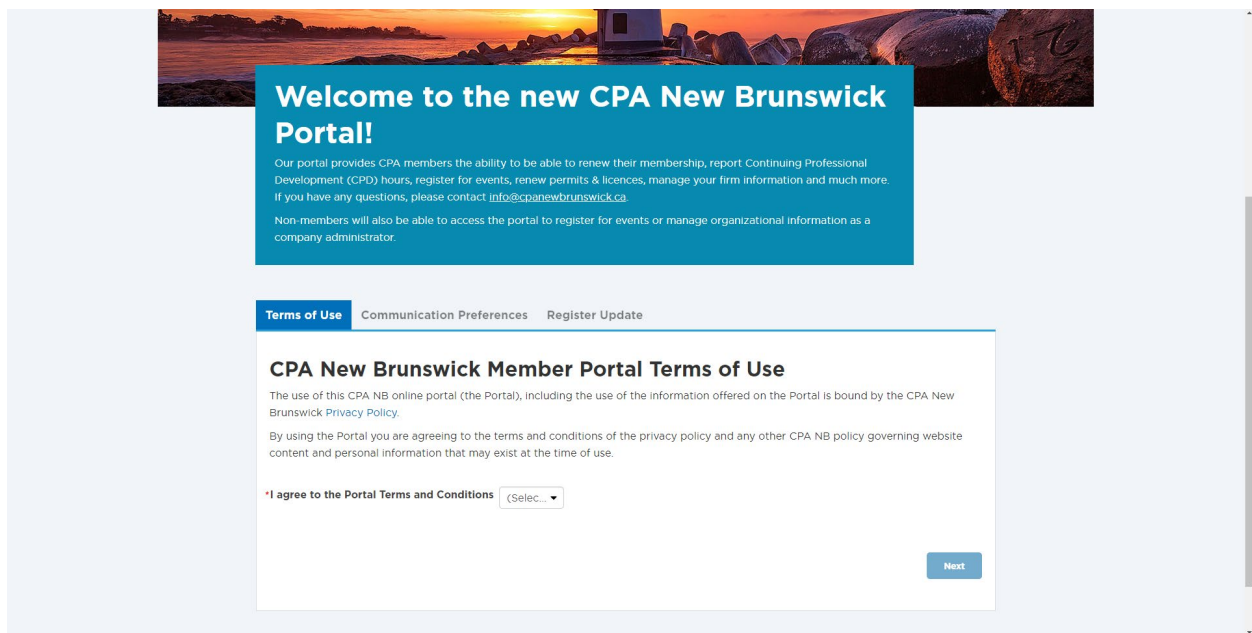


Guide for Membership Renewal

Please note that this guide only applies to members renewing their CPA New Brunswick Membership for the 2023-2024 fiscal year starting April 1, 2023 – March 31, 2024. If you are requesting CPD and/or fee exemption for the 2023-2024 fiscal year due to maternity/paternity leave, medical conditions, retirement, or other special circumstances, please follow the steps in “**Guide for Exemption Request**” below.

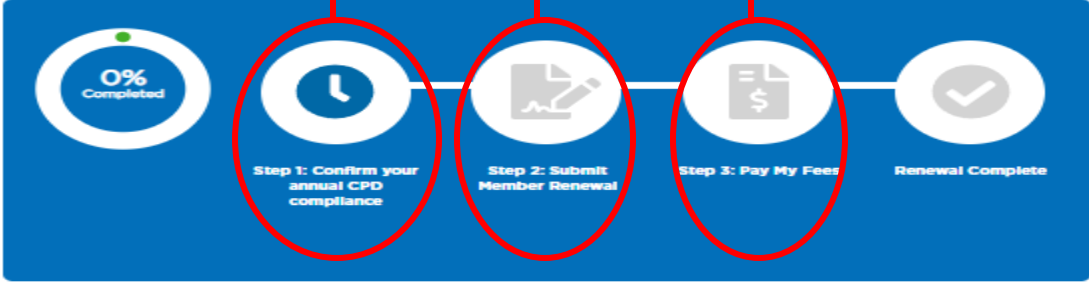
If you are logging in for the first time, you will have to **reset your password** using the 'forgot password' option. Your username is your **CPA Member number** which is the same as the old member portal. On the other hand, if you have already logged in as a member, you can continue with your set username and password. The screenshot below represents the page and information to be completed for your first-time experience.



