

**CHARTERED PROFESSIONAL  
ACCOUNTANTS OF ONTARIO**

**REGULATION 4-2  
DUES**

**Adopted by the Council pursuant to the Bylaws on June 16, 2011, as amended to February 24,  
2017, and continued under the *Chartered Professional Accountants of Ontario Act, 2017.***

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**REGULATION 4-2  
DUES**

**Adopted by the Council pursuant to the Bylaws on June 16, 2011, as amended to February 24, 2017, and continued under the *Chartered Professional Accountants of Ontario Act, 2017.***

**Definitions**

1. In this regulation, words have the same meaning as they do in the Act and bylaws and:
  - 1.1 “CPA Canada” means Chartered Professional Accountants of Canada;  
*Amended February 21, 2014*
  - 1.2 “firm” includes a sole proprietorship;
  - 1.3 “Registrar” means the person appointed to that office by the Council and, for matters related to students, the Vice President, Student Services; and  
*New – February 26, 2016*
  - 1.4 “related business or practice” has the same definition as in Regulation 4-6.

**General Obligation**

2. Every person shall pay such dues as required by the bylaws and regulations by the dates set by CPA Ontario in the amounts set out in the Schedule of Dues to this regulation.
3. The dues shall include payment of all applicable taxes.
4. Any amount not remitted by the date set by CPA Ontario shall have added to it an amount for late payment and those amounts together shall constitute the relevant dues.

**Membership Dues**

5. Each Member shall pay the following dues on an annual basis on the first day of the financial year of CPA Ontario:  
*Amended February 21, 2014*
  - 5.1 annual membership dues;
  - 5.2 the amount charged to CPA Ontario by CPA Canada on behalf of the Member; and  
*Amended February 21, 2014*
  - 5.3 any special purpose assessment levied by resolution of the Council.
- 5A. *Repealed February 26, 2016*

**Licence Fee**

6. Each Member who is licensed as a public accountant shall pay the fee for the issuance or renewal of that licence pursuant to Regulation 9-1.

**Specialty of Practice Dues**

7. *Repealed February 26, 2016*

**Firm Dues**

8. Every firm shall pay the fee for registration or renewal of registration on an annual basis.
  9. Every professional corporation shall pay the fee for a registration certificate and the annual renewal of that certificate.
  10. Every professional corporation engaged in the practice of public accounting shall pay the fee for a certificate of authorization and the annual renewal of that certificate.
  11. Every firm engaged in the practice of public accounting or in providing accounting services to the public shall pay a practitioner fee on an annual basis in respect of each Member residing or practising in the Province of Ontario who:
    - 11.1 is a proprietor, partner, shareholder or employee of the firm; or
    - 11.2 provides public accounting or accounting services for or on behalf of the firm on any basis, or otherwise receives any income, excluding pension or retirement investment income, from the firm, including through the engagement by or employment with a related business or practice;
- provided that only one practitioner fee shall be payable for a Member annually.
12. Every firm shall pay a practice inspection fee for an inspection pursuant to Regulation 10-1 at the hourly rate established by the Council.

**Admission Fee**

13. An individual applying for membership in CPA Ontario shall remit the admission fee with the application, and no application will be accepted without the payment of the fee.

**Student Dues**

14. An individual wishing to register or reregister as a Student shall remit the appropriate fee with the application for registration or reregistration, and no application will be accepted without payment of the fee.
15. Students shall pay an annual student fee to maintain registration.

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16. Students shall pay any other fees required to assess suitability, including the fee for any transcript assessment.
- 16A. Students enrolled in CPA Preparatory Courses, shall pay the fees set for each course, and a failure to pay the fee for a course shall result in the Vice President, Student Services refusing to enroll the individual or, if already enrolled, cancelling the enrollment.  
*Amended February 26, 2016*
- 16B. Students registered under Regulation 6-1 shall pay the fees set for each component of the required CPA Professional Education Program, and failure to pay the fee for a component shall result in the Student not being permitted to attend that component, or, if the component has already been undertaken, having the completion of the component disregarded.  
*New – June 18, 2014*
17. Students registered under Regulation 6-4 shall pay the fees set for each component of the required Professional Program, and a failure to pay the fee for a component shall result in the Student not being permitted to attend that component or, if the component has already been undertaken, having the completion of the component disregarded.  
*Amended June 18, 2014*
18. Students shall pay the fees set for any materials and services they choose to access, including the fees for any examination preparation or review, and for residence if required.  
*Amended June 18, 2014*

