



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA

Early Achievement Award

Early Achievement Award

The CPA Nova Scotia Early Achievement Award is given to a Member in good standing who demonstrates achievement and an ongoing commitment to excellence in their professional and/or community within the first ten years of membership.

Nomination Process and Instructions

We recommend that nominations be kept confidential.

Submitted nomination files must be signed by **two (2)** individuals who may be, but are not required to be, Members 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

Nominations are reviewed by the Member Recognition Committee, and they make a recommendation to the CPA Nova Scotia Board of Directors in June. Once the Board of Directors has approved the awards, the award recipients, and their nominators, will be contacted directly by CPA Nova Scotia.

Should there be any unsuccessful nominations, CPA Nova Scotia will inform those nominators directly.

Contents of a Completed Nomination File

Nominee Information

- Name
- Email address
- Phone number
- Home address
- Employer Name and Role

Declaration of Nominators

The two nominators must sign the nomination file which signifies the accuracy of the information contained in the file and acknowledgement that the Member Recognition Committee may have the main facts included validated by an outside source.

Please include the following information for each Nominator:

- Name
- Email address
- Phone number
- Signature

Detailed Information

Nominators should clearly describe the achievements of the Member in their professional life and volunteer capacities. Please include dates and information on contributions and leadership in each of the following categories:

1. Professional Achievements

Describe the nominee's post designation achievements that have positively impacted their organization, emphasizing their innovative character and their effect on colleagues and/or clients. Explain how the nominee's leadership helped achieve targeted objectives, and the nature and significance of responsibilities assumed by the nominee.

2. Volunteer Contributions

Describe the nominee's involvement with volunteer organizations which may also include volunteering with CPA Nova Scotia, CPA Canada or other accounting associations.

3. Visibility of the Profession

Explain how the nominee's professional achievements have had a significant impact on the visibility of the profession. This could include describing the nominee's activities mentoring, researching, teaching, writing, or speaking about professional matters. Provide details such as subject matter, nature of publication, audience, forums, time commitment, etc.

Letters of Support

- A letter from one or both nominators outlining their reasons for nominating the individual.
- At least two additional letters from other individuals who can attest to the nominee's achievements and contributions in support of the nomination.
- Include additional supporting information such as media releases, published articles, etc. relating to the nominee's achievements and contributions.

Submission of completed file

Please submit an electronic copy (PDF preferred) of the nomination file to Amy MacIsaac, Director of Member Services at amacisaac@cpans.ca using the subject: *Confidential Early Achievement Nomination*. Questions may be directed to the same email address.

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