

## Application for CPA Ireland Members (Group D)

---

CPA Ireland Members who are eligible to seek membership at CPA Nova Scotia must first complete the Initial Application Form for CPA Ireland Members. Once the Initial Application Form is complete and all the Requirements have been fulfilled, an application for membership to CPA Nova Scotia will be provided.

The CPA Ireland agreement will continue to be recognized until December 31, 2021.

### Eligibility

CPA Ireland Members wishing to be admitted as a member of CPA Nova Scotia through the Mutual Recognition Agreement (MRA) must meet the following requirements:

1. Obtained membership in CPA Ireland through the completion of the CPA Ireland Professional examinations and met required experience. Members who obtained membership into CPA Ireland through an MRA with another professional accounting body are not eligible to become a member of CPA Nova Scotia pursuant to this agreement.
2. Do not have any outstanding ethics complaints, nor have been subject to any disciplinary sanctions within the five (5) years prior to their application.
3. Applicants admitted as members by CPA Ireland after 1997 must have a university degree from a post-secondary institution recognized by CPA Nova Scotia.
4. Must be resident in and lawfully permitted to work in Nova Scotia.

### CPA Nova Scotia Requirements

A CPA Ireland member seeking membership into CPA Nova Scotia must meet all the following requirements:

- All applicants must have a **university degree** with a minimum of a **3 or 4 year** recognized bachelor's degree (**90 or 120 credits Canadian equivalency**) or a combination of a bachelor's and master's degree from a degree-granting post-secondary institution other than CPA Ireland or other professional accounting bodies. A master's degree on its own does not meet the degree requirement.
- Submit a completed initial application form meeting all admission requirements as required by CPA Nova Scotia below.
- Submit a detailed, chronological resume showing the positions you held, start and end dates, and your roles and responsibilities.
- Submit proof of identity (submit **two** of the following):



- Birth certificate or equivalent government issued documentation
- Both sides of a Canadian citizenship certificate card
- Both sides of a Permanent Resident card, or landed immigrant papers
- Passport
- Canadian Driver's Licence

**NOTE:** if the name on your document is different than your legal name document, you must also provide proof of legal name change document or a marriage certificate.

- Complete the online, *Overview of Canadian Tax and Law* **DO NOT** register for this course until you have been instructed to do so by CPA Nova Scotia.

### **Application Instructions**

1. Contact CPA Ireland and request a Membership Status Letter and Transcript. This must be sent directly to CPA Nova Scotia from CPA Ireland to the address above or via email to [registrations@cpans.ca](mailto:registrations@cpans.ca).
2. Contact World Education Services (WES) Canada and have your post-secondary institution evaluation sent directly to us.
3. Complete the CPD Course, [Overview of Canadian Tax and Law](#), **once advised by CPA Nova Scotia** and submit the certificate of completion.
4. Once the above information has been provided and approved by CPA Nova Scotia, you will be invited to complete and submit an application for membership and submit the registration fee of \$400.00 + HST (\$460.00). Your application will then be submitted to the Registration Committee for its consideration and you will be advised in due course. If your application is subsequently approved, you will be invoiced the appropriate annual fees due at the time of admission and be advised to complete the Overview of Canadian Tax and Law course.

### **Originating Designation**

Members admitted under the terms of this MRA are required to maintain their originating designation. This includes payment of annual dues and annual reporting of CPD. If, for any reason, a member ceases to hold his or her originating designation, the member shall automatically cease to be a member of CPA Nova Scotia under this MRA.

### **Requirements for the Practice of Public Accounting**

Admission as a member under this MRA does not provide a member with the right to offer public accounting services to the public. Members are required to meet CPA Nova Scotia's public accounting licencing criteria.

## CPA, CGA MEMBERSHIP APPLICATION FORM FOR MEMBERS OF CPA IRELAND

Please note the application fee is *non-refundable*.

### PART 1: Personal Information

Please *TYPE* in both upper and lower-case. Use the first, middle and last name (full legal name) that is on your government-issued identification, and do not use unofficial nicknames.

I, \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

hereby make application for admission as a member of Chartered Professional Accountants of Nova Scotia.