### **Applicant Dues**

19. An individual wishing to register or reregister as an Applicant shall remit the appropriate fee with the application for registration or reregistration, and no application will be accepted without payment of the fee.  
*Amended February 21, 2014*
20. Applicants shall pay an annual applicant fee to maintain registration.
21. Applicants shall pay the fees set for any required assessment, evaluation, program examination, or other requirement, and the failure to pay the fees shall result in the Applicant not being permitted to attend or complete such or, if completed, having the result disregarded.  
*Amended June 18, 2014*
22. Applicants shall pay the fees set for any materials and services they choose to access, including the fees for any examination preparation or review.

**Miscellaneous Dues**

23. Individuals wishing to partake in programs or services offered by CPA Ontario shall pay such dues as set out for those programs and services.
24. Council may require the payment of any other fees or charges, including, but not limited to, a reinstatement fee, a readmission fee, late payment fee, and administrative charges.

**Reduction, Waiver, Exemption**

25. Council may provide for a reduction of any dues if such dues are paid within an early payment period as set by CPA Ontario.
26. Reduced annual membership dues shall be paid by Members who:
  - 26.1 reside in a province or territory in Canada or in Bermuda, and are also Members of another provincial body and pay the full annual membership dues of that body;  
*Amended June 18, 2014*
  - 26.2 migrate from another province or from Bermuda, who, in the year of migration, have paid that year's full annual membership dues to another provincial body;  
*Amended June 18, 2014*
  - 26.3 reside outside Canada and do not provide accounting services to the public in the Province of Ontario.  
*Amended February 21, 2014*
27. Members who have attained the age of 65 or more and who have been granted retired-member status in another provincial body or an accounting body listed in the Schedules to Regulation 6-2 and have completed at least one year of membership in good standing in CPA Ontario, CGA Ontario or CMA Ontario shall be exempt from payment of the annual membership dues.  
*New – February 27, 2015*
28. Members who have attained the age of 55 or more and whose:
  - 28.1 gross annual income, excluding pension or other retirement income and investment income, is not greater than CAD 25,000; and
  - 28.2 age and the total number of years of continuous membership in good standing held in CPA Ontario, CGA Ontario, CMA Ontario, and one or more provincial bodies or an accounting body recognized by the Council equals or exceeds the sum 70;  
*Amended February 27, 2015*shall be exempt from the payment of the annual membership dues.

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29. Members who have retired-member status in another provincial body or accounting body listed in the Schedules to Regulation 6-2 and have completed 15 years of continuous membership in good standing in CPA Ontario, or who have retired member status with CGA Ontario or CMA Ontario shall be exempt from the payment of the annual membership dues.

*Amended February 27, 2015*

30. A Life Member in CPA Ontario shall be exempt from the payment of annual membership dues and any special purpose assessments levied by resolution of the Council, but not from any other dues.

31. A Member shall pay 50% of the full annual membership dues in respect of a fiscal year if:

*Amended February 21, 2014*

- 31.1 prior to September 30th of that year;

31.1.1 the Member ceases to reside in the Province of Ontario and becomes a Member of another provincial body to which the Member pays that body's full annual membership fee;

*Amended June 18, 2014*

31.1.2 the Member meets the criteria of section 26; or

31.1.3 the Member was not a Member of CPA Ontario; or

31.2 the Member's written application to resign from membership has been received by CPA Ontario prior to June 30th of that year and is accepted by the Registrar.

*New – February 21, 2014*

32. Notwithstanding any other provision of this regulation, a Member who has paid a fee pursuant to section 15 in the same calendar year as he or she is admitted to membership may pay reduced dues pursuant to subsections 5.1 and 5.2 as set out in the Schedule of Dues.

*Amended February 26, 2016*

33. *Repealed June 18, 2014*

34. The Registrar may waive or defer the payment by a Member of:

34.1. the annual membership dues and any special purpose assessments levied by resolution of the Council in extraordinary circumstances of financial hardship of a Member and in accordance with the policies of the Council passed from time to time;

*Amended February 21, 2014*

34.2. any special purpose assessments levied by resolution of the Council, if the Registrar is satisfied that there are exceptional, medical or compassionate circumstances in respect of a Member;

*Amended February 27, 2015*

34.3. any other dues of a Member if the Registrar is satisfied that there are extraordinary circumstances of financial hardship or other exceptional, medical or compassionate circumstances in respect of a Member.

