

BYLAW REGULATIONS

TABLE OF CONTENTS

	<i>Page</i>
PART 2 - COUNCIL AND OFFICERS	
225 - <i>Officers, Seal and Committees</i>	1
230 - <i>Procedure for Meetings</i>	1
240 - <i>Fees and Other Assessments</i>	2
250 - <i>Professional Liability Insurance</i>	3
280 - <i>Sending Documents</i>	4
PART 3 - MEMBERS	
300 - <i>Membership</i>	5
320 - <i>Fellows</i>	7
350 - <i>Practising Certificates</i>	7
PART 4 - STUDENTS	
401/1 - <i>CA School of Business</i>	9
401/2-4 - <i>Application to Enrol</i>	9
410/1-2 - <i>Experience Requirement</i>	9
410/3 - <i>Mandatory Professional Development Requirement</i>	10
410/4-6 - <i>Application for Admission as a Member</i>	10
410/7-8 - <i>Appeals</i>	10
410/9 - <i>Advanced Certificate in Accounting Program</i>	11
<i>Certificate</i>	11
<i>Enrolment</i>	11
<i>Diploma Prerequisite</i>	11
<i>Course Prerequisites</i>	12
<i>Advanced Certificate in Accounting Course Requirements</i>	12
<i>Examination Requirements</i>	13
<i>Internship Requirement</i>	14
<i>Part-time Employment</i>	14
<i>Chargeable Hour Requirement</i>	15
<i>Interfirm Transfers</i>	15
<i>Termination of Employment</i>	15
<i>Reporting Requirements</i>	15
<i>Administrative</i>	15
PART 5 - MEETINGS AND VOTING PROCEDURES	
504 - <i>Annual General Meeting</i>	16
511 - <i>Composition of Council</i>	16
525 - <i>Election of Council</i>	17
542 - <i>Special General Meeting</i>	19
553 - <i>Voting at Meetings, Proxies, and Voting by Electronic Means</i>	19
562 - <i>Special Vote</i>	20

PART 6 - PRACTICE REVIEW AND LICENSING

614	- <i>Licensing of Firms</i>	21
614/11-14	- <i>Transitional</i>	25
623	- <i>Limited Liability Partnerships</i>	25
660	- <i>Standards of Professional Practice</i>	26

PART 10 - CONTINUING PROFESSIONAL DEVELOPMENT

1002	- <i>Professional Development</i>	28
1011	- <i>Professional Development Review Committee</i>	28

Note: All bylaw regulations were adopted in 2004 when they were amended to reflect the changes to the *Accountants (Chartered) Act*. All subsequent amendments are noted in [brackets] with the month and year in which they were adopted by Council. Incidental changes to numbering and cross-references are not annotated.

PART 2 - COUNCIL AND OFFICERS

Officers, Seal and Committees

- 225/1 Except as otherwise provided in the Bylaws or the Regulations, Council shall appoint the chair of each Committee.
- 225/2 The President, Vice-Presidents and Treasurer shall constitute the Executive Committee. The Chief Executive Officer and Secretary shall be non-voting members of the Executive Committee. [December 2008]

Procedure for Meetings

- 230/1 Meetings of Council shall be convened at least once in each calendar quarter at such time and place as may be determined by the President or failing the President, by a Vice-President or failing a Vice-President, by the Chief Executive Officer.
- 230/2 Meetings of Committees shall be convened by the Chair or upon notice by the Chief Executive Officer or the Secretary. Committees shall report to Council as required.
- 230/3 At all meetings of Council or any Committee every member of Council or that Committee, as the case may be, shall have one vote and in the case of a tie the Chair of the meeting shall have a second or casting vote.
- 230/4 The proceedings at all meetings shall be governed by the Act, the Bylaws and these Regulations, supplemented by such rules of procedure as may be determined by Council.
- 230/5 A member of Council or a Committee may participate in a meeting of Council or a Committee by means of communications facilities that allow all participants in the meeting to communicate with each other during the meeting, including but not limited to by video, telephone conference, or web casting. A member of Council or a Committee participating in a meeting in accordance with this Regulation shall be deemed to be present at the meeting and shall be counted in the quorum and entitled to speak and vote at the meeting. [November 2006]
- 230/6 A resolution approved by a majority of all members of Council or a Committee in writing, including but not limited to by mail, facsimile, or e-mail, is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of Council or the Committee, as the case may be. [November 2006]
- 230/7 A resolution approved under Regulation 230/6 shall be made a part of the minutes of the next meeting of Council or the Committee, as the case may be. [November 2006]

Fees and Other Assessments

240/1 There will be payable to the Institute in the amounts determined by Council from time to time:

- (i) a student enrolment fee;
- (ii) an annual student fee;
- (iii) a membership admission fee;
- (iv) an annual membership fee;
- (v) an annual membership fee on behalf of the CICA;
- (vi) licence application fees to accompany applications for:
 - (1) a practice licence (based on the number of practising offices for which authorisation is sought), [June 2007]
 - (2) an extra-provincial licence,
 - (3) an incorporation licence, or
 - (4) an amendment to the terms and conditions of a licence;
- (vii) licence renewal fees to accompany applications for renewal of a licence;
- (viii) from licensed firms holding a practice licence, an annual assessment for each authorised practising office of the firm, consisting of:
 - (1) an authorised practice office fee; [June 2007]
 - (2) a practice review levy based on the number of individuals with a proprietary interest in the licensed firm who provide services to the public at or in association with the authorised practising office; [June 2007]
 - (3) a member levy, based on the number of members who provide services to the public at or in association with the authorised practising office; [June 2007]
 - (4) a CGA/CMA members levy, based on the number of members of the Certified General Accountants Association of British Columbia, the Society of Management Accountants of British Columbia, and other Canadian professional accounting bodies who provide services to the public at or in association with the authorised practising office; [June 2007]
 - (5) a CA student levy, based on the number of students of the Institute employed at the authorised practising office in accordance with Bylaw 635; and [June 2007]
 - (6) a CGA/CMA students levy, based on the number of students of the Certified General Accountants Association of British Columbia, the Society of Management Accountants of British Columbia, and other Canadian professional accounting bodies who provide services to the public at or in association with the authorised practising office; [June 2007]
- (ix) fees for cancellation on short notice of a practice inspection under Bylaw 645; and [June 2007]
- (x) fees for follow-up reviews of members and licensed firms under Bylaw 671(ii).

