

CERTIFICATION OF COMPLETION OF PD REQUIREMENTS

Student Name _____

Mandatory (21 hours):

- You & Your Designation, Effective Management Skills and a soft skills course (see list of eligible courses in PD catalogue or at www.icabc-pd.com). These are to be taken **AFTER** your first attempt at the UFE.

Optional (14 hours):

- The remaining PD hours can be taken up to 6 months prior to your first UFE attempt and must be CA training office courses, Institute courses or CICA courses
- Please note that if PD courses were taken while employed with different CA training offices, each CA training office must complete a PD Certification.

*IF YOU HAVE ANY CONCERNS ABOUT WHETHER THE OPTIONAL COURSES YOU PLAN TO TAKE WILL QUALIFY, PLEASE CALL THE INSTITUTE **BEFORE** YOU REGISTER.*

LIST MANDATORY COURSES TAKEN TO SATISFY THE PD REQUIREMENT

<u>TITLE</u>	<u>DATE</u>	<u># CLASS HOURS</u>
1. You & Your Designation _____		7
2. Effective Management Skills _____		7
3. Soft Skills – course name: _____		7

LIST COURSES TAKEN TO FULFILL THE REMAINING 14 HOURS.

<u>TITLE</u>	<u>DEVELOPER (ie: CICA, ICABC, FIRM)</u>	<u>DATE</u>	<u># CLASS HOURS</u>
1. _____			
2. _____			
3. _____			
4. _____			

I HEREBY CERTIFY THAT _____, has satisfied the 14 hours of optional PD requirements of the Institute of Chartered Accountants of British Columbia by attendance at courses which meet the following criteria:

- Must be sponsored by the Institute Professional Development Program, CICA, or a an approved CA training office
- Must cover topics from the CICA Competency Map, including the general fields of Financial Accounting and Reporting, Auditing and Professional Practice, Managerial Accounting and Control, Taxation, Valuations, Insolvency, Management; Ethics; Information Technology; or additional soft skills courses that are identified as eligible in the PD catalogue. Technical courses must be at a post UFE level of knowledge
- E-learning courses are acceptable provided it involves test questions or other objective certification of completion
- May be taken up to six months prior to the student’s first recorded attempt at the UFE

_____,
DATE

 TRAINING PRINCIPAL’S SIGNATURE

 CA TRAINING OFFICE AND LOCATION