*New – February 21, 2014*

34A. The Vice President, Student Services may defer the payment by a Student of the annual student fee set out in section 15 in extraordinary circumstances of financial hardship or other exceptional circumstances of a Student and in accordance with the policies of the Council passed from time to time.

*New – February 26, 2016*

### **Suspension and Revocation**

35. The Registrar or Vice President, Student Services, as the case may be, shall suspend the membership, registration or certificate of any person who has not paid any dues within three calendar months of the date for payment set by CPA Ontario.

*Amended February 21, 2014*

36. Upon receipt of an application for reinstatement (Form 4-3S or equivalent prescribed form) and payment of the dues owed by a person, the Registrar or Vice President, Student Services, as the case may be, may reinstate the membership, registration or certificate of that person.

*Amended June 14, 2016*

37. Notwithstanding section 36, the Registrar or Vice President, Student Services, as the case may be, shall revoke or terminate the membership, registration or certificate of any person who remains suspended pursuant to section 35 for a period of more than two months, unless the person:

37.1. is the subject of a practice inspection;

37.2. is the subject of an investigation, proposed settlement agreement or Allegation by the Professional Conduct Committee; or

37.3. has not fully complied with a settlement agreement or order of a Committee.

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### **Appeals**

38. A Member whose membership is suspended or revoked and a Student or Applicant who is deregistered may appeal the decision of the Registrar or Vice President, Student Services, as the case may be, to the Membership Committee.
39. The parties to an appeal are the individual appealing and the Registrar or Vice President, Student Services, as the case may be.
40. The appeal shall be conducted in accordance with the Rules of Practice and Procedure.
41. The decision of the Membership Committee is final.

### **Delegation**

42. The Council delegates its authority to establish, alter and revoke, including the amounts and names, all dues, except those dues set pursuant to sections 5, 11, and 12, to its Finance Committee.

*Amended February 22, 2013*

43. All dues passed by the Finance Committee pursuant to section 42 shall be ratified by the Council within one year of being so passed, unless superseded by that date.

*Amended February 22, 2013*



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### **Schedule of Dues**

Dues listed do not include applicable taxes.

#### **Member Dues**

##### Annual Membership Dues:

– Full	\$580.00
– Reduced	\$290.00
– Prior Year Student Fee Rebated (prior year admissions January 1 to March 31 for those who were previously Students)	\$130.00
– Dues Exempt Stub-Period (current year admissions January 1 to March 31 for those who were previously Students)	\$0.00
– Student Fee Rebated (current year admissions April 1 to September 30 for those who were previously Students)	\$280.00
– Other Reduced Dues (current year admissions October 1 to December 31 for those who were previously Students)	\$290.00

##### CPA Canada Dues:

– Full	\$380.00
– Reduced Dues (reside outside Canada or Bermuda and do not provide accounting services to the public in the Province of Ontario)	\$325.00
– Reduced Dues (current year admissions October 1 to December 31 to those who were previously Students)	\$190.00
– Dues Exempt Stub-Period (current year admissions January 1 to March 31 to those who were previously Students)	\$0.00
– Dues Exempt (member of another provincial body)	\$0.00

Reinstatement Fee – Insurance	\$500.00
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Reinstatement Fee – Other	\$250.00
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Readmission Fee – Insurance	\$1,000.00
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Readmission Fee – Other (per year or partial year since revocation to a maximum multiple of 5)	\$580.00
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Readmission Fee – Following Resignation	\$0.00
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Public Accounting Licensing Fee – New Application	\$190.00
Public Accounting Licensing Fee – Annual Renewal Fee	\$190.00
Public Accounting Licensing – PDPA Program	\$1000.00

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### **Firm Dues**

Practitioner Fee – Per Practitioner	\$260.00
Professional Corporation – Registration Fee	\$180.00
Professional Corporation – Annual Registration Renewal Fee	\$0.00
Professional Corporation – Authorization Fee	\$123.81
Professional Corporation – Annual Authorization Renewal Fee	\$0.00
Practice Inspection – Hourly Rate	\$205.00
Firm – Registration Fee	\$100.00
Firm – Annual Registration Renewal Fee	\$0.00
Reinstatement Fee – Firm	\$500.00

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### **Admission Fee**

Admission to Membership Fee	\$500.00
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### **Applicant Dues**

