

2018-19 Key Renewal Dates for CPABC Public Practitioners

The summary below lists all of the due dates and the period covered by the renewals and payments for the CPABC fiscal period, **April 1, 2018 to March 31, 2019**. Information on the renewal process is also provided.

All renewals and payments can be made online through CPABC's Online Services, <https://services.bccpa.ca>. Email instructions will be sent at the time of renewal.

Renewal and Fee Summary for Public Practitioners

Membership Dues		
Due Date for 2018/19	Period Covered	Process and information needed for renewal completion
April 1, 2018	April 1, 2018 – March 31, 2019	CPABC collects CPA Canada dues and provincial dues. Any member who holds membership in more than one province should pay CPA Canada dues only once through their province of residence. Please apply online at CPABC's Online Services if you require an adjustment to your membership fee category.
Professional Accounting Corporation Permit Renewal and Fee (only applicable to members doing business through a corporate structure)		
Due Date for 2018/19	Period Covered	Process and information needed for renewal completion
April 1, 2018	April 1, 2018 – March 31, 2019	The member set up as Corporation Administrator will be required to confirm by declaration that the corporation meets requirements under the CPA Act and Bylaws. Legacy CGA firms will have an option to confirm compliance through grandfathered legacy undertakings. <u>Payment of permit renewal fee</u> 2018/19 fee to be confirmed, subject to CPABC Board approval (\$100 plus GST for 2017/18)
Public Practice Individual Licence renewal and fee		
Due Date for 2018/19	Period Covered	Process and information needed for renewal completion
September 1, 2018	Sep 1, 2018 – Aug 31, 2019	Each individual licensee will renew their licence and will make declarations to confirm the following: <u>Licence Category</u> The category of licence will be shown and the member will be asked to confirm that it is appropriate and that they understand any practice limitations under that category. <u>Professional Liability Insurance (PLI)</u> The member declares that appropriate PLI is in place.

		<p><u>Assisting Accountant</u> The member declares one of the following:</p> <ol style="list-style-type: none"> That they are not a sole practitioner and an assisting accountant appointment is not required; or Name and contact information of nominated assisting accountant will be required; or The sole practitioner will authorize CPABC to appoint an assisting accountant if needed. <p><u>Personal Practice Profile</u> The member checks off any practice areas in which they have personally signed off engagements, or intend to sign off engagements, in their firm's current practice inspection cycle.</p> <p><u>Payment of individual public practice licence fee</u> The amount of the fee billed is based on the member's category of licence.</p>
<p>Firm Registration Renewal and Fee (Member levy for each CPA)</p>		
Due Date for 2018/19	Period Covered	Process and information needed for renewal completion
September 1, 2018	Sep 1, 2018 – Aug 31, 2019	<p>The member set up as Firm Administrator will be required to confirm by declaration the following:</p> <p><u>Firm Practice Profile</u> Estimated percentage of gross billings in each of the firm's practice areas.</p> <p><u>Professional Liability Insurance</u> Completion of information:</p> <ul style="list-style-type: none"> • Insurer Name • Insurance effective date • Insurance expiry date • \$ amount of insurance claim coverage • Insurance policy/certificate number <p><u>Confirmation of CPA members in firm</u> Before completing the renewal and paying the firm fee, the Firm Administrator will have the ability to review the roster of partners and CPA staff to ensure that all are correctly listed. This can be done in advance of the firm renewal process.</p> <p><u>Payment of Firm registration fee</u> \$140 + GST member levy for each partner and CPA staff member.</p> <p>The member levy is only applied to CPA members who work for the firm as of Sept 1.</p>

Notes: Professional liability insurance is not administered by CPABC. It must be purchased by all firms in order to comply with the requirements under bylaw regulation 1301(1). For legacy CGA firms, the renewal date is July 31, 2018.