



April 1, 2014

Dear Member:

Attached find membership registration documents for the 2014/15 year. All documentation pertinent to your application to membership must be received prior to the issuance of certificates.

Please note that as part of the ongoing unification process which includes harmonization of fees, **CA member fees have been reduced once again, this year by \$15. Please make cheques payable to CPA PEI. If you want to pay electronically we now accept Interac E-Transfers to CPAPEI account via info@cpapei.ca.**

CPAPEI is the joint venture the three professional accounting bodies in PEI are now operating under, while we await provincial legislation to unite the profession. We expect to be in a position **to allow members to use the designation CPA along with the CA designation by May 1.** Certain guidelines will apply and we will provide information to you concerning this shortly.

Enclosed are the following Documents:

1. **Annual Fees Declaration and Payment Form - 2014/15**
2. **Member Profile Form** (must be completed and returned with Annual Fees Payment)
3. **Continuing Professional Education Compliance Declaration Form** (must be completed by ALL members and returned with Annual Fees Payment)
4. **License Application/Renewal** for Registration to Engage in the Practice of Public Accounting in P.E.I.
5. **Professional Corporation Renewal Form**

The enclosed mandatory Notice of Annual Fees, Member Profile form and CEP Compliance Declaration Form **must be completed by all members and forwarded to the Institute office with payment by May 15, 2014.**

Late filing fee - All late payment of membership fees will be assessed a 5% per month penalty for each full month after May 31 (assessed July 1st) until August 31st when, without further notice, the **membership will be forfeited** and the member subject to the reinstatement of membership process (which includes a \$200.00 charge).

Document 1. Annual Fees Declaration and Payment Form 2014/2015 summarized as follows for all members:

- National fee set by CPA Canada	\$440.00
- P.E.I. Institute fee includes amounts for two membership categories	
1. Resident Member	\$480.00
2. Non Resident Member	\$300.00
- License to engage in the practice of public accounting	\$ 85.00
- Professional Corporation Re-application Fee	\$115.00

(Note: The above fees are subject to reductions depending on Member's circumstances - see form)

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Document 2. Member Profile Form provides a yearly update of members' critical information.

Document 3. CPE Compliance Declaration Form provides the Institute with confirmation that the member has complied with the national standards of continuing professional education.

Document 4. License Application/Renewal for Registration to Engage in the Practice of Public Accounting must be completed by all members who require a Public Practice License.
Note: Proof of Insurance must be provided with the application form in order to receive a Public Accounting Certificate.

Document 5. Members who have formed Professional Corporations are required to complete the attached Professional Corporation Renewal form.

For more information see the Institute's website at www.icapei.com. or call the office at 902-894-4290.

A handwritten signature in black ink, appearing to read 'C. Myers', written in a cursive style.

Cleve Myers, FCA
Chair

Enclosures

**The Institute of Chartered Accountants of Prince Edward Island
MEMBER PROFILE
2014-2015**

Please Print

1.	Name of Chartered Accountant	
2.	Career information Partner/sole practitioner in public practice Employed in public practice Government Education Industry Retired Other	Circle appropriate PP EM GV ED IN RT Please specify _____
3.	Are you interested in serving PEI Institute? If yes, please state your area of interest.	Yes _____ Not at this time _____ I would like to volunteer to _____ _____
4.	Preferred address for mailing E-mail address	_____ _____ _____ _____ _____ _____ _____ @ _____
5.	Telephone Home Work	(____) _____ (____) _____
6.	Date of Birth DD/MM/YY	

Please notify the Institute of any changes to information on this form so that we can better serve you.

(Signature of Chartered Accountant)

(Date) DD/MM/YY

Please ensure your name is printed in space 1 above

**Continuing Professional Education (CPE)
Year 2014 Compliance Declaration**

To be completed by All Chartered Accountants

Name: _____
(PLEASE PRINT)

Member Declaration:

For the Calendar Year 2014 - REPORTING YEAR (check one box only)

- I COMPLY with the CPE requirements (see requirements below) for 2014.
- I am EXEMPT from the CPE requirements for the following reason:
(check only one box)
 - I am a new ICAPEI member, having been admitted between January 1 and December 1, 2014;
 - I reside outside of PEI and I am a member of a recognized accounting organization
And I am in compliance with that organization's CPE requirements;
 - I do not have active business, professional and employment income in excess of \$20,000 from any source including dividends from professional corporations;
 - I am not currently retired, however, I plan to retire within two years and seek exemption based on these circumstances. NOTE: This exemption is allowed for only two years.
- I DO NOT COMPLY with the CPE requirements for 2014. (A letter to the CPE Committee **must be enclosed** explaining non-compliance, circumstances and plans/timelines to address this shortfall.)

I understand that the Institute may subsequently request information to support my CPE declaration and I have maintained records of my CPE which will be made available upon request.

