



**CPA**

CHARTERED  
PROFESSIONAL  
ACCOUNTANTS  
NOVA SCOTIA

**NOMINATION FOR  
RECOGNITION AS A FELLOW  
(FCPA)**

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## INTRODUCTION

The Board of Directors of CPA Nova Scotia awards the title of Fellow, designated by the initials FCPA, to formally recognize those CPA Nova Scotia members who have rendered exceptional services to the profession and whose achievements in their careers or in the community have earned them distinction and brought honour to the profession.

This guide can be used as a reference tool to assist those wishing to nominate a member of CPA Nova Scotia for recognition as a Fellow (FCPA). Two individuals, at least one of whom must be a member in good standing of CPA Nova Scotia, must sign the completed form.

Nominators are encouraged to review the admission criteria before completing the nomination file. Please refer to the completed [sample nomination form](#) and [tips for preparing a nomination](#) to help you with the quality and quantity of information to provide.

Nominations are considered by the Member Recognition Committee, which makes its recommendations to the CPA Nova Scotia Board of Directors. The Board confers the FCPAs.

Successful nominees and their nominators are then contacted directly. For unsuccessful nominations, the nominator will be contacted, as the nominee may not be aware that they have been nominated.

## ADMISSION CRITERIA

### Nature of Achievements Under Review

Nominators must highlight the candidate's leadership and the exceptional nature of the candidate's performance in the following fields of activity:

- Professional career,
- Volunteer involvement in the affairs of the accounting profession,
- Volunteer contribution to professional, community or charitable organizations.

Candidates need not have made an exceptional contribution or demonstrated leadership in all three areas, but the nomination file should demonstrate that the candidate has made a remarkable contribution in at least one field of activity and a significant achievement in the others.

Nominees should be recognized leaders due to the quality of their significant contributions in the three fields of activity listed above. In addition, nomination files must highlight the fact that candidates clearly identify themselves as a Chartered Professional Accountant and that they are known and recognized as a CPA.

In rare circumstances, a candidate may have made such an exceptionally outstanding contribution in one field of activity that the nominator feels that an FCPA is deserved. The Member Recognition Committee will consider such applications. The outstanding contribution of the candidate must be common knowledge, i.e., that the acknowledged achievements make the member a recognized and prominent leader in the field(s) of activity selected.

## Eligibility of Candidates

### General Principle

All members in good standing of CPA Nova Scotia are eligible for a Fellowship. Typically, FCPAs are awarded to more senior members of the profession, however, there is no minimum age or years of qualification.

### Exceptions

The following persons are not eligible:

- Members of the Board of CPA Nova Scotia or its Recognition Committee until a minimum of twelve months after they have completed their term,
- Members who have been the subject of a disciplinary decision resulting in their being struck off the roll of a professional body or a similar organization,
- Members who have a disciplinary sanction on their CPA Nova Scotia registration record or against whom there is a current complaint,
- Members who are currently subject to a limitation or suspension of their right to engage in professional activities,
- Members with a criminal record related to charges laid after they attained the first of their CPA or legacy designation,
- Members who are a defendant before the criminal courts.

Notwithstanding this, CPA Nova Scotia may accept a nomination after taking the relative weight of the offence into account, including the nature of the offence and efforts to rehabilitate since then.

## Responsibilities of Nominators

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the Member Recognition Committee to fairly evaluate the nomination. The recommendations of the Member Recognition Committee and the decisions of the Board of Directors will primarily depend on the care taken to describe the candidate's achievements. You should therefore clearly indicate the businesses, organizations, and committees in which the candidate has been involved, his or her publications and accomplishments, as well as the relevant dates.

While the nomination file submitted must be complete, the Member Recognition Committee reserves the right to have the main facts in support of a nomination validated by outside sources or by directly contacting any of the nominators.

## NOMINATION FILE FOR THE TITLE OF FELLOW (FCPA)

Nominations should be kept confidential and must be signed by at least two individuals; one nominator must be a Member of CPA Nova Scotia. The nominators are required to provide a letter explaining why they have nominated the candidate.

Please complete the nomination file by following the specific instructions for each section and filling in the information directly on the document.

