CGA Member who is deemed elected a Fellow Member of CPA Ontario by reason of Bylaw 4.6.3 shall use the designations and initials as set out in section 7A or 9 of this regulation, as the case may be, except that the letter “F” shall precede both sets of initials, as follows: “Jane / John Doe, FCPA [or F.C.P.A.], FCMA [or F.C.M.A.], or FCGA [or F.C.G.A.]” as the case may be.

Amended June 18, 2014

9. Every legacy CGA Member shall use the designation or initials as set out in section 2 of this regulation followed by the designation or initials signifying membership in CGA Ontario, separated by a comma, as follows: “John / Jane Doe, CPA [or Chartered Professional Accountant or C.P.A.], CGA [or Certified General Accountant or C.G.A.]”.

Amended June 18, 2014

10. *Repealed June 18, 2014*

11. *Repealed June 18, 2014*

12. No Member shall use any designation or initials set out in sections 2 through 5 of this regulation except as provided in sections 7 through 11 of this regulation.

13. A Member who is not in good standing shall not use any designation or initials set out in this regulation.

Amended June 18, 2014

Use of Other Designations

14. Until December 31, 2018, but not thereafter, a legacy CA Member in good standing may use the specialty of practice designations “IFA” and “IT” if the Member has fulfilled all the requirements for that specialty as at December 31, 2014 and paid all required fees, by adding such initials immediately following the “CA” or “FCA”, separated by a dot or period.

Amended November 27, 2014

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- 14A. A Member in good standing may use the specialist designations Certified Financial Forensics (CFF) and Certified Information Technology Professional (CITP) issued by the American Institute of Certified Public Accountants if the Member has fulfilled all the requirements of that certification and paid all required fees, by adding the designation or initials immediately following the designations or initials as set out in sections 7 through 11 of this regulation.

New November 27, 2014

15. A Member of CPA Ontario in good standing may use a designation granted by an organization with jurisdiction in Ontario if the Member is a member in good standing of that organization and permitted by that organization to use the designation by adding the designation or the initials signifying the designation following the designations or initials used as set out in sections 7 through 11 of this regulation, separated by a comma.

16. A Member of CPA Ontario in good standing may use a designation granted by an accounting body outside Ontario, or the initials signifying that designation only if, and so long as:

16.1 The Member is a member in good standing of the accounting body outside Ontario and is permitted by that body to use the designation or initials;

16.2 The designation or initials is or are followed immediately by the name of the state, province or country, in parentheses, of that accounting body; and

16.3 The designation or initials is on a separate and subordinate line to the Member's name and CPA Ontario and any other Ontario designation(s) or initials.

17. A Member who is not in good standing, or an individual who is not a Member shall not use any designation or initials referenced in section 16 of this regulation.

Firm Names

18. Every firm registered with CPA Ontario on or before March 31, 2014, may, following and as part of the registered name, use either or both "Chartered Professional Accountant(s)" and "Chartered Accountant(s)" and the initials "CPA" or "C.P.A.", and "CA" or "C.A."

Amended April 15, 2014

19. Notwithstanding section 18 of this regulation, a firm registered with CPA Ontario that has one or more partners who are not legacy CAs, or are professional corporations with one or more shareholders who are not legacy CAs may use, if permitted by law, following and as part of the registered name, "Chartered Professional Accountants" and the initials "CPA" or "C.P.A.", but shall not use any other designation or initials, except that a firm registered with CMA Ontario on or before March 31, 2014 or with CGA Ontario on or before July 1, 2014 may, until December 31, 2017, continue to use such designations or initials as are part of the firm name as of that firm's registration with CMA Ontario or CGA Ontario, as the case may be, provided that the use of the designations or initials is permitted by the bylaws of, and so long as the

REGULATIONS

firm maintains its registration with, CMA Ontario or CGA Ontario, as the case may be.

Amended June 18, 2014

20. Notwithstanding sections 18 and 19 of this regulation, as of January 1, 2018, every firm registered with CPA Ontario shall only use, following and as part of the registered name, "Chartered Professional Accountant(s)" or the initials "CPA" or "C.P.A."

Amended November 29, 2012

21. An entity that is not registered with CPA Ontario shall not use "Chartered Professional Accountant(s)", "Chartered Accountant(s)", or the initials "CPA", "C.P.A.", "CA" or "C.A." in any manner whatsoever.

