

## CPA MANITOBA BOARD POLICIES PURSUANT TO THE BYLAWS

### PREFACE

These Board Policies have been developed and approved by the Board of CPA Manitoba pursuant to the CPA Manitoba Bylaws (the Bylaws). They are subject to review and revision by the Board as necessary.

These Board Policies are intended to be read and interpreted in conjunction with the following additional governing documents of CPA Manitoba:

- 1) [The Chartered Professional Accountants Act C.C.S.M., C71](#),
- 2) [The CPA Manitoba Bylaws](#), and
- 3) [The CPA Manitoba Code of Professional Conduct](#).

The terms used in these Board Policies have the same meaning as ascribed to them in the [Bylaws](#).

The Board Policies are structured by topic, in order of the Bylaws, and include:

- 1) Relevant Bylaw references and excerpts;
- 2) The related policy as approved by the Board; and
- 3) Reference to authority for development and approval of any related forms that are required by the Bylaws.

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**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**109 Private information**

- (1) CPA Manitoba shall, in accordance with [s. 105 of the Act](#), take all reasonable measures to protect private information related to applicants, members, candidates, students and firms.
- (2) The Board shall establish bylaws, regulations and/or policies with respect to the circumstances under which the Board believes [s. 105\(1\)\(b\) of the Act](#) requires the release of information that might otherwise be determined to be private information.
- (3) All applicants, members, candidates, students and firms, by their applications for membership or registration, or by their applications for readmission or reregistration, or by their continuance of membership or registration, shall consent and be deemed to have consented to any notice, publication or release of information in accordance with the bylaws, regulations or policies adopted by the Board pursuant to paragraph (2) of this bylaw.

**POLICY:**

P109(1) The Board has established, as part of its "[Privacy Policy](#)", the circumstances under which information that might otherwise be determined to be private information may be released in accordance with [s. 105\(1\)\(b\) of the Act](#).

**ADDITIONAL INFORMATION AND/OR FORMS:**

[Privacy Policy](#)

Questions, concerns or complaints regarding the Privacy Policy or the privacy practices of CPA Manitoba should be directed to the privacy officer by telephone 204-924-4412, by email [privacyofficer@cpamb.ca](mailto:privacyofficer@cpamb.ca), or by mail:

Attn: Privacy Officer  
Chartered Professional Accountants of Manitoba  
1675 – One Lombard Place  
Winnipeg, MB R3B 0X3

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**303 Recognized societies**

- (1) *The Board may designate as “recognized societies” particular accounting bodies which have:*
  - (a) *educational, examination or practical experience requirements for qualification for membership which are acceptable to the Board; and*
  - (b) *professional standards and requirements for admission to and continuance of membership which are acceptable to the Board.*
- (2) *The Board may at any time cancel the designation of a particular accounting body as a recognized society.*
- (3) *The Board may adopt or establish regulations or policies in relation to educational, examination and practical experience requirements for persons who apply to become membership candidates and for membership candidates under this bylaw.*
- (4) *Any person who is accepted as a membership candidate under this bylaw shall be considered a candidate, as defined herein, for the purposes of the bylaws, and shall be bound by the [Act](#), the [Code](#) and the [bylaws](#), regulations and policies of CPA Manitoba.*

**POLICY:**

- P303(1) International professional accounting bodies with which the legacy accounting bodies in Manitoba had mutual recognition agreements or other similar reciprocal membership agreements or arrangements (“pre-existing reciprocal agreements”) as at the date of proclamation of the Act shall be considered to be “recognized societies” until such time as those pre-existing reciprocal agreements are reviewed or the Board determines otherwise.
- P303(2) Subject to the natural expiration of any pre-existing reciprocal agreement or its termination for any other reason, the terms of those agreements shall apply to a relevant applicant from a recognized society.
- P303(3) (a) To the extent that any specific exemption from a legacy program was provided under such an existing reciprocal agreement, a similar exemption will be provided to an applicant from a recognized society.  
(b) Where no clearly identifiable equivalent to a legacy program exemption exists in the CPA program, CPA Manitoba staff shall evaluate that exemption against the CPA program requirements on a case-by-case so as to identify, to the extent possible, a similar exemption.  
(c) Any such evaluation by CPA Manitoba staff shall be subject to concurrence of the Registration Committee and shall normally be made in consultation with CPA Manitoba’s partners in CPAWSB to promote regional harmony and consistency in relation to the evaluation of such exemptions.
- P303(4) The Board shall receive, review and approve or deny any recommendations that are developed nationally with respect to any termination, renewal or amendment of any such pre-existing reciprocal agreements or with respect to any new reciprocal agreements.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Contact [membership@cpamb.ca](mailto:membership@cpamb.ca) for required forms.

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**404 Experience verification route**

A candidate or student may register under the experience verification route, provided that the candidate or student:

...

- (d) provides regular periodic and final reporting on the amount and nature of practical experience and attainment of competencies to CPA Manitoba in the form and manner established by the Board.

**406 Recognition of practical experience**

- (1) Subject to any recognition of prior experience that is granted pursuant to paragraph (2), the period during which a candidate or student completes practical experience requirements begins and ends in accordance with any policy adopted or established by the Board for that purpose.
- (2) The Board may establish a policy in relation to the recognition of prior experience towards the practical experience requirements where a candidate or student may have obtained relevant practical experience prior to registration.

**407 Record of practical experience**

The record of a candidate's or student's practical experience must be submitted in prescribed form to CPA Manitoba and certified:

- (a) in the case of a candidate or student registered under the pre-approved route pursuant to Bylaw 402, by a member of CPA Manitoba authorized to do so in each pre-approved organization in which the candidate or student has been employed during the period of practical experience; or
- (b) in the case of a candidate or student registered under the experience verification route pursuant to Bylaw 404, by a member of CPA Manitoba authorized by CPA Manitoba to do so.

