



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA

NOMINATION FOR
RECOGNITION AS A FELLOW
(FCPA)

TABLE OF CONTENTS

PREAMBLE.....	2
ADMISSION CRITERIA.....	3
NOMINATION FILE FOR THE TITLE OF FELLOW (FCPA)	5
CHECKLIST TO BE COMPLETED BEFORE SENDING NOMINATION FILE TO CPA NOVASCOTIA	13
TRANSMISSION METHODS	14
APPENDIX - ELIGIBILITY OF CANDIDATES	15

BACKGROUND

The Board of Directors of the Chartered Professional Accountants of Nova Scotia elects members as Fellows, designated by the initial FCPA, to formally recognize those members who have rendered exceptional services to the profession, whose achievements in their careers and/or whose contributions in the community have earned them distinction and brought honour to the profession.

The purpose of this guide is to assist those wishing to nominate a member of CPA Nova Scotia to be considered by the Member Recognition Committee of the CPA Nova Scotia Board for recognition as a Fellow (FCPA). It details each phase of the process and will serve as an essential reference.

The first step is to review the admission criteria, specifically, the sections entitled “Nature of Achievements Under Review” and “Submission of Nominations.”

The second step is to complete the nomination file by following the instructions for each section. Please refer to the **Tips for Preparing a Fellowship Nomination** on the final page of this package to help you with the quality and quantity of information to provide.

The final step sees that all nominations are carefully considered by the Member Recognition Committee, which will make its recommendation to the CPA Nova Scotia Board of Directors.

The recommendations of the Member Recognition Committee and the decision of the Board of Directors will primarily depend on the care taken to describe the member’s achievements.

Once the CPA Nova Scotia Board of Directors elects the fellows, the recipients will be contacted directly. For unsuccessful nominations, the nominator will be contacted, as the nominee may not be aware that they have been nominated.

ADMISSION CRITERIA

NATURE OF ACHIEVEMENTS UNDER REVIEW

Nominators must highlight the candidate’s **leadership** and the **exceptional nature** of the candidate’s performance in at least one, and satisfactory performance in at least one other of the following fields of activity:

- Professional success;
- Contributions to the profession; or
- Contributions to the community.

Candidates need not have made an exceptional contribution or demonstrated leadership in all three areas, but the nomination file should demonstrate that the candidate has made a **remarkable contribution** in more than one field of activity. Nominators must also demonstrate that the remarkable contribution of the candidate is **common knowledge** (i.e., the acknowledged achievements make the member a recognized leader due to the quality of his or her significant contribution in more than one of the three fields of activity listed above. In addition, nomination files must highlight the fact that **candidates clearly identify themselves as Chartered Professional Accountants** and **that they are known and recognized as CPAs**.

In rare circumstances, a candidate may have made such an exceptionally outstanding contribution in one field of activity that the nominator feels that an FCPA is deserved. The Member Recognition Committee will consider such applications.

SUBMISSION OF THE NOMINATION FILE

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the Member Recognition Committee to fairly evaluate the nomination. The recommendations of the Member Recognition Committee and the decisions of the Board of Directors will primarily depend on the care taken to describe the member's achievements. You should therefore **clearly indicate** the businesses, organizations and committees in which the member has been involved, his or her publications and accomplishments, as well as the **relevant dates**.

While the nomination file must be complete in itself, you should be aware that the Member Recognition Committee reserves the right to have the main facts in support of a nomination validated by an outside source.

Please note: Space is limited in certain areas to 150-200 characters, should you require more space, provide additional pages with a cross reference to the section.

NOMINATION FILE FOR THE TITLE OF FELLOW (FCPA)

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the Member Recognition Committee to evaluate fairly the nomination submitted.

Nominators must be members of CPA Nova Scotia. The names of such persons is communicated to the Member Recognition Committee and **they are required to provide a letter explaining why they have nominated the candidate.** Should the members of the Member Recognition Committee wish to validate information contained in the file, staff support of the Member Recognition Committee of CPA Nova Scotia may contact any or all of the persons who signed the nomination form.

Please complete the nomination file by following the specific instructions for each section and filling in the information directly on the document.

We, the undersigned, members of CPA Nova Scotia, nominate the following member of CPA Nova Scotia for the honour of Fellow:

Name of Nominee:	
Address:	
Telephone:	
Email Address:	

This member has earned exceptional distinction in his or her professional career and in the community by acknowledged achievements that bring honour to the profession. For each of the eligibility criteria for the title of prospective Fellow, we have outlined below the most outstanding achievements of the member and we have attached all relevant supporting documents.

We hereby declare we have ascertained that the information contained in the attached file is accurate and sufficient to allow the Member Recognition Committee to evaluate fairly the nomination file. We are aware that the Member Recognition Committee may have the main facts in support of this nomination validated by an outside source.

