

Public Accounting Licence – New Application Package Form 9-1A

INSTRUCTIONS:

Applicability:

This application package (Form 9-1A) is to be completed by Members of the Chartered Professional Accountants of Ontario (“CPA Ontario”) who are applying for a new public accounting licence pursuant to Bylaw 9.3 and Regulation 9-1, section 2.

Requirements for Completion:

All documentation and other information, as requested by this application, is required in full at the time of, or within 30 days of submitting an application, failing which, your application will be deemed incomplete. Incomplete applications will result in a delay in processing your request and may result in your request being denied or closed.

| Form Part | Specific Requirements: |
|------------|--|
| Section A: | All Members MUST complete this section in full. |
| Section B: | All Members MUST select either B1, B2 or B3. |
| Section C: | All Members MUST complete this section in full. |
| Section D: | Only Members who selected B1 or B2 MUST complete this section in full. |
| Section E: | All Members MUST complete this section in full. |
| Section F: | All Members MUST complete this section in full. |
| Sch. A: | Only Members who selected B1 or B2 MUST complete this schedule in full. |
| Sch. B: | Only Members who selected B3 MUST complete this schedule in full (Note: Must be completed by a CPA Provincial Body, Provincial Institute of Chartered Accountants or Other Authorized Licensing Body in Canada, as applicable). |

Definitions:

Definitions and terms specific to an application for new public accounting licence are attached and are also located in Regulation 9-1 and in the Bylaws.

Questions:

For questions relating to this form, please contact CPA Ontario’s Registrar’s Office at cpaoregistrar@cpaontario.ca or by telephone during business hours (Monday to Friday 8:30 a.m. – 5 p.m.) at 416 969.4323 or 1 800 387.0735, ext. 4323.

Method of Submission:

Completed applications may be submitted via fax or regular mail to the number and address noted above or via email to cpaoregistrar@cpaontario.ca. Information completed via affidavit and containing notary or commissioner stamp or seal or other stamp or seal **MUST** be submitted in original form by regular mail.

Definitions – as found in CPA Ontario’s Bylaws and Regulations

“chargeable hours” are hours normally chargeable to clients of a public accounting practice, provided that work of a routine clerical nature shall not be included in the computation of chargeable hours;

“Continuing Professional Development Requirement” means that the Member fulfilled a minimum of 20 hours annually, and 120 hours in the last three year period, of mandatory continuing professional development in activities directly related to the competencies needed to provide public accounting services. Fifty percent of the annual and triennial hours must be verifiable;

“CPAB” means the Canadian Public Accountability Board;

“Current Competency Requirement” means that the Member successfully completed, not more than 36 months prior to the date of application, a period of at least 12 months of public accounting services under the supervision of a licensee who will provide the CPA Ontario with a certificate of such completion, and successfully completed the Public Accounting Licensing Examination;

“designated services” are services that require competencies that are complementary to those required to provide public accounting services, namely:

- taxation services related to assessing the appropriateness of taxation provisions and related financial reporting;
- performance measurement relating to the evaluation, development and interpretation of an entity’s financial and nonfinancial information that measures and enhances an entity’s organizational performance;
- forensic accounting;
- research on the interpretation or application of the accounting and assurance standards set out in the *CPAC Handbook – Accounting* and *CPAC Handbook – Assurance* or on professional standards;
- financial reporting involving the review of accounting principles and financial statement disclosure and the appropriateness of internal controls for the purpose of presenting fairly the financial statements of an entity;
- corporate finance services related to assisting a client in obtaining financing by explaining the financial statements to a financial institution, and assisting a client in analyzing the accounting effects of certain transactions;
- research conducted for, or advice given to, assurance clients on matters related to assurance engagements;
- training of other accountants or staff of the practice or firm in respect of the performance of assurance services where such training is an ongoing responsibility of the Member.

“disciplinary proceeding” includes any complaint, investigation, proceeding, finding, order or settlement in any jurisdiction relating to the competence, conduct or character of the Member or firm, and includes criminal proceedings.

