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# Bookkeeping Excellence Awards - Distinguished Service Award

## THE AWARD

Thank you for nominating a deserving Certified Professional Bookkeeper (CPB) for the **Distinguished Service Award**. This award recognizes a Certified Professional Bookkeeper (CPB) who has accomplished significant achievements throughout their bookkeeping career. This is demonstrated through commitment, excellence, and innovation and by contributing to their community, the bookkeeping industry, and the association.

## ELIGIBILITY CRITERIA

The Nominee will have:

- a. Demonstrated that they uphold the standards and ideals of CPB Canada as identified in our [Mission, Vision](#), and [Code of Ethics and Professional Conduct](#).
- b. Accomplished significant achievements in their bookkeeping career.
- c. Demonstrated a commitment to, and the promotion of, excellence within the bookkeeping industry and with CPB Canada.
- d. Made a significant contribution to their community through volunteer services (i.e., civic, political, charitable, professional, business, or industry association).
- e. Achieved accomplishments through innovative or novel approaches.
- f. A Certified Professional Bookkeeper (CPB) certification in good standing without ethics complaints holding merit and is compliant with their Continuing Professional Development (CPD) requirements.
- g. Current members of the Board of Directors and employees of CPB Canada are not eligible to be nominated for this award.

## 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 are permitted with supporting documentation.

## **PROCESS**

- a. All nominations and supporting documentation must be received by CPB Canada ahead of any prescribed deadline. The date and time of nominations are recorded, and late entries will not be accepted.
- b. The nomination will be submitted to CPB Canada via the prescribed channels for that given year.
- c. All nominations must be completed entirely, or the nomination will be eliminated from consideration.
- d. CPB Canada will provide an acknowledged receipt for each nomination submitted.
- e. The Review Panel's decision will be final.

## **Review Panel**

CPB Canada will form a Review Panel annually to choose the Distinguished Service Award recipient. They will consist of at least three CPB Canada members who are CPBs in good standing and not members of the current Board of Directors.

## **ANNOUNCEMENT OF THE AWARD**

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

## **MAXIMUM NUMBER OF WINNERS IN ANY ONE YEAR**

No more than one (1) Distinguished Service Award will be awarded in any given year.

## **SUPPORTING DOCUMENTATION/MATERIALS (FOR SELF-NOMINATIONS)**

### **Letters**

Self-nominations should include two (2) letters of support from organizations or individuals that know or have worked with the Nominee. These letters of support can be from clients of 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
  - how the Nominee has met the criteria.

### **Photos**

The Nominee must include one high-resolution image (headshot) with the Nominee questionnaire. This is not necessary if you wish to keep your nomination discreet or a secret.