

## Guide for Renewal

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### Key Dates

#### February

Communication to all members to proceed online to renew membership/pay fees & report/declare CPD

#### March 31st

Fees are due to CPA Nova Scotia

Submissions related to dues waivers/reductions are due

CPD reports/declarations are due

Submissions related to CPD exemptions are due

# Member Renewal & Dues Payment

## Guide for Renewal

To get started on your annual member renewal, log into your CPA Nova Scotia account at [cpans.ca](http://cpans.ca).



*Please note: Browsers such as Fire Fox and Chrome will work the best with our system, with any other browsers you may encounter technical issues.*

Forgot your CPA Nova Scotia ID or Password? Your login ID is your preferred email. If you forgot your password, to reset please email [msmith@cpans.ca](mailto:msmith@cpans.ca).

Once you are logged in, click on “Renew My Membership” which is highlighted in white on the green banner.

There are 4 steps to member renewal that require completion prior to paying fees.

## Guide for Renewal

### Step 1

The purpose of this step is to review (and update, if applicable) your contact information with CPA Nova Scotia.

For any field marked with an asterisk, it indicates a mandatory field and you won't be able to get to the next step without completing it.

Please note that your preferred email address is always reflected under the "Contact Details" tab. This is where CPA Nova Scotia will send email communications

### Step 2

The purpose of this step is to determine if you are providing public accounting or regulated services to the public. If you click "yes" to any of the questions, you must declare that you or your registered firm has sufficient professional liability insurance in effect to comply with CPA NS By-laws. In addition, you must declare if you are providing these services as a partner or owner in a firm or if it is through employment with a registered firm or as a volunteer.

If you provide public accounting or regulated services as a result of being a partner/owner in a public accounting or regulated services firm, such firm must be registered with CPA Nova Scotia, if it is not already registered. Please refer to our website at [www.cpans.ca](http://www.cpans.ca) - Firms.

### Step 3

The purpose of this step is to update your declarations with CPA Nova Scotia. Each question on this page is mandatory.

You must declare if you are a member with another regulatory body or CPA body. If you declare "yes", you must indicate whether or not you have any restrictions in any other jurisdiction or are the subject of a registration sanction in any jurisdiction.

All members must be able to click all of the boxes regarding criminal convictions, undischarged bankruptcy and declaration of accuracy and completion. If you cannot click any of these boxes, please contact the Associate Registrar at [droode@cpans.ca](mailto:droode@cpans.ca). CPA Nova Scotia's By-laws require members to notify CPA Nova Scotia within 15 days of a bankruptcy event and within 5 days of being convicted of a criminal offence.

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### Step 4

The purpose of this step is to confirm your member category. If your member category is incorrect, please contact [msmith@cpans.ca](mailto:msmith@cpans.ca) **BEFORE** proceeding to the next step.

Also, in the step (4E), is where you would indicate if you are applying for a dues waiver or reduction. You must click the box indicating "yes" and then download the related form. The form **MUST** be submitted as indicated; otherwise, it is considered to not be received by CPA NS.

If you request a waiver or reduction and click "next", this is where your renewal ends. Once the form has been submitted, you will be notified by CPA NS if your request has been approved by the Registration Committee and will be advised on how to pay the reduced fee.

### Finish

The purpose of this step is to either:

- Proceed to pay your fees, or
- Obtain your invoice.

CPA Nova Scotia accepts VISA, Mastercard or cheque. Cash is not accepted, and online payments should be made whenever possible.

CPA Nova Scotia cannot provide printed invoices. Invoices are available through the member's page.

Employers wishing to remit member fees for more than one employee shall provide a detailed list of members when sending the payment in.

**ONLY THOSE WHO HAVE COMPLETED THE ONLINE RENEWAL WILL HAVE PAYMENT APPLIED TO THEIR ACCOUNT.**

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### CPD Reporting

As part of the renewal process, you must also record your CPD. Click on “My CPD” in the main menu bar to record your CPD hours for the reporting year and submit the required declarations.

**Note: You must submit the related declaration, or your report will show as outstanding and you will not be in compliance. If you completed “zero” hours, you must still submit the declaration.**

All CPD reporting must be completed online using the CPD reporting tool. For additional information, please refer to the [CPD Report/Declaration Information Sheet](#). You can also reference our easy [CPD Reporting Guide](#) for step-by-step instructions on reporting your hours. For any other information, please refer to our [Simple Guide to CPD Requirements](#).

A member who fails to complete the minimum required hours of CPD will be referred to the Professional Development Committee, which may take one or more of the following options:

- a) Waive a portion or all of the CPD requirement;
- b) Stipulate the time frame and manner in which the member must complete any deficiency;
- c) Make a report to the CEO recommending that the CEO refer the deficiency to the Chair of the Complaints Committee; or
- d) Make a report to the CEO concerning the member’s failure to complete the required hours and recommend that the member’s registration be suspended until certain action identified by the Committee is taken by the member.

As per CPA Nova Scotia By-laws:

- the registration of each member is valid until March 31st of each year and must be renewed annually;
- members must record the CPD hours and compliance report for the preceding calendar year by March 31st of each year.
- failure to submit a registration renewal application, pay an annual fee, or submit a properly completed CPD report/declaration on or before March 31st of each year may result in suspension.

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### CPD Reporting - Exemptions

If you were absent from the workforce, you may qualify for a CPD Exemption. There are two types of exemptions:

- Temporarily Inactive
- Permanently Inactive

A “Temporarily Inactive Member” has a reasonable expectation of returning to the workforce at some point in the future. The purpose of this category would be to give the member relief from minimum CPD requirements during a temporary absence from the profession. Examples of Temporarily Inactive Members include:

- Maternity/Paternity leave
- Caring for a child or children
- Caring for a family member with a critical, terminal or chronic medical condition;
- Personal medical illness or condition
- Special circumstances, as approved

“Permanently Inactive Members” have no intention of returning full-time to the workforce and do not earn active income (less than \$26,436 ). Examples of Permanently Inactive Members include:

- Retired, no active income (less than \$26,4361) and do not serve on the Board or similar governing body, or an audit, finance or similar governance committee of a public company, reporting issuer, or a large or prominent\* organization and you are not providing public accounting or regulated services to the public (including tax or accounting advice); or
- Infirm, in cases where a member is permanently withdrawn from employment and other professional activity due to a long-term critical, terminal or chronic medical condition; or
- Special circumstances, as approved.

In either of the above circumstances, you must click "My CPD" then, "Submit a CPD Exemption Request" and follow the instructions.

## Contact Us

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*If you have feedback on how CPA Nova Scotia can improve  
renewal processes, please contact [msmith@cpans.ca](mailto:msmith@cpans.ca).*

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