



MEMBER'S HANDBOOK CHANGE #46-L

The attached pages update your *Member's handbook* to include amendments approved by the Council to take effect September 24, 2015.

To bring your *Member's handbook* up to date, please remove the existing pages and replace with the new pages, as follows:

	Withdraw page(s)	Insert new page(s)
Title Page	Change No. 46-K	Change No. 46-L
Regulation 4-2	1 to 14	1 to 13

When you have incorporated this release into your handbook, you may find it useful to keep this page as a record by filing it at the end of your *Member's handbook* binder.

T.E. WARNER, BA, FCIS, P.Adm
REGISTRAR
September 2015



MEMBER'S HANDBOOK

Revised to September 24, 2015
including
Change No. 46-L

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**CHARTERED PROFESSIONAL
ACCOUNTANTS OF ONTARIO**

**REGULATION 4-2
DUES**

**Adopted by the Council pursuant to the Chartered Accountants Act, 2010, and the
Bylaws on June 16, 2011, as amended to September 24, 2015.**

TABLE OF CONTENTS

Definitions	2
General Obligation	2
Membership Dues	2
Licence Fee	3
Specialty of Practice Dues	3
Firm Dues	3
Admission Fee	3
Student Dues	4
Applicant Dues.....	4
Miscellaneous Dues	5
Reduction, Waiver, Exemption	5
Suspension and Revocation.....	7
Appeals.....	8
Delegation.....	8
Schedule of Dues.....	9

**REGULATION 4-2
DUES**

Adopted by the Council pursuant to the Chartered Accountants Act, 2010, and the Bylaws on June 16, 2011, as amended to February 27, 2015.

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; and
 - 1.3 “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. Notwithstanding section 5 of this regulation, any person who became a Member by operation of bylaw 4.4.2 is exempt from annual membership dues for the financial year ending March 31, 2015.
New – June 18, 2014

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. Each Member who maintains the designation “CA●IFA” or “CA●IT” shall pay the fee for that specialty on an annual basis.

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 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 renewal fee to maintain registration.
16. Students shall pay any other fees required to assess suitability, including the fee for any transcript assessment.
- 16A. Students enrolled in CPA Prerequisite Education Program, and in any module therein, shall pay the fees set for each module, and a failure to pay the fee for a module shall result in the Registrar refusing to enroll the individual or, if already enrolled, cancelling the enrollment.

New – June 18, 2014

- 16B. Students registered under Regulation 6-1 shall pay the fees set for each component of the required 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 renewal 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:

REGULATIONS

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.

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 27 of this regulation; 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 subsection 31.1.3 a Member 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 if, during that fiscal year, the Member has both:

32.1. passed the Uniform Evaluation or the Common Final Examination; and

Amended June 18, 2014

32.2 been admitted to membership in CPA Ontario.

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

Suspension and Revocation

35. The Registrar shall suspend the membership, registration or certificate of any person who has not paid any dues within three (3) calendar months of the date for payment set by CPA Ontario.

Amended February 21, 2014

36. Upon receipt of payment of the dues owed by a person, the Registrar may reinstate the membership, registration or certificate of that person.

37. Notwithstanding section 36, the Registrar 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 (2) 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.

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 to the Membership Committee.
39. The parties to an appeal are the individual appealing and the Registrar.
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

REGULATIONS

Schedule of Dues

Dues listed do not include applicable taxes.

Member Dues

Annual Membership Dues	\$580.00
Annual Membership Reduced Dues	\$290.00
CPA Canada Dues	\$380.00
Reinstatement Fee – Insurance	\$500.00
Reinstatement Fee – Other	\$250.00
Readmission Fee – Insurance	\$1,000.00
Readmission Fee – Other per year or partial year since revocation to a maximum multiple of 5	\$580.00
Readmission Fee – Following Resignation	\$0.00
Public Accounting Licensing Fee – Annual Renewal	\$190.00
Public Accounting Licensing Fee – New Application	\$190.00
Public Accounting Licensing – PALE Examination	\$900.00