240/2 If any amount payable to the Institute by a member, student, licensed firm, or approved organization is not paid by the due date, a late penalty in an amount determined by council from time to time shall be added thereto and written notice thereof shall be delivered to the member, student, licensed firm, or

approved organization specifying the amount payable and requiring the amount payable, together with a penalty, to be paid before a specified date. [April 2007]

240/3 In default of payment by a member, student or licensed firm of an amount payable, together with the late penalty, prior to the date designated as the specified date in a written notice given pursuant to Regulation 240/2, and subject to any conditions imposed by council, council may, by notice, suspend or cancel the membership of the member, the enrolment of the student, the licence of the licensed firm, or the authorisation for an authorised practising office of the licensed firm.

241/1 The due date for an annual membership fee shall be the later of May 31 or thirty days after the billing date; and for all other amounts payable to the Institute by a member, student or licensed firm shall be thirty days after the billing date.

Professional Liability Insurance

250/1 Every licensed firm holding a practice licence must maintain the following minimum levels of professional liability insurance coverage with a recognized insurance company for all members who carry on the practice of public accounting, either full or part-time, either incorporated or unincorporated, at or in association with each authorised practising office of the licensed firm:

- (i) \$1,000,000 for an authorised practising office at or in association with which one member carries on the practice of public accounting;
- (ii) \$1,500,000 for an authorised practising office at or in association with which two or three members carry on the practice of public accounting; or
- (iii) \$2,000,000 for an authorised practising office at or in association with which four or more members carry on the practice of public accounting.

[April 2006]

250/2 Every member carrying on the practice of public accounting at or in association with an authorised practising office of a licensed firm is responsible for ensuring that the licensed firm maintains the minimum professional liability insurance coverage required under Regulation 250/1.

250/3 Every member carrying on the practice of public accounting in British Columbia, whose practice is not covered by the insurance requirements for licensed firms under Regulation 250/1 must maintain minimum professional liability coverage of \$1,000,000 with a recognized insurance company.

[April 2006]

250/4 Each professional liability insurance contract shall be endorsed with the requirement that the insurance company shall notify the Institute in writing forthwith of:

- (i) any cancellation or non-renewal of such policy; or

- (ii) any insurance coverage which is below the minimum coverage required above.
- 250/5 Within 15 calendar days of receiving a written request to do so, a member or licensed firm shall provide proof, to the satisfaction of the Institute, of professional liability insurance coverage.
- 250/6 Members are required to ensure prior acts are covered by adequate professional liability insurance either through riders to an ongoing insurance policy or a separate discovery policy, for a minimum of six years after ceasing to be in public practice.
- 250/7 The minimum limits in Regulations 250/1 are subject to the availability generally of such insurance to members and licensed firms carrying on the practice of public accounting.
- 250/8 The Auditor General's Offices, and members carrying on the practice of public accounting exclusively at or in association with an Auditor General's Office, are exempted from the minimum professional liability insurance coverage requirements under Regulations 250/1 to 250/3.

Sending Documents

- 280/1 Except as otherwise provided in the Bylaws or the Regulations, any decision, determination, notice, order, report, statement or other document to be given or delivered to a member, student or licensed firm pursuant to the Bylaws or the Regulations shall be deemed:
 - (i) to be duly given or delivered:
 - (1) if personally delivered or mailed postage pre-paid to the address of the member, student or licensed firm; or
 - (2) where the member, student or licensed firm has authorised electronic delivery of materials pursuant to Regulation 280/2, if sent to the last electronic mail address provided by the member, student or licensed firm to the Registrar; and
 - (ii) to have been effected:
 - (1) if personally delivered, on the day of delivery;
 - (2) if mailed, on the third day, Saturdays and statutory holidays excepted, following the date of mailing; or
 - (3) if sent by electronic mail, on the day it is sent.
- 280/2 A member, student or licensed firm may authorise electronic delivery of materials under Regulation 280/1 by communicating consent to the Registrar in the manner and form determined by Council.

PART 3 - MEMBERS

Membership

- 300/1 An application by a student for admission as a member under Bylaw 301(i) must be accompanied by:
- (i) certification from the CA School of Business that the student has completed all applicable program, examination, evaluation, and experience requirements referred to in Regulation 410/1(i); and
 - (ii) the certification required under Regulation 410/3.

[April 2007]

- 300/2 An application by a member of a Provincial Institute for admission as a member under Bylaw 301(iii) must be accompanied by certification from the Registrar or other competent officer of that Provincial Institute that the applicant is a member in good standing of that Provincial Institute.

- 300/3 An application by a member of a professional body outside of Canada and Bermuda for admission as a member under Bylaw 301(iv) must be accompanied by certification from the Registrar or other competent officer of the foreign professional body that the applicant is a member in good standing of that body.

- 301/1 Subject to Regulations 301/2, 301/4 and 301/5, a student is eligible for admission as a member under Bylaw 301(i) if the student is recommended by two members in good standing of the Institute, and has successfully completed:
- (i) all applicable program, examination, evaluation, and experience requirements referred to in Regulation 410/1(i);
 - (ii) the mandatory professional development requirement of the Institute under Regulation 410/3; and
 - (iii) any other applicable requirements under Part 4 of the Regulations, or as may otherwise be prescribed by Council.

[April 2007]

- 301/2 Subject to Regulations 301/6 to 301/8, the Registrar shall admit as a member any person who applies in the form, and pays the fee, required by Council, if the Registrar determines that the person is eligible for admission under Bylaw 301, with the exception of:

- (i) a suspended member applying for reinstatement;
- (ii) a former member applying for readmission; or
- (iii) a student applying for admission, who was re-enrolled as a student after the student's enrolment was cancelled

- (1) pursuant to an order under Section 24 of the Act,

- (2) as a result of the student's failure to meet academic requirements, or
- (3) under Regulation 410/6.