**POLICY:**

P404/

407(1) The Board adopts the prescribed forms required by "[The CPA Practical Experience Requirements](#)" and "[CPA Harmonized Practical Experience Policies](#)" effective September 2015 (collectively, the PER), as initially approved by the Board and with amendments as approved by the Board thereafter from time to time, as the prescribed form of reporting on amount and nature of practical experience and attainment of competencies to CPA Manitoba and as the record of a candidate's or student's practical experience.

P406(1) The Board adopts the requirements and policies set out in the PER as initially approved by the Board and with amendments as approved by the Board thereafter from time to time, as the minimum practical experience requirements which are to be met in order to qualify for admission to membership.

P406(2) (a) CPA Manitoba staff shall evaluate prior experience against the minimum requirements established by the PER.

(b) Subject to concurrence of the Registration Committee, CPA Manitoba staff may provide any level of exemption that is believed to be appropriate in the context of the PER and the relevant facts in each case.

(c) Any such evaluation by CPA Manitoba staff shall normally be made in consultation with CPA Manitoba's partners in CPAWSB to promote regional harmony and consistency in relation to the evaluation of such exemptions.

(d) In evaluating the prior experience of an applicant, CPA Manitoba staff shall have the authority to request any such information, confirmations or other information that the staff believe to be necessary to enable an appropriate evaluation to be done.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Reporting of practical experience by candidates is completed through the profession's Practical Experience Reporting Tool (PERT).

[CPA Practical Experience Requirements for Public Accounting](#)

[CPA Public Accounting Chargeable Hours Submission Form](#)

**408 Requirements for registration or reregistration as a candidate or student**

- (1) *No person shall be registered or reregistered as candidate or student unless the person:*
- (a) *meets the entrance requirements established by the Board;*
  - (b) *registers with the CPA Western School of Business and CPA Manitoba;*
  - (c) *complies with the Code, bylaws, regulations and policies established by the Board and the CPA Western School of Business; and*
    - (i) *in the case of a person who has been offered employment with or is employed under the pre-approved route by a pre-approved organization pursuant to Bylaw 402, if as a result of such registration or reregistration the total number of candidates or students employed in such pre-approved organization would not exceed the maximum number of candidates or students approved for that pre-approved organization; candidates who have completed the practical experience requirements and have attempted the Common Final Examination shall be excluded in determining the number of candidates or students permitted, or*
    - (ii) *in the case of a candidate or student who has registered under the experience verification route pursuant to Bylaw 404, the candidate or student agrees and undertakes to satisfy all of the requirements pursuant to that bylaw.*
- (2) *CPA Manitoba shall maintain or cause to be maintained a register of candidates and students.*
- (3) *The Board may establish bylaws, regulations or policies with respect to the minimum educational or other requirements for registration or reregistration as a candidate or student.*
- (4) *A person may apply for and continue registration in the Advanced Certificate in Accounting and Finance program, provided that the person meets and continues to meet all of the entrance and ongoing registration requirements that are established by the Board for the purpose of completing that program. However, although such persons may be referred to as “students”, they are not considered to be students for the purposes of the Act, the Code or the bylaws.*

**409 Qualification for entrance to CPA program – PREP or PEP**

- (1) *The Board may adopt or establish educational or other requirements as entrance prerequisites for registration as a candidate in the CPA professional education program or as a student in the CPA preparatory courses.*
- (2) *Subject to any direction given to it by CPA Manitoba, the CPA Western School of Business shall determine the exemptions that may be granted to an applicant in respect of knowledge prerequisites or for the course of study that is included in the professional education program or the pre-requisite education program.*
- (3) *Every candidate or student agrees to be governed by the Code and any regulations, policies and other requirements that may be established by the Board or the CPA Western School of Business in relation to candidates or students.*

**410 Candidate/Student Fees**

- (1) *Every registered candidate or student shall pay such annual or other fees to CPA Manitoba, the CPA Western School of Business, or both, as may be prescribed by those bodies. CPA Manitoba, the CPA Western School of Business, or both, may adopt policies in relation to the imposition of penalties including, but not limited to, the assessment of late fees or deregistration as a candidate or student.*
- (2) *A candidate who has successfully completed the Common Final Examination and who has completed the practical experience requirements shall pay, to CPA Manitoba, the required admission fee and the annual dues payable, within three months after the date on which the candidate would otherwise become eligible for membership in accordance with Section 600 of the bylaws governing registration of members.*
- (3) *Failure to complete an application for membership and remit the fees set out in paragraph (2) above may result, at the sole discretion of the Registration Committee, in the referral of such a candidate to the Complaints Investigation Committee for a failure to comply with the bylaws.*

**POLICY:**

P408/

409/

410(1) The Board adopts the requirements and policies governing candidates and students set out in [“The CPA Practical Experience Requirements”](#) and [“CPA Harmonized Practical Experience Policies”](#) effective September 2015 (collectively, the PER), and the policies established by the CPA Western School of Business, all as initially approved by the Board and with amendments as approved by the Board thereafter from time to time, in relation to:

- (a) minimum entrance and educational requirements, including but not limited to university or other equivalent knowledge prerequisites or other requirements;
- (b) registration or reregistration requirements;
- (c) fees, including late fees and other penalties for non-payment of fees; and
- (d) any other matter governing the delivery and assessment of education to CPA Manitoba candidates and students.