Upon completion of the first-time experience, the following page will display:

CPD Reporting

Summary History



The progress bar shows five steps: 0% Completed, Step 1: Confirm your annual CPD compliance (highlighted with a red circle and '1.'), Step 2: Submit Member Renewal (highlighted with a red circle and '3.'), Step 3: Pay My Fees (highlighted with a red circle and '4.'), and Renewal Complete.

Track your CPD hours (Optional)
Track your CPD Hours for the current reporting year.
[CPD Requirements Policy](#)

Step 1: Submit your Annual CPD Declaration
Members are requested 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.
 2.
Should you qualify for an exemption, complete the CPD Exemption Request.
[CPD Exemption Request](#)

CPD Hours Summary	2022	2021	2020	3 Year Rolling Cycle
Verifiable (Includes Ethics)	0.00	29.25	18.00	47.25
Unverifiable	0.00	30.00	22.00	52.00
Total Hours	0.00	59.25	40.00	99.25
Verifiable Ethics	0.00	1.50	1.00	2.50
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.

Member Notice about CPD History Revisions
Contact membership@cpnnewbrunswick.ca to edit/update/correct mistakes to their CPD records on their account.

- Click on highlights "1" & "2" to complete your CPD declaration
- Click on highlight "3" to access and complete the membership renewal form
- Click on highlight "4" to pay your membership renewal fees and finalize your membership renewal

The screenshot below shows the typical sequential order for membership renewal. Please note that the information presented may differ from the screenshots depending on individual scenarios.

CPD Declaration

Have you completed the minimum CPD hours for the three-year rolling cycle ending December 31, 2022? *

Yes No

[Click here if you wish to return to the My CPD Hours Overview to track your CPD hours \(This tracking tool is optional\).](#)

CPD Annual Declaration

Annual Requirement Declaration

I declare that I have met the minimum requirements for the year ended December 31st, 2022. *

Three Year Cycle Requirement Declaration

I declare that I have completed the minimum requirements for the rolling three year cycle ended December 31st, 2022. *

Ethics Requirement Declaration

I declare that I have met the minimum ethics requirements for the rolling three year cycle ended December 31st, 2022. *

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. *

Date of Submission *

2023-02-14

Cancel

Submit CPD Declaration

CPD Declaration

Have you completed the minimum CPD hours for the three-year rolling cycle ending December 31, 2022? *

Yes No

[Click here if you wish to return to the My CPD Hours Overview to track your CPD hours \(This tracking tool is optional\).](#)

Declaration of Non-Compliance with CPD Requirements

- I declare that I have not met the minimum CPD requirements for the 2022 calendar year in accordance with CPD Policy. *
- I agree to make up my 2022 deficiency in CPD within the 2023 calendar year and I confirm that this commitment also includes complying with the 2023 minimum CPD requirements. *
- I have attached a 2022 CPD plan with specifics on how I am going to meet the minimum requirements in a reasonable time frame for review by CPA New Brunswick. *

Upload CPD Plan *

File Name	Size
Drop files to attach, or browse	

[Click here to download the CPD Plan Template.](#)

- I agree to notify CPA New Brunswick once I have executed the plan and made up my CPD deficiency by emailing membership@cpanewbrunswick.ca. *
- I acknowledge and accept that any failure to make up my 2022 CPD deficiency by December 31, 2023, any failure to complete the minimum 2023 CPD requirements by December 31, 2023, and any failure to file the CPD compliance declaration by March 31, 2024 may result in the suspension of my registration as a member with CPA New Brunswick. *

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. *

Date of Submission *

2023-02-14

Cancel

Submit CPD Declaration of Non-Compliance

Time to Renew Your Membership

The deadline to renew your membership, confirm your annual CPD compliance, submit your annual declarations, and pay your membership dues and other fees is March 31.

Late fees will be assessed on April 1.



Step 1: Confirm your annual CPD compliance

Completed



Step 2: Submit Member Renewal



Step 3: Pay My Fees



Renewal Complete

Privacy

CPA New Brunswick Statement

CPA NB is committed to protecting the privacy and confidentiality of the personal information of its registrants. CPA NB will comply with the requirements of the Personal Information Protection and Electronic Documents Act and the Chartered Professional Accountants Act (the Act), and will use fair and reasonable practices to meet its obligations under the legislation.