- 301/3 The Registrar shall reinstate a member who has been suspended for non-payment of membership fees or any other amounts payable to the Institute by the member, when such financial obligations are satisfied.
- 301/4 Applications referred to in clauses (i), (ii) or (iii) of Regulation 301/2, other than applications under Regulation 301/3, shall be forwarded to the Membership Committee established by Council. The Membership Committee shall make recommendations to Council regarding the disposition of all applications, except those applications which are approved by the Membership Committee itself under Regulation 301/5.
- 301/5 The Membership Committee may admit a former member, or a student who was re-enrolled after the student's enrollment was cancelled as set out in Regulation 301/2(iii)(2) or (3), provided that:
- (i) the application of the former member or student satisfies the requirements established by Council;
 - (ii) there has been no previous finding or determination by the Institute or by a Provincial Institute that the former member or student is incompetent or unfit to practise, or has committed professional misconduct, conduct unbecoming a member, or contravened the Act, Bylaws, or Rules of Professional Conduct of the Institute or corresponding legislation, bylaws or rules of a Provincial Institute; and
 - (iii) the Membership Committee is satisfied that there is no reason for the application to be reviewed by Council.
- 301/6 An applicant who is a member in good standing of a professional body outside Canada or Bermuda having the same or similar objects as the Institute may submit an application for admission as a member accompanied by a non-refundable application fee determined by Council. The Registrar shall furnish the applicant with a ruling as to what courses, examinations, experience or duration of residence in British Columbia shall be required of the applicant or alternatively shall advise the applicant to submit an application for enrolment as a student. The application fee shall be applied to the membership admission fee or student enrolment fee as required.
- 301/7 The Registrar shall admit an applicant on completion of the courses, examinations, experience or residence requirements specified in a ruling by the Registrar under Regulation 301/6, receipt of the prescribed admission fee, and an attestation by a competent officer of the professional body outside Canada or Bermuda as to the applicant's membership in good standing.
- 301/8 If the requirements of Regulation 301/7 are not completed within thirty months of the date of issue of a ruling by the Registrar under Regulation 301/6, the application for admission as a member shall expire and the application fee shall

be forfeited. Nothing in these regulations, however, shall preclude an applicant from submitting another application fee and an application for admission as a member after the expiry of the thirty-month period. The requirements respecting courses, examinations, experience, residence and time limitations relating to such subsequent applications shall be determined by the Registrar.

Fellows

320/1 Each year Council shall seek nominations for the election of Fellows from among the members. All members, except then members of Council exclusive of the Institute's First Vice-President, shall be eligible. Council may elect Fellows for distinguished service to the profession, or for bringing distinction to the profession.

320/2 A member of the Institute who has been elected or admitted as a Fellow of a Provincial Institute and who provides evidence to the Registrar of that election or admission, in a form satisfactory to the Registrar, shall be deemed to be a Fellow for the purposes of Section 15(4) of the Act for as long as the member remains:

- i) a member in good standing of the Institute; and
- ii) a member in good standing and a Fellow of that Provincial Institute.

Practising Certificates

350/1 A student who is admitted as a member under Bylaw 301(i) may, upon admission, receive a review practising certificate or an audit practising certificate if the student has completed the applicable chargeable hour requirement under Regulation 350/2 or 350/3 within the time permitted for completion of the experience requirement, while working at an office or offices described in Bylaw 412(i), (iii)(1), or (iv)(1). [April 2007]

350/2 The chargeable hour requirement for a review practising certificate is a minimum of 2500 chargeable hours, including:

- (i) a minimum of 1250 assurance hours (none of which are required to be audit hours); and
- (ii) a minimum of 100 taxation hours.

350/3 The chargeable hour requirement for an audit practising certificate is a minimum of 2500 chargeable hours, including:

- (i) a minimum of 1250 assurance hours, of which a minimum of 625 hours must be audit hours; and
- (ii) a minimum of 100 taxation hours.

350/4 For the purposes of Regulations 350/2 and 350/3, "assurance" includes audit, review, and other assurance engagements as defined in the *CICA Handbook*.

350/5 A member who does not hold a review practising certificate or an audit practising certificate is eligible to receive a review practising certificate or an audit practising certificate, upon application to the Institute in the form required by Council, if:

- (i) the member:
 - (1) has completed a minimum of two years of practical experience in the practice of public accounting while working in an office where a student would be permitted under Regulation 350/1 to satisfy the chargeable hour requirement, and
 - (2) completes the applicable chargeable hour requirement under Regulation 350/2 or 350/3 while working in an office where a student would be permitted under Regulation 350/1 to satisfy the chargeable hour requirement; or
- (ii) the member meets other requirements determined by the Registrar under Bylaw 351, or as may otherwise be approved by Council.

[April 2007]

350/6 A member who holds a review practising certificate is eligible to make a transition to receive an audit practising certificate, upon application to the Institute in the form required by Council, if:

- (i) the member:
 - (1) was first admitted as a member of the Institute under Bylaw 301(i) or (iii), and
 - (2) completes the additional audit hours required to satisfy the chargeable hour requirement for an audit practising certificate under Regulation 350/3 while working in an office where a student would be permitted under Regulation 350/1 to complete the chargeable hour requirement; or
- (ii) the member meets other requirements determined by the Registrar under Bylaw 351, or as may otherwise be approved by Council.

[April 2007]

350/7 For the purposes of an application for a review practising certificate or an audit practising certificate under Regulation 350/5, or a transition application under Regulation 350/6:

- (i) assurance hours, including audit hours, accumulated by the applicant under the supervision of a practising member who holds or is deemed to hold the required practising certificate may, subject to paragraph (ii), be applied toward the applicable chargeable hour requirement under Regulation 350/2 or 350/3; and
- (ii) chargeable hours completed by the applicant more than five years before the date of the application shall not be included in determining whether the applicant has satisfied the applicable chargeable hour requirement under Regulation 350/2 or 350/3.

[April 2007]

PART 4 - STUDENTS

CA School of Business

401/1 Effective January 1, 2001, the Institute entered into an agreement with the CA School of Business (CASB) to administer pre-qualification requirements for students, covering education, experience and evaluation, subject to the Bylaws and Regulations of the Institute.

Application to Enrol

401/2 The functions and authority of Council in respect of the enrolment of students are delegated to CASB to the extent provided under the "Education Agreement regarding the CA School of Business" dated February 19, 2004 (replacing the previous Education Agreement dated June 17, 2000), as amended from time to time, and in accordance with the terms and conditions of that Agreement, except as may otherwise be determined by Council. All applications for enrolment as a student of the Institute (including any application by a member of a foreign professional accounting body having a designation that has not been recommended by the International Qualifications Appraisal Board of CICA for exemption from the Uniform Final Examination) must be submitted to CASB in accordance with any requirements established by CASB, except for applications for enrolment in the Advanced Certificate in Accounting Program under Regulation 410/9, or unless otherwise prescribed by Council. [April 2007]

Instruction and Experience

[April 2007]

410/1 To qualify for admission as a member under Bylaw 301(i), a student must satisfy:

- (i) all applicable program, examination, evaluation, and experience requirements established under arrangements made between the Institute and CASB under Section 13(2) of the Act and Bylaw 410, or as may otherwise be prescribed by Council; and
- (ii) the mandatory professional development requirement of the Institute established under Regulation 410/3.