Home Address: \_\_\_\_\_  
Line 1  
\_\_\_\_\_ Line 2  
\_\_\_\_\_ Line 3  
\_\_\_\_\_ City Province Country Postal Code

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Home Email: \_\_\_\_\_ Employment Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male Female

CPA Ireland Membership Number: \_\_\_\_\_ Date Admitted by CPA Ireland: \_\_\_\_\_  
(mm / dd / yyyy)

Canadian citizenship Permanent Resident Work Permit Other

Have you ever been enrolled as a CGA, CMA or CPA student? Yes No

CPANS mail sent to: Home Employment

CPANS emails sent to: Home Employment

Academic Background			
Institution Name (e.g. University of British Columbia)	Country (e.g. Canada)	Undergraduate Degree (e.g. Bachelor of Science)	Year Awarded (e.g. 2000)

Current Employer

Company Name \_\_\_\_\_ Your Job Title \_\_\_\_\_

Address:

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Email: \_\_\_\_\_

Past Employers for the last 5 years. If you need more space submit a separate page.

Country and/or province	Employer Name	Job Title and details of experience	Date Range Start:(mm/yyyy) End: (mm/yyyy)
			Start: End:
			Start: End:
			Start: End:
			Start: End:
			Start: End:

It is a member's responsibility to keep their contact information up-to-date with CPA Nova Scotia. By providing CPA Nova Scotia with your email address, you agree to receiving communications from CPA Nova Scotia by email.

Admission as a member under this MRA does not provide a member with the right to offer public accounting services to the public. Members are required to meet CPA Nova Scotia's public accounting licencing criteria.

**PART 2: Identification Requirements**

For proof of identity, submit **two different** government-issued identification with the application:

Birth certificate                      Passport                      Citizenship card                      Driver's license

- The names on your government-issued identification must match PART 1 of the application.
- Identity documents must be valid (not expired)
- One of the government-issued identification must include a photo.
- If there is information on both sides of the identity documents, photocopy both sides.
- If your documents are not in English, you will be required to have them officially translated.
- You may be asked to provide an affidavit if the names on your government-issued identification do not match your documents.

**PART 3: Terms and Conditions**

Please read each of the terms and conditions below and initial or sign each statement, if fully understood.

	Initial/signature
1. I confirm that I have completed all requirements for admission to membership under the CPA/CPA Ireland Mutual Recognition Agreement (formerly CGA/CPA Ireland MRA).	
2. If admitted as a CPA, CGA member, I agree to read and strictly comply with and be bound by the CPA Nova Scotia Chartered Professional Accountants Act, Bylaws, Code of Professional Conduct or Regulations and any changes that occur from time to time. I acknowledge that I have access to these regulations through the CPA Nova Scotia website. I understand that any breach of these rules and regulations could make me liable to disciplinary action under these regulations including my name being published in a public advisory or discipline summary.	
3. Moreover, implicit in the statement set out above, I agree to meet the requirements of the Continuing Professional Development program in accordance with CPA NS's policy.	
4. I also understand that if I intend to engage in the practice of Public Accounting, I must fulfill the Public Accounting entrance requirements within the jurisdiction I reside within.	
5. If admitted as a CPA, CGA member, I accept the membership upon the following conditions, to which I agree: Member certificates remain the property of CPA NS and must be returned on demand in the event of my ceasing to be a member or upon my membership being suspended/revoked for breach of the Chartered Professional Accountants Act, Bylaws, Code of Professional Conduct or Regulations.	
6. I understand that it is my responsibility to maintain my eligibility to work within Canada and I understand that it is illegal to work within Canada without a valid work permit.	
7. During the period of time it takes for the processing of this form, I understand that it is my responsibility to notify CPA NS of any changes to the Declarations I have made under Part 3 of this application.	
8. I understand that if it is subsequently determined that information provided in this application form was incorrect, incomplete or otherwise misleading, the matter will be subject to disciplinary action.	
9. I know of no fact or circumstance relating to my character or reputation that would render me ineligible to become a member of CPA Nova Scotia.	

\_\_\_\_\_  
Applicant's Handwritten Signature

\_\_\_\_\_  
Date (mm / dd / yyyy)

**PART 4: Ethical Declaration - all questions must be answered.**

In your employment, business or personal affairs, or any company in which you have a direct or indirect controlling interest in any country:

1. Have you ever been charged, in Canada or elsewhere, with a criminal or summary conviction offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever pleaded guilty to, or been convicted of, a criminal or summary conviction offence in Canada or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever received a pardon/record suspension in Canada or elsewhere (or something similar to a pardon/record suspension)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. With respect to a violation or alleged violation of a provision of securities or tax legislation in Canada or elsewhere (a "Matter"), are you currently the subject of an allegation or charge regarding a Matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. With respect to a violation or alleged violation of a provision of securities or tax legislation in Canada or elsewhere (a "Matter"), have you ever pleaded guilty or been found guilty of a Matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. With respect to a violation or alleged violation of a provision of securities or tax legislation in Canada or elsewhere (a "Matter"), have you ever entered into a settlement agreement with respect to a Matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you currently the subject of a complaint, investigation or disciplinary process of any professional body (accounting or otherwise) or other regulatory body in Canada or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you ever been found to have failed to comply with the requirements of a professional body (accounting or otherwise) or other regulatory body in Canada or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have you ever entered into a settlement or resolution agreement with a professional body (accounting body or otherwise) or other regulatory body in Canada or elsewhere in order to resolve a complaint, investigation or disciplinary matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Have you ever resigned registration or membership as a member, candidate or student in a professional body (accounting body or otherwise) or other regulatory body in Canada or elsewhere in order to resolve a complaint, investigation or disciplinary matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Have you ever made an assignment in bankruptcy, been declared bankrupt or taken the benefit of any statutory provision for insolvent debtors in Canada or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Has your registration as a member, candidate or student ever been terminated involuntarily by a professional accounting body (including a provincial or regional CPA body, or legacy body) for non-payment of dues, failure to complete Continuing Professional Development requirements, exhausting module/exam attempts, failure to complete the program within established time limits, or for any other reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Have you ever been found to have breached academic rules or policies (including rules or policies against plagiarism or cheating) or to have engaged in any other form of academic or non-academic misconduct at any post-secondary educational institution in Canada or elsewhere, or as a student or member of a professional body (including a provincial or regional CPA body, or a legacy body)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Have you ever been a defendant in any civil proceeding, in Canada or elsewhere, in which allegations of fraud, dishonesty, theft, or misrepresentation were made against you or against any company in which you have, or had, a controlling interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Have you ever resigned, been suspended, or been dismissed from any employment or work, including volunteer work, in Canada or elsewhere, following allegations of misconduct against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered "Yes" to any of these questions, please include full details with this application. Your application will be considered based on the facts within the supporting information that you provide.

Signature of Applicant

Date

**Applicant Agreement to Membership:**

I accept the membership under the following conditions, to which I agree:

Member certificates shall remain the property of CPA Nova Scotia and shall be returned on demand in the event of my ceasing to be a member or upon my being suspended/expelled for breach of the Chartered Professional Accountants Act, Bylaws, Code of Professional Conduct or Regulations. I undertake to observe the provisions of the Act, Bylaws, Code of Professional Conduct and Regulations of CPA Nova Scotia as from time to time may be in force.

I know of no fact or circumstance relating to my character or reputation that would render me ineligible to become a member of CPA Nova Scotia.

\_\_\_\_\_  
Applicant's Handwritten Signature

\_\_\_\_\_  
Date (mm / dd / yyyy)

**PART 5: Declaration**

I declare that the above information and all other information given in this application are true and correct. I acknowledge and agree that it is my responsibility to provide the CPA body with all required information and documentation acceptable to the CPA body and to pay to the CPA body the applicable fee for this application. I further acknowledge and agree that the CPA body may not consider this application to be complete in all respects and may not process, assess or accept this application if any of the required information or documentation acceptable to the CPA body has not been filed with the CPA body or if the applicable fee has not been paid to the CPA body. I hereby certify that the personal information I have provided to the CPA body is accurate and has been freely given. I authorize the CPA body to verify the information provided or to obtain from the organizations concerned any information relevant to this application.

I understand that any false or misleading statement contained in my application may be used by the CPA body in any proceeding respecting the validity of my application or my status as an international applicant with the CPA body. I undertake that, if I am admitted as a member, I will be governed by the CPA Act, Bylaws, Bylaw Regulations, and Rules/Code of Professional Conduct, as may be amended from time to time.

Upon admission to membership, I understand and authorize that information provided on this form will form part of my member record and will be used by the CPA provincial/regional body for administration purposes. I understand that all information will be treated confidentially.

\_\_\_\_\_  
Applicant's Handwritten Signature

\_\_\_\_\_  
Date (mm / dd / yyyy)

**For Office Use Only**

**CPA Nova Scotia Confirmation:**

The above applicant has met the requirements under the CGA/CPA Ireland Mutual Recognition Agreement (CPA, CGA) for admission as a member of Chartered Professional Accountants of Nova Scotia.

\_\_\_\_\_  
Signature – Associate Registrar

\_\_\_\_\_  
Date (mm / dd / yyyy)