Failure to Comply

22. A failure to comply with any section of this regulation is a breach of member obligations as defined in Regulation 4-3.

CHARTERED PROFESSIONAL ACCOUNTANTS OF ONTARIO

**REGULATION 6-2
APPLICANT REGISTRATION**

**Adopted by the Council pursuant to the *Chartered Accountants Act, 2010*, and the
Bylaws on June 16, 2011, as amended to February 27, 2015.**

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REGULATION 6-2

APPLICANT REGISTRATION

Adopted by the Council pursuant to the *Chartered Accountants Act, 2010*, and the Bylaws on June 16, 2011, as amended to February 27, 2015.

Definitions

1. In this regulation, words have the same meaning as they do in the Act and bylaws; and
 - 1.1 “Applicant” includes an individual who, prior to January 1, 2015, was registered with CPA Ontario in the repealed section 4.4 (Evaluation of Experience) category of registration of this regulation.
New – February 27, 2015
 - 1.2 “becoming a resident of Canada” means the date of landing in Canada as evidenced by government documentation, excluding any period of time of temporary residency in Canada under a temporary visa or student visa following the expiry of which residency in Canada ceased or ceased for a continuous period of at least one year prior to returning to Canada;
Amended February 21, 2014
 - 1.3 “Evaluation of Experience” means the Evaluation of Experience category of registration in the repealed section 4.4 of this regulation;
New – February 27, 2015
 - 1.4 “institution of higher education” means an educational institution outside Canada which provides post-secondary academic education and which, if in the United States of America, has been accredited by an accreditation agency recognized by the United States Department of Education, and if outside the United States of America, is a university recognized in the International Handbook of Universities as published by the International Association of Universities;
New – February 22, 2013
 - 1.5 “returning as a resident to Canada” means the date on which an individual re-acquires residency in Canada as defined in the *Income Tax Act*, or as evidenced by government documentation;
 - 1.6 “university degree” means a four-year undergraduate degree comprising at least 120 credit hours, or equivalent, that has been granted or conferred by an institution of higher education.
New - February 22, 2013

Registration

2. An Applicant seeking to register with CPA Ontario shall submit an application in Form 6-2A along with:

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- 2.1 payment of the prescribed fee;
 - 2.2 proof of identity, including legal name, satisfactory to the Registrar;
 - 2.3 evidence of good character satisfactory to the Registrar; and
 - 2.4 evidence satisfactory to the Registrar of meeting the requirements for one of the registration categories as set out in section 4.
3. It is the responsibility of the Applicant to ensure the application is complete and accurate, and received by the Registrar, and:
- 3.1 An application submitted without the items required by section 2 shall be returned forthwith to the address provided by the Applicant and shall not be considered by the Registrar, and;
 - 3.2 An Applicant who fails to provide all information and produce all documents and other materials as requested, and within the time required, by the Registrar or, in extraordinary circumstances where such documentation is not available, provides alternative proof satisfactory to the Registrar, shall not be registered pursuant to this regulation and shall forfeit the fee paid under subsection 2.1.

Amended September 28, 2012

Registration Categories

4. An individual who meets all the criteria of one of the subsections of this section meets the requirements of subsection 2.4:
- 4.1 **U.S. CPA** - an individual who:
 - 4.1.1 is in good standing with a state board of accountancy listed in Schedule A;
 - 4.1.2 holds a CPA certificate in good standing, and a licence or permit to practice if such is available in that jurisdiction, from that state board of accountancy;
 - 4.1.3 was not registered with CPA Ontario or a provincial body as a Student in the five years prior to, or at the time of, writing the first part of the uniform CPA examination; and
- Amended February 21, 2014*
- 4.1.4 if one or more part(s) of the uniform CPA examination was written while being a resident of Canada or after becoming a resident of, or returning as a resident to, Canada provides proof satisfactory to the Registrar of either:

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4.1.4.1 having obtained a university degree from a degree-granting institution of higher education in the United States of America as a result of having attended the institution in person for classroom instruction on a full-time basis; or

4.1.4.2 having obtained in the United States of America at least one year of full-time practical experience in accounting.

