

Learning Hub, powered by TopClass, is CPA Manitoba's new centralized destination to access and complete the professional development (PD) seminars you are registered for.

It is important to note that the seminar registration process will remain the same. It is the experience after registration that will be enhanced by the Learning Hub.

Learning Hub Features

- A single destination to take the live virtual and on-demand seminars you are registered for
- Easily access all of your seminar materials and handouts
- Navigate to Learning Hub directly from your member portal or confirmation email
- Browse your user-friendly record of PD activities for CPD reporting
- Download personalized seminar completion certificates
- Reduce wait times for access to on-demand seminars
- Track your progress throughout your on-demand seminars

This user guide will take you through key steps in navigating the Learning Hub.

Step 1

Log in to the <u>member portal</u> using your primary email address on file.

Note: If you require assistance logging in, contact <u>era@cpamb.ca</u> or call 204-943-1538 (press 0 for reception).

Step 2

Click on Learning Hub in the navigation bar.

You will be re-directed to the Learning Hub and will be automatically signed in using the single sign-on (SSO) feature.

*CPA III Manitoba 🗸								
Member Portal			Portal Home	Account	CPD Reporting	Events & PD Seminars	PD Pass	Learning Hub
	Time to Rer The deadline to re CPD reporting and Late fees will be as	Ms. Sarah Smith Marager Company ABC Mobile Type Member Status Active New Your Membership New your membership, report CPD, declaration are required to be com sessed on April 15.	submit CPD and pleted before th	annual decl	arations and remit y	vour membership fees is Ar be accessed.	əril 1.	

Updated April 2, 2024

MANITOBA	CDA CHARTERED PROFESSIONAL ACCOUNTANTS
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Step 3

Explore the Learning Hub landing page.

- Click on the blue "Access Your PD Seminars" box to access any PD seminars you are registered for.
- Click on the green "Browse Our Seminar Catalogue" box to view the list of all CPA Manitoba PD seminars available for registration.
- Enter topics or keywords in the "Search Catalogue" bar to view any CPA Manitoba PD seminars that meet the description.
- View any Featured News articles for key information on CPA Manitoba's PD Program.

😑 *сра	Sarah Smith				SS
		WELCOM LEAF	1E TO THE NEW RNING HUB!		
		Access Your PD Seminars	Browse Our Seminar Catalogue	•	
	Featured News		Show All >	Search Catalogue	

Step 4

Click on the blue "Access Your PD Seminars" box to access the seminars you are registered for.

The "Current" section will contain any seminars that are ready to be taken or are in progress. Please note that the Learning Hub will only display seminars from April 1, 2024, onwards.

ି ଦ୍ ଅ	Your PD Seminars Current Completed Submissions	
Q	Sync latest data	
Ø	Search Learning Items Q	8
	Contemporary Ethics for CPAs Not Started	Open From 04/01/2024 12:00 AM until 08/31/2024 12:00 AM

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To begin a seminar, click on the "Launch" button. Please note that your seminar may open in a pop-up window. If so, you will need to approve pop-ups for the website in your browser settings.

	Contemporary Ethics for CPAs	Open From 04/01/2024 12:00 AM until 08/31/2024 12:00 AM
N-DEMAND		🗹 Launch

Below is a sample seminar landing page that outlines the length, learning objectives and more. This view may vary depending on the seminar you are registered for, however, the instructions noted on pages 4-7 will remain the same for all seminars. To begin, click on the "Start Course" button.

Contempora for CPAs TART COURSE	ry Ethics
Level: Intermediate	
Length: 4 Hours	
Ethics Hours: 4 Hours	

In the seminar, you will be able to:

- Read the instructor biography
- Download the participant materials
- Complete the modules and quiz (if applicable)

ONLCOMPLETE	■ About our instructors	ON COMPLETE	= Participant Materials
Ph About our instructors 🖑 🔾 🔾		ℜ About our instructors	
■ DOWNLOAD COURSE MATERIAL		DOWNLOAD COURSE MATERIAL	
= Participant Materials		= Participant Materials	
▼ CONTEMPORARY ETHICS FOR CPAS		▼ CONTEMPORARY ETHICS FOR CPAS	
Module 1 - Ethics and the Profession	DORIS GOOD, CPA, CMA, MBA i Gratitude Learning. She has twe with the private sector in intern	In Module 1 - Ethics and the Profession	Getting Started:
Module 2 - Emerging Trends	retail businesses. Doris worked	🗅 Module 2 - Emerging Trends 🔷	Using the link below, download
D1 Module 3 - Ethics and the Profession	manager for the BC Provincial G tenure with the Ministry of Fina	DI Module 3 – Ethics and the Profession	the course materials.
🗈 Module 4 - A New Frontier 🔷	Apex Award in Leadership for h	DI Module 4 - A New Frontier	

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To begin, click on each module to access the content. You can pause or re-wind the modules as needed and the system will continue to track your progress. Closed captioning, transcripts and full screen mode options are also available in the bottom navigation bar. As you complete each module, click on the "Completed" button and a check mark will appear.