[April 2007]

410/2 The experience requirement under Regulation 410/1(i) may only be satisfied in accordance with Bylaw 412. [April 2007]

Mandatory Professional Development Requirement

410/3 A student shall complete thirty-five hours of professional development in courses approved by the Institute prior to being admitted to the Institute as a member. Twenty-one of these hours are prescribed mandatory PD courses and will be taken subsequent to the student's first attempt at the UFE. The remaining 14 hours may be taken up to six months prior to the first UFE attempt. A student shall obtain and file with the Registrar the certification of his employer or employers, as the case may be, in the form determined by Council.

Application for Admission as a Member

- 410/4 Not later than 12 months after the date on which a student has passed the UFE and completed the experience requirement, the student shall apply for admission as a member of the Institute.
- 410/5 The Membership Committee may, as it thinks fit, extend the time for a student to apply for admission as a member of the Institute under Regulation 410/4.
- 410/6 If a student fails to apply for admission as a member of the Institute within the time required under Regulations 410/4 and 410/5, the Membership Committee may cancel the student's enrolment.

Appeals

- 410/7 Any appeals initiated by students enrolled with CASB will be dealt with by CASB. Appeals initiated by students enrolled in the Advanced Certificate in Accounting Program under Regulation 410/9 will be dealt with by the Membership Committee. [April 2007]
- 410/8 All appeals to the Membership Committee shall be in writing. All decisions of the Membership Committee shall be final.

410/9 Advanced Certificate in Accounting Program

Certificate

1. Council shall award an Advanced Certificate in Accounting to all students who complete the program requirements set out in Regulations 410/9(2) to 410/9(34).

Enrolment

2. All information and undertakings stipulated in the prescribed application form shall be completed before an application for admission to the Advanced Certificate in Accounting program is approved and the official student enrolment date is determined. The student enrolment date shall not be earlier than the experience commencement date prescribed in Regulation 410/9(26)(a).
3. A student enrolled in the Advanced Certificate in Accounting program shall pay the prescribed annual student fee in order to maintain status in the program until all course, examination and internship requirements have been satisfied.
4. A person enrolled under this Regulation shall be deemed to be a student of the Institute and shall be liable to observe all relevant course and examination regulations prescribed for students.

Diploma Prerequisite

5. A person who has a two year community college or B.C.I.T. diploma in Financial Management or equivalent recognized by the Registrar and who has obtained an overall average of not less than 65% in courses leading to this diploma, may apply to be enrolled as a student in the Advanced Certificate in Accounting program.
6. A person not having a diploma as specified in Regulation 410/9(5) but who has completed level 3 of the CGA Program with an overall average of not less than 65% may apply to be enrolled as a student in the Advanced Certificate in Accounting program.
7. A person not having a diploma as specified in Regulation 410/9(5) but who has completed the AAT designation awarded by the Society of Management Accountants with an overall average of not less than 65% may apply to be enrolled as a student in the Advanced Certificate in Accounting program.
8. A person who has a diploma in Financial Management or equivalent recognized by the Registrar or who has completed level 3 of the CGA Program or who has completed the AAT designation awarded by the Society of Management Accountants but who has not obtained an average of 65% or more in these programs, may apply to be enrolled as a student in the Advanced Certificate in Accounting program provided that there are circumstances that justify an exemption from the requirement set out in Regulations 410/9(5), 410/9(6) and 410/9(7). The Registrar shall review the applicant's circumstances and academic qualifications and notify the applicant as to such additional training or education as he may consider necessary to establish the suitability of the applicant for enrolment as a student.
9. A person not having a diploma as specified in Regulation 410/9(5) but who meets the qualifications of a mature student may apply for enrolment as a student in the Advanced Certificate in Accounting program. To determine whether an applicant will qualify as a mature student for purposes of this program such applicant shall submit to the Registrar evidence of:
 - (a) secondary school graduation, provincial diploma awarded to adults who have completed the equivalent of secondary school graduation or equivalent; and
 - (b) suitable accounting, academic, business or work experience of not less than 2 years, subsequent to high school graduation.

Course Prerequisites

10. In order to be eligible to enrol in the courses of instruction for the Advanced Certificate in Accounting program, a student must present acceptable university or college credits, or their equivalents, in the following areas:

<u>Subject Area</u>	<u>Semester Credits Required</u>
Introductory Financial Accounting	3
Intermediate Financial Accounting	<u>6</u>
Total	<u>9</u>

11. In lieu of the credit courses outlined in Regulation 410/9(10), the Registrar may grant exemptions for courses offered under the aegis of a professional accounting body or other acceptable authority provided the Registrar is satisfied that such courses are academically equivalent.

Advanced Certificate in Accounting Course Requirements

12. The following shall constitute the student education course requirements in the Advanced Certificate in Accounting program administered by the Institute of Chartered Accountants of British Columbia:

Financial Reporting
 Review and Compilation Engagements
 Personal Income Tax
 Audit Engagements
 Corporate and Other Taxes
 Accounting Information Systems

13. The Advanced Certificate in Accounting program courses shall be set by the Institute comprising such subject matter as is deemed by the Institute to be the required syllabus.

Examination Requirements

14. The Examination Schedule in the Advanced Certificate in Accounting program shall be as set each year by the Institute and shall comprise:

Financial Reporting
 Review and Compilation Engagements
 Personal Income Tax
 Audit Engagements
 Corporate and Other Taxes
 Accounting Information Systems

No supplemental or make-up examinations will be held.

15. No exemptions shall be granted from Advanced Certificate in Accounting program examinations.

16. Except where expressly deemed otherwise by the Institute, a grade of 60% or more of the stated maximum marks shall merit pass standing on Advanced Certificate in Accounting program examinations.
17. A student attempting an examination in the Advanced Certificate in Accounting program shall be bound by the examination rules approved by Council.
18. The examination policy for Advanced Certificate in Accounting program courses shall be as follows:
 - (a) A student shall be permitted four attempts at each course examination. The first attempt shall be the examination immediately following completion of the associated course for the first time;
 - (b) On production of satisfactory evidence that a student was unable to write the examination when scheduled by reason of illness or compassionate circumstances, the Membership Committee may grant additional attempts;
 - (c) The enrolment of a student who fails an Advanced Certificate in Accounting program examination on the fourth attempt shall be cancelled, except as permitted by Regulation 410/9(18)(b).
19. A student must satisfactorily complete all examination requirements within seven years from the student enrolment date. The enrolment of a student who does not pass all examination requirements within seven years shall be cancelled.
20. No less than thirty days before the date of any examination, the Institute shall give notice to candidates advising them of the time and applicable fee for such examination.
21. The Institute shall give notice of the place of holding an examination to candidates no less than fourteen days before the date of the examination.
22. A student's written examination papers, once submitted for marking, are the property of the Institute. Under no circumstances shall such an examination paper be made available to the student.
23. A student may, within fourteen days of the release of the results of an Advanced Certificate in Accounting program examination, send to the Registrar a written request for rereading, accompanied by the required fee. If the results are amended on rereading to a pass standing, the fee shall be refunded.

