

CPA, CGA Membership Application Form

After completing all membership admission requirements complete and return this form to CPABC via post or fax or email (cpabcapplications@bccpa.ca). Applications are reviewed monthly. Your application should be submitted by the last business day of the month for review in the following month. You are not required to submit the application fee and member dues with this application. 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) to remit payment.

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.

This application is limited to membership in the CPABC. An application for a practice license must be made separately to the CPABC Public Practice department.

Please complete this form if you have completed all your graduation requirements. In order to process your application in a timely fashion, please attach any required documentation. Kindly complete online, print and submit.

The information provided in this form will be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

PART I: PERSONAL INFORMATION

I, _____ CPABC ID Number _____
 First Name Middle Name(s) Last Name / Surname
(Print full legal name in upper and lower case)

hereby make application for membership in the Chartered Professional Accountants of British Columbia (CPABC). I have, honestly and truthfully, completed all requirements for admission to membership.

If your name has changed since the time of your initial enrolment in the program, please enclose proof of your legal name change.

If your citizenship changed since the time of your initial enrolment in the program you must enclose proof of your current / new citizenship.

**** Note** that CPABC will include your name and city of employment in the Member Directory available online to the public. If you have a valid reason why your information should not be included please contact the Membership Department (members@bccpa.ca).

Gender: Male Female Date of Birth: _____
 (mm / dd / yyyy)

Home Address

Street City Province Country Postal Code

Home Phone Home Email Address

Employer's name & address _____

Street City Province Country Postal Code

Work Phone Ext. Fax Work Email Address

CPABC mailings should be sent to -Home -Employment Preferred Email: -Home -Employment

CPABC ID Number Full Name of Applicant

PART II: TERMS AND CONDITIONS

DECLARATION – to be completed by the 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 the Chartered Professional Accountants of BC (CPABC) upon request, to enable them to assess my suitability for admission to membership. I authorize CPABC to verify the accuracy of my application, including but not limited to contacting and collecting further information from my CPA Sponsors.

If you have answered "Yes" to any of these questions, please include full details with this application.

Please read each of the terms and conditions below and initial if fully understood:

	Initial
I undertake that, if I am admitted as a member of the Chartered Professional Accountants of British Columbia, I will comply with the Chartered Professional Accountants Act, CPABC Bylaws, CBABC Bylaw Regulations and the CPABC Code of Conduct.	
Moreover, implicit in the statement set out above, I agree to meet the requirements of the Continuing Professional Development (CPD) program in accordance with CPABC's bylaws. This includes ensuring I complete a mandatory <u>7 hour rules and standards course</u> within the first full calendar year following the year of admission to membership.	

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

Signature of Applicant

Date (mm / dd / yyyy)

The information in this application is collected by CPABC under the authority of the CPA 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 CPABC; provide services under section 3 of the CPA Act; and develop new, or evaluate and make improvements to existing programs, services and products. 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.

PART III: MEMBERSHIP SPONSORSHIP

It is the responsibility of the applicant to obtain sponsorship of **two** CPA members who have known the applicant for at least one year and can vouch for the applicant's suitability for membership. Sponsors are required to be current CPA members of one of the Canadian provincial bodies.

Full Legal Name of Applicant: _____

The section below is to be completed by the applicant's **Sponsors**. *The two sponsors cannot be a family member. "family member" means an individual's spouse, common law spouse, natural or adopted parent, sibling, natural or adopted children, natural grandchildren, or a child legally adopted by the natural or adopted child of the individual such that the child is considered a grandchild of the individual.*

I certify that the above applicant for admission has been personally known by me and that the applicant, to my knowledge, is of good character and in my opinion is a suitable person to be admitted as a member of the Chartered Professional Accountants of British Columbia.

_____, CPA, _____
Name of Sponsor – (Please Print)

_____, CPA, _____
Name of Sponsor – (Please Print)

Sponsor Member ID Province of Membership

Sponsor Member ID Province of Membership

Signature Date (mm / dd / yyyy)

Signature Date (mm / dd / yyyy)

CONFIRMATION (For Office Use Only)

The above applicant has satisfied all the requirements prescribed under Bylaw 501(1) and is accepted as a member of CPABC.

CGA Certification Department

Date (mm / dd / yyyy)

Membership Department

Date (mm / dd / yyyy)