Nominator #1	Member number	Telephone	Email Address
Nominator #2	Member number	Telephone	Email Address

SECTION 1

The requirement here is to identify the proposed candidate.

Last name:	
First name:	
Employer:	
Position:	
Address:	

Sector:	<input checked="" type="checkbox"/>
Industry	<input type="checkbox"/>
Education	<input type="checkbox"/>
Government	<input type="checkbox"/>
Not for Profit	<input type="checkbox"/>
Public Practice	<input type="checkbox"/>
Retired	<input type="checkbox"/>
Other	<input type="checkbox"/>

SECTION 2

Nominators must demonstrate that the candidate's **acknowledged achievements** make him or her a **recognized leader** due to the quality of his or her significant contribution to **more than one of the three fields of activity listed.**

Complete at least two sections **from among sections 3, 4 and 5.**

SECTION 3

PROFESSIONAL CAREER

Main stages of professional career

Describe the candidate's career path, beginning with the current position or, if the candidate is retired, the last position held.

	Employer	Position	Years: from/to
1.			
2.			
3.			
4.			

Major Achievements in professional career

Describe the achievements showing that the candidate has made a remarkable contribution, and **highlight the way these achievements earned the candidate distinction.**

Major achievements: Please match the numbers to those above, then please outline major achievements, demonstration of leadership, and other exceptional performance.

1.	
2.	
3.	
4.	
Other	

SECTION 4

VOLUNTEER INVOLVEMENT IN THE AFFAIRS OF THE ACCOUNTING PROFESSION

List the main volunteer involvements (ie, boards, committees, volunteer teaching, volunteer work through the profession) of the candidate, the events or activities in which he or she took part, and in what capacity (member, chair, organizer, speaker, etc.). Note that paid teaching should be included in Section 3, Professional Career.

No.	Role	Organization	Position	Years: from/to
1.				
2.				
3.				
4.				
Other:				

Major Achievements during involvement in the affairs of the profession

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and **highlight the way these achievements earned the candidate distinction.**

Major achievements: (Please match the numbers to those above)

1.	
2.	
3.	
4.	
Other	

SECTION 5

VOLUNTEER CONTRIBUTION TO COMMUNITY/CHARITABLE ORGANIZATIONS OR OTHER (NON-ACCOUNTING) PROFESSIONAL BODIES

List the candidate's **most important** volunteer activities with civic, community, socioeconomic, professional or charitable organizations.

No.	Organization	Position	Years: from/to
1.			
2.			
3.			
4.			
Other:			

Achievements during involvement with these organizations

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and **highlight the way these achievements earned the candidate distinction.**

Major achievements: (Please match the numbers to those above)

1.	
2.	
3.	
4.	
Other	

SECTION 6

Outline the ways in which the nominee has brought credit to the profession and is known in the community as a CPA of highest ethical standards:

Section 7

This section should identify the source of the letters of support attesting to the candidate’s achievements. Please submit them as PDF attachments along with the completed nomination file. The number of letters is not important, but the quality of the endorsements is crucial. The letters of support should adequately highlight the candidate’s **leadership** and the **exceptional nature** of the candidate’s performance.

LETTERS OF SUPPORT (ENCLOSED OR TO BE SUBMITTED)

Please list the letters of support and identify their source.

Letter No.	Last name	First name	Position	Employer
No. 1				
No. 2				
No. 3				
No. 4 (optional)				
No. 5 (optional)				

List of enclosed supporting documents:

Candidate's business card Yes: No:

Press clippings: (please specify)

Annual report: (please specify)

Other: (please specify)

SECTION 8

List all the awards, titles or honorary distinctions the candidate has received throughout his or her career.

AWARDS, TITLES OR HONORARY DISTINCTIONS

List all awards, titles or honorary distinctions, beginning with the most recent.

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Others:

--

SECTION 9

CHECKLIST

TO BE COMPLETED BEFORE SENDING NOMINATION FILE TO CPA NOVA SCOTIA

To ensure that you have followed all the steps and included the appropriate documents in the nomination file for the FCPA title, we invite you to complete the checklist below:

Documents to be forwarded to CPA NOVA SCOTIA

- Duly completed FCPA title nomination file
 - The file adequately highlights the candidate's **leadership** and the **outstanding nature** of the candidate's performance;
 - The file adequately highlights the fact that the candidate's achievements are **common knowledge**, and that the candidate **publicly identifies him/herself as a CPA**; and
 - The file unequivocally demonstrates the **remarkable** or **outstanding** nature of the candidate's achievements.
- The file includes letters of support that are either enclosed or will be sent to CPA Nova Scotia in confidence.