P408/

409(2) CPA Manitoba staff shall work with CPAWSB as necessary to develop knowledge prerequisite assessments to promote regional harmony and consistency in relation to such assessments.

**ADDITIONAL INFORMATION AND/OR FORMS:**

[CPA Harmonized Education Policies Vol. 1 – CPA professional education program](#)

[CPA Harmonized Education Policies Vol. 3 – CPA preparatory courses](#)

[CPA professional education program fees and forms](#)

[CPA preparatory courses fees and forms](#)



**412 Common Final Examination**

- (1) *Subject to any direction given to it by the Board, the CPA Western School of Business shall determine when a candidate is first eligible to write the Common Final Examination.*
- (2) *A candidate is under no compulsion to attempt any particular Common Final Examination, other than a restriction as may result from any policy with respect to a maximum period of registration.*
- (3) *Common Final Examination responses are the property of the CFE Board of Examiners of CPA Canada. Under no circumstances shall an examination response be returned or made available to a candidate after being submitted for evaluation. Examination responses are retained by the Board of Examiners until such time as it specifies and are then destroyed.*

**POLICY:**

- P412(1) The Board adopts the requirements and policies established by the [CFE Board of Examiners](#), "[The CPA Practical Experience Requirements](#)" and "[CPA Harmonized Practical Experience Policies](#)" effective September 2015 (collectively, the PER), "[The CPA Competency Map](#)", and the CPA Western School of Business, all as initially approved by the Board and with amendments as approved by the Board thereafter from time to time, with respect to:
- (a) the eligibility of candidates to write the Common Final Examination (CFE);
  - (b) the maximum period of registration; and
  - (c) any other matter governing the administration of the education component of the CPA certification program, including the evaluation of candidates and students.

**ADDITIONAL INFORMATION AND/OR FORMS:**

[CPA Harmonized Education Policies Vol. 1 – CPA professional education program](#)

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**604 Applications for membership**

Every applicant for membership in CPA Manitoba shall complete in detail and submit to the Registrar an application in such form and accompanied by payment of such admission fee as the Board shall establish. The Board may establish such application requirements and processes as it believes are necessary to permit a reasonable evaluation of each applicant's competence and suitability for admission to membership.

**612 Annual membership fees/assessments/other charges**

- (1) The Board may establish, by resolution, the amount of any fee which shall be payable in respect of the ongoing annual registration of each member.
- (2) The Board may establish a different amount of prescribed fee, assessment or other charges payable in relation to any category of membership as may be established by the Board.

....

**613 Relief from prescribed fee, assessment or other charge**

- (1) CPA Manitoba may provide relief in relation to any prescribed fee, assessment or other charge in the form of a reduction, refund, waiver, exemption, deferral, or other relief:
  - (a) by resolution by the Board to establish any fee relief policy in relation to specified criteria or circumstances; or
  - (b) by consideration by the Registration Committee of individual requests for fee relief in relation to other special circumstances that are not addressed by paragraph (a).
- (2) The specified criteria or circumstances in respect of which the Board may pass a resolution set out in paragraph (1)(a) may include, but are not limited to, resignation from membership, retirement from employment or practice, or medical or other leave.

**POLICY:**

P612/

- 613(1) The Board adopts the attached [Membership Categories/Fees Policy](#) for purposes of establishing membership and fee categories and relief from fees.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Candidates who successfully complete the Common Final Examination and have received approval for meeting practical experience requirements are contacted directly with the application for membership in CPA Manitoba.

Annual [Fee Schedule](#) is approved by the Board annually.

[Membership Categories/Fees Policy](#)

## Membership Categories/Fees Policy

### 1. Definitions

“*earned income*” is calculated as one of:

- all income earned in the current dues period; or
- all estimated anticipated income earned for the upcoming dues period.

Income includes:

- all income reasonably related to the provision of services that use the skills, knowledge, experience or competencies gained through a member’s professional training, education or experience as a CPA (or as a legacy CA, CGA or CMA); and
- income such as Directors’ fees, consulting fees and self-employment income (based on net income before taxes not on gross billings).

Income excludes:

- income arising from pensions, retirement payments, investments, and payments from a firm or business intended to facilitate retirement, e.g. “transitional” payments to facilitate a transfer of clients over a limited time period; and
- salary/dividends received from a business in which the member does not play an active management role (considered retirement income).

The Registration Committee shall make final determinations whenever a dispute exists as to whether a member’s income falls within this definition of earned income.

“CPA Canada body” means a provincial or territorial CPA body or other professional accounting body that is participating in unification of the CPA profession in Canada, and includes CPA Bermuda.

“*dues period*” is the twelve month fiscal period in respect of which annual membership dues are assessed and is currently from April 1 to March 31.

“*points*” is the result of adding a member’s age (as at April 1 of relevant dues period) to the number of years a member has maintained membership in good standing (commencing member’s original date of admission up to and as at April 1 of the relevant dues period) with any CPA Canada (or legacy) body.

“*RAMD*” is the regular annual membership dues, including both the national (CPA Canada) dues and provincial (CPA Manitoba) dues.

### 2. Regular Member

This category applies to all members who, as at April 1 of a dues period:

- reside in the Province of Manitoba; or
- reside in another province or country and who do not hold a regular (or equivalent) membership in another CPA Canada body; and
- have been admitted and maintained as a member in good standing in accordance with the [CPA Manitoba Act](#) and [Bylaws](#) (or respective legacy body Act and Bylaws).

Regular members are assessed the full annual provincial and national CPA membership dues unless they qualify for exempt, reduced, out-of-country, or affiliate dues status as set out below.

