

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