Firm Dues

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

REGULATIONS

Admission Fee

Admission to Membership Fee	\$500.00
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Applicant Dues

Initial Administration Fee	\$100.00
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Annual Registration Fee	\$150.00
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Reinstatement Fee (following suspension)	\$100.00
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Reregistration Fee (following deregistration)	\$250.00
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CA Reciprocity Examination (CARE) each part	\$475.00
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CA Reciprocity Examination Preparation Course Part 1 (excludes practice examination)	\$650.00
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CA Reciprocity Examination Preparation Course Part II (excludes practice examination)	\$650.00
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CA Reciprocity Examination Preparation Course – materials only Part I	\$500.00
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CA Reciprocity Examination Preparation Course – materials only Part II	\$500.00
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Mechanical Check of Examination (optional) each part	\$60.00
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Practice Examination Part I	\$75.00
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Practice Examination – Part II	\$75.00
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CPA, CA Reciprocity Professional Development (CARPD)	\$895.00
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REGULATIONS

Transcript Evaluation Fees

Canadian University Transcript Evaluation	\$150.00
Internationally Educated Accountants – Transcript Evaluation ((\$300 to be credited against the Student Registration Fee, if registration within three years of Evaluation)	\$450.00

Student Dues – Registration

Initial Administration Fee	\$125.00
Annual Student Registration Fee (prorated on a semi-annual basis)	\$600.00*
Annual Student Registration Fee – Co-op Student	\$300.00*
Annual Student Registration Fee – transfer 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 – PREP Program

Module 1, 2, 3, 4, 11 or 12 – Distance Learning	\$500.00
Each Other Module – Distance Learning	\$700.00
– Distance Learning with interactive webinar	\$800.00
– Lecture	\$900.00
Each Module – Exam Only	\$200.00

Student Dues – PEP Program

PEP Module or Exam Wait List Fee	\$200.00
PEP Core 1 Module (including exam)	\$1,400.00
PEP Core 1 Exam Only	\$400.00
PEP Core 2 Module (including exam)	\$1,300.00

* effective January 1, 2016

REGULATIONS

PEP Core 2 Exam Only	\$400.00
PEP Electives Modules, per module (including exam)	\$1,300.00
PEP Electives Exam Only, per exam	\$400.00
PEP Capstone 1 Module	\$1,300.00
PEP Capstone 2 Module	\$1,300.00
Common Final Examination	\$1,500.00
PEP Module deferral or withdrawal penalty (4 weeks prior to start date)	\$100.00
PEP Module deferral or withdrawal penalty (within 4 weeks of start date)	50% of module fee
PEP Module deferral or withdrawal penalty (after second Friday of start date)	100% of module fee
PEP Exam deferral or withdrawal (with module) (4 weeks prior to exam)	\$100.00
PEP Exam deferral or withdrawal (with module) (within 4 weeks of exam)	\$200.00
PEP Exam deferral or withdrawal (without module) (4 weeks prior to exam)	\$200.00
PEP Exam deferral or withdrawal (without module) (within 4 weeks of exam)	\$400.00
PEP Late exam upload	\$200.00
PEP Missed workshop make up	\$295.00 per day missed

ACAF (Advanced Certificate in Accounting and Finance)

Initial Administration Fee	\$125.00
Annual Fee	\$150.00
Module Fee	\$775.00
Challenge Exam Fee	\$200.00

REGULATIONS

Miscellaneous Dues

High School Student – Registration Fee	\$4.42
High School Student – Renewal Fee	\$4.42
High School Student – No Limits Conference (optional)	\$8.85
University Students – Registration Fee	\$17.70
University Students – Renewal Fee	\$17.70
University Students – D&A Magazine Subscription (optional)	\$22.12
University Students – Virtual Professional Library (optional)	\$26.55
University Students – Resume Portal Access (optional)	\$17.70
University Students – Chartered for Finance (selected delegates)	\$26.55

Other

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

Amended September 24, 2015