Internship Requirement

24. The experience requirement necessary to qualify a person for the Advanced Certificate in Accounting shall be not less than thirty-six months and shall consist of three Internship modules of 12 months duration each. This experience shall be obtained as a student and in accordance with Part 4 of these Regulations.
25. No retroactive credit will be granted for experience prior to the date on which the student is officially enrolled with the Institute.

26. A student in the Advanced Certificate in Accounting program shall maintain full-time employment with a firm at a practising office within or without British Columbia for a period of not less than thirty-six months as prescribed below:
- (a) The experience commencement date is the date on which a student first works on activities recognized for experience credit as specified in Regulation 410/9(26)(b);
 - (b) All chargeable and non-chargeable activities carried out by a student while under the direct supervision and control of the firm operating the practising office are generally acceptable for purposes of calculating the 36-month requirement.
 - (c) A student must complete the 36-month experience requirement within seven years from the experience commencement date or lose experience credit for experience over seven years old.
27. A student in the Advanced Certificate in Accounting program must submit a written report within 30 days of the completion of each Internship module in a form determined by the Institute describing some aspect of the experience obtained. This report will be graded on a Pass/Fail basis and the result obtained will be reported on the student's academic transcript.

Part-time employment

28. Students enrolled in the Advanced Certificate in Accounting program may, subject to the approval of the Registrar upon application prior to commencing part-time employment, be permitted while working part-time in a practising office to complete their required internship modules on a full-time equivalent basis provided that:
- (a) the internship modules are completed within seven years from the experience commencement date; and
 - (b) the student has committed to a structured plan of part-time employment which has been approved by both the employer and the Registrar.

Students changing from part-time to full-time employment must notify the Registrar of the new terms of employment at least 30 days prior to implementation of the proposed change.

Chargeable Hour Requirement

29. A student in the Advanced Certificate in Accounting program shall complete a minimum of 3000 chargeable hours during the experience requirement.

Interfirm Transfers

30. A firm hiring an Advanced Certificate in Accounting program student with prior experience recognized under Regulation 410/9(24) must obtain information from the previous employer(s) regarding chargeable hours and months of experience accumulated to date and must ensure that the total minimum chargeable hour

requirement set out in Regulation 410/9(29) is met within the time limit set out in Regulation 410/9(26)(c).

Termination of Employment

31. The Registrar may cancel the enrolment of a student whose employment with a firm at a practising office ceases.

Reporting Requirements

32. A firm employing a student must ensure that the minimum chargeable hour requirement set out in Regulation 410/9(29) has been met. A systematic reporting method must be in place to adequately track the experience of each student both in months as required in Regulation 410/9(24) and in chargeable hours as required in Regulation 410/9(29).
33. Within 30 days of the termination of a student or transfer of a student's employment to another practising office, the firm operating the terminating office must file with the Registrar an experience certification in the form determined by Council. This form must be signed by a partner or proprietor of the firm.
34. Prior to a student making application for the Advanced Certificate in Accounting, the firm employing the student shall file with the Registrar an experience certification in the form determined by Council. This form must be signed by a partner or proprietor of the firm.

Administrative

35. For the purpose of Regulation 410/9, a "practising office" includes an office of a firm that is under the personal charge and management of a professional colleague.
36. Council may modify or vary the application of Regulation 410/9 in an individual case.

PART 5 - MEETINGS AND VOTING PROCEDURES

Annual General Meeting

- 504/1 The President shall act as Chair at all annual general meetings of the Institute and Council meetings. In the President's absence a Vice-President shall preside. In their absence a Chair shall be elected by a majority of those attending and entitled to vote.
- 504/2 Annual general meetings of the Institute may be adjourned by resolution of a majority of the members present in person.
- 504/3 The Chief Executive Officer or the Secretary may make any or all of the materials referred to in Bylaw 503 available to members by:
- (i) publishing the materials on the Internet, in a downloadable and printable format, on a website maintained by the Institute; and
 - (ii) notifying all members of the Uniform Resource Locator (i.e. <http://> address) for the Institute's website, and of any other information reasonably required for members to access the materials, by specifying that information in the notice of meeting delivered pursuant to Bylaw 502.

Composition of Council

- 511/1 There shall be 15 elected members of Council, with a minimum of:
- (i) 2 from the Vancouver Island district;
 - (ii) 6 from the Lower Mainland district;
 - (iii) 1 from the Interior district; and
 - (iv) 1 from the North district.
- 511/2 The number of members to be elected to Council at an annual general meeting for two-year terms of office under Bylaw 520 shall be:
- (i) 8, at the annual general meeting held in 2007 and every second year thereafter; and
 - (ii) 7, at the annual general meeting held in 2008 and every second year thereafter.

[November 2006]

Election of Council

525/1 Members of Council shall cease to hold office on:

- (i) ceasing to hold the office of President of the Institute;
- (ii) ceasing to be eligible to hold office under Regulation 525/2; [November 2006]
- (iii) ceasing to be a member in good standing of the Institute;
- (iv) delivering a resignation in writing to the Secretary of the Institute;
- (v) becoming bankrupt, or making an assignment in bankruptcy or otherwise being declared insolvent; or
- (vi) being found to be mentally incompetent or becoming of unsound mind.

525/2 Elected Council members are not eligible to hold office for more than six years during any eight-year period, unless selected by Council to serve as President or as a Vice-President. [November 2006]

525/3 For the purposes of Regulation 525/2:

- (i) the period of time between two consecutive annual general meetings is deemed to be one year; and
- (ii) time served as a Council member appointed to fill a vacancy for a district under Regulation 527/8 or 528/1 shall be excluded. [November 2006]

527/1 The nomination of a candidate for election as a member of Council is valid only if:

- (i) it is in writing, signed by at least two members in good standing;
- (ii) the member who seeks to be the candidate consents in writing to the nomination; and
- (iii) the nomination and consent are delivered to the Institute within the time provided by Bylaw 501.