Member's Signature

Date

**Minimum CPE Requirements
20 hours verifiable
(60 hours over 3 years)
and 20 hours non-verifiable
(see next page for guidelines)**

Due Date: May 15, 2014

The CPE Reporting Form is mandatory for all members. Any member who does not submit a CPE Reporting Form will not have their membership in the Institute renewed until all required forms are received. The CPE Reporting form is to be attached to your Notice of Annual Fees Form and your Member Profile Form. Please return all completed forms together to the Institute office with your cheque/payment for amount due.

Self-Assessment Guidelines

Each CA must determine whether a learning activity and the related contents qualifies for CPE credit. The decision should address both of the following perspectives;

- The activity is relevant to;
 - The CA's current professional needs and/or longer term career interests as a CA;
 - The interests of the CA's employer; or
 - Professional standards and responsibilities
- The activity contains significant technical, practical, professional or intellectual content relevant to the member's work or career plans

Formal CPE should be taken through a credible learning institution, organization or an employer.

Verifiable CPD activities are learning activities for which there is some way to verify that you attended or completed the activity, such as attendance records, presentations, reports, tests or exams. Examples of verifiable study include:

- Presentation or attendance at courses, conferences, seminars and in-house training
- Teaching a course or continuing professional development session in an area that is relevant to a professional role
- Formal study, professional re-examination/testing
- Formal study and/or self-study leading to an examination or attainment of a designation, diploma or degree
- Speaking at briefing sessions or discussion groups
- Reading/researching leading to presentations, reports and articles, including such work, studies or research for a specific application in a professional role
- Publication of professional, technical or academic articles, papers or books

Informal CPE

Unverifiable learning activities are those which do not result in a product or for which no other evidence of the learning exists. Examples of unverifiable study include:

- On-the-job training for new software, systems, procedures or techniques for application in a professional role
- Self-study that does not involve an examination or other objective certification of completion
- Reading of professional journals or magazines that is not part of research or study for a specific application in a professional role.

QUESTIONS?

Contact:
The Institute of Chartered Accountants of P.E.I.
Tobrien@cpapei.com
Telephone: 902-894-4290
Fax: 902-894-4791
P.O. Box 301
Charlottetown, PE
C1A 7K7



The Institute of Chartered Accountants of Prince Edward Island

***APPLICATION FOR REGISTRATION
TO ENGAGE IN THE PRACTICE OF PUBLIC ACCOUNTING
May 1, 2014 to April 30, 2015***

Name of Chartered Accountant _____

Name of your firm _____

Mailing Address of firm _____

Email address _____

Attach a copy of Professional Liability Insurance Coverage*

**We cannot issue a certificate to engage in the practice of public accounting
without this document**

***You do not have to provide proof of insurance if:**

- a) you have provided this proof to your institute of prime membership.**
- b) your ONLY public practice account is charity work with non profit organizations with budgets under \$250,000.00**
- c) your EMPLOYER is providing proof of insurance.**

*Please note: Insurance requirements are:
\$1,000,000.00 for one partner firm
\$1,500,000 for a two or more partner firm
\$2,000,000 for a four or more partner firm*

**APPLICATION FOR RENEWAL OF PROFESSIONAL CORPORATION PERMIT
under Section 25 of the
Public Accounting and Auditing Act R.S.P.E.I. 1988, Cap. P-28.1**

_____ hereby applies for a renewal of its permit under
(Legal name of professional corporation)
Section 25 of the Public Accounting and Auditing Act.

The registered office address is: _____

- Included with this application is the prescribed renewal fee of \$115.00
- The corporation is up to date with its filings and is in good standing under either the Companies Act R.S.P.E.I. 1988, Cap. C-14.
- The total number of issued shares of each class of shares of the professional corporation is as follows:

Description of class (common, preferred, etc.) Indicate whether voting or non-voting	Total number issued

- All the persons who are shareholders of the professional corporation and who are members of The Institute of Chartered Accountants of Prince Edward Island are:

Name of shareholder	Address	No. of shares	Class of shares

(Attach list if space insufficient)

5. All the persons who are shareholders of the professional corporation and who are **not** members of The Institute of Chartered Accountants of Prince Edward Island are:

Name of shareholder	Address	No. of shares	Class of shares

(Attach list if space insufficient)

6. All the persons who are directors of the professional corporation, each of whom is a member of The Institute of Chartered Accountants of Prince Edward Island, are:

Name of director	Address of director

7. Each of the persons who will carry on the practice as a chartered accountant on behalf of the professional corporation is a member of The Institute of Chartered Accountants of P.E.I.

8. The professional corporation hereby undertakes with The Institute of Chartered Accountants of P.E.I. and that it will at all times while it is the holder of a subsisting permit well and faithfully keep and perform all of its obligations as a chartered accountant and abide by the bylaws and rules of professional conduct of The Institute of Chartered Accountants of Prince Edward Island.

MEMBER'S CERTIFICATE

I, _____, a member of The Institute of Chartered
(Print or type name of member)

Accountants of Prince Edward Island, and a director of the above named applicant, hereby certify to The Institute of Chartered Accountants of Prince Edward Island that the information and particulars contained in this application are true and complete.

(Signature)

(Date)

(Position of Member)

For Institute Use Only:

Date application Rec'd	Fee Amount	Date Permit Issues	Expiry Date of Permit