

PUBLIC ACCOUNTING LICENSING FAQs

Can I apply for a waiver on minimum hour requirements?

The Public Accounting Licensing Committee has the discretion to apply a waiver on the annual or cumulative five-year hourly requirement, if the member can demonstrate capabilities, competency, and current skills to practice public accounting in the category they have been licenced. Applying for discretion is an unusual circumstance and requires the member to provide supporting documentation.

How do I apply for a waiver if I do not meet the minimum hours and what should be included?

When applying for a waiver, you would complete the ***Licence Renewal Application Form*** and include a separate document demonstrating reasons why the protection of the public is maintained, including the following:

Audit Licence:

- a. Complaints and Discipline (or lack thereof) history including Legacy Bodies.
- b. Last practice inspection results.
- c. Full compliance with the Continuing Professional Development (“CPD”) requirements under IES 8 for engagement partners
- d. No pattern of non-compliance with regulations. Consistent or pervasive non-compliance with reporting CPD, filing member renewal or paying fees may indicate a risk.
- e. Any other relevant mitigating factors as presented by the member in their exemption request.

Review Licence:

- a. Complaints and Discipline history (or lack thereof) including Legacy Bodies.
- b. Last practice inspection results.
- c. No pattern of non-compliance with regulations. Consistent or pervasive non-compliance with reporting CPD, filing member renewal or paying fees may indicate a risk.
- d. Any other relevant mitigating factors as presented by the member in their exemption request.

What if I am a tax partner?

Depending on your practice, you may not be required to issue audit engagements or review engagements, and your practice may not support the required hours. You should consider your need to maintain your public accounting licence and your ability to meet the public accounting licensing requirements.

What if I do not renew my Licence and reapply at a later date?

The CPA Nova Scotia ***Public Accounting Licensing Requirements - Re-entry Requirements*** would apply.