Contemporary Ethics for CPAs	Module 1 – Ethics and the Profe 	ession
ا ب About our instructors O	.iu	
DOWNLOAD COURSE MATERIAL		CPA DRO
Participant Materials		
CONTEMPORARY ETHICS FOR CPAS		
Profession	Contemporary Ethics	
Module 2 - Emerging Trends	for CPAs	
Dr Module 3 - Ethics and the Profession		
Module 4 - A New Frontier		
QUALIFIED ASSESSMENT OF LEARNING OBJECTIVES	Introduction & Module 1	
Qualified assessment of learning objectives		
	\smile	

Once you have completed all of the modules, the final step will be to complete the quiz (if applicable). Click on "Qualified Assessment of Learning Objectives" and "Start Quiz" to take the quiz.

You will have unlimited attempts until you have passed with a minimum 80% score. Once you have successfully passed a quiz, you will no longer have access to it.

Conserver Module 1 - thiss and the Profession Module 2 - finering Treeds	Qualified assessment of learning objectives		
In Module 3 - Ethics and the Profession Module 4 - A New Frontier	Now that you've completed the modules, it's time to access and complete the qualified assessment section (multiple-choice questions).	Your score 100%	
QUALIFIED ASSESSMENT OF LEARNING ORIECTIVES	\bigcirc		
Qualified assessment of learning objectives	START QUEZ &		

Once you have reached 100% completion of the seminar, you can click the "Exit" button to be returned to "Your PD Seminars" page.

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*c <u>pA</u>			Previous	Next > Exit
Contemporary Ethics for CPAs	Contemporary Ethics for CPAs			
Contemporary Ethics for CPAs		✓ Congratulations! Successfully completed.	×	
for CPAs		t Launch		

The "Completed" section will contain a listing of any seminars you have completed. Click on the "View Credits Awarded" to see applicable CPD hours for CPD reporting. Click on "View Certificate" to access a downloadable certificate of completion.

Your PD Seminars	
Current Completed Submissions	
Search Learning Items	
1 Learning Item	0 0 0
Contemporary Ethics for CPAs View Submissions View Course	Satisfied and Completed on 04/02/2024 12:12 PM View Certificate
ON-DEMAND Type: CPD Name: Ethics Hour Value: 4.00	
Type: CPD Name: Verifiable Hour Value: 4.00	
<section-header><section-header><section-header><section-header><text><text><text><text><text></text></text></text></text></text></section-header></section-header></section-header></section-header>	

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Step 5

Click on the green "Browse Our Seminar Catalogue" box to view the list of all CPA Manitoba PD seminars available for registration.

owse by		Featured All	
Category		Your search returned 116 results	
Accounting and Assurance	>		Sort by 1
Ethics	- 11	PSAS - Update 2023	
Finance and Economics	>	As the Public Sector Accounting (PSA) Handbook continues to evolve at a rapid pace, users of public sector accounting standards may find it difficult to keep up. This course provides a review of sections in the PSA bandbook that have neerable undersone addition or will use no came labe	Enroll 🗹
People Management and Personal		effect. Furthermore, this seminar examines pending sections along with oncoine key projects and activities of the PSA Board. Finally there is a	
Development	· ·	more information	
Public Practice	- 11	Credits awarded 3.5 Verifiable Hour El Certificate awarded	
Strategy, Governance and Risk	>	Accounting and Assurance Financial Reporting	
Taxation	>		
Technology and Innovation	5 -	Audits - Risk Assessment (using the PEG)	
		ON-DEMAND This seminar provides an in-depth and practical application of the Canadian Auditing Standards (CAS) for performing risk assessment	

In the catalogue, you can:

- Browse by category (these categories are the same as on CPA Manitoba's <u>PD List webpage</u>)
- Filter by activity type or credit type (verifiable or ethics)
- Select a seminar to learn more (example below)

	PSAS - Update 2023 ADDED: 02/12/2024 4:33 PM As the Public Sector Accounting (PSA) Handbook continues to evolve at a rapid pace.	Enroll 2
	users of public sector accounting standards may find it difficult to keep up. This course provides a review of sections in the PSA Handbook that have recently undergone addition or will soon come into effect. Furthermore, this seminar examines pending sections along with napping key projects and activities of the FSA Board. Finally there is a look at emergin sisus in public sector accounting and potential future projects. In order to relate the course to real life, the session will provide background information and examples to assist participants understand these changes. Credits awarded 3.5 Verifiable Hour Certificate awarded	Recently Added Items
About this item As the Public Sector Accounting (PSA) Handbook continues to evolve at a rapid course provides a review of sections in the PSA Handbook that have recently up pending sections along with ongoing key projects and activities of the PSA future projects. In order to relate the course to real life, the session will provide	pace, users of public sector accounting standards may find it difficult to keep up. This dergone addition or will soon come into effect. Furthermore, this seminar examines if chirally there is a look at emerging issues in public sector accounting and potential e background information and examples to assist participants understand these changes.	

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If you are interested in registering for a seminar, click on the green "Enrol" box. You will be redirected to that seminar on the CPA Manitoba website to register and provide payment.



Questions

If you have any questions regarding the Learning Hub, contact pd@cpamb.ca.

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