Amended February 22, 2013

4.2 **Reciprocal Membership Body** - an individual who:

4.2.1 is a member in good standing with an accounting body outside Canada listed in Schedule B and, at either or both the time of the termination of the membership and its commencement, the accounting body was recognized;

4.2.2 was not registered with CPA Ontario or a provincial body as a Student in the five years prior to, or at the time of, writing any part of the normal qualifying examination(s); and

Amended February 21, 2014

4.2.3 if one or more part(s) of the normal qualifying examination(s) was written while being a resident of Canada or after becoming a resident of, or returning as a resident to, Canada provides proof satisfactory to the Registrar of either:

4.2.3.1 having obtained a university degree from a degree-granting institution of higher education as a result of having attended the institution in person for classroom instruction on a full-time basis; or

4.2.3.2 having obtained in the country in which the body relied on in section 4.2.1 has jurisdiction at least one year of full-time practical experience in accounting.

Amended February 22, 2013

4.3 **Recognized Accounting Body** - an individual who:

4.3.1 is a member in good standing of an accounting body outside Canada listed in Schedule C and, at either or both the time of the termination of the membership and its commencement, the accounting body was recognized;

4.3.2 was not registered with CPA Ontario or a provincial body as a Student in the five years prior to, or at the time of, writing any part of the normal qualifying examination(s); and

Amended February 21, 2014

4.3.3 if one or more part(s) of the normal qualifying examination(s) was written while being a resident of Canada or after becoming a

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resident of, or returning as a resident to, Canada provides proof satisfactory to the Registrar of either:

4.3.3.1 having obtained a university degree from a degree-granting institution of higher education as a result of having attended the institution in person for classroom instruction on a full-time basis; or

4.3.3.2 having obtained in the country in which the body relied on in section 4.3.1 has jurisdiction at least one year of full-time practical experience in accounting.

Amended February 22, 2013

5. An Applicant may only register in one registration category, and shall not also be registered as a Student at any time during the period of registration.

Amended February 24, 2012

Period of Registration

6. The date of registration shall be the date upon which the Registrar is satisfied the individual has complied with all the requirements of section 2 of this regulation.

Amended September 28, 2012

7. An Applicant shall renew registration on an annual basis by making an application for renewal in Form 6-2B and paying the prescribed fee, and providing all information and producing all documents and other materials as requested by the Registrar.
8. The Registrar shall suspend the registration of any Applicant who fails to comply with any provision of this regulation, or of the bylaws or regulations, and shall deregister an Applicant as required by the bylaws.
9. The Registrar shall deregister any Applicant whose registration has been suspended for a cumulative period of one year.
10. The Registrar shall deregister an Applicant on the fifth anniversary of that Applicant's initial date of registration or six months from the date the Applicant is informed all the requirements of this regulation have been fulfilled or, subject to section 17, on the date of the Applicant's fourth unsuccessful attempt of the CA Reciprocity Examination, Part I, whichever occurs first.

Amended September 28, 2012

11. An Applicant who has been deregistered may apply for reregistration at any time after the first anniversary of the date of deregistration or expiry and upon complying with the requirements for registration in effect at the time of that application.

Amended November 29, 2012

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12. An Applicant shall not be reregistered except at the discretion of the Registrar, and such reregistration may be subject to terms and conditions imposed by the Registrar.
13. Notwithstanding sections 10 through 12, the Registrar shall deregister an Applicant registered in the Evaluation of Experience category on the date that is the earlier of:
 - 13.1 September 30, 2015, if by that date the Applicant has not been successful in the Evaluation prescribed by the Council; and
 - 13.2 the date of the Applicant's second unsuccessful attempt at the Evaluation prescribed by the Council.

and shall not reregister that Applicant under this regulation; however, the Registrar may, at his discretion and on such terms and conditions as he deems fit, register that Applicant as a Student subject to the requirements of Regulation 6-1.

Amended – February 27, 2015

14. An Applicant who is reregistered or who is subsequently registered as a Student shall not retain credit for the fulfillment of any of the requirements of this regulation occurring during any other period of registration, except in the discretion of the Registrar.

Amended February 24, 2012

Completion of Program

15. Unless otherwise specified in this regulation, every Applicant shall complete the following during the period of registration in good standing:
 - 15.1 Evaluation Requirement; and
 - 15.2 Practical Experience Requirement.

