
GUIDE FOR CPD REPORTING TOOL



Published: February 2023

As per CPA Nova Scotia By-Laws:

The registration of each member is valid until March 31st of each year and must be renewed annually. **Registration** may be suspended upon failure to submit the CPD hours and compliance report for the preceding calendar year by March 31st of each year.

To being reporting your CPD, please log in to the member portal on the CPA Nova Scotia website at www.cpans.ca and click on “Member Portal”:



Once you are signed in you can either click on “CPD Reporting”:

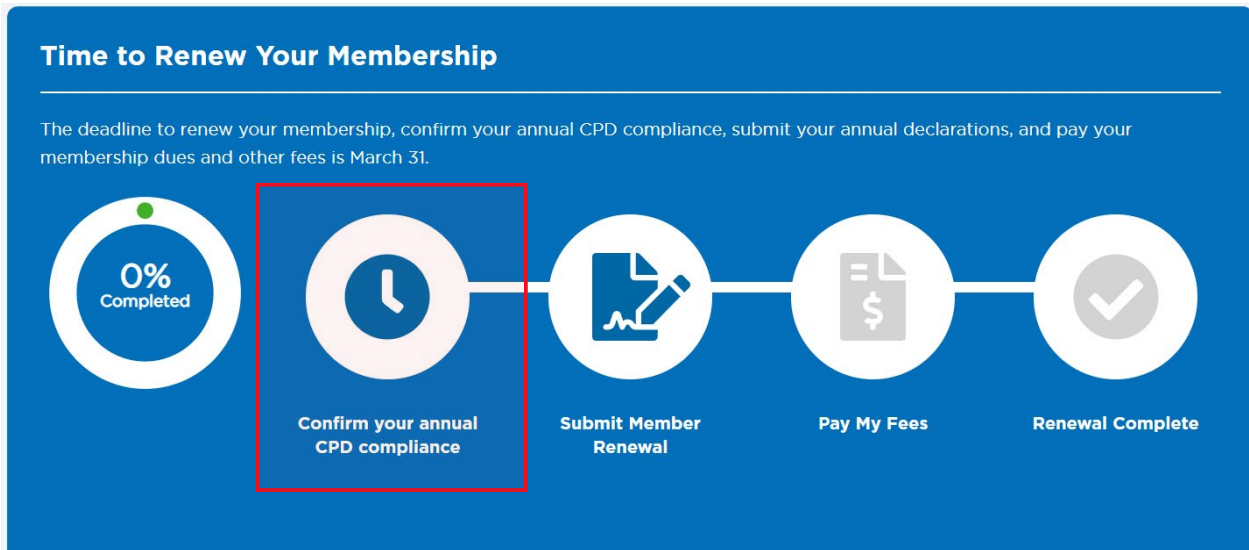


Or you can click on “Report Hours” further down the page:

The image shows the 'CPD Reporting' page. At the top left is the heading 'CPD Reporting'. To the right, a 'Report Hours' button is highlighted with a red box. Below the heading is a table with the following data:

CPD Hours Summary	2022	3 Year Rolling Cycle
Verifiable (Includes Ethics)	10.00	417.00
Unverifiable	101.00	126.00
Total Hours	111.00	543.00
<i>Verifiable Ethics</i>	<i>5.00</i>	<i>52.00</i>
Declaration		

Alternatively, if it is during membership renewal season you can click on “Confirm your annual CPD Compliance”:



From either of these links, you can click the Report Hours link on the orange alert bar:

Report your CPD hours

Report your CPD Hours for the current reporting year.

[CPD Requirements Policy](#)

Report Hours

Before proceeding, you can do several things on this page. You can view your CPD Hours Summary and view any Remaining Hours that you must achieve in order to meet the annual and/or 3-year rolling period requirements:

CPD Hours Summary	2022	2021	2020	3 Year Rolling Cycle
Verifiable (Includes Ethics)	10.00	170.00	237.00	417.00
Unverifiable	101.00	0.00	25.00	126.00
Total Hours	111.00	170.00	262.00	543.00
Verifiable Ethics	5.00	14.00	33.00	52.00
Declaration		Submitted	Submitted	

If you do not see "Submitted" or "Approved" in the Declaration line for the current year, you have not completed your CPD reporting.


