



Chartered Accountants of BC
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 Vancouver, BC V7X 1M4
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Main Fax: 604 681.1523
Email: cpd@ica.bc.ca

Name: _____
 Company (if applicable): _____
 Address 1: _____
 Address 2: _____
 City: _____ Province: _____ Postal Code: _____

Member Number: _____

Continuing Professional Development Reporting Form for the three year cycle 2008-2010

CATEGORIES (See reverse for definitions)		Number of CPD Hours Undertaken		
		2008	2009	2010
VERIFIABLE CPD	Advanced Study			
	ICABC/CICA Courses			
	Other Courses			
	Multi-day Conventions			
	Presentations			
	Publications			
	Correspondence Courses			
	Technical Conferences			
	Technical Discussion Groups			
SUB-TOTAL – VERIFIABLE CPD				
UNVERIFIABLE CPD (no max)				
TOTAL				

Reporting Deadline: January 31
for the previous calendar year.

Minimum CPD Hours Required:

	Verifiable	Total
Annual	10	20
Triennial Cycle	60	120

How to report:

- On-line at www.ica.bc.ca/secure, or
- Complete and sign this form and return by post, email or fax

Contact Us:
 Email: cpd@ica.bc.ca
 CPD Fax: 604 684.1267
 Telephone:
 Lisa Murray 604 488.2614
 Stella Lam-Leung, CA 604 631.2570

You are eligible for exemption if: (see www.icabc-pd.com/cpd/requirements.php#exemption for definitions on eligibility for exemptions)

- Throughout the calendar year you were “retired” or “on leave from the workforce either to ‘care for a dependant’ or for a ‘personal medical disability’” and neither:
 - (a) Engaged in any paid activity; nor
 - (b) Served on the board or governing body of a public company or reporting issuer as contemplated by Rule 204;
- You are a member who resides outside of BC, and meets the CPD requirements of another provincial CA Institute or are a member of a foreign accounting body whose CPD requirements are substantially similar to ICABC CPD requirements. Please specify other province or foreign accounting body where membership is held: _____;
- Other. Please submit letter requesting the PD Review Committee to review your circumstances, noting reason(s).

You are eligible for pro-rating if:

- You are a new CA or recently joined ICABC. Admission date _____;
- Other. Please submit letter requesting the PD Review Committee to review your circumstances, noting reason(s) and effective dates.

Please retain your CPD records until December 31, 2011 (one year after end of 3 year cycle).

I understand that the Institute may request additional information to support this CPD report and I have maintained records of my CPD activities that will be made available per request.

I confirm that all the information provided on this form is true and accurate.

Signature

Date

PROGRAM CATEGORIES AND CREDIT HOURS

VERIFIABLE CPD

1. Advanced Study

Advanced study includes courses which leads to a degree, certificate, or diploma offered by a recognized educational institution or association.

2. ICABC/CICA Courses

These are courses, conferences, workshops, roundtables or any presentations offered by the ICABC or CICA. These may be at public presentations or in-house offerings.

Typical course credit hours would be:

One day - 7 hours

Half day - 3 ½ hours

Executive Breakfasts / Lunch / Dinner - 2 hours

3. Other Courses

Courses, workshops and educational sessions offered by:

- a. Recognized schools, universities and colleges
- b. Provincial, national and international accounting associations
- c. In-house presentations by practicing firms or corporations
- d. Other professional organizations who offer relevant courses or seminars

All the above courses receive CPD activity credits based on the number of hours in attendance at the session.

4. Multi-day Conventions

Multi-day convention meetings such as provincial or national conventions or industry conferences or their equivalent. Only the educational presentation portions of these conventions can qualify for CPD.

5. Presentations

Credit is allowed for presentations and for preparation time for lectures, courses or other presentations, but only once per calendar year for the same or similar course or lecture.

6. Publications

Credit will be given in the year of publication for each professionally related article or book that contributes directly to the professional competence of the author.

Credit is allowed only once per calendar year for the same or similar article/book.

7. Correspondence Courses

Credit will be allowed in the period in which the course is taken and must include testing or some evidence of completion. The amount of credit to be allowed for correspondence and formal individual study programs (including taped audio/video study programs, computer based training such as on-line seminars) will be the suggested time recommended by the program sponsor.

8. Technical Conferences

Conferences with a significant technical/educational content.

9. Technical Discussion Groups

Services as a member of a technical committee of a professional body where technical material is prepared or reviewed by the member.

Services as a member of the examining board of a professional accounting body where technical material is prepared or marked by the member. Credit is allowed only once per exam question, regardless of number of papers marked.

Attendance at formal study clubs or professional discussion forums.

UNVERIFIABLE CPD

Private reading and study, technical research all related to practical work

Vendor presentations, trade shows and other forums which present an educational component to their sales promotion

Employment activities such as training on the job related to major changes in job responsibilities, major involvement for the first time in special projects or a change in the type of employment

Correspondence courses, audio or video presentations or computer based training that does not include testing or some evidence of completion