

Continuing Professional Development Noncompliance Policy

Purpose:

CPA Nova Scotia's Professional Development Committee (the "Committee") is required to stipulate the time and manner in which a member must complete any continuing professional development ("CPD") deficiency. The *Continuing Professional Development Noncompliance Policy* (the "Policy") outlines the process to be followed when a member fails to complete the minimum CPD hours requirement. The following Policy should be interpreted in conjunction with the CPA Nova Scotia By-Laws 392-403 and the *CPD Policy*.

Authority and Following Actions as per By-Law 401:

401. *A member who fails to complete the minimum required hours of continuing professional development prescribed by Sections 398 or 399 shall be referred to the Professional Development Committee, which may take one (1) or more of the following actions:*

- a) waive a portion or all of the continuing professional development requirement;*
- b) stipulate the time frame and manner in which the member must complete any deficiency;*
- c) make a report to the Chief Executive Officer recommending that the Chief Executive Officer refer the fact of the member's failure to complete the minimum required hours of continuing professional development to the chair of the Complaints Committee which referral shall be considered a complaint for the purposes of these By-Laws; or*
- d) make a report to the Chief Executive Officer concerning the member's failure to complete the required hours and recommend that the member's registration should be suspended until certain action identified by the Professional Development Committee is taken by the member.*

Principles and Application

Members will be required to make up all verifiable hour deficiencies.

Members are expected to use and apply for Temporarily Inactive or Permanently Inactive status, in circumstances where applicable.

Failure to complete the minimum required CPD hours for the purpose of this Policy is defined as follows.

- Failure to meet the 10 hour verifiable minimum in a calendar year.
- Failure to meet the 60 hours verifiable requirement in a rolling three-year calendar period.
- Failure to meet the 4 verifiable ethics hours in a rolling three-year calendar period (included in the overall 60 hour requirement noted above).

Failure to complete any of the above verifiable minimums will result in the following actions:

Strike 1 – Warning

Members will be issued a Warning Letter (Strike 1) that outlines a specific timeframe and the action to be taken by the member following a deficient yearend reporting period. At the end of the outlined timeframe, the member will either be compliant or noncompliant. The specific timeframe and action will be in the form of a recommendation by the Committee to the CEO. The Warning Letter will be issued by the CEO consistent with 401(d).

Strike 2 – Suspension Warning

Noncompliant members will receive a Suspension Warning Notice (Strike 2). The member will be advised that they have 30 days to act to rectify the deficiency, or they will be suspended. The 30-day suspension notice, outlining the action(s) to be taken, will be in the form of a recommendation by the Committee to the CEO. The Suspension Warning Notice will be issued by the CEO consistent with 401(d). If the member fails to rectify the matter within 30 days, they will be suspended and advised of the actions to be taken to have the suspension lifted. If the suspension is not addressed within another 30 days, the member will be revoked.

Strike 3 – Revocation

If the member has not complied with the suspension lifting requirements as outlined in the Suspension Warning Notice, membership will be revoked (Strike 3 – Revocation). Once membership has been revoked, individuals will be required to reapply for membership reinstatement in accordance with the *Membership Reinstatement Policy*.

Guidance and FAQs

Failure to complete unverifiable hours will not be subject to the actions noted above. A member who fails to meet the unverifiable minimums will be issued a Letter of Warning from the Office of the Registrar.

Hours obtained (in a calendar year) to meet the CPD deficiencies will also be counted towards the rolling three-year calendar requirement.

For example, members who are deficient 10 verifiable hours in 2023, will be required to undertake 10 verifiable hours for 2023 in 2024, plus the 10 verifiable required for 2024. Their records will show a total of 20 verifiable hours for 2024 in the rolling three-year calendar requirements.