SECTION 10

TRANSMISSION METHODS

1. Ensure that you have carefully completed the checklist in section 9.
2. You are required to submit an electronic copy of the nomination file. Please make sure that the letters of support and other supporting documentation are attached as PDF documents along with the electronic copy of the nomination file

Please send the electronic file and supporting documents to Carolyn Gaskin at cgaskin@cpans.ca.

Please ensure that you use the following subject line in your email: **Confidential CPA Nova Scotia Fellowship Nomination**

Please contact Ms. Gaskin if electronic submission is not possible.

All nomination files must be received by 4:00 p.m. on May 3, 2019

APPENDIX

THE TITLE OF FELLOW (FCPA)

The title of Fellow is intended to recognize Canadian and Bermudian CPAs who have rendered exceptional services to the profession or whose achievements in their careers or in the community have earned them distinction and brought honour to the profession.

The Canadian jurisdictions have agreed to the following criteria to ensure the openness of the eligibility process and to ensure that the Fellowship may be used in any jurisdiction and not simply in the jurisdiction in which it was conferred.

Eligibility of Candidates

General Principle

All members of CPA Nova Scotia, including those working outside the jurisdiction and those employed by CPA Nova Scotia, are eligible for a Fellowship.

Exceptions

The following persons are not eligible to become FCPAs:

- Members who have been the subject of a disciplinary decision resulting in their being struck off the roll of a professional body or a similar organization;
- Members who have been struck off the roll or whose right to engage in professional activities has been suspended by CPA Nova Scotia under its rules of professional conduct;
- Members who are currently subject to a limitation or suspension of their right to engage in professional activities;
- Members with a criminal record related to charges laid after they attained their CPA;
- Members who are defendants in a civil or criminal matter.

Tips for Preparing a Fellowship Nomination

Because the information contained in it is used to evaluate the candidate, the nomination file needs to be prepared with care. Key points must be effectively highlighted in each section, and the information must be as exact and as complete as possible. **Assume that the reader does not know the candidate you are nominating.**

When filling in the form, aim for clarity, comprehension, and highlight the candidate's leadership and the exceptional nature of their performance—these are decisive elements.

Here are a few tips to help you, and in turn, your nominee.

Section 3 – Professional career

Describe the positions held by the candidate and their roles and responsibilities for each of the most remarkable achievements you want to highlight.

It is important to highlight the way, the period of time, and the **circumstances in which the candidate distinguished themselves**. Discuss the candidate's vision, efforts, and results. Ultimately, the information you include in this section should make it possible to measure **the candidate's real impact** over the course of their career in the various positions they held.

Section 4 – Volunteer involvement in the affairs of the accounting profession

Outline the candidate's volunteer involvement in the affairs of the accounting profession, as well as the roles and responsibilities assumed as they related to their **most remarkable achievements**.

It is important to specify the time in which the candidate was involved in the main committees or task forces and provide the necessary details on their remarkable achievements, such as: the amount of time spent on the volunteer activities mentioned; the changes in the candidate's roles if they were involved for several years; **the impacts of the candidate's initiatives (or leadership)** on the accounting profession; and the results achieved (or how their contribution positively affected or advanced the profession).

NB: If, for example, the candidate teaches a course (PD or for the CPA Atlantic School of Business), this should not be counted as volunteer involvement in the affairs of the accounting profession, but rather mentioned in relation to their professional career (Section 3).

Section 5 – Volunteer contribution to professional, community, or charitable organizations

Here you describe the candidate's volunteer contributions to professional, community, or charitable organizations, his or her roles and responsibilities, and the *real impact* of these activities. It is important to specify the time in which the candidate carried out their most important volunteer activities *and provide the necessary details about their outstanding achievements*. These could include the initiatives or activities that resulted from the candidate's efforts, the benefits to the targeted community, the amount of time spent on the volunteer activities, and the changes in the candidate's roles if they were involved for several years.

Section 7 – Letters of support

The importance of the letters of support cannot be emphasized enough.

They provide real examples and personal insight into the way the candidate is perceived by someone who has **observed the candidate's significant contributions** to the advancement of a cause, the development of an organization, or the completion of a major project. For that reason, the letters of support must highlight the candidate's achievements, the expectations that were placed on them, and the results they achieved. *Specifically, the letters need to describe the difference that the candidate's contribution has made.*

Letters of support should also highlight other key points.

- How long has the letter writer known the candidate? In what context did the supporter observe the candidate's contribution? How does the candidate stand out and in which activities do they shine? What is remarkable about the candidate and what impact have they had?
- If you refer to an organization that you believe is not well known, it may be a good idea to describe its mission and the candidate's influence and impact on it.
- Highlight the key points of each letter of support in the appropriate section of the nomination file. This will reinforce the achievements that have been mentioned.
- The service and accomplishments of the candidate throughout their career – not simply their career as a CPA – will be taken into account when determining how far the nomination proceeds.