By renewing your membership and public practice permit, the applicant consents to the collection, use or disclosure of information as set out in CPA NB's privacy policy, legislative authorities and other governing documents. Should the applicant wish to withdraw consent for the use or disclosure of this information, they must advise CPA NB in writing and the applicant must note there may be consequences to continued membership or permit to practice public accounting. In addition, if there is a requirement to disclose information in accordance with the Act, Regulation, Bylaws, Directives or Resolutions, withdrawal of consent for such disclosure will have no effect.

Member Information

Personal Details

Company Details

Functional Title*

President/CEO/Owner x -

Job Title *

CPANB Chapter*

Saint John Chapter x -

What would you like to update?

Please answer the questions below so that we can display the appropriate form elements for completion.

Do you need to make changes to your name? *

Yes No

Do you need to update your address? *

Yes No

Do you need to update your employer? *

Yes No

Contact Information

Work Phone

Extension

Home Phone

Mobile Phone

Primary Email *

Secondary Email

Declaration of Compliance

Are you currently in compliance with all of the requirements of any professional or other regulatory body in Canada or elsewhere of which you are a member, including those requirements related to continuing professional development, professional liability insurance, practice review or inspection, permit, licensing and similar requirements? *

Yes No

Are you currently the subject of a complaint, investigation, or any type of disciplinary review by any such body or any breach or violation of any provision of the Criminal Code of Canada or a similar code of any other jurisdiction, or any securities or tax legislation of any jurisdiction? *

Yes No

Have you ever been found to have failed to comply with the requirements of any such body or entered into any agreement to settle or resolve a disciplinary matter with any such body or been convicted of such a breach or violation for which you have not received a pardon? *

Yes No

Have you ever resigned from membership or registration as a member, candidate or student of any such body, in order to resolve a complaint, investigation or disciplinary matter? *

Yes No

Have you ever been discharged after being found guilty or pleading guilty to charges in relation to any breach or violation? *

Yes No

Have you ever been refused registration as a student, candidate, or member of any professional or other regulatory body in any jurisdiction? *

Yes No

Has your registration as a student, candidate or member ever been terminated involuntarily by any such body for any reason? *

Yes No

I have made an assignment in bankruptcy, been declared bankrupt or taken the benefit of any statutory provision for bankruptcy. *

Yes No

Have you ever been charged with, pleaded guilty to or been convicted of a criminal or summary conviction offence, in Canada or elsewhere? *

Yes No

Permit/Registration

Your current permit information is displayed below.

Please contact our regulatory department at regulatory@opennewbrunswick.ca if you intend to upgrade your permit type. You will not be able to continue the member renewal process until your application has been reviewed by the regulatory department. Further information on how to proceed with your permit upgrade application will be given at that time.

You may proceed with your member renewal process if you wish to downgrade your permit. However, you may be required to meet additional requirements if you want to upgrade your permit in the future.

Permit Type: Compilation

Permit Number:

Would you like to renew your Permit for the current year? *

Yes No

Partner / Owner

Company Name	Start Date *	End Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Q Find firm"/>
<input type="button" value="+ Add another firm"/>			

Eligible Practical Experience Hours

Eligible practical experience hours are based on your permit type. Enter your practical experience hours for the past 12 month period and the prior years displayed (if information is available)

Your eligible hours must relate to performing an audit engagement, performing a review engagement, performing any other assurance engagement, or issuing any form of certification, declaration or opinion, or performing a compilation engagement with reference to the standards of professional practice published by CPA Canada. **Note: Hours to complete mechanical taxation returns and book keeping services do not qualify as eligible hours relating to professional accounting. Please do not enter hours relating to these services under "Other Hours" as this may cause delays in processing your permit licence renewal.**

Year *	Audit Hours *	Review Hours *	Compilation Hours *	Other Hours *
2022 *	0 *	0 *	0 *	0 *
Total Hours	0.00			

Fee Exemption / Reduction Request

CPA New Brunswick members may be eligible for a reduction or exemption of membership dues if certain criteria are met as outlined on the CPA New Brunswick website.