Evaluation and Professional Development Requirements

16. During the period of registration and not more than three years prior to applying for membership under Regulation 4-1:
 - 16.1 every Applicant registered pursuant to section 4.1 or 4.3 shall successfully complete, in no more than four attempts, the CA Reciprocity Examination, Part I;

Amended February 21, 2014

- 16.2 every Applicant registered pursuant to section 4.2 who intends to apply for a public accounting licence under Regulation 9-1 after admission to membership shall successfully complete, in no more than four attempts, the CA Reciprocity Examination, Part I;

New - February 21, 2014

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- 16.3 every Applicant registered pursuant to sections 4.1, 4.2 or 4.3 who intends to apply for a public accounting licence under Regulation 9-1 after admission to membership shall successfully complete, in no more than four attempts, the CA Reciprocity Examination, Part II, or such other course(s) and examination(s) prescribed by the Council in lieu of that examination.

Amended February 21, 2014

17. Every Applicant shall, by the second anniversary of the date of admission to membership pursuant to Regulation 4-1, successfully complete such course(s) and/or program(s) of professional development as may be prescribed by the Council, and a failure to comply with the requirements of this section is a breach of member obligations as set out in Regulation 4-3.

Amended February 21, 2014

18. Evaluation of Experience Applicants are not eligible to apply for a public accounting licence under Regulation 9-1 after admission to membership.

Amended – February 27, 2015

Practical Experience Requirement

19. Every Applicant registered pursuant to section 4.1 or 4.3 shall provide proof of prior practical experience by completing Form 6-2C and providing further information and documents in support.

Amended September 28, 2012

20. The Registrar shall assess the proof of practical experience provided by the Applicant against the required competencies of an entry-level Chartered Accountant, as set out in Schedule E, on a substantial equivalency basis, and determine either that:

- 20.1 the Applicant has at least three years of practical experience and has achieved the Entry-Level Competencies set out in Schedule E of this regulation; or
- 20.2 the Applicant must acquire further practical experience to complete the three years of practical experience or achieve one or more of the Entry-Level Competencies set out in Schedule E of this regulation.

Amended September 28, 2012

21. The Registrar shall require the Applicant, if a decision is made under subsection 20.2 of this regulation, to complete a further period of practical experience of up to three years.
22. The Registrar shall require the further period of practical experience required under section 21 of this regulation to be completed either:

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- 22.1 in the same form and manner, and be subject to the same constraints and prescriptions, as though it were a period of practical experience under Regulation 6-1; or
- 22.2 under the supervision of a Member in good standing of CPA Ontario.
- 23. The Registrar shall not register an Applicant, or renew registration of an Applicant, of any person who:
 - 23.1 fails to make any disclosure or provide any information or document required by this regulation; or
 - 23.2 provides information or a document that is false or misleading, unless the Registrar is satisfied that the falsehood or misleading is not material and that it was made inadvertently.

New - February 21, 2014

Discretion and Appeals

- 24. In making any decision pursuant to this regulation, the Registrar shall act in accord with the Act, Bylaws, and regulations of CPA Ontario and shall be guided by the policies and guidelines, if any, passed by the Council from time to time.
- 25. A decision of the Registrar not to register or reregister an individual as an Applicant or to deregister an Applicant may be appealed by the individual or Applicant to the Membership Committee.
- 26. The parties to an appeal are the individual appealing and the Registrar.
- 27. The appeal shall be conducted in accordance with the Rules of Practice and Procedure.
- 28. The decision of the Membership Committee is final.

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SCHEDULE A

Amended February 21, 2014.