We, the undersigned, nominate the following member of CPA Nova Scotia for the honour of the designation of Fellow:

**Nominee:** \_\_\_\_\_

For each of the eligibility criteria for the title of Fellow, we have outlined below the most outstanding achievements of the candidate, and we have attached all relevant supporting documents.

We hereby declare we have ascertained that the information contained in the attached file is accurate to the best of our knowledge. We are aware that the Member Recognition Committee may have the main facts in support of this nomination validated by outside sources.

**Nominator Name & Member Number:**

\_\_\_\_\_

**Email address & Telephone:**

\_\_\_\_\_

**Nominator Name & Member Number:**

\_\_\_\_\_

**Email address & Telephone:**

\_\_\_\_\_

## SECTION 1

The requirement here is to identify the proposed candidate.

<b>Name:</b>	
<b>Email:</b>	
<b>Employer:</b>	
<b>Position:</b>	
<b>Address &amp; Telephone:</b>	

<b>Employment Sector:</b>	X
Industry	
Education	
Government	
Not for Profit	
Public Practice	
Retired	
Other	

## SECTION 2

Nominators must demonstrate that candidates' acknowledged achievements make them a recognized leader due to the quality of their significant contribution to more than one of the three fields of activity listed.

Complete at least two sections from among sections 3, 4 and 5.

## SECTION 3

### PROFESSIONAL CAREER

#### Main stages of professional career

Describe the candidate's career path, beginning with the current position or, if the candidate is retired, the last position held.

	Employer	Position	Years: from/to
1.			
2.			
3.			
4.			
5.			

#### Major achievements in professional career

Describe the achievements showing that the candidate has made a remarkable contribution, and highlight the way these achievements earned the candidate distinction.

Please match the information in numbers below to those in the table above, then outline major achievements, demonstration of leadership, and other exceptional performance.

1.	
2.	
3.	
4.	
Other	

## SECTION 4

### VOLUNTEER INVOLVEMENT IN THE AFFAIRS OF THE ACCOUNTING PROFESSION

List the main volunteer involvements (i.e., boards, committees, volunteer teaching, volunteer work through the profession) of the candidate, the events, or activities in which he or she took part, and in what capacity (member, chair, organizer, speaker, etc.). Note that paid teaching should be included in Section 3, Professional Career.

No.	Role	Organization	Position	Years: from/to
1.				
2.				
3.				
4.				
5.				

#### Major achievements during involvement in the affairs of the profession

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution and highlight the way these achievements earned the candidate distinction.

Please match the information in numbers below to those in the table above.

1.	
2.	
3.	
4.	
Other	



## SECTION 5

### VOLUNTEER CONTRIBUTION TO PROFESSIONAL, COMMUNITY, OR CHARITABLE ORGANIZATIONS

List the candidate's most important volunteer activities with civic, community, socioeconomic, professional, or charitable organizations.

	Organization	Position	Years of Service
1.			
2.			
3.			
4.			
5.			
Other			

#### Achievements during involvement with these organizations

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution and highlight the way these achievements earned the candidate distinction.

Please match the information in numbers below to those in the table above.

1.	
2.	
3.	
4.	
5.	
Other	

## SECTION 6

Outline the ways in which the candidate has brought credit to the profession and is known in the community as a CPA of highest ethical standards:

## SECTION 7

This section should identify the source of the letters of support attesting to the candidate’s achievements. Please submit them as PDF attachments along with the completed nomination file. The quality, not the number, of letters is important and should adequately highlight the candidate’s leadership and the exceptional nature of the candidate’s performance.

### LETTERS OF SUPPORT INCLUDED

Letter	Name	Position	Employer
1.			
2.			
3.			
4.			

## SECTION 8

List all the awards, titles, or honorary distinctions the candidate has received throughout his or her career.

### AWARDS, TITLES, OR HONORARY DISTINCTIONS

Please begin with the most recent.

Award	Organization	Year

## SUBMISSION OF THE COMPLETED FILE

Please submit an electronic copy (PDF preferred) of the nomination file, letters of support, and any additional information to Amy MacIsaac, Director of Member Services at [amacisaac@cpans.ca](mailto:amacisaac@cpans.ca) using the subject: *Confidential CPA Nova Scotia Fellowship Nomination*.

**All nomination files must be received by 4:00 p.m. on May 5, 2023.**