“eligible hours” are:

- chargeable hours and, for the purposes of section 3 of Regulation 9-1 only, documented hours, acquired as a result of participating in a recognized capacity in providing public accounting services; and
- other hours acquired in designated services;

“immediate past five years” means the five years preceding the date the application for issuance or renewal of a public accounting licence was received by CPA Ontario and may be calculated on a calendar year basis;

“participated in a recognized capacity in providing public accounting services” means one or more of the following:

- each member of a firm or practising office who directly participates in a public accounting engagement, including any related subsidiary engagement, as a member of the engagement team;
- each member of a firm or practising office who can directly influence the outcome of a public accounting engagement, such as members who provide:
- consultation regarding professional standards;
- consultation or opinions regarding taxation provisions or other technical or industry-specific issues, transactions or events;
- quality control reviews;
- a practice inspector appointed by CPA Ontario or by CPAB to conduct practice inspections of licensees, firms and practising offices; and
- for the purposes of licence renewal only, each member of a firm or practising office who has responsibility for the entire public accounting engagement, who has direct supervision, management or oversight of the leadership of the engagement teams(s) or completes a second partner review;

“Practice Inspection Requirement” is fulfilled if the Member, within the immediate past five years:

- participated in a recognized capacity in public accounting services in a practising office that has been the subject of a practice inspection resulting in a determination that the practice’s quality control system, current engagement files, and related financial statements adhere to professional standards contained within the *CPAC Handbook* and other professional standards established by CPA Ontario;
- participated in a recognized capacity in public accounting services in a practising office located outside of Canada that has been the subject of a practice inspection satisfactory to CPA Ontario by the applicable regulatory authority resulting in a determination that the practice’s quality control system, current engagement files, and related financial statements adhere to internationally recognized standards which CPA Ontario recognizes as substantially equivalent to the professional standards contained in the *CPAC Handbook* and other standards established by CPA Ontario;
- is an employee, partner or sole proprietor of a newly established or soon-to-be established practising office or of an established practising office that has not been the subject of a practice inspection; in which case the Member shall be eligible to be granted a licence if he or she has satisfied the Public Accounting Licensing Board that he or she has successfully completed all of the other requirements and shall hold such licence, if granted, on the condition that the firm or practising office is the subject of a practice inspection not later than 12 months following the date of issuance of the licence and the inspection results in a determination that the practice’s quality control system, current engagement files, and related financial statements adhere to professional standards contained within the *CPAC Handbook* and other professional standards established by CPA Ontario; or
- is a practice inspector appointed by CPA Ontario or by CPAB to conduct practice inspections of licensees, firms and practising offices;

“practising office” includes the national or head office in Canada of a public accounting firm that has been accepted by the CPAB as a participating audit firm in its oversight program, whether or not the office has been the subject of a practice inspection;

“Professional Experience Requirement” means that a Member participated in a recognized capacity in public accounting services and, within the immediate past five years, obtained a minimum of 2,500 hours consisting of:

- a minimum of 1,250 eligible hours in public accounting services, excluding any hours for which a public accounting licence was required but not held; and
- up to 1,250 eligible hours in designated services;

“Public Accounting Licensing Examination” means the examination established by CPA Ontario on the accounting and assurance standards set out in the *CPAC Handbook – Accounting* and *CPAC Handbook – Assurance*, the Rules of Professional Conduct, taxation and business law;

“public accounting services” are the services described in ss. 2 and 3 of the *Public Accounting Act, 2004*;

“providing accounting services to the public” includes:

- the performance of any engagement addressed by standards in the *CPAC Handbook – Assurance* for which a licence is not required under the *Public Accounting Act, 2004* to perform the engagement;
- accounting insofar as it involves analysis, advice and interpretation in an expert capacity, but excluding record keeping;
- taxation, insofar as it involves advice and counselling in an expert capacity, but excluding mechanical processing of returns;
- compilation services, if it can reasonably be expected that all or any portion of the compilation or associated materials prepared by the Member providing the service will be relied upon or used by a third party, whether or not a licence is required under the *Public Accounting Act, 2004*; and
- such other services and activities as may be included by the Council by resolution from time to time;
- and all references in the Rules of Professional Conduct to “public accounting” shall be read as though they were also references to “providing accounting services to the public”;

“Qualifying Experience Requirement” means the successful completion of a minimum of two years of prescribed public accounting experience in a training office, which experience shall be completed under the direct supervision of a Member who is licensed to practise public accounting and shall include at least:

- 1,250 chargeable hours in assurance services, of which at least 625 chargeable hours shall be in audit engagements and 100 chargeable hours of review procedures in review and other assurance engagements; and
- 100 chargeable hours in taxation services;

“sole shareholder professional corporation” means a professional corporation, as defined in section 3.1 of the Ontario Business Corporations Act, which has only one Member shareholder.