### 3. Exempt Membership Dues

Members may apply for *Exempt* member dues status if they have attained either 80 points or age 65 and earned income is less than 10 times RAMD. Thereafter, such members need not reapply annually but must advise CPA Manitoba of any change in relevant circumstances or contact information and may be subject to additional membership or administration fees if their membership category changes. Full retirement is an example of a situation where members may qualify for *Exempt* status.

### 4. Reduced Membership Dues

*Reduced* dues (parts i, ii, & iii below) are available to members who qualify under certain “earned income” and “points” criteria as set out below and as illustrated in the chart\*. To qualify, members must reapply annually to demonstrate they meet the criteria for a fee reduction for the relevant dues period. A member may also experience special circumstances that can result in dues relief, often in respect to a temporary leave from work.

- i. *50% Reduced Dues* - Members whose earned income is less than 35 times the amount of Regular annual membership dues (RAMD) but more than 10 times RAMD may apply for reduction of 50% of RAMD for that fiscal year;
- ii. *75% Reduced Dues* - Members whose earned income is less than 10 times RAMD may apply for reduction of 75% of RAMD for that fiscal year.
- iii. *Special Circumstance* – Members who do not meet the criteria established for a reduced or exempt fee but who are experiencing other special circumstances they believe warrant dues relief, may apply to a committee established by the Board for a fee reduction, waiver or other relief consideration.

Members who take advantage of a reduced dues option and whose situation changes during the applicable dues period such that they no longer meet the reduced dues criteria, may be subject to a dues adjustment and additional administration fee.

### 5. Out-of-Country Membership Dues

Members whose permanent residence is outside of Canada will be assessed reduced provincial and national dues. The provincial dues reduction percentage will be aligned with the percentage reduction applied by CPA Canada to the national dues (approximately 15%). Out-of-country members may also apply for reduced dues as per above.

### 6. Affiliate Member

An Affiliate membership is available to members who, as at April 1 of a dues period, maintain Regular Member status or the equivalent in another CPA Canada body. Such members may apply annually for the Affiliate Member category and would be eligible for reduced annual membership fees equal to 25% of the CPA Manitoba provincial portion of the member dues.

Members of another CPA Canada body who transfer to CPA Manitoba during the fiscal year and who have paid dues to that other CPA Canada body in accordance with that body’s fee policies may apply for admission to CPA Manitoba. Upon admission, such members shall be registered with CPA Manitoba for the balance of the fiscal year without assessment of any additional dues. However, commencing with the next fiscal year, such members shall be subject to this policy.

**7. \*Reduced Dues Chart**

	I. Earned Income <10X RAMD	II. Earned Income 10X – 35X RAMD	III. Earned Income > 35X RAMD
80 Points not attained	Pay 25% RAMD	Pay 50% RAMD	Pay 100% RAMD
80 Points or Age 65, whichever comes first	Exempt from RAMD		

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**614 Penalty for non-payment of fees and other charges**

(1) *The Board may assess a late fee in relation to any fee, assessment or other charge due from any member when such fee, assessment or other charge is not remitted by the due date.*

...

(3) *Payment of the fee, assessment or other charge and a reinstatement fee in such amount as the Board may by resolution establish, shall cause membership in good standing to be reinstated, subject to the provisions of Bylaw 617, as of the date of CPA Manitoba's receipt of the fee, assessment or any other charge and the reinstatement fee.*

**POLICY:**

P614(1) A late fee in an amount as established by the Board in the Annual Fee Schedule shall be assessed in respect of any fee, assessment or other charge when the amount owing is not paid by due date, provided that such a late fee may be waived in extenuating circumstances at the discretion of either the Registrar or the Registration Committee.

P614(2) Any membership reinstatement fee shall be assessed in an amount as is established by the Annual Fee Schedule.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Annual [Fee Schedule](#) is approved by the Board annually.

[Exempt | Reduced Dues Application Form](#)

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**605 Readmission after resignation**

- (1) A former member of CPA Manitoba who resigned while in good standing may apply to the Registration Committee to be readmitted to membership in CPA Manitoba upon making a written application in the form approved by the Board, filing the declaration required pursuant to Bylaw 640, and fulfilling the applicable requirements of this bylaw.....
- (4) A former member of CPA Manitoba or a former member of the Association, the Institute or the Society who resigned as a member in good standing of any of the bodies and who, at the date of making application for readmission to membership pursuant to this bylaw, does not hold membership in good standing in another provincial CPA body or a recognized society shall be required to remit:
- (a) ....
- (c) a readmission fee in an amount as established by the Board.

**617 Readmission of terminated members**

A person whose membership has been terminated pursuant to Bylaw 615 as a result of not paying, within the prescribed period of time, the prescribed fee, assessment or other charge may apply to the Registration Committee to be readmitted to membership in CPA Manitoba upon making a written application in the form approved by the Board, filing the declaration required pursuant to Bylaw 640, and remitting:

- (a) a readmission fee in an amount as established by the Board; ....

**630 Readmission/reregistration after expulsion/deregistration by disciplinary order**

- (1) Any former member, candidate, student or firm expelled or deregistered under the terms of an order of a Discipline Panel may apply to the Registration Committee for readmission or reregistration upon making a written application in the form established by the Board, filing the declaration required pursuant to Bylaw 640, and satisfying the requirements of this bylaw.

**640 Declaration to be filed**

Any applicant for readmission to or reregistration with CPA Manitoba shall file a declaration in the form approved by the Board attesting that, to the best of the applicant's knowledge and belief, since the applicant's resignation, termination, expulsion or voluntary or involuntary deregistration, the applicant has not engaged in conduct, other than as specifically set out in the declaration, that, if engaged in by a member, candidate, student or firm could reasonably be considered a violation of the Code.

