



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA

NOMINATION FOR
RECOGNITION AS A FELLOW
(FCPA)

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BACKGROUND

The Board of Directors of the Chartered Professional Accountants of Nova Scotia elects members as Fellows, designated by the initial FCPA, to formally recognize those members who have rendered exceptional services to the profession, whose achievements in their careers and/or whose contributions in the community have earned them distinction and brought honour to the profession.

The purpose of this guide is to assist those wishing to nominate a member of CPA Nova Scotia to be considered by the Member Recognition Committee of the CPA Nova Scotia Board for recognition as a Fellow (FCPA). It details each phase of the process and will serve as an essential reference.

The first step is to review the admission criteria, specifically, the sections entitled “Nature of Achievements Under Review” and “Submission of Nominations.”

The second step is to complete the nomination file by following the instructions for each section. 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.

The final step sees that all nominations are carefully considered by the Member Recognition Committee, which will make its recommendation to the CPA Nova Scotia Board of Directors.

The recommendations of the Member Recognition Committee and the decision of the Board of Directors will primarily depend on the care taken to describe the member’s achievements.

Once the CPA Nova Scotia Board of Directors elects the fellows, the recipients will be 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 at least one, and satisfactory performance in at least one other of the following fields of activity:

- Professional success;
- Contributions to the profession; or
- Contributions to the community.

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 more than one field of activity. Nominators must also demonstrate that the remarkable contribution of the candidate is **common knowledge** (i.e., the acknowledged achievements make the member a recognized leader due to the quality of his or her significant contribution in more than one of the three fields of activity listed above. In addition, nomination files must highlight the fact that **candidates clearly identify themselves as Chartered Professional Accountants** and **that they are known and recognized as CPAs**.

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.

SUBMISSION OF THE NOMINATION FILE

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 member's achievements. You should therefore **clearly indicate** the businesses, organizations and committees in which the member has been involved, his or her publications and accomplishments, as well as the **relevant dates**.

While the nomination file must be complete, you should be aware that the Member Recognition Committee reserves the right to have the main facts in support of a nomination validated by an outside source.

NOMINATION FILE FOR THE TITLE OF FELLOW (FCPA)

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 evaluate fairly the nomination submitted.

Nominations should be kept confidential and must be signed by at least two individuals (at least one nominator must be a Member of CPA Nova Scotia). The names of the individuals are communicated to the Member Recognition Committee and **they are required to provide a letter explaining why they have nominated the candidate**. Should the members of the Member Recognition Committee wish to validate information contained in the file, staff support of the Member Recognition Committee of CPA Nova Scotia may contact any or all the individuals who signed the nomination form.

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 Fellow:

Name of Nominee:	
Address:	
Telephone:	
Email Address:	

This member has earned exceptional distinction in his or her professional career and in the community by acknowledged achievements that bring honour to the profession. For each of the eligibility criteria for the title of prospective Fellow, we have outlined below the most outstanding achievements of the member and we have attached all relevant supporting documents.

We hereby declare we have ascertained that the information contained in the attached file is accurate and sufficient to allow the Member Recognition Committee to evaluate fairly the nomination file. We are aware that the Member Recognition Committee may have the main facts in support of this nomination validated by an outside source.

Nominator #1	Member number (if applicable)	Telephone	Email Address
Nominator #2	Member number (if applicable)	Telephone	Email Address

SECTION 1

The requirement here is to identify the proposed candidate.

Last name:	
First name:	
Employer:	
Position:	
Address:	

Sector:	<input checked="" type="checkbox"/>
Industry	<input type="checkbox"/>
Education	<input type="checkbox"/>
Government	<input type="checkbox"/>
Not for Profit	<input type="checkbox"/>
Public Practice	<input type="checkbox"/>
Retired	<input type="checkbox"/>
Other	<input type="checkbox"/>

SECTION 2

Nominators must demonstrate that the candidate's **acknowledged achievements** make him or her a **recognized leader** due to the quality of his or her 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.			

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.**

Major achievements: Please match the numbers to those above, then please 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 (ie, 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.				
Other:				

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.**

Major achievements: (Please match the numbers to those above)

1.	
2.	
3.	
4.	
Other	

SECTION 5

VOLUNTEER CONTRIBUTION TO COMMUNITY/CHARITABLE ORGANIZATIONS OR OTHER (NON-ACCOUNTING) PROFESSIONAL BODIES

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

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

Major achievements: (Please match the numbers to those above)

1.	
2.	
3.	
4.	
Other	

SECTION 6

Outline the ways in which the nominee 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 number of letters is not important, but the quality of the endorsements is crucial. The letters of support should adequately highlight the candidate’s **leadership** and the **exceptional nature** of the candidate’s performance.

LETTERS OF SUPPORT (ENCLOSED OR TO BE SUBMITTED)

Please list the letters of support and identify their source.

Letter No.	Last name	First name	Position	Employer
No. 1				
No. 2				
No. 3				
No. 4 (optional)				
No. 5 (optional)				

List of enclosed supporting documents:

Candidate's business card Yes: No:

Press clippings: (please specify)

Annual report: (please specify)

Other: (please specify)

SECTION 8

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

AWARDS, TITLES OR HONORARY DISTINCTIONS

List all awards, titles or honorary distinctions, beginning with the most recent.

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Award:	Organization:	Year:
Comments:		

Others:

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SECTION 9

CHECKLIST

TO BE COMPLETED BEFORE SENDING NOMINATION FILE TO CPA NOVA SCOTIA

To ensure that you have followed all the steps and included the appropriate documents in the nomination file for the FCPA title, we invite you to complete the checklist below:

Documents to be forwarded to CPA NOVA SCOTIA

- Duly completed FCPA title nomination file
 - The file adequately highlights the candidate's **leadership** and the **outstanding nature** of the candidate's performance;
 - The file adequately highlights the fact that the candidate's achievements are **common knowledge**, and that the candidate **publicly identifies him/herself as a CPA**; and
 - The file unequivocally demonstrates the **remarkable** or **outstanding** nature of the candidate's achievements.
- The file includes letters of support that are either enclosed or will be sent to CPA Nova Scotia in confidence.

SECTION 10

TRANSMISSION METHODS

1. Ensure that you have carefully completed the checklist in section 9.
2. You are required to submit an electronic copy of the nomination file. Please make sure that the letters of support and other supporting documentation are attached as PDF documents along with the electronic copy of the nomination file

Please send the electronic file and supporting documents to Amy MacIsaac at amacisaac@cpans.ca. Contact Amy if electronic submission is not possible.

Please ensure that you use the following subject line in your email: **Confidential CPA Nova Scotia Fellowship Nomination.**

*All nomination files must be received by 4:00 p.m. on **May 7, 2021.***

APPENDIX

THE TITLE OF FELLOW (FCPA)

The title of Fellow is intended to recognize Canadian and Bermudian CPAs who have rendered exceptional services to the profession or whose achievements in their careers or in the community have earned them distinction and brought honour to the profession.

The Canadian jurisdictions have agreed to the following criteria to ensure the openness of the eligibility process and to ensure that the Fellowship may be used in any jurisdiction and not simply in the jurisdiction in which it was conferred.

Eligibility of Candidates

General Principle

All members of CPA Nova Scotia, including those working outside the jurisdiction and those employed by CPA Nova Scotia, are eligible for a Fellowship.

Exceptions

The following persons are not eligible to become FCPAs:

- 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 been struck off the roll or whose right to engage in professional activities has been suspended by CPA Nova Scotia under its rules of professional conduct;
- 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 their CPA;
- Members who are defendants in a civil or criminal matter.