Please refer to the instructions on page 1 of this package before proceeding to complete this and any related form.

CPA Ontario ID:

A. Personal Information

Full Name (as registered):

Preferred Mailing Address:

Tel:

Fax:

Email:

B. Basis of Application

Please select **ONE** of the following for consideration by the Public Accounting Licensing Board ("PALB"):

- B1** I **have never held** an active public accounting licence with CPA Ontario, a CPA Provincial Body, another provincial Institute of Chartered Accountants or other authorized licensing body in Canada'
- B2** I have **previously** held a public accounting licence with this body; or
- B3** I hold an **active** public accounting licence with another provincial Institute of Chartered Accountants, a CPA Provincial Body or other authorized licensing body in Canada and would like to apply on the basis of my existing entitlement to practice public accounting in the province or territory of that institute or body. I confirm that I have practised public accounting in the past five (5) years or have completed the Current Competency Requirement.
(**Note** - Section D of this form is not applicable)

C. Public Accounting Practice

Pursuant to Regulation 4-6, no Member shall engage in the practise of public accounting or provide accounting services to the public without the practice being registered as a firm of CPA Ontario. The firm(s) and/or professional corporation named in this section **MUST** be registered with CPA Ontario before a request for a public accounting licence can be considered by the Public Accounting Licensing Board. If required, the applicable registration forms are located on CPA Ontario's website as follows: www.cpaontario.ca/Firms/ATOs.

My role in public accounting is/will be:

- An **employee** in the firm indicated below
- A **partner** in the firm indicated below
- A **sole practitioner** in the firm indicated below
- A **shareholder** in the professional corporation (PC) indicated below

Firm/Professional Corporation name, if applicable:

Firm/Professional Corporation address, if applicable:

Effective (mm/dd/yyyy): / /

If additional space or disclosure is required, please attach a supplementary schedule or memorandum, as applicable.

CPA Ontario ID:

D. New Public Accounting Licence Qualification Requirements

D1. Disciplinary, Criminal and Financial Matters

I have been convicted of a criminal or similar offence.

No Yes, attach details of each instance

I have been adjudged bankrupt or made an arrangement with creditors pursuant to the *Bankruptcy and Insolvency Act*.

No Yes, attach details of each instance

I am subject to disciplinary proceedings by any professional accounting or regulatory body.

No Yes, attach details of each instance

I have been the subject of a disciplinary finding by any professional accounting or regulatory body.

No Yes, attach details of each instance

I am currently subject to a professional conduct investigation by any professional accounting or regulatory body.

No Yes, attach details of each instance

For reference as to my character, I submit the names of the following two individuals who are members of Canadian accounting bodies, are not related to me and have known me for at least one year. I have contacted these individuals and they are aware that they may be contacted for additional followup.

Reference 1

CPA Ontario ID:

Full Name:

Address:

Tel: Email:

Accounting Body where Membership Held:

Reference 2

CPA Ontario ID:

Full Name:

Address:

Tel: Email:

Accounting Body where Membership Held:

CPA Ontario ID:

D2. Continuing Professional Development (CPD) Requirements

During the 3 year period immediately preceding the date of this application, I have (check all that apply):

Completed a minimum of twenty (20) hours of CPD annually, ten (10) of which are verifiable, in activities directly related to the competencies needed to provide public accounting services and I have **completed** a minimum of one-hundred-twenty (120) hours of CPD cumulatively, sixty (60) of which are verifiable, in activities directly related to the competencies needed to provide public accounting services.

Not completed a minimum of twenty (20) hours of CPD annually, ten (10) of which are verifiable, in activities directly related to the competencies needed to provide public accounting services or **not completed** a minimum of one-hundred-twenty (120) hours of CPD cumulatively, sixty (60) of which are verifiable, in activities directly related to the competencies needed to provide public accounting services. I have completed the following CPD:

| Year | Verifiable | Unverifiable |
|------|------------|--------------|
| | | |
| | | |
| | | |

Not completed CPD in activities directly related to the competencies needed to provide public accounting services.