**POLICY:**

P605/

- 617(1) Any membership readmission fee shall be assessed in an amount as is established by the Annual Fee Schedule.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Contact [membership@cpamb.ca](mailto:membership@cpamb.ca) for process to follow if applying for readmission as a member.

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**701 Definitions**

(1) ...

(2) *The Board shall establish and publish a list of examples of learning activities that are considered to be verifiable or unverifiable.*

**702 Mandatory continuing professional development**

(1) *Continuing professional development as established by the Board shall be completed, and satisfactory proof thereof, in the form of a duly completed compliance report as approved by the Board, shall be provided to CPA Manitoba by every member of CPA Manitoba, except for those members who have been exempted pursuant to policies established by the Board or by making application pursuant under paragraph (6)(a) below.*

.....

(3) *In the event that the compliance report required in paragraph (1) is not provided within two (2) months after the reporting date established by the Board, the member shall be suspended from membership. The suspended member may, subject to paragraphs (4) and (5) hereof, terminate the suspension and be returned to membership in good standing by filing the approved compliance report accompanied by the prescribed reinstatement fee in accordance with Bylaw 614.*

....

(5) *Any person whose membership is terminated under this bylaw may be readmitted upon filing the approved compliance report accompanied by the prescribed readmission fee as established by Bylaw 615 and on such terms as the Board may determine.*

(6) *The Board may designate a committee which has the power to:*

- (a) *hear applications from members or recommend policies for Board approval with respect to special circumstances which may give rise to partial or complete exemptions from the minimum continuing professional development requirements, including, but not limited to, retirement from active employment or practice, extended leaves of absence from work for medical or other reasons or other special circumstances as may arise;*
- (b) *approve a form of compliance report to be filed by a member;*
- (c) *review compliance reports submitted by members; and*
- (d) *require a member to produce to the committee, a member of the committee or the Registrar, such verification of the contents of the member's compliance report as the committee deems necessary.*

**706 Transitional provisions**

(1) *The Board may establish any policies that, in its sole opinion, are appropriate to accommodate any changes to the mandatory continuing professional development requirements, reporting period, reporting due dates or other related matters that may be introduced by either the adoption of the bylaws or any subsequent amendments thereto.*



**POLICY:**

P701/  
702/

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706(1) The Board adopts the "[CPA Manitoba CPD Reporting Policy](#)" for purposes of establishing:

- (a) examples of verifiable and unverifiable learning activities;
- (b) exemptions from minimum CPD requirements;
- (c) compliance with International Educational Standards (IES) 8 - Professional Competence for Engagement Partners Responsible for Audits of Financial Statements (revised); and
- (d) transitional provisions to accommodate legacy members' transition to the CPA CPD requirements.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Reporting is completed [on-line through the member login](#) under the 'CPD Reporting' tab.

[CPA Manitoba CPD Reporting Policy](#)

### CPA Manitoba CPD Reporting Policy

1. The Continuing Professional Development requirements for all members in Manitoba have been harmonized and closely aligned with the nationally recommended requirements of CPA Canada and the internationally accepted best practices of IFAC.
2. For Continuing Professional Development (CPD) reporting members are categorized as either “Active” or “Inactive”.

#### Active Member

3. (a) An “Active member” is an actively employed member who earns income related to the provision of services that use the skills, knowledge, experience or competencies gained through a member’s professional training, education or experience as a CPA (or legacy CA, CGA, or CMA). Members are also considered Active if they serve on the board or audit committee (or equivalent) of:
  - A public company or reporting issuer or other “public interest entity” such as (but not limited to) large charities, foundations, hospitals, health authorities, and publicly funded educational institutions or social service agencies.
  - Any organization where they are significantly remunerated for their service.
- (b) Active members must adhere to the following continuing professional development requirements:
  - (i) Maintain 120 CPD hours over a 3 year rolling period (calendar year);
  - (ii) CPD learning activities are classified as either Verifiable or Unverifiable. A minimum of 60 CPD hours over the 3 year rolling period must be Verifiable, which shall include a minimum of 4 hours of verifiable learning in professional ethics;
  - (iii) A minimum of 20 CPD hours must be reported annually, including a minimum of 10 hours of verifiable learning;
  - (iv) The annual CPD reporting deadline for a calendar year is January 31<sup>st</sup> of the next year;
  - (v) Newly certified members will normally be exempt from earning PD credits in the year they are admitted to membership; and
  - (vi) 1 hour relevant CPD learning activity = 1 CPD hour.

For audit purposes, members are expected to retain, for a minimum of 36 months, documentation in support of verifiable CPD activities claimed. Documentation should describe the learning activity, identify the provider of the activity, connect the member to the activity, identify when the activity took place and provide a basis for concluding that the number of reported hours are reasonable.

#### Inactive Member

1. Members are considered “Inactive” where they do not earn income related to the provision of services that use the skills, knowledge, experience or competencies gained through a member’s professional training, education or experience as a CPA (or legacy CA, CGA, or CMA). Inactive members who do not serve on a board or audit committee (as contemplated in the Active Member description above) are exempt from reporting CPD.

#### New Members

2. Active members who are “newly admitted”, that is admitted by successful completion of the examination or period of experience requirements during a reporting year, are exempt from the CPD requirements for that reporting year. Active members who are admitted during a reporting year by affiliation or reciprocity are required to meet the CPD requirements for that reporting year.

#### Special Circumstances

3. Members who encounter special circumstances that severely limit their ability to meet the CPD requirement may apply for temporary CPD reporting relief. Maternity and medical leave are two examples of situations where consideration may be given for temporarily exempting members from meeting their CPD requirements.

