



## Retired CPB/FCPB Policy

DATE RECOMMENDED TO THE BOARD: December 17, 2018

DATE APPROVED BY THE BOARD: December 17, 2018

DATE EFFECTIVE: June 1, 2019

(Non-substantive edits March 3, 2021)

### Intent

This policy has been created to define the use of the Certified Professional Bookkeeper (CPB / FCPB) designation when retired.

It will address the use of the CPB / FCPB by those CPB Members who are retired and wish to continue showing their achievement of the CPB designation but are not using it in practice.

Questions related to this policy and its guidelines may be directed to [info@cpbcan.ca](mailto:info@cpbcan.ca).

### Policy

1. Once retired, a Certified Professional Bookkeeper (CPB / FCPB) may apply for Retired Status with CPB Canada using the prescribed application form, which may from time to time be adjusted (Appendix A).
2. To qualify as a retired bookkeeper, you must be 65 years of age or older and have been a CPB / FCPB Member of CPB Canada in good standing for a minimum of 5 continuous years.
3. As is the case for all Certified Professional Bookkeepers (CPB / FCPB), a Retired Certified Professional Bookkeeper (CPB (Ret.) / FCPB (Ret.)) must maintain their membership in CPB Canada to be able to use the designation.

#### **A Retired Certified Professional Bookkeeper (CPB (Ret.) / FCPB (Ret.)):**

4. Will have a maximum income threshold of \$15,000 gross annual CPB-related earnings excluding benefits, pension or other retirement income and investment income. The applicant may be asked to provide proof of income.

#### **Once approved by CPB Canada as a Retired Certified Professional Bookkeeper (CPB (Ret.) / FCPB (Ret.)), the member:**

5. Shall use the designation CPB (Ret.) and FCPB (Ret.).
6. Will be required to maintain 10 Continuing Professional Development (CPD) units annually.
7. Will NOT have their name appear on the active CPB / FCPB list on the CPB Canada website.
8. Will benefit from a 50% reduction in CPB Member fees
9. Will have access to CPB Member benefits.



**Appendix A**  
**Application for Retired Member Status**  
**CPB Canada Retired Member – CPB (Ret.)/FCPB (Ret.)**

To apply for Retired status, send the completed form to [info@cpbcan.ca](mailto:info@cpbcan.ca)

|                                     |   |
|-------------------------------------|---|
| <i>CPB Canada Member ID Number:</i> | <i>Effective Date of Permanent Retirement:<br/>(YYYY/MM/DD)</i> |
| <i>First Name:</i>                  | <i>Last Name:</i>   |
| <i>Address:</i>                     |   |
| <i>City:</i>                        | <i>Province:</i>  |
| <i>Telephone:</i>                   | <i>Email:</i>   |

- I am permanently retired.
- I am 65 years of age or older.
- I qualify as a retired bookkeeper, defined as having \$15,000 maximum gross annual CPB/FCPB related earnings excluding benefits, pension or other retirement and investment income. I acknowledge that I may be asked to provide proof of income.
- Once approved by CPB Canada as a Retired Certified Professional Bookkeeper, I can use the applicable designation - CPB (Ret.) or FCPB (Ret.). I will receive a 50% reduction on the CPB Member fee and have access to CPB Member benefits as defined by CPB Canada.
- I acknowledge that as a Retired Certified Professional Bookkeeper, I am required to maintain 10 Continuing Professional Development (CPD) units annually to be considered compliant in the maintenance of my CPB (Ret.) or FCPB (Ret.) designation.
- As is the case for every Certified Professional Bookkeeper, as a Retired Certified Professional Bookkeeper, I will maintain my CPB Canada membership to be able to use the designation.
- I understand that, as a Retired Certified Professional Bookkeeper, I will NOT have my name appear on the active CPB / FCPB list on the CPB Canada website.
- I agree to confirm my eligibility for retired member status annually with CPB Canada by completing and submitting the appropriate form(s).
- If my eligibility has changed or changes during the year, I will promptly advise CPB Canada by email at [info@cpbcan.ca](mailto:info@cpbcan.ca).

**I certify that the above statements are true.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_