D3. Practice Inspection Requirements

I have completed the Practice Inspection Requirement, during the immediate past 5 years, via (select **ONE**):

Participating in a recognized capacity providing public accounting services in one or more practising office(s) located in Canada (provide details below):

Participating in a recognized capacity providing public accounting services in one or more practising office(s) located outside of Canada (provide details below):

| Name of Practising Office | Address of Practising Office | Date of Practice Inspection (mm/dd/yyyy) |
|---------------------------|------------------------------|---|
| | | / / |
| | | / / |

Being a practice inspector appointed by CPA Ontario or CPAB or pursuant to the Chartered Accountant Act, 2010 or its predecessor.

Being an employee, partner or sole proprietor of a newly established or soon to be established practising office or of an established practising office that has not been the subject of a practice inspection.

Firm/Professional Corporation Name:

I have **NOT** Completed the Practice Inspection Requirement.

CPA Ontario ID:

D4. Professional Experience or Current Competency Requirement

I have completed Schedule A – New PAL Experience Certification Report and declare that I have (**select ONE**):

Completed the Professional Experience Requirement. Over the immediate past five (5) years, I have completed a minimum of 2,500 eligible hours consisting of a minimum of 1,250 eligible hours in public accounting services and a maximum of 1,250 eligible hours in designated services.

Completed the Current Competency Requirement. During the immediately preceding thirty-six (36) month period, I have completed a minimum of twelve (12) months of public accounting services under the supervision of a licensee who will certify such completion and I successfully completed the Public Accounting Licensing Examination on

(mm/dd/yyyy): / /

Not completed the Professional Experience Requirement. Over the immediate past five (5) years, my deficiency is in (select all that apply):

 Completing a total of 2,500 eligible hours (combination of public accounting services and designated services)

 Completing a minimum of 1,250 eligible hours in public accounting services

Special Consideration: Applies **ONLY** to Members who have indicated that they have **NOT** completed the Professional Experience Requirement. Please include a **separate memorandum** detailing your specific circumstances and why these circumstances prevented you from fulfilling the Professional Experience Requirements and complete the section below:

I would like to be considered by the PALB under Regulation 9-1, section 6 (discretion) because I have exceptional circumstances that have prevented me from fulfilling the Professional Experience Requirement. My exceptional circumstances will not continue beyond a period of two (2) years from the date of this application.

I confirm that I have the required capabilities, competencies and current skills to provide public accounting services.

Please outline the nature of exceptional circumstances in a separate memorandum.

Date exceptional circumstances began (mm/dd/yyyy): / /

Date exceptional circumstances ceased or are expected to cease (mm/dd/yyyy): / /

Form 9-1A Schedule A - New PAL Experience Certification Report

CPA Ontario ID:

A **separate** Schedule A must be completed for each employer (firm) where experience was obtained and must be certified by an existing licensee at the firm or by providing alternate certification that is acceptable to CPA Ontario.

Firm/Professional Corporation Name:

Firm/Professional Corporation Address:

Full-time connection

Part-time connection

| | Year 1 Total | Year 2 Total | Year 3 Total | Year 4 Total | Year 5 Total | Total |
|--|--------------|--------------|--------------|--------------|--------------|-------|
| Period start date (mm/dd/yyyy) | / / | / / | / / | / / | / / | |
| Period end date (mm/dd/yyyy) | / / | / / | / / | / / | / / | |
| A In the immediate past five-year period, the following public accounting services were provided while participating in a recognized capacity at the firm noted above: | | | | | | |
| Chargeable hours in assurance (including auditing and review engagements) if it can be reasonably expected that the services will be relied upon or used by a third party. | | | | | | |
| Chargeable hours in compilations accompanied by the prescribed Notice to Reader if it can be reasonably expected that all or any portion of the compilations or associated materials will be relied upon or used by a third party. | | | | | | |
| Chargeable hours in compilations not accompanied by the prescribed Notice to Reader if it can be reasonably expected that all or any portion of the compilations or associated materials will be relied upon or used by a third party. | | | | | | |
| Total chargeable hours - Section A (Must be a minimum of 1,250 hours) | | | | | | |
| B In the immediate past five-year period, the following designated services were provided while at the firm noted above: | | | | | | |
| Hours in taxation services related to assessing the appropriateness of taxation provisions and related financial reporting. | | | | | | |
| Hours in performance measurement relating to the evaluation, development and interpretation of an entity's financial and non-financial information that measures and enhances an entity's organizational performance. | | | | | | |
| Hours in forensic accounting. | | | | | | |