#### **Members returning to Active Member Status**

4. Members returning to Active Member status after two or more years of CPD reporting relief because of Inactive status or special circumstances must submit for approval to CPA Manitoba, and execute in a timely manner, a CPD plan to update their professional competencies.

#### **Verifiable vs. Unverifiable Learning Activities**

5. For the purposes of CPA continuing professional development, learning activities are those that offer significant intellectual or practical content that provides a member the opportunity to develop new or existing competencies in areas that are relevant to a member's professional responsibilities and growth. Learning activities that result in evidence that the learning activity was undertaken are considered to be "verifiable". "Unverifiable" learning activities cannot be verified objectively that learning exists. Appropriate learning activities are circumstance-specific and each member requires different professional competencies. Therefore, the choice of relevant learning activities must be considered in the context of each member's own professional responsibilities.

##### **(a) Verifiable**

- Volunteer and Community Leadership contributing to professional competency
- Participation in professional courses, conferences, and seminars;
- Self-directed learning to prepare for an exam without a structured study program, and passing the exam;
- On-the-job training; major change in job responsibilities, major involvement in special projects, significant learning of new software, systems, and procedures;
- Developing or delivering a course or CPD session, whenever there is a new or refreshed learning experience;
- Formal study of courses leading to a degree, certificate, or diploma;
- Participation as a speaker in conferences, briefing sessions, or discussion groups;
- Writing articles, papers, or books of a technical, professional, or academic nature;
- Professional re-examination or formal testing; or
- Providing or receiving professional development support as a facilitator, mentor or coach.

##### **(b) Unverifiable**

- Technical reading, self-study of published materials, self-study courses; or
- Research, including reading professional literature or journals, for application in the member's role.

#### **IES 8 - Professional Competence for Engagement Partners Responsible for Audits of Financial Statements (revised)**

6. (a) Provinces comply with IES 8- Professional Competence for Engagement Partners Responsible for Audits of Financial Statements (Revised);
- (b) The requirements of IES 8 be monitored through the following process:
  - Completion of an annual self-assessment & declaration by members performing the role of an engagement partner responsible for audits of financial statements, that they have undertaken sufficient relevant CPD to develop and maintain professional competence as required by IES 8 (Revised);
  - The above annual self-assessments & declarations be subject to review and quality checks on the relevance of CPD taken through the provincial CPD audit process; and
  - The provincial Practice Inspection Program (PIP), which utilizes a risk-adjusted cycle, to review competence areas and learning outcomes specified in IES 8 (Revised) as part of the inspection and assessment of adherence to standards and quality control for all members performing the role of an engagement partner responsible for audits of financial statements.

### **CPA Transition Policy**

7. To support the CPD reporting transition of legacy CAs, CGAs, and CMAs to CPA:
  - All members will be expected to be fully compliant with their legacy CPD requirement as at December 31<sup>st</sup>, 2014.
  - All members will commence a new CPA CPD reporting cycle with a zero hour balance as at January 1, 2015. Accordingly, the first 3 year reporting cycle will be 2015 to 2017.
  - To support the changeover, members cannot report any CPD activities they may complete during the first quarter of 2015, until after April 1, when the CPD online reporting service and supporting database system is expected to be fully operational.
  - While members are not expected to meet the 120 CPD hour requirement until 2017, the reporting requirement of a minimum 20 CPD hours annually must be met.

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**801 Registration for the practice of public accounting or any other regulated service**

- (1) *Members shall not provide public accounting services or other regulated services unless they have:*
- (a) *registered, with CPA Manitoba, a firm and any offices through which such services will be provided; and*
  - (b) *been granted a permit, by the Registration Committee, for each of the firm's offices providing those services.*
- (2) *The following professional services constitute "other regulated services":*
- (a) *providing advice, counsel or interpretation with respect to the preparation of a tax return; or*
  - (b) *a forensic accounting, financial investigation or financial litigation support service.*
- ...
- (4) (a) *The Board shall adopt or establish standards which must be met by members in order to register and maintain registration of a firm for the purpose of practising public accounting or providing any other regulated services. Such standards may require successful completion of examinations or experience in prescribed areas of professional services as part of a candidate's or student's practical experience or may require successful completion of examinations or experience in prescribed areas of professional services after admission to membership.*
- (b) *All applications for registration of a firm shall be evaluated by the Registration Committee on the basis of the member's or members' competence to practise public accounting or provide any other regulated services, as relevant to the application, in accordance with the standards adopted or established by the Board pursuant to paragraph (a).*
- (5) *An application for registration of a firm shall be made to the Registration Committee and shall include:*
- (a) *a completed application in the form approved by the Board, including .....*

**802 Issuance of permits**

- (1) (a) *Provided that the Registration Committee is satisfied with respect to the matters described in Bylaw 801 and this bylaw, when an application for registration of a firm and any of its offices is made under Bylaw 801, the Registrar shall issue a permit to any approved offices of the firm in the form approved by the Board.*

**POLICY:**

- P801(1) The Board adopts the policies set out in the "Public Accounting (Regulatory) Working Group" Report to the CPA Public Trust Committee", June 2015, as initially approved by the Board and with amendments as approved by the Board thereafter from time to time, for purposes of establishing the standards which must be met by members in order to register and maintain registration of a firm for the purpose of practising public accounting or providing any other regulated services.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Key recommendations from the Public Accounting (Regulatory) Working Group Report have been included in the bridging requirements:

[Legacy CA](#)

[Legacy CGA](#)

[Legacy CMA](#)

[CPA](#) (CPA professional education program graduate)

Members who have met the bridging requirements and want to apply for a permit should contact [membership@cpamb.ca](mailto:membership@cpamb.ca).

