

CPD Reporting FAQs – Technical

How do I enter my hours?

CPD activities are to be entered into the online tool through signing into your Member Portal. Once logged in, members can access the reporting area by clicking on "CPD Reporting". Once on the entry screen, select "Add New CPD Activity".

How do I submit my CPD declaration?

You are encouraged to report your CPD hours at any time during the year; however, you should only submit the declaration once all of your hours have been entered. The deadline for making your CPD declaration is March 31st annually for the CPD activities completed during the prior calendar year.

I accidentally entered a CPD activity in error. How can I delete the entry?

You are unable to delete a CPD entry. To resolve this issue, you can either zero out the CPD hours or email us at registrations@cpans.ca to request the deletion of the entry.

What can't I edit prior year CPD activities?

Once you have submitted your annual CPD declaration, you are no longer able to edit prior year CPD activities. If you require any edits, please email registrations@cpans.ca and we will manually process these on your behalf.

What Provider/Source is appropriate?

When choosing a provider/source, consider who would validate the output of the activity. For Committee or Board work, select External Third-Party. For Instruction or Speaking activities, consider who your audience was. If you presented a course to staff on behalf of your employer, select Employer. If you presented to an external party, select External Third-Party. For Research of Projects, consider who received the output and could validate the learning. Was this an immediate supervisor (Employer), auditor (External Third-Party) or client (External Third-Party)? Or was this done solely for your own benefit (Self).

Why are there 3 options for hours?

Total hours include the total time invested in the learning activity. You then also have the option to allocate all or a portion of the total hours to licence hours and ethics hours. See below for licence and ethics hours guidance. Reported hours can qualify under multiple categories, and do not need to add up to the total hours. For example, you can have 7 total hours in a course, of which 7 hours can relate to licensing and 3 hours can relate to ethics.

What are licence and ethics hours?

Licence hours relate to learning activities that are specific to the practice of professional accounting (audits and reviews) for CPAs that have a public accounting licence. This field should only be populated by licensed CPAs or CPAs performing audits and/or reviews.

A minimum of 4 hours of verifiable CPD in professional ethics in each rolling three-year calendar period is required. See the prescribed CPD section in the [CPD Policy](#). This field should only be populated when a learning activity specific to ethics is achieved. To see FAQs specifically related to Ethics [click here](#).

I have entered hours, but I can't see them?

Your hours are now grouped, with collapsible sections for CPD Activity by year. Click on the small dropdown arrow to the right of the year you wish to view to open the detail.

What if I don't meet the minimum requirements?

If you are deficient in hours, you must enter any hours you do have for the reporting year and then you must submit your CPD declarations (the statements will default to the correct ones – you will not be able to change them). This will at least meet the requirement to report. All deficiencies are reported to the Professional Development Committee at the end of the reporting period, which, in accordance with By-Law 401, may take one or more of the following actions:

- a) Stipulate the time frame and way the member must complete any deficiency.
- b) File a complaint with the Complaints Committee.
- c) Advise the CEO that the member's registration should be suspended until certain action identified by the Professional Development Committee is taken by the member.

How do I submit an exemption request online?

Once on the entry screen, click "Report Hours" on the main screen then "Report Hours" on the orange alert box and enter any hours that you have achieved for the reporting year. Once you have entered the hours, click "CPD Exemption Request" on the green alert box and complete the process required.

If you do not have any hours to report in the period for which you are requesting the exemption, click on "Report Hours" on the main screen and then click "CPD Exemption Request" on the green alert box and complete the process required.

I am having technical difficulties, who do I contact?

Please contact our Help Desk at helpdesk@cpans.ca.