



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
MANITOBA



CPD Requirements Guide





For detailed information and related resources, visit:

CPAmb.ca/regulatory-CPD

WHAT IS CPD?

CPD stands for Continuing Professional Development.

CPD is a required component of CPA Manitoba membership. As a CPA, ongoing professional development activities enable you to:

- enhance your abilities as a CPA and strategic business professional
- acquire new knowledge
- build familiarity with issues relevant to you in your role
- maintain and improve the required competencies and skills to better serve the public



It's Easier Than You Think

CPD is about more than taking financial reporting courses. We know that CPA Manitoba members are diverse not only in their interests, but also in their roles — from the financial sector, to entertainment, public service and the world of entrepreneurship. What this means is that members can meet CPD requirements by doing what makes the most sense personally and professionally.

How Many CPD Hours Are Required and When Do I Report?

The following chart details the minimum CPD reporting requirements. The deadline to report CPD earned during the period January 1 to December 31 is April 1 of the following year.

Annual Requirements	Three-year Requirements
<p>Minimum of 20 hours (January 1 to December 31)</p> <ul style="list-style-type: none">• 50% (or 10 hours) must be verifiable <p><i>* Reporting deadline is April 1</i></p>	<p>Minimum of 120 hours</p> <ul style="list-style-type: none">• 50% (or 60 hours) must be verifiable; and• Includes a minimum of four hours in professional ethics <p><i>* Reporting deadline is April 1</i></p>

*A late fee will be applied to CPD reporting received between April 15 - May 31. Members with outstanding CPD reporting at June 1 will be subject to membership suspension.

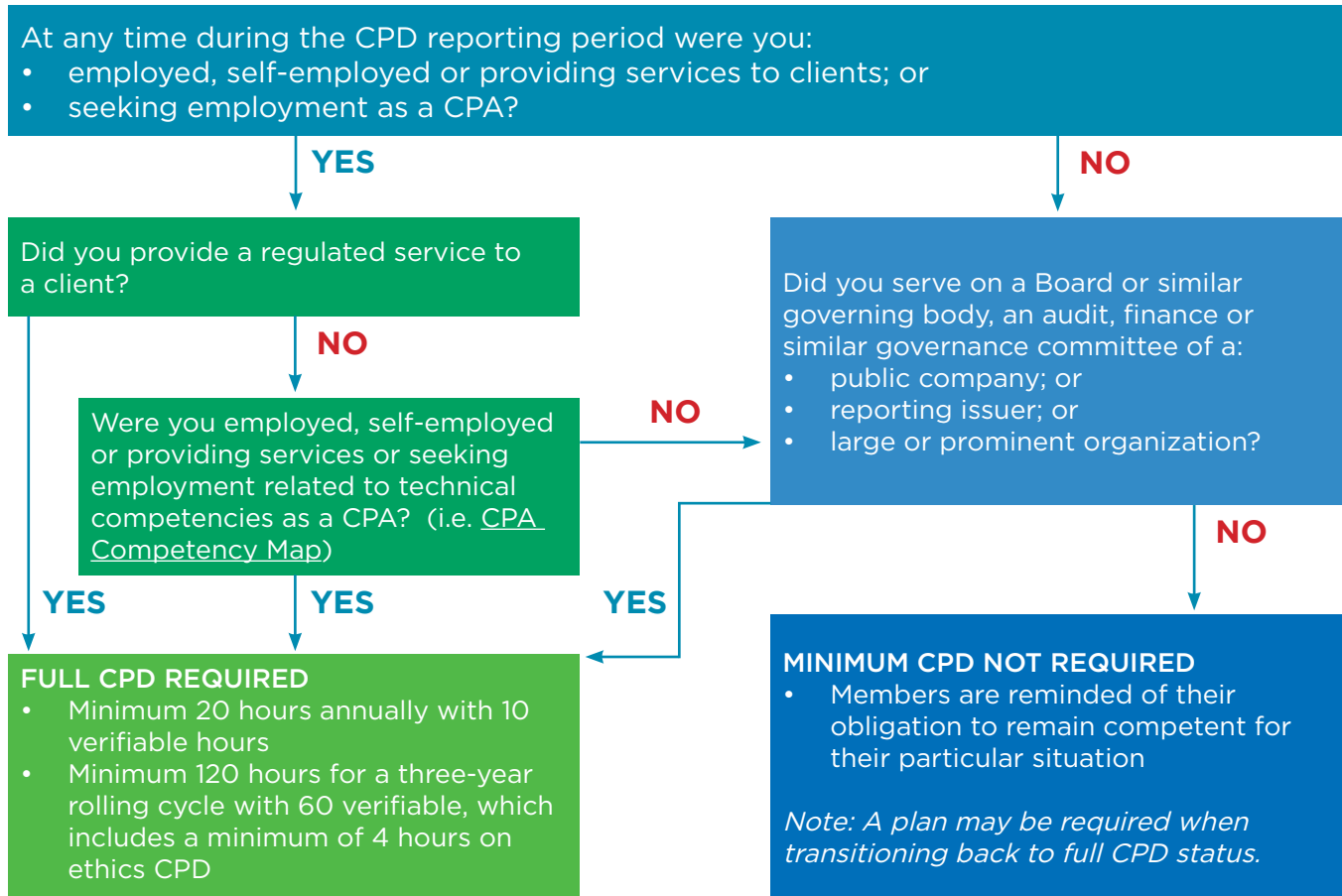
TIP

Though you only need to complete a minimum of 20 hours per year, you need a total of 120 hours over a three-year rolling cycle. So, if you've completed 20 hours in each of 2021 and 2022, you will need to complete 80 hours in 2023.

