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# Bookkeeping Excellence Awards - Fellow Award

## THE AWARD

Thank you for nominating a deserving Certified Professional Bookkeeper (CPB) for the **Fellow Award**. This award recognizes individuals with exemplary and outstanding service to the Certified Professional Bookkeepers of Canada (CPB Canada). The CPB Canada Board of Directors selects this annual award. Recipients of this award will remain Certified Members and will be entitled to add FCPB alongside their CPB certification.

## 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. Made significant contributions to the aims and objectives of CPB Canada over their years as a member.
- c. Demonstrated a dedicated service to CPB Canada.
- d. A Certified Professional Bookkeeper (CPB) certification in good standing without ethics complaints holding merit and is compliant with their Continuing Professional Development (CPD) requirements.
- e. 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 for the Fellow Award are not permitted.

**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 Board of Directors' decision will be final.

**SELECTION COMMITTEE**

The CPB Canada Board of Directors will conduct an evaluation and selection of a CPB Canada Fellow Award recipient.

**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 can be awarded in any given 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
  - how the Nominee has met the criteria.

### **Photos**

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