

Membership Application Guide – Readmission to Membership in the Chartered Professional Accountants of BC (CPABC)

The [CPA Act](#) reserves the use of the titles “Chartered Professional Accountant” and “Professional Accountant” to CPABC members in good standing and registered firms. This guide will help you through the online readmission application process. Please read it carefully to ensure that you provide complete and accurate information necessary to process your application without delay.

When Can You Apply for Readmission to Membership?

Former members of CPABC, who do not hold an active membership in another provincial, territorial or Bermudian CPA body may apply for readmission to membership in CPABC.

How to Access the Online Application Form

Applicants will require access to CPABC’s [Online Services](#) to submit an application. Please email members@bccpa.ca with the following information:

- Legal first, (middle), and last name. Please put your middle name in brackets
- CPA ID number (starts with the letter "C")
- Preferred email address for communicating with CPABC

The Application Process – What You Can Expect

1. All signatures provided on the application form must be an original (wet) signature.
2. Processing of your application commences after a fully completed application is submitted. You will then receive an email confirmation that your application has been received by CPABC.
3. Any attachments you upload to an un-submitted application will be saved for up to 14 days.
4. Applications with outstanding requirements or requirements in progress will not be processed.
5. Once your readmission to membership in CPABC has been reviewed and all requirements have been met, you will receive an email to pay the amounts owing for readmission.
6. Upon receiving payments of amounts owing, your application for readmission to membership is ready for CPABC’s Membership Committee (Committee) approval. The Committee meets approximately 6 times a year.

What You Will Need

- Your CPABC Online Services login credentials (CPA ID #) and password. If you do not remember your credentials or password, use the links provided on the login screen or email support@bccpa.ca.
- Access to a printer and a scanner.
- A .pdf, .jpg, .jpeg, .png or .gif of your legal name verification document (maximum file size 5MB), which contains your full legal name, date of birth and signature. Multiple legal name verification documents can be submitted in a combined document upload (if required).

How to Apply

Log into CPABC's Online Services at <https://services.bccpa.ca>. Click on the "Membership Application" tab. Then click on "Apply for Readmission".

The Membership Application for readmission in CPABC includes the following sections:

1. Qualification

Confirm your current and former CPA body(ies) and date of Membership.

2. Personal Information and Identity Verification

To get started, click the **pencil icon** to enter or update your personal information.

3. Proof of Legal Name

All applicants must provide a document that confirms their legal name. You can upload **one of the following**:

- Canadian Driver's Licence
- Passport
- Permanent Resident Card (front and back)
- Canadian Citizenship Certificate or Card (front and back)
- Birth Certificate
- Record of Landing (landing paper)
- NEXUS Identification Card

Uploading Your Document

Click the **browse icon** to select and upload your document.

- If you are submitting more than one document, you must combine them into a **single file** before uploading.
- Accepted file formats: **PDF, JPG, JPEG, PNG, GIF**
- Maximum file size: **5 MB**

If the name in your application does not match your document:

1. Upload your supporting document(s)
2. Contact CPABC at members@bccpa.ca
3. Wait for confirmation before continuing your application

Please **do not proceed** with your readmission to membership application until your identity has been verified and your record has been updated.

Need to Update Your Name?

If you need to change the name listed in CPABC's database, please contact memberrecords@bccpa.ca to request an update.

4. Home Information

CPABC Bylaw 508 requires members to provide current contact information. An applicant's home address will reflect their home address currently on record with CPABC. To update your home address, click the **pencil icon**.

5. Employment Information

CPABC Bylaw 508 requires members to provide current contact information. An applicant's employer details will reflect the information currently on record with CPABC. To update your employer information, click the **pencil icon**.

If your employer is not listed, select the checkbox indicating **"My employer/business is not listed"**. You will be prompted to submit an **Add Employer request**, including your employer's name, address, email address, and phone number.

CPABC will review the submission and update your employment information accordingly.

6. Character Assessment

To be readmitted to membership, applicants must satisfy CPABC's Membership Committee (Committee) that they are of good character.

Please answer all questions in this section **accurately and completely**. You may be asked to provide additional information to support your application. If required, a member of the Membership team will contact you with next steps.

7. Character Declaration

After completing this section:

1. Download and print your **Character Declaration**
2. Sign the document using an **original (wet) or digital signature**
3. Have **two sponsors** who are CPA members in good standing with CPABC:
 - Provide their contact information
 - Sign the declaration with an **original (wet) or digital signature**

Please ensure the form is fully completed and signed before submission.

Upload Character Declaration

Select from the browse icon to upload a copy of the signed Character Declaration.

8. Application Review and Submission

Before submitting your application, please review the information and answers that you have provided.

CPABC Bylaw Regulation 500/1(1)(a) requires that only the Membership Committee may admit a former member applying for readmission to CPABC. The Committee meets approximately 6 times a year. Readmission requests will only be brought to the Membership Committee once all readmission requirements have been met.

Terms & Conditions

CPABC may verify the accuracy of information you provide in your application for admission to membership, including addendum submissions. If you provide a false or misleading application, CPABC may deny you readmission to membership.

You may not use the CPA designation until all aspects of the application process are complete and your readmission to membership in CPABC has been approved by CPABC's Membership Committee.

An application for a practice license must be made separately to the CPABC Public Practice department. For further information, please contact publicpracticelicensing@bccpa.ca.

By becoming a member of CPABC, you undertake to comply with the [CPA Act, SBC 2015, c1](#), [CPABC Bylaws](#), [Bylaw Regulations](#) and the CPABC [Code of Professional Conduct](#), as may be amended from time to time.

Privacy

Information in this application is collected by the Chartered Professional Accountants of British Columbia (CPABC) in accordance with the Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165, and will be used to assess your suitability for admission to membership and may be retained as part of your records with CPABC.

By submitting this application, you acknowledge and agree that CPABC may verify the accuracy and completeness of your application and your suitability for membership, including by:

- contacting third parties, including but not limited to: your CPA sponsors, other provincial territorial CPA bodies, other professional regulatory bodies with whom you hold or have held a membership or your past or present employers; and
- searching public directories, court files, open source social media (e.g. LinkedIn) or other online sources, where relevant to your application or professional activities.

This application constitutes your agreement and consent to the collection, use, and disclosure of your personal information as described above, and you consent to the disclosure of your personal information by third parties who may be contacted by CPABC for the purposes of processing and verifying your application. If you have questions about the collection, use or disclosure of your personal information in connection with the application process, please direct them to CPABC's Privacy Office at privacy@bccpa.ca.

CPABC's Membership Directory is available to the public and displays members' preferred name, first name, last name, designation and city of employment. If you have a valid reason why your information should not be included, please contact CPABC's Privacy Office at privacy@bccpa.ca.

Contact Information

If you have any questions about the requirements for readmission to membership and/or how to apply, please contact us at:

CPABC - Membership
Suite 800 – 555 West Hastings Street
Vancouver, BC, V6B 4N6

Email: members@bccpa.ca

Tel: 604.872.7222

Toll Free: 800.663.2677

Fax: 604.235.3316