

## MEMBERSHIP APPLICATION FORM

(by examination – for CFE passers only)

After completing all membership admission requirements, complete and return this form to CPAYT by email ([cpabapplications@bccpa.ca](mailto:cpabapplications@bccpa.ca)). Applications are processed in monthly batches. Your application should be submitted by the last business day of the month for review in the following month. The application fee and member dues for the year are payable once you receive notice that your application is conditionally approved - you will receive an email from our accounting department with instructions on how to access the Member's Only section of our website ([www.bccpa.ca](http://www.bccpa.ca)) to remit payment.

I, \_\_\_\_\_  
 First name Middle name Last name / Surname CPA CANADA ID#  
 (Legal Name - print name in upper and lower case as it will appear on membership certificate)

hereby make application for admission as a member of the Chartered Professional Accountants of Yukon Territory.

Home Address \_\_\_\_\_  
 Street

\_\_\_\_\_ City \_\_\_\_\_ Prov/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone or Cell \_\_\_\_\_ Email \_\_\_\_\_

Present Employer  
 Name & Address \_\_\_\_\_

\_\_\_\_\_ Job Title \_\_\_\_\_  
 Street City Province Country Postal Code

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

CPAYT mailings should be sent to  Home  Employment  
 Preferred Email:  Home  Employment

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

This application is limited to membership in the CPAYT. An application for a practice license must be made separately to the CPAYT Public Practice department ([publicpractice@bccpa.ca](mailto:publicpractice@bccpa.ca)).

In support of this application, I certify that I have completed the prescribed requirements below, in accordance with the Bylaw Regulations. I confirm that I have:

- passed the Common Final Examination (CFE) in 20\_\_\_\_\_
- received final confirmation that my experience has been approved and has met the PER standards.

If you are a candidate following the Pre-Approved Program Route or the Experience Verification Route (in public practice) you must submit the CPA Public Accounting Chargeable Hours Submission Form with this Membership Application form and tick the following boxes.

- my Chargeable Hours form is attached to my most recent experience report in PERT or it was emailed to the CPABC PER inbox
- my Chargeable Hours form is signed by me and my Program Leader.
- my chargeable hours reported do meet the minimum chargeable hours required for the pre-approved path. See the link here to the [CPABC Pre-approved Program Details](#) for the threshold.
- completed the required 21 hours of CPABC professional development courses (Gateway to Membership, Effective Management Skills and a soft skills course) after my CFE.

**PLEASE NOTE** that you may not use the CPA designation until all aspects of the application process are complete, **including payment of the application fee and dues**. If payment of the application fee and member dues is not submitted within 30 days of conditional approval, the conditional approval expires and you may be required to resubmit the application for review under the admission requirements in force at the time of resubmission.

**I undertake that, if I am admitted as a member of the Chartered Professional Accountants of Yukon Territory, I will comply with the *Chartered Professional Accountants Act*, *Bylaws*, *Bylaw Regulations*, and *Rules of Professional Conduct* of the organization, as may be amended from time to time.**

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

I understand that CPA Yukon may announce my admission to membership in member communications. If you wish to opt out of this announcement please send an email to the Admissions Administrator at [cpabcapplications@bccpa.ca](mailto:cpabcapplications@bccpa.ca)

*The information in the online membership application is collected by CPABC under the authority of the CPA Act [SY 2016], the Chartered Professional Accountants Act [SBC 2015] and the Freedom of Information and Protection of Privacy Act [RSBC 1996] for the purpose of processing your application for membership. Upon admission to membership, this information will form part of your member record, which will be used by CPABC to administer and regulate your membership with CPA Yukon; provide services under section 3 of the CPA Act; and develop new, or evaluate and make improvements to existing programs, services and products. By providing your information, you consent to CPA Yukon and CPABC using the information collected on this form for the purposes described above. Should you have any questions about the collection of this information, please contact: Associate Registrar, 800 – 555 West Hastings Street, Vancouver, BC, 604-872-7222.*

**DECLARATION – to be completed by the applicant**

Full legal name of applicant \_\_\_\_\_

|   |  |
|---|--|
| 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 |

I declare that I have answered the questions in this Character Declaration accurately and completely. I acknowledge that I may be required to provide additional information to Chartered Professional Accountants of the Yukon (CPAY) and my sponsors, upon request, to enable them to assess my suitability for admission to membership. I authorize CPAY to verify the accuracy of my application, including but not limited to contacting and collecting further information from my sponsor. I understand that CPAY may deny admission, or cancel my membership, in CPAY if I have made a false or misleading application. I undertake that if I am admitted as a member of CPAY, I will comply with the CPA Act [SY 2016], CPA Act [SBC 2015], CPAY Bylaws, CPAY Bylaw Regulations, and CPAY Code of Professional Conduct as may be amended from time to time.

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

Original Signature \_\_\_\_\_

| <b>Section to be filled out by 2 CPA members in good standing with CPAY</b>   |  |           |                              |
|---|--|-----------|------------------------------|
| I certify that I have reviewed the applicant's responses in this Character Declaration and confirm, to the best of my knowledge, the accuracy of the responses of the applicant. In my opinion, the applicant is of good character, and is suitable for admission as a member of Chartered Professional Accountants of the Yukon. CPAY may contact me for more information if needed. |  |           |                              |
| Full Name of CPA Sponsor (not related to the applicant)   | Years Known Applicant (must be more than 1 year) | Signature | Date Signed (mm / dd / yyyy) |
| 1.  |  |           |                              |
| 2.  |  |           |                              |