Recognized State Boards of Accountancy

Alabama State Board of Public Accountancy
Arkansas State Board of Public Accountancy
California State Board of Accountancy (with additional proof of compliance with the 150 hour education requirement)
District of Columbia Board of Accountancy
Florida Board of Accountancy
Georgia State Board of Accountancy
Guam Board of Accountancy
Idaho State Board of Accountancy
Illinois Board of Examiners and Dept. of Financial & Professional Regulation
Indiana Board of Accountancy
Iowa Accountancy Examining Board
Kansas Board of Accountancy
Kentucky State Board of Accountancy
State Board of CPAs of **Louisiana**
Maine Board of Accountancy
Maryland State Board of Public Accountancy
Massachusetts Board of Public Accountancy
Michigan Board of Accountancy
Minnesota State Board of Accountancy
Mississippi State Board of Public Accountancy
Missouri State Board of Accountancy
Montana State Board of Public Accountants
Nebraska State Board of Public Accountancy
Nevada State Board of Accountancy
New Jersey State Board of Accountancy
New Mexico Public Accountancy Board
New York State Board for Public Accountancy
North Carolina Board of CPA Examiners
North Dakota State Board of Accountancy
Accountancy Board of **Ohio** (with additional proof of compliance with the 150 hour education requirement)
Oklahoma Accountancy Board
Oregon State Board of Accountancy
Pennsylvania State Board of Accountancy
South Carolina Board of Accountancy
South Dakota Board of Accountancy
Tennessee State Board of Accountancy
Texas State Board of Public Accountancy
Utah Board of Accountancy
Virginia Board of Accountancy
Washington State Board of Accountancy
West Virginia Board of Accountancy
Wisconsin Accounting Examining Board
Wyoming Board of Certified Public Accountants (with additional proof of compliance with the 150 hour education requirement)

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SCHEDULE B

Amended September 28, 2012.

Reciprocal Membership Bodies

The Institute of Chartered Accountants of Australia

The Institute of Chartered Accountants in England and Wales

The Hong Kong Institute of Certified Public Accountants - having completed the Qualifying Program (Professional Program and Final Professional Examination) after January 1, 2002

The Institute of Chartered Accountants of Ireland

New Zealand Institute of Chartered Accountants

The Institute of Chartered Accountants of Scotland

The South African Institute of Chartered Accountants

The Institute of Chartered Accountants of Zimbabwe - having registered in the Qualifying Program on or after January 1, 1996

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SCHEDULE C

Amended September 28, 2012.

Recognized Accounting Bodies

Instituto Mexicano de Contadores Publicos (must have obtained the CPC designation)

L'Institut des Réviseurs d'Entreprises de Belgique

Ordre des experts comptables de France

The Japanese Institute of Certified Public Accountants

The Netherlands Institute of Chartered Accountants (Nederlandse Beroepsorganisatie van Accountants)

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SCHEDULE D

Amended February 24, 2012

SPECIFIED ACCOUNTING BODIES

The Association of Chartered Certified Accountants (United Kingdom)
The Australian Society of Certified Practising Accountants
The Institute of Chartered Accountants of India
The Institute of Chartered Accountants of Pakistan
Chamber of Public Accountants (Germany) Wirtschaftsprüferkammer (WPK)

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SCHEDULE E

**GUIDELINES:
ASSESSMENT OF COMPETENCIES OF APPLICANTS**

Pursuant to Section 20 of Regulation 6-2, the Registrar shall assess the proof of practical experience provided by the Applicant against the required competencies of an entry-level Chartered Professional Accountant. The determination to be made by the Registrar is whether the Applicant has acquired as a result of his or her previously acquired experience in accounting, the competency development required for the entry-level CPA at the time of admission to membership in CPA Ontario.

The Registrar's determination shall be based upon an assessment of the totality of the Applicant's previous professional accounting experience completed for the purpose of qualifying for admission to membership in the particular accounting body and subsequent to admission to membership in that body. The assessment should take into account:

- the Applicant's depth and breadth of competency development;
- the duration of the period(s) of accounting experience (i.e. the number of months or years);
- the nature of the place(s) of employment or practice in which the accounting experience was obtained;
- the position(s) held by the applicant; and
- the progression of the applicant's career in professional accounting.

Depth and breadth of competency development

The entry-level competencies are grouped into the following six categories:

- Performance Measurement and Reporting
- Assurance
- Taxation
- Governance, Strategy and Risk Management
- Management Decision-Making
- Finance

Depth of competency development must be demonstrated in any one of the competency areas. Breadth of competency development must be demonstrated in two areas.

Depth

To meet the *depth* of competency development requirement, an applicant must satisfy the Registrar that he or she:

- has gained sufficient direct working experience in all or most of the specific competencies listed for any one of the competency areas
- if depth is achieved in any one of the following areas:
 - Taxation
 - Governance, Strategy & Risk Management
 - Management Decision-Making

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- Finance

one of the breadth areas must be in Performance Measurement & Reporting. Within this breadth area, Level Two proficiency (see below) must be achieved in the following three specific competencies:

- Evaluates the impact of alternative and/or new accounting standards/policies
- Reviews, proposes or accounts for the entity's transactions, including complex transactions
- Prepares and/or reviews financial statements and accompanying notes
- has demonstrated an awareness of emerging topics in his or her areas of depth, either independently or as part of a team with little direction or supervision

For qualifying practical experience in an area of depth, an applicant must demonstrate a Level 2 proficiency in the majority of the competencies in the area, and a Level 1 proficiency in the balance of the depth requirement.

