



## CPB Canada - Continuing Professional Development (CPD) Policy

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DATE REVISION APPROVED: August 19, 2019

### Intent

This policy describes the requirements for Continuing Professional Development (CPD) for CPB Canada (legally known as Institute of Professional Bookkeepers of Canada) Members, as well as the process for auditing of Member CPD.

Questions related to this policy and its guidelines may be directed to the CPB Canada CEO and/or the CPD Sub-Committee.

### Policy

#### 1. CPD Qualifications

The CPD requirements for CPB/FCPB Members is **20** units per year. There is an exception available to obtain **40** units over a 2-year period, *however* this is only for those meeting specific criteria (i.e. maternity leave or long-term illness) and must be sanctioned by CPB Canada in order to be considered valid.

The CPD requirement for Retired CPB/FCPB Members is **10** units per year.

The CPD requirement for Technician Members is **10** units per year.

The CPD requirement for – Apprentice Members is **5** units per year.

The term “Year” refers to one year from the anniversary date that the Member successfully completed the CPB Exam or the test for their non-certified level.

- The CPD must be **VERIFIABLE** – meaning that the CPD can be *proven*.
- CPD falls into two categories, those being (1) “**CONTINUOUS BOOKKEEPING & BUSINESS**” and (2) “**PERSONAL DEVELOPMENT**”:
  - **CONTINUOUS BOOKKEEPING & BUSINESS** CPD must be the majority of the Member’s annual requirements to a minimum of **18** units per year (or **36** units over 2 years for the exception);
  - **PERSONAL DEVELOPMENT** CPD only qualify for a maximum of **2** units per year (or **4** units over 2 years for the exception).



- CPD topic areas such as software training and webinars must also be VERIFIABLE, i.e. proof of attendance (documentation that proves your successful completion of the session).

*CPB Canada Webinars:* For every 1-hour webinar, 1 unit will be awarded. This includes webinars given by vendors, as long as they are not sales-based. (*when in doubt, check specifics for each webinar*)

*Regional Meetings:* For every Regional Meeting attended, 1 unit will be awarded. These are eligible for the CONTINUOUS BOOKKEEPING & BUSINESS CPD when they are bookkeeping related.

*CPB Canada Conference:* Attendance at the annual CPB Canada conference will allow one CONTINUOUS BOOKKEEPING & BUSINESS – unit for each breakout session available to attend. This does not include keynote speaker talks or pre-conference sessions.

*Individual Bookkeeping Courses/Seminars:* Attendance at courses and seminars that are directly related to bookkeeping will be awarded ONE CONTINUOUS BOOKKEEPING & BUSINESS unit per ONE hour of attendance. Examples of these include, but are not limited to, CPA/CRA Year-End & New Year Requirements, Sage SAN Certification annual renewal. CPD granted for this category must have verifiable documentation of successful completion.

*Other Industry Related/Technology Conferences:* Attendance at all other bookkeeping business related and technology conferences will be awarded as per the CPD given by the individual conference (i.e. Excel, Operating systems such as Windows).

*Teaching or Presenting:* CPD will be awarded as ONE CONTINUOUS BOOKKEEPING unit per ONE hour of teaching/presenting, provided that (a) it is a public audience and not part of your everyday tasks, and (b) that verifiable documentation is available. Please note that CPD will not be awarded for any preparation time or proctoring of exams.

*Individual Personal Development Courses & Seminars:* Attendance at courses and seminars of this nature will be awarded as ONE PERSONAL DEVELOPMENT unit per ONE hour of attendance to a maximum of ONE unit per course/seminar. Attendance must be verifiable, and session must involve a speaker (i.e. mixers are not eligible for CPD).

**Note: if a Member is unsure if a course is eligible for CPDs,** then the Member should obtain approval before taking the course to ensure the CPD will be sanctioned. This request should be submitted to CPB Canada using the “CPD REQUEST” form. Staff will then forward it to the CPD Sub-Committee for review. The CPD Sub-Committee will advise Operations of the decision, who will, in turn, respond to the Member. If approved, the CPD Sub-Committee will then recommend that the course they reviewed be added to the list of eligible courses for future reference.



## 2. CPD Maintenance

- Members are responsible for updating their own CPD in their profile on the CPB Canada website. This includes uploading the verification of their CPD and being responsible for the accuracy of the entries already in their profile (those entered by CPB Canada).
- CPD of a Member is subject to a random audit at any given time, under the parameters determined by the Accreditation & Compliance (A&C) Committee or Operations. Therefore, any and all documentation that verifies your CPD over a two-year period should be retained to support the CPD you are claiming for the current reporting year, as well as the previous reporting period. *(Instructional documentation is available from CPB Canada on how to manage this portion of your profile.)*

## 3. CPD Audit Process

- The annual notice of renewal to Members will include a reminder to ensure all CPD is documented in their profile on the website.
- Operations will obtain a list of CPB/FCPB CPD anniversaries from the CPB Canada database the first of each month. They will then perform a random review of the CPD (from the list provided) prior to the monthly A&C meeting and provide a report to the A&C Committee.
- At the monthly A&C Committee meeting, those found not in compliance from the random review would be discussed and a list forwarded to Operations of the results. Operations will advise by form letter to all of those in good standing and follow-up with those that are not.
- Upon completion of an audit, those Members found not in compliance with the requirements:

Will be given a warning that they have 90 days to attain and/or document their CPD. Documentation for CPD being claimed will be required to maintain their CPB /FCPB designation, non-certified level or status as a Retired CPB/FCPB Member.

Once the documentation from the above step is complete, the A&C Committee will be notified to review it, at which time a compliance determination will be made and communicated back to the Member by Operations.

If compliance is not met by the 90-day deadline, the Member's CPB/FCPB designation will be temporarily suspended and they will be required to pay a \$100 reinstatement fee in order to regain their designation.

- CPD for the members of the CPD Sub-Committee will be audited by the Chief Executive Officer as per the individual Member's CPD anniversary.



**4. Approval of Outside-Industry Credits to Become Accepted CPD**

Any CPD approval requests from those who wish to provide education to CPB Canada Members must be pre-approved by the CPD Sub-Committee to become valid CPD.

**5. CPD Requirements for CPB Canada Apprentice, and Technician Bookkeepers**

Members at these levels must adhere to the annual CPD requirements of the respective level. Obtaining CPD before you achieve the CPB designation is an expectation and is a good practice to undertake.

*Below are some examples of qualifying CPD*

<b>CONTINUOUS BOOKKEEPING &amp; BUSINESS</b>	<b>PERSONAL DEVELOPMENT</b>
CPB Canada Conference	Chamber of Commerce meetings
CPB Canada Regional Meetings (business related)	CPB Canada Regional Meetings (non-business related)
Sage Conference or product course	Toastmasters meetings
Intuit Conference or product course	Organization courses/seminars
Industry-specific Bookkeeping Conferences	Negotiation courses
Industry-specific Bookkeeping courses	Dealing with Difficult People courses
CPA Conferences	Social Media courses, seminars or webinars
CPA / CRA courses, seminars or webinars	Skill Path courses
Labour Standards courses	Improving your Health
K2 Enterprises Technology Seminar Series	Marketing courses, seminars or webinars
Technology sessions (Windows, MS Excel, etc.)	
<i>Please note: the above lists are examples only – as previously stated, if you are unsure if CPD you have qualify – or which category they qualify for, notify CPB Canada for verification.</i>	