527/2 Council shall be elected by ballots, whether the members voting are present at or absent from the meeting.

527/3 The ballots for an election of members to Council shall:

- (i) group the names of candidates by reference to the district for which they are candidates;
- (ii) list the names within each group alphabetically;
- (iii) state the number of Council members to be elected for two-year terms under Regulation 511/2, and the minimum number to be elected from any district to

bring the total number of elected Council members from that district up to the minimum required under Regulation 511/1; [November 2006]

- (iv) state if there is an additional Council member to be elected to fill a vacancy under Regulation 528/2; [November 2006]
- (v) include instructions respecting the completion of the ballot and its delivery to the Institute, which may be by electronic means, if and as authorised by Council; and
- (vi) be in the form determined by Council.

527/4 A member who votes:

- (i) shall vote in accordance with the instructions enclosed or published with the ballot;
- (ii) may vote for any candidate, whether or not the candidate is standing for election from the district in which the member has his address; and
- (iii) may vote for any number of candidates up to the total number to be elected (including to fill a vacancy under Regulation 528/2). [November 2006]

527/5 Ballots shall be:

- (i) received by the Secretary before five o'clock in the afternoon of the last business day before the annual general meeting; [November 2006]
- (ii) delivered to the Institute by electronic means, if and as authorised by Council, before five o'clock in the afternoon of the last business day before the meeting; or [November 2006]
- (iii) delivered to the Chair of the meeting before the commencement of the meeting.

527/6 In an election, Council members shall be elected as follows:

- (i) first, for any district from which there are fewer elected Council members commencing the second year of a two-year term than the minimum number required under Regulation 511/1, the candidate or candidates from that district who receive the most votes shall be elected for two-year terms, to bring the total number of elected Council members from that district up to the required minimum;
- (ii) second, subject to Regulation 527/8, those candidates from any district who are not already elected under clause (i) and who receive the most votes shall be elected for two-year terms, to bring the total number of Council members elected for two-year terms up to the number required under Regulation 511/2; and
- (iii) third, if there is a vacancy to be filled under Regulation 528/2, the candidate from any district who is not already elected under clauses (i) and (ii) and who receives the most votes shall be elected to fill that vacancy.

[November 2006]

- 527/7 If more than one candidate receives the same number of votes, a Vice-President, designated by the Chief Executive Officer, shall cast the deciding vote.
- 527/8 If there are not enough candidates nominated in a district to bring the total number of elected Council members from that district up to the minimum required under Regulation 511/1, the other members of Council shall, after the election, appoint a member who is eligible for election from that district to fill any resulting vacancy. [November 2006]
- 527/9 A member of Council appointed under Regulation 527/8 is deemed to be elected for a two-year term under Bylaw 520.
- 528/1 Subject to Regulation 528/2, if a member of Council ceases to hold office before the member's term of office expires, Council may appoint a member to fill the resulting vacancy for the remainder of that term of office, provided that if the vacancy results in the number of elected Council members from any district being less than the minimum required under Regulation 511/1, Council may only appoint a member who is eligible for election from that district to fill that vacancy. [November 2006]
- 528/2 If there will be a vacancy on Council after an annual general meeting as a result of the President ceasing to hold office as a Council member under Regulation 525/1(i) upon completing the first year of a two-year term, a member shall be elected at the annual general meeting to fill that vacancy for the second year of that term in accordance with Regulation 527/6(iii). [November 2006]

Special General Meeting

- 543/1 The provisions of Regulations 504/1 and 504/2 apply to a special general meeting.
- 543/2 The Chief Executive Officer or the Secretary may make any or all of the materials referred to in Bylaw 542 available to members in the same manner provided under Regulation 504/3 for materials referred to in Bylaw 503.

Voting at Meetings, Proxies, and Voting by Electronic Means

- 553/1 An appointment of proxy shall be in the form approved by Council, and shall be:
- (i) signed by the member and received by the Secretary before five o'clock in the afternoon of the last business day preceding the day of the meeting;
 - (ii) delivered to the Institute by electronic means, if and as authorised by Council, before five o'clock in the afternoon of the last business day preceding the day of the meeting; or
 - (iii) signed by the member and delivered to the Chair of the meeting before the commencement of the meeting.

553/2 An appointment of proxy may only be revoked:

- (i) by notice in writing signed by the member and received by the Secretary before five o'clock in the afternoon of the last business day preceding the day of the meeting;
- (ii) by electronic means, if and as authorised by Council, before five o'clock in the afternoon of the last business day preceding the day of the meeting; or
- (iii) by notice in writing delivered to the Chair of the meeting before the commencement of the meeting.

555/1 A member may vote on a change or proposed change to the Bylaws or Rules of Professional Conduct, or another matter on which Council has determined that members may vote by electronic means, by registering that vote by electronic means on the Institute's website, in the manner and form approved by Council, before five o'clock in the afternoon of the last business day preceding the day of the general meeting at which the change or proposed change or other matter is to be considered.

555/2 A vote registered by a member by electronic means in accordance with Regulation 555/1 may only be revoked:

- (i) by notice in writing signed by the member and received by the Secretary before five o'clock in the afternoon of the last business day preceding the day of the meeting;
- (ii) by electronic means on the Institute's website, in the manner and form approved by Council, before five o'clock in the afternoon of the last business day preceding the day of the meeting; or
- (iii) by notice in writing delivered to the Chair of the meeting before the commencement of the meeting.

Special Vote

562/1 Every matter that is put to a special vote of the members shall be decided by a majority of votes cast. Voting may be conducted by mail, telephone, facsimile, electronic means, or by any other means approved by Council.

