

# CORPORATE PASSPORT ADMINISTRATOR FORM



## Corporate Passport Administrator Information

A corporate passport provides you and others in your organization with nine seminar days and is transferable to staff in your organization. One member of your organization must act as the corporate passport administrator. The administrator can register staff (members and non-members) for professional development seminars.

If you would like to purchase a corporate passport for the Professional Development Program, please complete this form to have your corporate passport administrator profile created.

When your profile has been created, an email will be sent to you with login credentials. You can then log in to the [CPA Manitoba website](#) and purchase a corporate passport. Once the corporate passport purchase is processed, you can register staff for seminars.

To register staff that do not appear on your company list for seminars, contact the professional development coordinator at [bcollison@cpamb.ca](mailto:bcollison@cpamb.ca).

*Note: The corporate passport administrator's name should be given to staff that are registered for seminars and should be referenced when any changes to seminar registrations are requested.*

*If you are currently a corporate passport administrator, you do not need to complete a new form and can use previous login details. If you are changing the administrator contact, please send the new contact name to [bcollison@cpamb.ca](mailto:bcollison@cpamb.ca).*

First: \_\_\_\_\_ Last: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization's Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please send your completed form to:  
Bonita Collison  
Professional Development Coordinator  
Email: [bcollison@cpamb.ca](mailto:bcollison@cpamb.ca)  
Fax: 204 943.7119