



## CPB Canada – Reinstatement of CPB Designation Policy

DATE RECOMMENDED TO THE BOARD: August 8, 2019

DATE APPROVED BY THE BOARD: August 19, 2019

DATE EFFECTIVE: August 19, 2019

### Intent

This policy has been created to define the requirements for reinstatement of the Certified Professional Bookkeeper (CPB) designation after losing it due to lapsed membership or due to non-compliance.

Questions related to this policy and its guidelines may be directed to the CPB Canada CEO.

### Policy

An individual who has lost their Certified Professional Bookkeeper (CPB/FCPB) designation due to lapsed membership or non-compliance may have it re-instated provided that:

- a. If it ***has been less than 1 year since its removal***
  - i. Section 3 of the CPB/FCPB Continuing Professional Development Policy applies
  - ii. A re-instatement fee of \$100 is paid plus the membership dues owing
  
- b. If it ***has been between 1 year and 2 years since its removal***
  - i. A re-instatement fee of \$300 is paid (includes cost of first attempt to re-write the exam)
  - ii. The individual meets the current CPD requirements at the time of re-instatement for each lapsed year
  - iii. The individual can prove that they continued working in the industry as a bookkeeper since removal of the CPB designation
  - iv. The individual must re-write and pass the current CPB exam.

If it ***has been 2 years or more since its removal***, this must be treated as a new application and start at the beginning with no regard to the fact that they were a Certified Professional Bookkeeper (CPB/FCPB) previously.

Extenuating circumstances will be considered and dealt with on an individual basis by the Chief Executive Officer in consultation with the Accreditation & Compliance Committee. Extenuating circumstances are defined as maternity leave, illness, illness of immediate family member or death in the family.