If you would like to resign from membership with CPA New Brunswick, please contact membership@cpanewbrunswick.ca

Do you require a membership fee reduction, exemption or have a special circumstance? *

No, not at this time. x

Volunteering at CPA New Brunswick

I am interested in volunteer opportunities within the profession. Please contact me when looking for additional volunteers. *

Yes No

Declaration

Please acknowledge the following statements to indicate that you have read and understood each statement.

- I hereby certify and declare that the information provided in this application is accurate and has been freely given. I acknowledge and agree that it is my responsibility to provide CPA New Brunswick with all required information and documentation acceptable to CPA New Brunswick and to pay to CPA New Brunswick any applicable fee for this application. I understand that CPA New Brunswick will protect this information in accordance with its privacy policy. *
 - I authorize CPA New Brunswick to disclose selective personal information to CPA Canada, other provincial accounting bodies and third-party service providers for the purposes of advancing the profession and offering member benefits. *
 - I authorize CPA New Brunswick to contact any organization identified in this application and agree to the release by any such organization of any information that is requested by CPA New Brunswick in order to properly consider this application. *
 - I understand that any false or misleading statement contained in this application may be used by CPA New Brunswick in any proceeding respecting the validity of my application or my status as an applicant or member of CPA New Brunswick. *
 - I agree to read and strictly comply with and be bound by The Chartered Professional Accountants Act, the CPA New Brunswick By laws and the CPA New Brunswick Code of Professional Conduct, as approved and amended by the Board from time to time. I acknowledge that I have access to these governing documents through the CPA New Brunswick website. *
 - I know of no other factor relating to my character or reputation that would render me ineligible to renew my membership CPA New Brunswick. Throughout my membership with CPA New Brunswick, I understand that it is my responsibility to notify CPA New Brunswick of any changes. *
- 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 *

Declaration Date *

2023-02-14



Cancel

Proceed to Member Fees

Membership Billing

Access Your Membership Invoice.
 If you wish to pay by cheque, please make cheque payable to "CPA New Brunswick" and include a copy of your invoice with the cheque.
The renewal process will not be completed until payment is received.

CPA New Brunswick
 860 Main St #602
 Moncton, NB E1C 1G2

[Invoice](#)

Pay	Date	Description	Due Date	Amount	Balance Due
<input type="checkbox"/>	2/14/2023	Renewal Fees		1,092.50	1,092.50
				Total balance due	1,092.50
				Total selected	0.00

[Add To Cart](#)

Membership Billing

Access Your Membership Invoice.
 If you wish to pay by cheque, please make cheque payable to "CPA New Brunswick" and include a copy of your invoice with the cheque.
The renewal process will not be completed until payment is received.

CPA New Brunswick
 860 Main St #602
 Moncton, NB E1C 1G2

[Invoice](#)

Pay	Date	Description	Due Date	Amount	Balance Due
<input checked="" type="checkbox"/>	2/14/2023	Renewal Fees		1,092.50	1,092.50
				Total balance due	1,092.50
				Total selected	1,092.50

[Add To Cart](#)

Shopping cart

Items

Item	Quantity	Price	Total
There are no items in the cart			

[Update](#)

Invoices

Invoice Number	Description	Balance Due	
▶ Cash-37883	Renewal Fees	1,092.50	Remove

Cart charges

Invoice total	1,092.50
TRANSACTION GRAND TOTAL	1,092.50

Payment Details

Payment amount
1,092.50

Payment method

Check number

[Submit Order](#)

Type Regular Member Status Active Paid through 3/31/2024

Time to Renew Your Membership

The deadline to renew your membership, confirm your annual CPD compliance, submit your annual declarations, and pay your membership dues and other fees is March 31.

Late fees will be assessed on April 1.



Step 1: Confirm your annual CPD compliance

Completed



Step 2: Submit Member Renewal

Completed



Step 3: Pay My Fees

Completed



Renewal Complete

Completed

Access your current year Membership Fee Invoice / Receipt for your records.

[Invoice/Receipt](#)

Guide for Exemption Request

This guide only applies to CPA New Brunswick members wishing to submit a request for CPD and/or fee exemption for the 2023-2024 fiscal year starting April 1, 2024, due to maternity/paternity leave, medical conditions, retirement, or other special circumstances.

For retirement applications, this exemption request only applies to members retiring from work no later than March 31, 2023. If you are retiring after March 31, 2023, you will be required to complete the membership renewal described above. For more information, please contact membership@cpanewbrunswick.ca

If you are logging in for the first time, follow the guide under the “**Guide for Membership Renewal**” above to complete your first-time experience.

