



CPD Reporting Form January – December 2011

Member ID: _____

Name: _____

Address: _____

City/Prov/PC: _____

Please make your CPD declaration for the current year.

	Current Year 2011	3 Year Rolling January 1, 2009 to December 31, 2011
I COMPLY with the established CPD requirements NOTE: Use back to list all verifiable requirements		
I AM EXEMPT from the CPD requirements for the following reasons:		
- I reside outside of Saskatchewan and belong to another provincial Institute or foreign accounting body. Indicate province _____.		
- Retired		
- Caregiver		
- Medical Leave		
I DO NOT COMPLY with the established CPD requirements NOTE: A letter must be enclosed explaining the reason for non-compliance, circumstances and plans/timelines to address this shortfall		

I understand that the Institute may subsequently request information to support my CPD declaration and I have maintained records of my CPD for at least 5 years; these records will be made available upon request.

 Member's Signature

 Date

Verifiable and Unverifiable Learning Activities – Guidance for Members

The study topic must be relevant to the member's professional circumstance.

VERIFIABLE LEARNING ACTIVITIES:

COURSES

- Organized employer-based in-house training sessions
- Participation in courses, conferences and seminars

FORMAL STUDY

- Formal study (leading to a degree or diploma)
- Professional re-examination or formal testing
- Self-study involving successful completion of an examination or leading to a designation

PUBLICATIONS

- Teaching a course or CPD session in an area that is relevant to a professional role
- Participation as a speaker in conferences, briefing sessions or discussion groups

RESEARCH

- Research or study projects in areas that expand the professional knowledge of the member and that result in presentations, reports or similar documentation
- Research, including reading professional literature or journals **for a specific application** in a professional role
- Participation and work on technical committees or formal study groups

UNVERIFIABLE LEARNING ACTIVITIES:

SELF STUDY

- On-the-job training for new software, systems, procedures or techniques for application in a professional role
- Self-study that does not involve an examination or other objective certification of completion, such as conference reference material or self-study CDs
- Casual reading of professional journals or magazines that is **not** part of research for a specific application in a professional role