CPA Ontario ID:

| | Year 1 Total | Year 2 Total | Year 3 Total | Year 4 Total | Year 5 Total | Total |
|--|--------------|--------------|--------------|--------------|--------------|-------|
| Hours in research on the interpretation or application of the accounting and assurance standards set out in the <i>CPAC Handbook - Accounting</i> and <i>CPAC Handbook - Assurance</i> or on professional standards. | | | | | | |
| Hours in financial reporting involving the review of accounting principles and financial statement disclosure and the appropriateness of internal controls for the purpose of presenting fairly the financial statements of an entity. | | | | | | |
| Hours in corporate finance services related to assisting a client in obtaining financing by explaining the financial statements to a financial institution, and assisting a client in analyzing the accounting effects of certain transactions. | | | | | | |
| Hours in training of other accountants or staff of the practice or firm in respect of the performance of assurance services where such training is an ongoing responsibility of the member. | | | | | | |
| Total eligible hours - Section B | | | | | | |
| Total eligible hours - Section A + B (Must be a minimum of 2,500 hours) | | | | | | |

I have reviewed the information noted above and certify that it is correct and complete.

Print Name _____ X _____ / /
Signature Date (mm/dd/yyyy)

Member # of Licensee:

OR

SWORN AFFIDAVIT

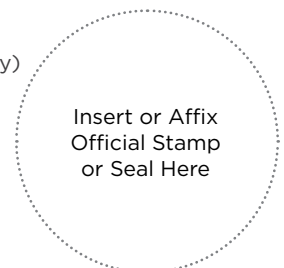
If there is no person who would be available to provide the above certification, the Member may in lieu of such certification provide an affidavit sworn before a notary public or commissioner for oaths attesting to the truthfulness and accuracy of the information provided on this experience certification report. Please explain why there is no person available:

I, _____ attest that the information noted on FORM 9-1A Schedule. A - New PAL Experience Certification Report is correct to the best of my knowledge.

X _____ / /
Member's Signature Signed or attested to before me on (mm/dd/yyyy)

Full Name of Notary or Commissioner

X _____ / /
Notary or Commissioner Signature My appointment expires on (mm/dd/yyyy):



Form 9-1A Schedule B – Confirmation of Licensure Held With a CPA Provincial Body, Provincial Institute of Chartered Accountants or Other Authorized Licensing Body in Canada

CPA Ontario ID: _____

This schedule must be completed in relation to Members of CPA Ontario who hold an active public accounting licence with a CPA provincial body, provincial Institute of Chartered Accountants or other authorized licensing body in Canada and have filed an application to be licensed in Ontario on the basis of their entitlement to practise public accounting in another province or territory.

REGARDING (print Member's full name):

We (print name of accounting or other authorized body),
confirm that the individual named above:

is a current member, in good standing with us;

holds, or is part of a firm that holds, a licence, certificate or other form of authorization to practise public accounting in the province/territory of our body AND that licence, certificate or other form of authorization is free of limitations, restrictions or conditions, AND is not under suspension or the subject of revocation; and

is not the subject of a complaint, investigation, disciplinary proceeding, disciplinary finding, order or settlement in respect of a disciplinary matter.

We know of no reason why public accounting licensure with Chartered Professional Accountants of Ontario (the Institute of Chartered Accountants of Ontario) should not be granted.

If any of the above confirmations cannot be provided, please explain in sufficient detail and add supplementary schedules as necessary:

In addition, we certify the following licensure details for the individual named above:

Date licence awarded (mm/dd/yyyy): / / Licence valid until (mm/dd/yyyy): / /

X _____ / /
Name of Authorized Party Signature Date (mm/dd/yyyy)
(on behalf of Accounting or Authorized Body)

Method of Submission:

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Questions:

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