Upon completion of the first-time experience, the following page will display. Click on highlight “1” below to complete your CPD exemption request.

CPD Reporting

Summary History

0% Completed

Step 1: Confirm your annual CPD compliance

Step 2: Submit Member Renewal

Step 3: Pay My Fees

Renewal Complete

Track your CPD hours (Optional)
Track your CPD Hours for the current reporting year.
[CPD Requirements Policy](#)

Track Hours

Step 1: Submit your Annual CPD Declaration
Members are requested 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

CPD Hours Summary	2022	2021	2020	3 Year Rolling Cycle
Verifiable (Includes Ethics)	0.00	29.25	18.00	47.25
Unverifiable	0.00	30.00	22.00	52.00
Total Hours	0.00	59.25	40.00	99.25
Verifiable Ethics	0.00	1.50	1.00	2.50
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.

Member Notice about CPD History Revisions
Contact membership@cpanewbrunswick.ca to edit/update/correct mistakes to their CPD records on their account.

1.

CPD Exemption Request

Note: CPD and Dues exemption requests are separate and you must apply separately for a membership dues exemption/reduction.

Please select the year of CPD exemption you are applying for.

Exemption Year *

2022

CPD Exemption Categories

Reason for CPD exemption: *

- Maternity/Parental Leave
- Medical Circumstances
- Retirement (full-time)
- Other

CPD Exemption Declaration

I declare that I meet all the criteria as outlined in the CPD Reporting Requirements policy and the above information is accurate and complete. If my situation should change in the period identified, I agree to notify CPA New Brunswick promptly.

- During the period identified, I will not earn income related to the provision of services that use the skills, knowledge, experience or competencies gained through a member's professional training, education or experience as a CPA. *
- Should I receive 3 consecutive years of CPD exemptions, I acknowledge that, prior to returning to the workforce, I shall submit to CPA NB a learning plan which outlines a strategy to develop the competencies necessary to re-integrate into the workforce. *
- I am not currently serving or planning to serve on a Board, Audit/Finance Committee or similar governing body for a large or prominent organization. *
- I affirm and certify that all the information and answers to questions herein are complete, true and complete to the best of my knowledge and belief. *

CPA New Brunswick reserves the right to ask for further information should it be required to review your application.

CPD Exemption Request Date *

2023-02-14

[Return to CPD Reporting Summary](#)

[Submit Exemption Request](#)

Click on highlight "2" below to access and complete the membership renewal form.

Time to Renew Your Membership

The deadline to renew your membership, confirm your annual CPD compliance, submit your annual declarations, and pay your membership dues and other fees is March 31.

Late fees will be assessed on April 1.

33% Completed

Step 1: Confirm your annual CPD compliance

Step 2: Submit Member Renewal

Step 3: Pay My Fees

Renewal Complete

Completed

2.

In the member renewal form, the screenshot below will be included. Please select the option that explains the reason for the exemption to submit your request and follow the prompt to submit.

Fee Exemption / Reduction Request

Exemption Type - Hidden

Exemption Reason - Hidden

CPA New Brunswick members may be eligible for a reduction or exemption of membership dues if certain criteria are met as outlined on the CPA New Brunswick website.

If you would like to resign from membership with CPA New Brunswick, please contact membership@cpanewbrunswick.ca

Do you require a membership fee reduction, exemption or have a special circumstance?*

 x

Exempt Membership Dues

Reason for fee exemption: *

- Retirement (full-time)
- Maternity/Parental Leave
- Medical Circumstances
- Unemployment
- Other

Leave begin date: *

I declare that should my situation change and my income exceed the amount indicated for the period identified, I will contact CPA New Brunswick to have my status and associated fees adjusted. *

Depending on the option you select, the final page will provide information on the status of your request.

Time to Renew Your Membership

The deadline to renew your membership, confirm your annual CPD compliance, submit your annual declarations, and pay your membership dues and other fees is March 31.

Late fees will be assessed on April 1.



Step 1: Confirm your annual CPD compliance

Completed



Step 2: Submit Member Renewal

Completed



Step 3: Pay My Fees

Completed



Renewal Complete

Completed

Access your current year Membership Fee Invoice / Receipt for your records.

[Invoice/Receipt](#)