



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA

Nomination for Recognition as a Fellow

Fellow Chartered Professional Accountant

CPA Nova Scotia awards the title of Fellow, designated by the initials FCPA, to formally recognize those members who have rendered exemplary achievement, leadership and service to the accounting profession and their communities. Fellows must present themselves to the public as CPAs and bring honour to the profession. They must have high ethical standards both within and without their professional work.

Within the submitted package, nominators must highlight the nominee's exceptional achievement in at least one, and satisfactory performance in the others, of the following:

- a) Professional success;
- b) Contributions to the profession;
- c) Contributions to the community.

Nomination Process and Instructions

We encourage nominators to keep their submissions **confidential** and refrain from notifying the nominee.

There is no formal template included for preparing the nomination package, however the contents should follow the requested information as found on pages 4-5. Submitted nomination files must be signed by **two (2)** individuals, **who are both members in good standing of CPA Nova Scotia**.

Nominators are responsible for ensuring that the information submitted is accurate and sufficient to allow the Member Recognition Committee to fairly evaluate the nomination. CPA Nova Scotia reserves the right to validate any information contained herein by contacting nominators or outside sources, while acting in accordance with our privacy policy.

Process

The Member Recognition Committee reviews all nominations and provides its recommendations to the CPA Nova Scotia Board of Directors. Once the Board approves the award recipients, CPA Nova Scotia will contact both the recipients and their nominators directly. This process is typically completed in June each year.

If a nomination is not successful, CPA Nova Scotia will inform the nominator directly.

Eligibility of Nominees

General Principle

To be eligible to be named a Fellow, a member must be in good standing with CPA Nova Scotia and be resident in Nova Scotia. There are no minimum age or years of qualification required.

Exceptions

The following persons are not eligible:

- A member about whom there is an outstanding complaint
- A member who is the subject of bankruptcy proceedings or who is an undischarged bankrupt
- A Member who is a defendant in an ongoing criminal matter
- Members of the Board of CPA Nova Scotia until a minimum of 12 months after they have completed their term
- Members of the CPA Nova Scotia Member Recognition Committee until a minimum of 24 months after they have completed their term.

Notwithstanding the foregoing, CPA Nova Scotia may accept a nomination after considering the relative weight of the offending criminal or professional misconduct, including the nature of the offence and efforts to rehabilitate since the conduct occurred.

Contents of a Completed Nomination File

Note: There is no formal nomination template. Nominators are asked to submit an electronic copy (PDF preferred) of the package, and signatures should be included within this package.

Nominee Information

Please provide all the following details:

- Name
- Email address
- Home address
- Phone
- Position & Employer
- Employment Sector (*education, government, industry, not-for-profit, public accounting, retired, other*)

Declaration of Nominators

The nomination must be supported by **two nominators who are both members in good standing of CPA Nova Scotia**. By signing the nomination, the nominators confirm the accuracy of the information provided and acknowledge that the Member Recognition Committee may validate key details either through an external source or by contacting the nominators directly.

For each nominator, please provide:

- Name
- Email address
- Phone number
- Signature
- Letter of support for the nomination (may be a joint letter signed by both nominators)

Detailed Information

The nomination package should clearly demonstrate how the nominee's contributions have made a significant impact and distinguish them as a recognized leader. Nominators should highlight the nominee's involvement in businesses, organizations, and committees, as well as publications, accomplishments, and relevant dates for each.

Nominees should have **demonstrated exceptional achievement in at least one area**, with satisfactory performance in the others as follows:

1. Professional Success

Provide a summary of the nominee's career, starting with their current position. For retired nominees, indicate the last position held. Please also include any paid teaching positions.

Details required:

- Employer name, position(s) held, and timeframe of service
- Achievements demonstrating remarkable contributions, leadership, and distinguished performance

2. Contributions to the Accounting Profession

List the nominee's main volunteer activities related to the accounting profession (e.g., boards, committees, mentorship, volunteer teaching).

Details required:

- Organization name, nominee's role, and timeframe of service
- Description of how the nominee made significant contributions to each activity

3. Contributions to the Community

List the nominee's main volunteer activities in civic, community, socioeconomic, professional, or charitable organizations.

Details required:

- Organization name, nominee's role, and timeframe of service
- Description of achievements and significant contributions for each activity

Supporting Documentation

To strengthen the nomination package, please include:

- At least 3-4 letters from individuals who can attest to the nominee's achievements and contributions
- Supporting materials such as media releases, articles, or other relevant documentation
- A list of awards, titles, or honorary distinctions received by the nominee, including dates received



Submission of the Completed File

Please submit the nomination package to Amy MacIsaac, Director of Member Services at amacisaac@cpans.ca using the subject: *Confidential Fellowship Nomination*.

Questions may be directed to the same email address.

All nomination files must be received by 4:00 p.m. on the published deadline found on the [Member Recognition Program](#) page (under the Members menu item) on our website.