Initial Administration Fee	\$100.00
Annual Applicant Fee	\$150.00
Reinstatement Fee (following suspension)	\$100.00
Reregistration Fee (following deregistration)	\$250.00
CA Reciprocity Examination (CARE) each part	\$475.00

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CA Reciprocity Examination Preparation Course Part 1 (excludes practice examination)	\$650.00
CA Reciprocity Examination Preparation Course Part II (excludes practice examination)	\$650.00
CA Reciprocity Examination Preparation Course – materials only Part I	\$500.00
CA Reciprocity Examination Preparation Course – materials only Part II	\$500.00
Mechanical Check of Examination (optional) each part	\$60.00
Practice Examination – Part I	\$75.00
Practice Examination – Part II	\$75.00
CPA, CA Reciprocity Professional Development (CARPD)	\$895.00

### **Student Fees – Transcript (or equivalent) Assessment**

Initial Transcript (or equivalent) Assessment	\$150.00
Transcript (or equivalent) Re-assessment (for requests subsequent to the initial assessment)	\$150.00

### **Student Dues – Registration**

Initial Administration Fee	\$125.00
Annual Student Fee (prorated on a semi-annual basis)	\$600.00
Annual Student Fee – Undergraduate Co-op Student	\$300.00
Annual Student Fee – transfer to/from another region (prorated)	\$600.00
Reinstatement Fee (following suspension)	\$100.00
Reregistration Fee (following deregistration)	\$250.00
Recognition of Pre-registration Experience	\$100.00

### **Student Dues – Preparatory Courses & CPA Certification Program**

Preparatory Courses (non-core) – Distance Learning	\$500.00
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Preparatory Courses (core):	
– Distance Learning	\$700.00
– Distance Learning with interactive webinar	\$800.00
– Lecture	\$900.00
Preparatory Courses – Exam Only	\$200.00
Preparatory Courses – Requests for reviewing examination results	\$100.00
PEP Core 1 Module (including exam)	\$1,400.00
PEP Core 2, Elective and Capstone Modules (including exam)	\$1,300.00/ Module
PEP Core and Elective Exams Only	\$400.00/ Exam
Module or course withdrawal penalty (prior to start date)	Lesser of 20% of the module fee or \$500.00
Module or course withdrawal penalty (within first half of course/module)	Lesser of 20% of the module fee or \$500.00 plus the pro-rated portion of the module/ course fee <sup>1</sup>
Module or course withdrawal penalty (after first half of course/module)	100% of module or course fee
Exam deferral (with module) (within 4 weeks of exam date)	\$200.00
Exam withdrawal (without module) (prior to exam date)	Lesser of 20% of the exam fee or \$500.00
Module or Exam Wait List Fee	\$200.00
Late exam upload penalty	\$200.00
PEP Missed workshop make up	\$295.00 (per day missed)
PEP Requests for reviewing examination results	\$195.00
Common Final Examination (All 3 Days)	\$1,500.00
Common Final Examination (Day 1 Only)	\$650.00

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Common Final Examination (Days 2 & 3 Only)	\$1,150.00
Requests for reviewing examination results (All 3 Days)	\$725.00
Requests for reviewing examination results (Day 1 Only)	\$275.00
Requests for reviewing examination results (Days 2 & 3 Only)	\$500.00
Performance Review Analysis ("PAR") (Day 1 Only)	\$450.00
Performance Review Analysis ("PAR") (Day 2 & 3 Only)	\$900.00
 <b><u>Other</u></b>	
Bank Draft Administration	\$50.00
Non-Sufficient Funds (NSF)	\$50.00
Cancellation, Transfer or Withdrawal Fee (minimum)	\$50.00
Late Fee (based upon payment amount outstanding) (on amount equal or greater than \$500.00)	\$100.00
Late Fee (based upon payment amount outstanding) (on amount between \$100.00 and \$499.99)	\$45.00
Late Fee (based upon payment amount outstanding) (on amount less than \$100.00)	\$25.00
Late fee – filing documents or declaration	\$25.00
Other Fees – Membership Certificate Replacement	\$50.00
Letters of Good Standing	\$0.00
Transcript Requested by Active Members and Students	\$15.00
Transcript Requested by all Others	\$100.00

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<sup>1</sup> Pro-rated portion based on the number of weeks completed before the withdrawal date

*Ratified by Council March 10, 2017, amended June 1, 2017*