PART 6 - PRACTICE REVIEW AND LICENSING

Licensing of Firms

614/1 Subject to Section 14.1(5) of the Act and Regulation 614/5, a corporation, a partnership (including a limited liability partnership), a sole proprietorship, or an Auditor General's Office is eligible for the issuance or renewal of a practice licence, on application by a member in good standing who is authorised to bring the application under Section 14.1(2) of the Act, if, in addition to any applicable licensing requirements under the Act:

- (i) the application is in the form, and accompanied by the fee, established by Council;
- (ii) the corporation, partnership, sole proprietorship, or Auditor General's Office operates or seeks authorisation to operate a practising office or practising offices in British Columbia which is or are authorised or eligible for authorisation under Regulation 614/6;
- (iii) In the case of a corporation, the corporation currently holds, or is concurrently being issued, an incorporation licence under Regulation 614/3; and
[June 2007]
- (iv) in the case of a limited liability partnership, the limited liability partnership meets the requirements under Regulation 623/1 for the granting of authorisation to a partnership to apply to register as a limited liability partnership.
[February 2005]

614/2 Subject to Section 14.1(5) of the Act and Regulation 614/5, a corporation, a partnership (including a limited liability partnership) or a sole proprietorship is eligible for the issuance or renewal of an extra-provincial licence, on application by a member in good standing who is authorised to bring the application under Section 14.1(2) of the Act, if, in addition to any applicable licensing requirements under the Act:

- (i) the application is in the form, and accompanied by the fee, established by Council;
- (ii) the corporation, partnership or sole proprietorship is recognized and approved for the practice of public accounting by a Provincial Institute; and
- (iii) the corporation, partnership or sole proprietorship provides proof of professional liability insurance coverage that:
 - (1) satisfies the requirements of the Provincial Institute referred to in paragraph (ii), and
 - (2) is considered by the Practice Review and Licensing Committee to be equivalent to the professional liability insurance coverage required for firms holding a practice licence under Regulation 250/1;

- (iv) in the case of a corporation, the corporation currently holds, or is concurrently being issued, an incorporation licence under Regulation 614/3; and
- (v) in the case of a limited liability partnership, the limited liability partnership meets the requirements under Regulation 623/1 for the granting of authorisation to a partnership to apply to register as a limited liability partnership.

[February 2005] [June 2007]

614/3 Subject to Section 14.1(5) of the Act and Regulation 614/5, a corporation is eligible for the issuance or renewal of an incorporation licence, on application by a member in good standing who is authorised to bring the application under Section 14.1(2) of the Act, if, in addition to any applicable licensing requirements under the Act:

- (i) the application is in the form, and accompanied by the fee, established by Council;
- (ii) the corporation, and any intervening holding company, is incorporated under the British Columbia *Business Corporations Act* or registered under Part 11 of that *Act*, [June 2007]
- (iii) all voting shares of the corporation carry the right to vote at general meetings of the corporation, including the right to vote for the election of directors or otherwise participate in the appointment of directors;
- (iv) no non-voting shares of the corporation confer any rights on the holders thereof to receive notice of or attend at annual general meetings of shareholders or to vote for the election of directors or otherwise participate in the appointment of directors;
- (v) no voting share of the corporation, or of any intervening holding company, is legally or beneficially owned by anyone other than:
 - (1) a member in good standing,
 - (2) an intervening holding company, or
 - (3) a personal representative of a deceased person who was a member in good standing at the date of the person's death, pending the orderly disposition of the shares or the assets or accounting practice of the corporation;
- (vi) no non-voting share of the corporation, or of any intervening holding company, is legally or beneficially owned by anyone other than:
 - (1) a member in good standing who directly or indirectly owns voting shares in the corporation,
 - (2) a close relative of a member described under paragraph (1),
 - (3) a personal representative of a person described in paragraphs (1) or (2),

- (4) a trustee of a trust, the only beneficiaries of which are persons described under paragraphs (1) to (4), or charitable organizations registered under the *Income Tax Act* (Canada), or
 - (5) an intervening holding company; and
- (vii) the notice of articles and articles of the corporation, and of any intervening holding company, include provisions:
- (1) reflecting the restrictions on share rights, and on the ownership, transfer and disposition of shares, under Sections 14.1(3)(b) and 14.2 of the Act, and Regulations 614/3(iii) to (vi), and
 - (2) requiring that voting shares of the company must not be allotted, issued, transferred or assigned, either absolutely or by way of pledge, hypothecation or charge, to any person other than a member, an intervening holding company, or the personal representatives of a deceased owner of voting shares of the corporation. [June 2007]

614/4 In Regulation 614/3:

"close relative" means:

- (i) a spouse (or equivalent), parent, parent-in-law, grandparent, child, or sibling of a member,
- (ii) a spouse, child or grandchild of any person referred to in paragraph (i), or
- (iii) any other individual who is a dependant of a member;

"intervening holding company" means a holding company within the meaning of Section 14.1(1) of the Act holding a legal or beneficial interest, directly or indirectly, in any voting or non-voting share of a corporation.

614/5 The Practice Review and Licensing Committee may, in its discretion, refuse to issue or renew a licence to a firm under Section 14.1(5)(d) of the Act if, in addition to the grounds specified in Section 14.1(5)(a) to (c) of the Act:

- (i) authorisation has previously been refused for a practising office of the firm, or a practising office of the firm has previously had its authorisation cancelled or suspended;
- (ii) a person holding a proprietary interest in the firm held a proprietary interest in another firm having a practising office for which authorisation was previously refused, or which previously had its authorisation cancelled or suspended;
- (iii) a person holding a proprietary interest in the firm held a proprietary interest in another firm that had its licence suspended;
- (iv) a Provincial Institute has previously refused an application for membership by a person holding a proprietary interest in the firm, or the membership of

such a person in a Provincial Institute has previously been cancelled or suspended;

- (v) a Provincial Institute has previously, through its disciplinary process, cancelled or suspended a licence, permit, authorisation, or other approval issued to any firm, or a practising office of any firm, in which a person holding a proprietary interest in the applicant firm held a proprietary interest; [June 2007]
- (vi) the Institute or a Provincial Institute has previously, through its disciplinary process, restricted the right to carry on the practice of public accounting of
 - (1) a member or professional colleague holding a proprietary interest in the firm,
 - (2) any firm, or a practising office of any firm, in which a person holding a proprietary interest in the applicant firm held a proprietary interest; or [June 2007]
- (vii) the Committee considers that for any other reason it would not be in the public interest to issue or renew a licence to the firm.

614/6 Subject to Regulation 614/7, upon the issuance or renewal of a practice licence to a firm, or an application by a licensed firm to amend its practice licence, each practising office of the firm is eligible to obtain authorisation under Bylaw 613(ii) or (iv), provided that:

- (i) the application for the practice licence includes any required information, and is accompanied by any required fees, in respect of that practising office;
- (ii) in the case of a regular office, a public part time office, or an occasional office:
 - (1) the office is or will be under the personal charge and management of a member in good standing who holds or is deemed to hold an audit practising certificate or a review practising certificate, and
 - (2) the firm has provided proof of professional liability insurance coverage that satisfies the requirements under Regulation 250/1 for all members who are or will be carrying on the practice of public accounting at or in association with the practising office; and [April 2007]
- (iii) the practising office meets any other applicable requirements under the Bylaws and Regulations.