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**809 Annual permit registration fee/permit issuance fee**

- (1) *The Board may establish, by resolution, policies setting permit fees for the registration of a firm and each of the offices of a firm and such policies may exempt some types of offices from such fees.*
- (2) *Such permit registration fees are payable:*
  - (a) *at the time that an application is made to register a firm or for a permit for each office of a firm, provided that any such fee shall be refunded in full in respect of any application that is not approved; and*
  - (b) *annually in respect of each office of a firm on a date which is established by resolution of the Board, provided that where a firm has registered to provide both public accounting and other regulated services in any of its offices, only one such fee shall be payable with respect to that office of the firm.*

**810 Annual practitioner fees**

*Every firm registered in Manitoba to provide public accounting or any other regulated services shall pay an annual practitioner fee which shall be set in such amount as the Board may establish by resolution. Such fee shall be assessed as of such date as may be determined by the Board, in respect of:*

- (a) *each member who is a proprietor, partner, shareholder or employee of the firm in Manitoba; and*
- (b) *each candidate and student who is an employee of the member's firm in Manitoba.*

**811 Non-payment of fees by firms**

- (1) *The Board may assess a late fee in relation to any fee due from any firm when a permit registration or an annual practitioner fee is not remitted by the due date.*

.....

- (4) *When a firm has been suspended or deregistered and the permit of each of its offices has been suspended or cancelled pursuant to paragraph (2) or (3), the suspended or former firm may apply to the Registration Committee for reregistration and to have a permit reissued to each of its offices upon*
  - (a) *making a written application in the form approved by the Board,*
  - (b) *remitting payment of the outstanding fees and the appropriate permit reissuance fees in an amount as established by the Board, and*
  - (c) *meeting any other conditions which may be imposed by the Registration Committee with respect to the reregistration of the firm or reissuance of the permit for each of its offices.*

**POLICY:**

**Permit fees**

P809(1) For the purposes of this policy,

- (a) A "full-time office" is an office of a public accounting or other regulated services firm:
  - (i) that is under the control and oversight of at least one member who is present in that office on a full-time basis,
  - (ii) but where the firm has identified another office as the main contact location for the firm to receive billings and other administrative material.

- (b) A “head office” is the office of a public accounting or other regulated services firm that
- (i) is under the control and oversight of at least one member who is present in that office on a full-time basis, and
  - (ii) has been identified by the firm as the main contact location for the firm to receive billings and other administrative material.

If a firm has only one office location, whether it is a “full-time” or “part-time” office, that location is also considered to be a head office. A professional corporation is also considered to be a head office.

- (c) A “part-time office” is an office of a public accounting or other regulated services firm that is under the control and oversight of a member who is present in that office on a part-time basis and is the only location of the firm. Since such an office is the only location of the firm it is also considered to be a head office.
- (d) A “satellite office” is an office of a public accounting or other regulated services firm that has been registered by a firm that:
- (i) is under the control and oversight of a member who is present in that office on a part-time basis; and
  - (ii) has a head office in another location.

P809(2) In accordance with [Bylaw 809](#), permit fees shall be assessed in respect of every public accounting or other regulated services firm registered with CPA Manitoba as follows:

- (a) A permit issuance fee shall be payable in an amount as established by the Annual Fee Schedule at the time that an application is made to register a firm or any office of a firm.
- (b) On October 1 of each year, an annual permit registration fee shall be payable in an amount as established by the Annual Fee Schedule in respect of each office of a firm that is registered with CPA Manitoba, unless the office is a “satellite” office.
- (c) If an office of a firm registers as both a public accounting services firm and an other regulated services firm, only the public accounting services permit fee shall be assessed in respect of that office.

#### **Annual practitioner fees**

P810(1) On October 1 of each year, annual practitioner fees shall be payable by every public accounting or other regulated services firm in Manitoba in an amount as established by the Annual Fee Schedule for:

- (a) each member who is a proprietor, partner, shareholder or employee of the firm in Manitoba; and
- (b) each candidate and student who is an employee of the firm in Manitoba.

P810(2) For the purposes of this policy, an “employee” of the firm is a person who provides professional services to the firm or, on behalf of the firm to its clients, either as a subcontractor or in a regular employment situation. However, if such a person has also registered a firm with CPA Manitoba, only one annual practitioner fee shall be payable in respect of that person and the person shall normally be held responsible for payment of the fee to CPA Manitoba.



P810(3) The amount of the annual practitioner fees that are payable shall be assessed on the basis of any proprietor, partner, shareholder or employee of a firm as at September 1 of any year. In some cases, an employee may be on leave for some portion of a fiscal year. In such cases, the employment status of such a person as at September 1 of any year shall determine whether the annual practitioner fee is due and payable on October 1 of that year for that employee. Proprietors, partners, and shareholders are not eligible for automatic exemption from annual practitioner fees, but may request that the Registration Committee consider exceptional circumstances on a case-by-case basis.

**Non-payment of fees by firms**

P811(1) A late fee in an amount as established by the Annual Fee Schedule may be assessed under Bylaw 811(1) when a permit fee or an annual practitioner fee is not remitted by the due date. Where such a fee is remitted late in respect of more than one office or person, no more than three times the late fee amount shall be assessed.

P811(2) A permit reissuance fee in an amount as established by the Annual Fee Schedule shall be assessed under Bylaw 811(4)(b) when a firm seeks reregistration after having been deregistered for continued non-payment of a permit fee or an annual practitioner fee. Where reregistration of more than one office is requested, no more than three times the permit re-issuance fee shall be assessed.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Annual permit and practitioner fee notices are mailed out to all practicing firms registered in Manitoba.

