

FREQUENTLY ASKED QUESTIONS REGARDING CPLD

How do I comply with regards to CPLD?

By accessing the CPLD Declaration of Compliance Online Form. The website address is: <http://members.cma-ontario.org> and click on "CPLD Activity" on the home page. You will then be given options for the reporting years accessible. Click the reporting year you wish to enter information into. On the next page you will be presented with links to both the formal and informal activity entry forms and the CPLD exemption form.

Will Members be audited?

To ensure compliance with the CPLD policy, each year a number of members will be called upon to produce supporting documentation for verification purposes. Please note that while members do not have to report their specific hours, it is each member's responsibility to maintain a complete record of their activities for audit purposes.

What are the CPLD requirements for CMA Ontario Members?

The CPLD requirement for all Certified Members of CMA Ontario is 120 learning credits over a rolling three-year period, with a minimum of 20 credits now required in each reporting year.

Are there new learning activities that are eligible for CPLD credits?

New to the CPLD process is the inclusion of more personalized, career-based activities. In accordance with the International Federation of Accountants (IFAC) Standards, CMA Ontario members are now entitled to claim output-based, professional development activities in addition to the traditional forms of professional development. These include activities, which by way of outcomes, develop and maintain professional competence. Examples include: the implementation of a new ERP system or developing an activity-based costing model.

What type of backup documentation am I to keep?

Receipts, confirmations of registration and certificates regarding any seminars, workshops, conferences, courses or training events that were attended. For the Reading Category, log the "names" of the magazines, journals, books and websites that were read with the number of hours noted for each.

I am responsible for developing courses in my workplace, which I will then deliver to other employees? Does this qualify for CPLD?

This would qualify as formal teaching, and you could claim one credit for each hour spent delivering the course.

Can I bank extra CPLD credits or distribute them to other reporting years?

CPLD activities must be reported in the year in which they took place. While we recognize that some courses or activities entail more work than others, the "banking" of hours between reporting years or when an exemption is in place is not allowed.

Which volunteer roles qualify for the CPLD credit?

Active involvement in the business and volunteer community in roles that highlight, enhance or maintain the member's professional and business competency, examples include treasury and bookkeeping for a community organization or serving as board member of a profit or not-for-profit entity. Coaching sports or hobby groups would not qualify.

I would love to volunteer for CMA events. Where should I go about looking for these events or be informed?

To volunteer for CMA Ontario and other not-for-profit organizations, please register at www.cmaontario.org/volunteer. For information on attending networking events, check the following link: www.cmaontario.org/events.

What kind of publications qualify for the reading or research related to professional competency?

Examples of eligible publications include business journals, business magazines, business books, web-based reading and web-based research. The reading of the daily business section of a newspaper is not eligible.

Where can I locate a copy of the CPLD Brochure and Guidelines?

For a complete copy of the CMA Ontario CPLD Brochure and Guidelines, please visit: <http://www.cma-ontario.org/multimedia/Ontario/attachments/CPLDbrochure.pdf>