614/7 The Practice Review and Licensing Committee may, in its discretion, refuse authorisation for a practising office of a firm:

- (i) on any of the grounds specified in Section 14.1(5)(a) to (c) of the Act, or Regulation 614/5(i) to (vi); or
- (ii) if the Committee considers that for any other reason it would not be in the public interest to issue or renew authorisation for the practising office.

614/8 To continue to hold a licence, a licensed firm must continue to meet the requirements of:

- (i) Regulation 614/1(ii) to (iv), in the case of a firm holding a practice licence;
- (ii) Regulation 614/2(ii), (iv), and (v) in the case of a firm holding an extra-provincial licence; or
- (iii) Regulation 614/3(ii) to (vii), in the case of a firm holding an incorporation licence.

614/9 To maintain the authorisation for an authorised practising office, a firm holding a practice licence must continue to meet the requirements of Regulation 614/6(ii)(1) in relation to that office.

614/10 In addition to any other requirements under the Act, Bylaws, Rules, and Regulations, a licensed firm must comply with any terms and conditions required by Council or specified in the licence.

Transitional

614/11 Every corporation holding a practice licence as of May 23, 2007 is deemed also to have been issued an incorporation licence under Regulation 614/3, subject to renewal in 2008. [June 2007]

Limited Liability Partnerships

623/1 The Practice Review and Licensing Committee shall not authorise a partnership to apply to register as a limited liability partnership under Part 6 of the British Columbia *Partnership Act* unless:

- (i) each partner is:
 - (1) a professional colleague,
 - (2) a corporation holding an incorporation licence, or
 - (3) a corporation recognized and approved for the practice of public accounting by a Provincial Institute;
- (ii) if the partnership is a foreign partnership within the meaning of Part 6 of the *Partnership Act*, its governing jurisdiction is another province or territory of Canada or Bermuda;
- (iii) the name that is to be the business name of the partnership after it is registered as a limited liability partnership:
 - (1) complies with Section 100 of the *Partnership Act*, and
 - (2) has been approved by the Institute under Rule 401; and
- (iv) if the partnership holds or has applied for a practice licence, it has provided proof of professional liability insurance coverage sufficient to satisfy the requirements under Regulation 250/1 for all members who will

be carrying on the practice of public accounting at or in association with each authorised practising office of the licensed firm after it is registered as a limited liability partnership.

[February 2005]

Standards of Professional Practice

- 660/1 For the purpose of practice reviews the following are prescribed, pursuant to Bylaw 660(iii), as standards of professional practice included within generally accepted standards of practice of the profession.
- 660/2 Members and licensed firms shall comply with the standards enunciated in Rule 206 of the Rules of Professional Conduct, which, for greater clarity, include:
- (i) recommendations set out in the CICA Public Sector Accounting and Auditing Statements;
 - (ii) in the case of clients subject to specific accounting or auditing requirements set by legislation or regulatory authorities, compliance with those requirements; for example, with respect to a law office trust account examination, the member or licensed firm would ensure compliance with the provisions of the Legal Profession Act and the Law Society Rules governing trust accounts; and
 - (iii) the CICA Handbook Recommendations, denoted in italic type, shall be considered the minimum standards to be followed by members and licensed firms. In addition to the Recommendations, the Handbook includes background material and suggestions as to other practices which are desirable. Members and licensed firms are strongly encouraged to adhere to those desirable practices.
- 660/3 Members and licensed firms shall maintain sufficient documentation in their files to confirm the nature and extent of the work they have performed. At a minimum, members and licensed firms shall maintain the following documentation in their files:
- (i) for audit and review engagements-
 - (1) particulars of the agreement with the client, normally an engagement letter, setting out the services to be provided by the member or licensed firm;
 - (2) evidence of matters subjected to enquiry and discussion with the client including, for example, a letter of representation signed by the client;
 - (3) a statement of the program of work performed, or a checklist completed with due care. Members and licensed firms are referred to CICA Accounting and Auditing Guidelines for guidance in this matter; and
 - (4) appropriate working papers;
 - (ii) for compilation engagements-

(1) particulars of the agreement with the client, normally an engagement letter, setting out the services to be provided by the member or licensed firm; and

(2) appropriate working papers.

660/4 Licensed firms that are approved under Bylaw 635(i) for the education and training of students, and members referred to in Bylaw 638(i) who are responsible for the supervision and training of students employed by an approved organization, must maintain records showing, in reasonable detail, the disposition of each student's time while employed by the licensed firm or approved organization, and the type of work performed by the student.

[April 2007]

PART 10 - CONTINUING PROFESSIONAL DEVELOPMENT

Professional Development

- 1002/1 Regulations made under Bylaw 1002 do not apply to any members or category of members exempted by Council under Bylaw 1003.
- 1002/2 Subject to Regulation 1002/3, every member shall complete a minimum of 120 qualifying hours of continuing professional development in each three-calendar year period ("Period") starting on January 1, 2008, which shall include a minimum of 20 qualifying hours in each calendar year during the Period. [November 2007]
- 1002/3 Every person who becomes a member during a Period shall complete a prorated qualifying hour requirement based on a three-year minimum of 120 hours, and the number of full months remaining in the Period after the person becomes a member, which shall include:
- (i) a prorated minimum number of qualifying hours during the calendar year in which the person becomes a member, based on an annual minimum of 20 hours, and the number of full months remaining in that calendar year after the person becomes a member; and
 - (ii) a minimum of 20 qualifying hours in each calendar year during the Period after the one in which the person becomes a member. [November 2007]
- 1002/4 A person may not carry qualifying hours from one Period over to the subsequent one.
- 1002/5 By January 31 of each year, every member shall file a compliance report with respect to the member's continuing professional development during the previous calendar year. [November 2007] [May 2009] [September 2009]

Professional Development Review Committee

- 1011/1 The Professional Development Review Committee shall consist of not less than seven members. [February 2009]
- 1011/2 The Professional Development Review Committee:
- (i) shall determine what courses and activities qualify as formal or informal programs of learning;
 - (ii) shall determine the number of qualifying hours required in each course and activity;
 - (iii) shall determine what constitutes a qualifying hour of participation in a course or activity;
 - (iv) shall determine the compliance report to be filed by members;
 - (v) shall review compliance reports filed by members;

- (vi) may require a member to produce verification of the member's compliance report; and
- (vii) may report a member's failure to file a compliance report or to complete the minimum level of continuing professional development prescribed by Council to the Professional Conduct Enquiry Committee or to Council.

[May 2009] [September 2009]