Annual [Fee Schedule](#) is approved by the Board annually.

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**850 Practice inspections**

*Every firm shall be subject to an inspection in accordance with policies established by resolution of the Board for that purpose. For the purpose of Bylaws 850 to 853, references to “firm” include the Office of the Auditor General Manitoba and the Office of the Auditor General of Canada, if such an office is located in Manitoba. The inspection of any such firm or any of its members or offices shall be conducted by the Practice Inspection Committee.*

**851 Practice Inspection Committee**

(1) *The Practice Inspection Committee shall consist of such members, including a Chair as are appointed by the Board.*

...

(3) *CPA Manitoba may retain the services of any individual or individuals on a fee basis or otherwise and may authorize any individual, such as a practice inspector or member advisor to:*

...

(c) *carry out a program of practice inspections in accordance with policies as adopted by the Board;*

...

**POLICY:**

P850(1) The Board adopts the policies set out in the “Harmonized National Practice Inspection Methodology and Manual” developed by the Public Trust Committee Practice Inspection Program Standing Committee (PIPSC), as initially approved by the Board and with amendments as approved by the Board thereafter from time to time, for the purpose of establishing policies for the completion of inspections of practices against the generally accepted standards of practice of the profession.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Harmonized national Practice Inspection policies are captured on the [Practice Inspection](#) webpage.

[Practice Inspection Planning Questionnaire](#) for firms that conduct audit engagements and/or review engagements.

[Student Training Questionnaire](#) for firms that train CPA candidates or students and/or legacy CA, CGA and/or CMA students.

[Compilation Only Planning Questionnaire](#) for firms that conduct only compilation engagements.

[Declaration of Exemption](#) for firms that do not conduct assurance engagements or compilation engagements.

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**852 Practice inspection fees**

- (1) *Every firm in Manitoba shall pay, within thirty (30) days, an invoice in relation to the cost of any assistance provided by a practice inspector or in relation to the cost of any practice inspection or follow-up inspection, such invoice to be determined in accordance with rates as established by resolution of the Board.*
- (2) *The Board may assess a late fee in relation to any such invoice due from any firm when payment is not remitted by the due date.*
- ....
- (5) *When a firm has been suspended or deregistered and the permit of each of its offices has been suspended or cancelled pursuant to paragraph (3) or (4), the suspended or former firm may apply to the Registration Committee for reregistration and to have a permit reissued to each of its offices upon:
  - (a) *making a written application in the form approved by the Board;*
  - (b) *remitting payment of the outstanding invoice and the appropriate permit reissuance fees in an amount as prescribed by the Board; and*
  - (c) *meeting any other conditions which may be imposed by the Registration Committee with respect to the reregistration or the firm or reissuance of a permit for each of its offices.**

**POLICY:**

**Non-payment of fees by firms**

P852(1) A late fee in an amount established by the Annual Fee Schedule may be assessed under Bylaw 852(2) when payment of a practice inspection invoice is not remitted by the due date. Where such payment is remitted late in respect of more than one office or person, no more than three times the late fee shall be assessed.

P852(2) A permit reissuance fee in an amount established by the Annual Fee Schedule shall be assessed under Bylaw 852(5)(b) when a firm seeks reregistration after having been deregistered for continued non-payment of a practice inspection invoice. Where reregistration of more than one office is requested, no more than three times the permit re-issuance fee shall be assessed.

**ADDITIONAL INFORMATION AND/OR FORMS:**

Annual [Fee Schedule](#) is approved by the Board annually.

**BYLAW REFERENCE:** (excerpt only; refer to full [Bylaws](#))

**871 Mandatory professional liability insurance (PLI)**

- (1) Every firm that is registered with CPA Manitoba to provide public accounting or any other regulated services shall obtain and maintain professional liability insurance in accordance with the policy adopted or established by the Board for that purpose.
- (2) The policy adopted or established by the Board pursuant to paragraph (1) may address such matters as:
  - (a) the amount, type and nature of required minimum coverage;
  - (b) compliance reporting requirements;
  - (c) different requirements in relation to the provision of different professional services;
  - (d) any transition to professional liability insurance requirements established by the Board from the former professional liability insurance requirements of the Association, the Society and the Institute; and
  - (e) any other matter that the Board believes is relevant to minimum requirements for mandatory professional liability insurance.
- (3) Satisfactory proof of professional liability insurance coverage shall be provided to the Registrar in accordance with the policy adopted or established by the Board upon application for approval of the registration of a firm in Manitoba and annually thereafter.

**872 Failure to comply with PLI requirements**

.....

- (2) When a former firm has been deregistered and permits for each of its offices have been cancelled pursuant to paragraph (1), the former firm may apply to the Registration Committee for reregistration and to have permits reissued for each of its offices upon
  - (a) making a written application in the form approved by the Board,
  - (b) providing satisfactory proof of the required insurance coverage;
  - (c) remitting payment of the appropriate permit reissuance fees in an amount as prescribed by the Board, and
  - (d) meeting any other conditions which may be imposed by the Registration Committee with respect to its reregistration and the reissuance of a permit for each of its offices.

**POLICY:**

**Transitional provision**

P871(1) On a transitional basis until the Board has approved Professional Liability Insurance requirements for CPA firms, a firm shall obtain and maintain professional liability insurance coverage that meets the requirements of the Association, the Institute or the Society as at August 31, 2015.

**ADDITIONAL INFORMATION AND/OR FORMS:**

[Declaration as to Professional Liability Insurance & Continuing Registration of Professional Corporation\(s\)](#)