Remaining Hours	
Verifiable	0.00
Ethics	0.00
Any	0.00

Submit Hours

You can revise a previous entry you have made:

Member Notice about CPD History Revisions

Contact registrations@cpans.ca to edit/update/correct mistakes to your CPD record.

Start Date	End Date	Entry Type	Title / Description	Provider / Source	Ethics Hrs	Total Hrs	
01/01/2022	12/31/2022	Verifiable	Test	Other	4.00	35.00	

You will not be able to click the pencil in order to edit prior year entries; you will have to contact us at registrations@cpans.ca if you require updates for prior years or to remove any entries. You will not be able to edit any entries that have been credited to your CPD record for CPA Nova Scotia courses.

You can view your Annual CPD records as reported:

Annual CPD Hours

Year	Verifiable Hrs	Unverifiable Hrs	Ethics Hrs	Total Hrs
2023	0.00	0.00	0.00	0.00
2022	35.00	0.00	4.00	35.00
2021	20.00	20.00	0.00	40.00

You can view your 3-year rolling totals as reported:

CPD 3 Year Rolling Total

Years	Verifiable Hrs	Unverifiable Hrs	Ethics Hrs	Total Hrs
2021-2023	55.00	20.00	4.00	75.00

To report your CPD hours, once you click one of the links as advised above, the following screen will appear:

•Year

•Start Date

•End Date

•Type of Hours

•Total Hours

•Verifiable Ethics Hours (Incl. in Total Hours)

•License Hours (Incl. in Total Hours)

•Source

Source Provider Name

•CPD Learning Activity Name

CPD Learning Activity Description

•CPD Learning Activity Type

Technical or Enabling Competency

Year: the reporting year of the learning activity

Start Date: start date of the learning activity

End Date: end date of the learning activity

Type of Hours: select verifiable or unverifiable

Total Hours: the total hours of the learning activity

Verifiable Ethics: number of verifiable ethics hours contained within the total number of reported hours. Ethics hours cannot exceed total hours.

License Hours: number of hours completed by a licensed member in order to meet requirements under IES 8 (contained within the total number of reported hours).

Source: Select the source of the learning activity from a drop-down list (CPA Nova Scotia, employer, etc.)

Source Provider Name: enter the name of the learning activity provider if it any source other than CPA Nova Scotia or CPA Canada.

CPD Learning Activity Name: name of the learning activity (for example a course name)

CPD Learning Activity Description: description of the learning activity, if applicable

CPD Learning Activity Type: select from a drop-down menu – continuing education, instruction/speaking, etc.

Technical or Enabling Competency: select from a drop-down menu the technical or enabling competency covered by the learning activity.

Once all of your hours have been recorded, you must submit your declaration(s) by clicking on “Annual CPD Declaration” in the green alert box:

Step 1: Submit your Annual CPD Declaration

Members are required to declare compliance with CPD requirements. If you have not met the minimum CPD requirements, you will be required to submit a declaration of non-compliance and action plan to become compliant.

Annual CPD Declaration

Should you qualify for an exemption, complete the CPD Exemption Request.

[CPD Exemption Request](#)

You will be required to check off both the annual and Three-Year Cycle Declarations (if applicable), and click the statement by the signature box and Enter your full name in the box indicated and then “Submit CPD Declaration”:

Annual Requirement Declaration

I declare that I have met the minimum requirements for the year ending December 31, and the information provided is correct. *

Three-Year Cycle Requirement Declaration


I declare that I have met the minimum requirements for the rolling three-year cycle ended December 31, and the information provided is accurate and complete. *

Signature

I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. *

Please enter your full name *

Date of Submission *

2023-02-16 

CPD Exemption Requests

You will be able to apply for a CPD exemption by clicking on “CPD Exemption Request” on the green alert box:

Step 1: Submit your Annual CPD Declaration

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Annual CPD Declaration

Should you qualify for an exemption, complete the CPD Exemption Request.

[CPD Exemption Request](#)

You must then select if you are applying for a temporarily inactive or permanently inactive exemption; you will only be able to make the request for the prior (reporting) year. Current year requests can only be made online after June 30th:

CPD Exemption Request

For calendar year: *

2022

Please indicate below which inactive exemption request you wish to apply for:

Temporarily Inactive Exemption Request

Permanently Inactive Exemption Request

NOTE: This exemption request is for CPD reporting only; dues reductions or waivers must be applied for separately.