

Public Accounting Licensing Renewal Requirements

1.0 Overview

The *Public Accounting Licensing Renewal Requirements* for the Audit Licence, Review Licence and Compilation Licence, should be interpreted in conjunction with the *Chartered Professional Accountants Act (Nova Scotia)*, the *CPA Nova Scotia By-Laws* and the *CPA Nova Scotia Code of Professional Conduct*, as there are additional requirements, including Continuing Professional Development (“CPD”) and firm registration that apply.

For more information on the specific areas of practice included in an Audit Licence versus a Review Licence, please refer to the [CPA Canada Handbook Mapping to Assurance Services](#).

2.0 Renewal of Public Accounting Licence

2.1 The requirements for the renewal of all public accounting licences are as follows:

- a. Complete the public accounting licence renewal portion of the online membership renewal form detailing the hours in the performance of public accounting by category of practice area.
- b. Maintain membership in good standing with CPA Nova Scotia. Any non-designated accountants who hold a public accounting licence will be required to adhere to practice inspection requirements, CPD requirements, professional liability insurance requirements, and any other requirements as determined by the Public Accounting Licensing Committee.
- c. Continue to practice through a firm registered with CPA Nova Scotia or hold the office of auditor general of a Canadian federal, provincial, or municipal government and any members employed therewith.
- d. Maintain compliance with required CPD for the previous three-year rolling calendar period, which is relevant and sufficient for the public accounting licence.

For audit licence holders this includes *International Education Standard 8* (“IES 8”). IES 8 outlines the professional competence that a professional accountant is required to develop and maintain to perform the role of an engagement partner responsible for audits of financial statements. The standard requires members who hold an audit licence be able to demonstrate their professional competence through specific learning outcomes, including in the following competency areas: technical competence, professional skills, professional values, ethics and attitudes. See our website for more information on the specific requirements for IES 8.

- e. Maintain the practical experience hourly requirement on a five-year cumulative basis and on an individual yearly basis as noted in Section 3.0 for the Audit Licence, Section 4.0 for the Review Licence, or Section 5.0 for the Compilation Licence. Please note that new public accounting licence holders can meet the pro rata cumulative hours requirement for the rolling five-year period until they have been an engagement partner for a total of five years.

3.0 Audit Licence Hours Requirements:

- 3.1 In the previous five-year period, the member must have obtained a minimum of 150 hours in the audit of historical financial information in the role as an audit engagement partner. CPD hours cannot be applied to the cumulative hours requirement.
- 3.2 On an annual basis, the member must have obtained a minimum of 30 hours in the audit of historical financial information in the role as an audit engagement partner. In a given year, verifiable CPD directly related to audit engagements may be applied to the hourly annual requirement provided some chargeable hours are maintained.

4.0 Review Licence Hours Requirements:

- 4.1 In the previous five-year period, the member must have obtained a minimum of 75 hours in the assurance of historical financial information in the role as a review engagement partner. CPD hours cannot be applied to the cumulative hours requirement.
- 4.2 On an annual basis, the member must have obtained a minimum of 15 hours in the assurance of historical financial information in the role as a review engagement partner. In a given year, verifiable CPD directly related to assurance engagements may be applied to the hourly annual requirement provided some chargeable hours are maintained.

5.0 Compilation Licence Hours Requirements:

- 5.1 In the previous five-year period, the member must have obtained a minimum of 75 hours in compilation engagements in the role as a compilation engagement partner. CPD hours cannot be applied to the cumulative hours requirement.
- 5.2 On an annual basis, the member must have obtained a minimum of 15 hours in compilation engagements in the role as a compilation engagement partner. CPD hours cannot be applied to the annual hours requirement.

6.0 Discretion

- 6.1 The Committee has the discretion to renew a public accounting licence for a member who has met all the relevant requirements for renewal, except for the annual or cumulative five-year hourly requirements. The Committee must be satisfied that the applicant has demonstrated the required capabilities, competencies, and current skills to practice public accounting in the category in which they have been licensed. This discretion will be applied on an annual basis.
- 6.2 The Committee has the discretion to grant a short-term deferral of the annual and/or five-year cumulative hourly requirements for such things as health, maternity leave, or other approved leaves of absence. If a short-term deferral is granted, annual requirements will be calculated on a prorated basis. If a short-term deferral is not granted, the member will be required to meet the re-entry requirements within the *Public Accounting Licensing Requirements*.