Breadth

To meet the *breadth* of competency development requirement, an applicant must satisfy the Registrar that he or she has gained sufficient direct working experience in at least half of the specific competencies listed in two of the other competency areas, excluding the competency that fulfills the depth of competency requirement, and demonstrate the ability to work at a Level 2 proficiency in at least half of those.

Proficiency levels

For the purposes of demonstrating depth and breadth of competency development, the *proficiency levels* are as follows:

Level 1 (works under supervision): The Applicant has the basic knowledge and skill required to complete the task assigned but does not complete the task without supervision or assume responsibility for its execution. The Applicant requires supervision and direction in completing the tasks as he/she begins applying their education to practice.

Level 2 (works independently): The applicant can apply the underlying knowledge and skill in a practical setting and is able to complete tasks independently or as part of a team with minimal direction or supervision. The Applicant assumes responsibility for execution of the task and performs all work with diligence and due care. The Applicant treats each situation as an opportunity to further develop their professional judgement and/or expand their knowledge base.

Duration of professional accounting experience

The *duration of professional accounting experience* required for admission to membership in CPA Ontario is a minimum term of three years of experience acceptable to CPA Ontario. An Applicant who has not obtained at least three years of previous professional accounting experience acceptable to CPA Ontario is required to fulfill a period of experience in accounting as prescribed by the Registrar such that the applicant

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will have obtained by the date of admission to membership in CPA Ontario an amount of acceptable accounting experience that in aggregate is at least three years in duration.

Nature of the place(s) of employment or practice

The factors that should be considered by the Registrar in respect of the *nature of the place of employment or practice* are:

- As applicable,
 - The nature or line of business (for example, financial services, manufacturing, natural resources, retailing, information technology) and examples of the major clients, customers or recipients of the products or services, or
 - The nature of the professional services provided, including whether the services were public accounting or related areas (for example, assurance/attestation, taxation, advisory services) and examples of the major clients, customers or recipients of the products or services
- The size of the business or practice, with reference to such matters as total number of staff, number of partners, total annual revenues or budget
- The corporate structure (e.g. for-profit corporation, not-for-profit corporation, public sector/governmental organization, academic institution, partnership, proprietorship) and in respect of a corporate entity, whether it is/was a publicly listed or publicly traded entity or a privately owned/not publicly listed entity.

The position(s) held by the applicant

In respect of the *positions(s) held by the Applicant*, the Registrar should consider:

- the title of each position held;
- the level or seniority of the position within the place of employment or practice, with reference to such matters as to whom (position) the Applicant directly reported or was accountable and the placement of such position within the overall management or governance structure;
- the breadth and complexity of the responsibilities assigned to the Applicant in the position held;
- the breadth and depth of competency development during the period in which the Applicant held the position.

The progression of the applicant's career in professional accounting

Position-specific indicators that should be considered by the Registrar when determining an Applicant's progression through his or her career in professional accounting include demonstration of work functions or the provision of professional services in defined positions that:

- require increasing competency development;
- require the ability of the applicant to handle increasingly complex tasks;
- involve increasing levels of responsibility;
- provide increased ability and opportunity to supervise, manage and mentor others and decreased level of supervision of the applicant throughout his or her career path, which may be measured by
 - number of supervisors;
 - number of direct reports;
 - changes in position or job titles;

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- changes to job responsibilities and accountabilities;
- provide opportunities for the applicant to learn from supervisors who are deemed experts in their field (exposed to or mentored by other professionals).

Progression to successively more senior positions and/or demonstration of progressively higher levels of proficiency over the course of the Applicant's employment or practice with a particular entity or throughout the Applicant's total period(s) of accounting experience should also ordinarily indicate greater breadth and depth of competency development. An Applicant who has achieved through their previous employment or practice a position or level as a partner, senior executive, director or officer should ordinarily be considered to have achieved a higher level of proficiency as well as greater breadth and depth of competency development than an Applicant who would have held a less senior position.