CPA Manitoba recommends members complete and report 40 hours annually.

DO YOU QUALIFY FOR CPD EXEMPTION?

All members are required to meet CPD requirements as per CPA Manitoba [bylaw 700](#). As a CPA, you are required to complete CPD that is relevant and appropriate to your specific work and professional responsibilities, unless you qualify for a CPD exemption.



* CPA Manitoba members employed in another profession, please contact era@cpamb.ca to discuss CPD requirements.

Other Exemptions

A full [CPD exemption](#) may also be granted in cases where your ability to practice or earn a livelihood has been interrupted or seriously impaired for over six months in any one calendar year. This includes:

- Maternity, parental, or family care leave
- Medical leave
- Compassionate or extraordinary circumstances

A [CPD Exemption form](#) must be submitted in the calendar year a member is seeking exemption and prior to the April 1 reporting deadline.

TIP

Track your hours. Report your CPD. Remain in good standing.

WHAT ARE VERIFIABLE HOURS?

At least 50% of your declared hours must be “verifiable”. This means you must have documentation to support your professional development. The chart below will guide you in determining if your hours are verifiable and help to ensure you maintain the documents needed to support the CPD report.

Verifiable CPD Activity	Qualifying Number of Hours	Acceptable Documentation
<p>CONTINUING EDUCATION</p> <p>Participation in a course, webinar, conference or seminar</p> <p>Enrollment in a formal education program leading to a degree, diploma, certificate, re-certification or designation</p>	<p>Hours spent attending the course, webinar, conference or seminar</p> <p>Hours spent preparing or studying for the course, conference, seminar or exam</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Certificate of completion or official transcript • Course assignment and exam results • Confirmation of participation by provider or employer (e.g. registration confirmation) • Attendance record (e.g. sign-in sheet) • Copy of course payment/invoice
<p>INSTRUCTION/SPEAKING</p> <p>Teaching a course or session in an area relevant to your professional role</p> <p>Participation as a speaker in a conference, briefing session or discussion group</p>	<p>Hours spent preparing for the course/session</p> <p>Academics may include time spent preparing and learning new material where there has been a significant change to the curriculum</p>	<p>Copy of course or presentation material from the session including date and speaker details</p> <p>A log of preparation hours (by date)</p>
<p>COMMITTEES</p> <p>Participation on a board or technical committee, including:</p> <ul style="list-style-type: none"> • Audit Committee of a public company, registered charity or not-for-profit organization • CPA Provincial Council/Board or CPA Canada Board or Committee(s) 	<p>Hours spent attending meetings provided new learning has occurred</p> <p>Hours spent preparing for the meetings</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Meeting agenda or minutes (redacted, if appropriate) • Letter or email from organization or employer confirming your role • Information circular for public companies <p>A log of the hours (by date) spent attending meetings</p> <p>A log of the hours (by date) spent preparing for meetings</p>
<p>RESEARCH AND PUBLICATIONS</p> <p>Conducting research in an area that expands your knowledge for a specific application in your professional role or to prepare a presentation or report</p> <p>Writing or publishing technical articles, papers, books or academic work</p>	<p>Hours spent preparing or researching the presentation or report</p> <p>Hours spent researching, authoring or contributing to the publication</p>	<p>A copy of the presentation, report or published material (redacted, if appropriate), or confirmation from third-party or employer</p> <p>A log of hours (by date) for presentation and/or prep/research hours (by date)</p>

