

CPB Canada Bookkeeping Excellence Awards

2020 Fellow Award

Please submit your completed nomination by August 14, 2020

Thank you for taking the time to nominate a deserving Certified Professional Bookkeeper (CPB) for the **CPB Canada 2020 Fellow Award**. Your nomination may be supplemented with additional information, gathered by research from the CPB Canada team, and/or further information provided by the Nominee that the CPB Canada Board of Directors may need to select the award winner.

THE AWARD

The CPB Canada Fellow Award was created to recognize those individuals who have given exemplary and outstanding service to the Certified Professional Bookkeepers of Canada (CPB Canada). Recipients will remain as a Certified Member and will be entitled to add FCPB as a designation alongside their CPB. For example: [First Name] [Last Name], CPB, FCPB

ELIGIBILITY CRITERIA

The Nominee must:

- a. Demonstrate that she or he upholds the standards and ideals of CPB Canada as identified in our [Mission, Vision](#), and [Code of Ethics and Professional Conduct](#); and
- b. Have made major contributions to the aims and objectives of CPB Canada over their years as a member; and
- c. Demonstrate ongoing dedicated service to CPB Canada; and
- d. Be a Certified Professional Bookkeeper (CPB) in good standing, with no ethics complaints proven to have merit, and must be current with their [Continuing Education Credit requirements](#).

WHO CAN BE NOMINATED?

- a. A CPB in good standing, with no ethics complaints proven to have merit, and must be current with their Continuing Education Credits requirements.
- b. Current members of the CPB Canada Board of Directors **ARE NOT ELIGIBLE** to be nominated for this award
- c. Current employees **ARE NOT ELIGIBLE** to be nominated for this award.
- d. Previous winners **ARE NOT ELIGIBLE** to be nominated.
- e. Previous Nominees **ARE ELIGIBLE** to be nominated.

WHO CAN NOMINATE?

- a. Any CPB Canada member, an employer, an employee or customer/client of a Certified Professional Bookkeeper (CPB).
- b. Entities/companies that supply technology to the accounting/bookkeeping community, and their representatives, are not permitted to submit nominations.
- c. Self-nominations will **NOT** be accepted.

PROCESS

- a. All nominations and supporting documentation must be received by CPB Canada no later than midnight Eastern Time on August 14, 2020. The date and time recorded on the form submission will be used as the date and time received, and late entries will not be accepted.
- b. The nomination is to be submitted to CPB Canada via Google Form:
<https://forms.gle/FCpiJWD27Ap8w5HU7>
- c. This application must be completed in its entirety or the nomination will be eliminated from consideration.
- d. CPB Canada will acknowledge receipt of each nomination and any additional supporting information.
- e. CPB Canada accepts no responsibility for any nomination or supporting information which is sent but not received. If you do not receive an acknowledgment e-mail within 72 hours, please e-mail us at awards@cpbcan.ca
- f. The Board of Directors decision will be final, and no correspondence will be entered regarding the nomination.

SELECTION COMMITTEE

Evaluation and selection of a CPB Canada Fellow Award recipient will be conducted by the CPB Canada Board of Directors.

ANNOUNCEMENT OF THE AWARD

The recipient(s) of the CPB Canada Fellow Award will be announced at the IGNITE Conference.

MAXIMUM NUMBER OF WINNERS IN ANY ONE YEAR

No more than two (2) Fellow Awards will be awarded in any one year.

SUPPORTING DOCUMENTATION/MATERIALS

Letters

You may include up to three letters of support from organizations or individuals that know or have worked with the Nominee. Ideally, these letters would include the following:

- a. A brief description of the person/organization supporting the nomination, their work/company, and their role in the community.
- b. The details of the Nominee's involvement with the person/organization supporting the nomination, including:
 - the role of the Nominee
 - support indicating how the nominee has met the criteria.

Entities/companies that supply technology to the accounting/bookkeeping community, and their representatives, are not permitted to submit letters of support.

Photos

The Nominee must include one high-resolution image (head shot) with the Nominee questionnaire.

If you have any questions concerning this process, please contact awards@ipbc.ca