



**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
 YEAR 2009 COMPLIANCE DECLARATION
 TO BE COMPLETED BY ALL CHARTERED ACCOUNTANTS**

ICAA # _____
 Member Name _____
 Address _____

 City/Prov. _____ P/C _____

**REPORTING DEADLINE
FEBRUARY 28, 2010**

MINIMUM CPD REQUIREMENTS for all non-exempt members:

- **Annual Requirement (January 1 to December 31, 2009)** 20 hours (at least ½ must be verifiable CPD)
- **3-year Rolling Total*** 120 hours (at least ½ must be verifiable CPD)

CPD hours are accepted from any provider as long as the topic relates to your professional roles and responsibilities

MEMBER DECLARATION:

I have reviewed both the annual and 3-year rolling total requirements (above) and make the following declaration:

	Check one box in each column	
	Annual	3-Year Rolling*
I COMPLY with the minimum CPD requirements	<input type="checkbox"/>	<input type="checkbox"/>
I DO NOT COMPLY with the minimum CPD requirements A letter to the Registration Committee <u>must be</u> enclosed explaining the reasons for non-compliance and your plan/timelines to address this shortfall.	<input type="checkbox"/>	<input type="checkbox"/>
I AM A NEW MEMBER having been admitted to the ICAA after January 1, 2007; accordingly, at this time I do not have a 3-year rolling total requirement. As required, I have completed my 2009 Annual CPD declaration above.	Declare Above	<input type="checkbox"/>

I AM FULLY EXEMPT from the minimum CPD requirements
 I declare that I have thoroughly reviewed the Exemption Criteria Model on the reverse and declare that I meet all criteria to be fully exempt from the minimum CPD requirements **OR** I declare that the ICAA Registration Committee has reviewed my special circumstances and has granted me a full exemption of my CPD for 2009.

I AM PARTIALLY EXEMPT from the minimum CPD requirements
 I declare that I have thoroughly reviewed the Exemption Criteria Model on the reverse and declare that I meet all criteria to be partially exempt from the full CPD requirements **OR** I declare that the ICAA Registration Committee has reviewed my special circumstances and has granted me a partial exemption of my CPD for 2009. Accordingly, I declare that I have completed a minimum of 60 hours of unverifiable CPD activity over the past 3-years.*

I AM RE-ENTERING THE WORKFORCE and have been exempt from CPD requirements for a period in excess of 12 months; accordingly I have attached a written CPD plan to build the competencies that are necessary to support the activities I will be engaged in.

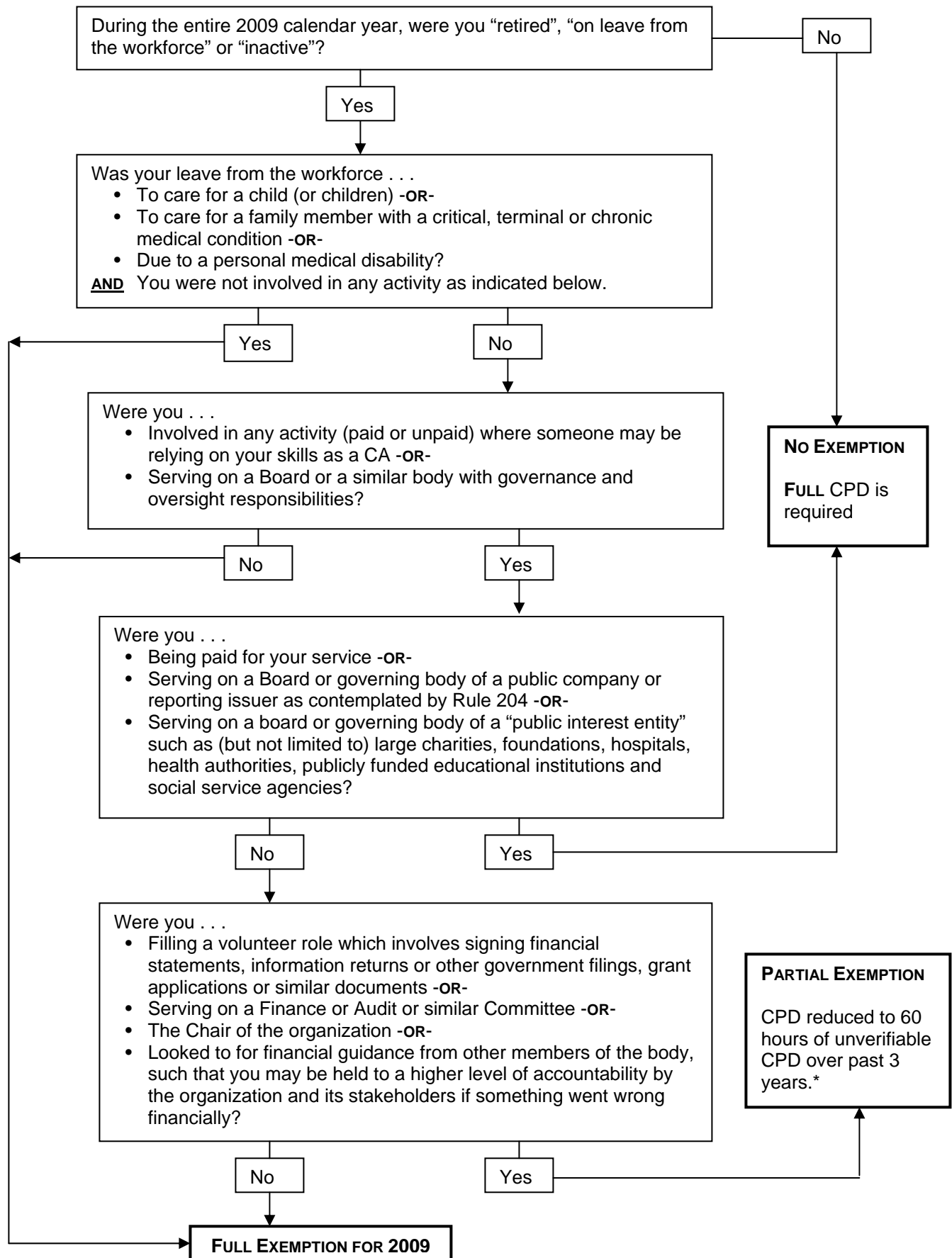
* 3-year rolling total = the past 3 years in which you were not fully exempt from CPD

I understand that the Institute may subsequently request information to support my CPD declaration and I have maintained records of my CPD for at least 5 years; these records will be made available upon request.

Member's Signature _____ Date _____

Submit: Online: www.albertaCAs.ab
 Fax: 780.421.0671
 Email: cpd.compliance@icaa.ab.ca

CPD EXEMPTION CRITERIA MODEL



* 3-year rolling total = the past 3 years in which you were not fully exempt from CPD