* Reproduced (with some amendments) with the permission of CPA Ontario

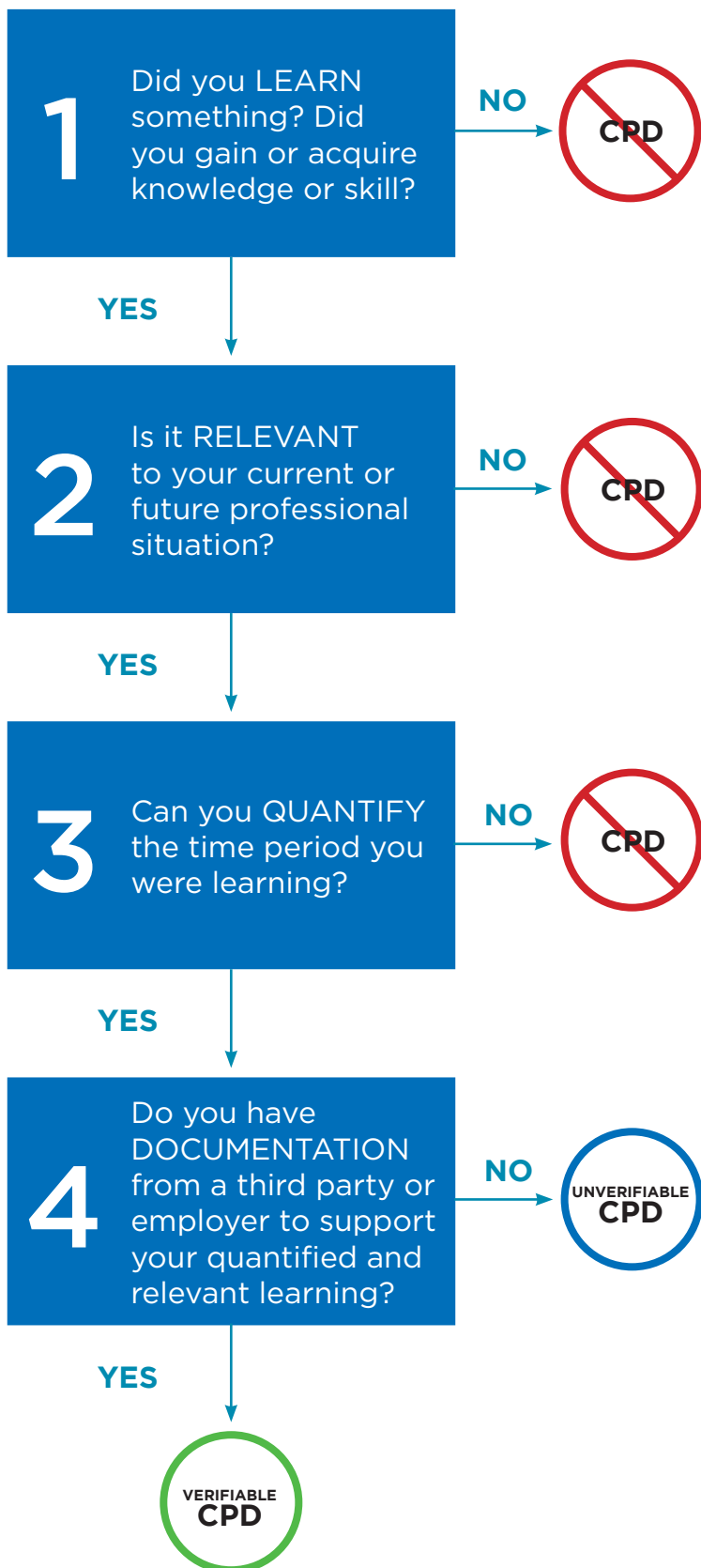
How Do I Track My Hours?

It is important to keep track of all CPD hours and acceptable documentation to support verifiable CPD. Members are encouraged to report CPD activities as they are earned. As per Bylaw 704, all hours must be reported in the CPA Manitoba [member portal](#) by April 1.

TIP

While all CPD hours may be verifiable, up to 50% of qualifying hours may consist of independent and informal learning (unverifiable CPD) which may include self-study and reading of professional journals or magazines.

HOW TO DETERMINE VERIFIABLE CPD



FAQs ABOUT CPD

Are volunteer activities eligible as verifiable CPD?

Volunteer activities must help you to develop and maintain professional competence to enable you to continue to perform your professional role. Volunteer activities not related to your professional role such as coaching sports teams would not qualify.

Would sitting on a Board or Committee qualify as CPD?

Sitting on a board of directors or committee, does not in itself qualify for CPD. Certain aspects of the role may qualify, such as:

- participation in technical discussions
- receiving or delivering presentations to help board members make more informed decisions.

How many volunteer hours can be reported?

There are no formal limits or maximums on learning activities. Members are encouraged to take a balanced approach towards CPD (i.e. obtain CPD hours from more than one source and on a variety of topics).

What happens if I don't meet the minimum CPD reporting requirements?

Members who do not meet the minimum requirements for CPD must submit a plan for completion of the minimum requirements within a specific time frame. Plans to be submitted to:

CPA Manitoba
1675 - One Lombard Place
Winnipeg, MB R3B 0X3
Attn: Registrar
Email: era@cpamb.ca

For additional FAQs and further information, visit CPAmb.ca/regulatory-cpd



CPA CHARTERED
PROFESSIONAL
ACCOUNTANTS
MANITOBA

CPA Manitoba

1675 - One Lombard Place

Winnipeg, MB R3B 0X3

T. 204 943.1538 F. 204 943.7119 TF. 800 841.7148

CPAmb.ca

A Simple Guide to CPD Requirements (the "Guide") is reproduced and modified by permission of Chartered Professional Accountants of Ontario ("CPA Ontario"), and may not be further reproduced without the prior written permission of CPA Ontario. The Guide is subject to revision and change at any time.