

# Making a Continuing Professional Development (CPD) Declaration

All members are required to make a CPD Declaration annually, regardless of any previously declared exemptions.

Deadline to declare is March 1, 2024

## Logging In

Go to [members.cpaalberta.ca](https://members.cpaalberta.ca). Enter the required information to log in. This is your five or six digit CPA Alberta member number.

If you have forgotten your password, please select the “Retrieve Password” link on the login page. A password reset link will be emailed to you.

If you would like to confirm your email address on file, you can contact the CPA Alberta Registrations department at [registrations@cpaalberta.ca](mailto:registrations@cpaalberta.ca) or by phone 780-424-7391 / 1-800-232-9406.



CPA Alberta Home Firm Portal

Public Domain

## Online Services Login

Username

Password

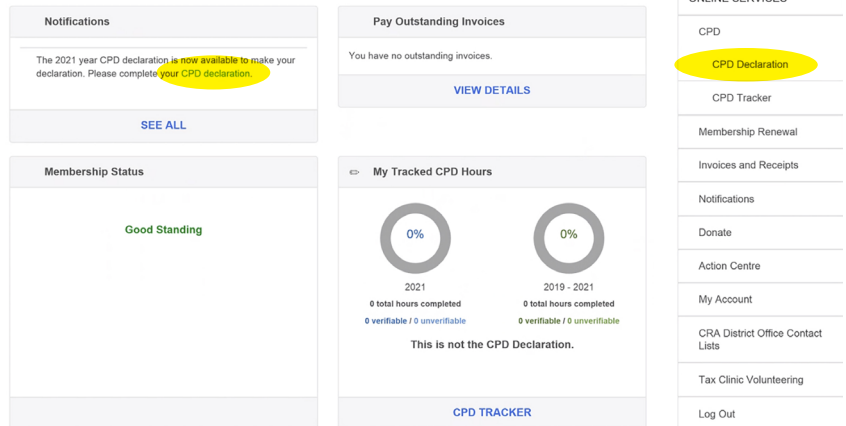
[Create Account](#) [Retrieve Login](#) [Retrieve Password](#) [Login](#)

To log in you will need to use your 5 or 6 digit CPA Alberta Number or the Username you specified when you created your account. If you have forgotten your CPA Alberta Number do NOT create a new profile, please use the Retrieve Login function above.

## Online Services

Once logged in, a variety of options are available to you.

Select the “CPD” option on the right side navigation menu and click on “CPD Declaration”. Alternatively, you may select “CPD Declaration” from the notifications area of the landing page.



# Declaration Steps

## Select Your Declaration

You must make a selection for both the Annual Requirement and 3-Year Rolling Cycle Requirement, which includes the 4 hours of verifiable learning activities in professional ethics. Your options consist of Comply, Exempt, or Non-Comply.

### Minimum CPD requirements for all non-exempt members

Annual Requirement (Jan. 1 to Dec. 31, 2022)	20 Hours (at least 1/2 must be verifiable CPD)
3-Year Rolling Cycle Requirement*	120 Hours (at least 1/2 must be verifiable CPD) Effective for the 2021 reporting year, this must include 4 hours of verifiable learning activities in the area of professional ethics.

\*3-Year Rolling Cycle is comprised of the current reporting year and the last two years in which you did not receive an exemption.

### Instructions

If you comply with the annual and 3-year rolling cycle requirements, then select comply.

If you are not in compliance with the annual and 3-year rolling cycle requirements, then select non-comply. A box will pop up for you to provide an explanation on why you did not meet the requirements. Additionally, you must enter or upload your action plan detailing what learning activities you will complete in order to be in compliance by the end of the next CPD reporting period.

**Note:** The CPD Exemption criteria have changed for 2022. If you qualify for an exemption, please select exempt and review the exemption criteria displayed to determine whether you in fact qualify for an exemption.

CPD Compliance Declaration

For the 2022 reporting year, I have reviewed both the annual and 3-year rolling cycle requirements, which include the 4 hours of verifiable professional ethics (above) and make the following declarations:

Annual Requirement \*

3-Year Rolling Cycle Requirement \*

Comply  
 Non-comply  
 Exemption  
 Registration Committee Approved

declaration and I have maintained records of my CPD for at least 5 years; these

# Declaration Steps Continued

## Exempt Declaration

If you have determined you qualify for one of the exemptions, select exempt under the Annual requirement drop down. The 3-Year Rolling Requirement will be updated with exemption automatically. For more information on the exemptions, [click here](#).

### Minimum CPD requirements for all non-exempt members

Annual Requirement (Jan. 1 to Dec. 31, 2022)	20 Hours (at least 1/2 must be verifiable CPD)
3-Year Rolling Cycle Requirement*	120 Hours (at least 1/2 must be verifiable CPD) Effective for the 2021 reporting year, this must include 4 hours of verifiable learning activities in the area of professional ethics.

\* 3-Year Rolling Cycle is comprised of the current reporting year and the last two years in which you did not receive an exemption.

#### Instructions

If you comply with the annual and 3-year rolling cycle requirements, then select comply.

If you are not in compliance with the annual and 3-year rolling cycle requirements, then select non-comply. A box will pop up for you to provide an explanation on why you did not meet the requirements. Additionally, you must enter or upload your action plan detailing what learning activities you will complete in order to be in compliance by the end of the next CPD reporting period.

**Note:** The CPD Exemption criteria have changed for 2022. If you qualify for an exemption, please select exempt and review the exemption criteria displayed to determine whether you in fact qualify for an exemption.

CPD Compliance Declaration

For the 2022 reporting year, I have reviewed both the annual and 3-year rolling cycle requirements, which include the 4 hours of verifiable professional ethics (above) and make the following declarations:

**Annual Requirement \***

Exemption

Please select

Comply

Non-comply

**Exempt**

**3-Year Rolling Cycle Requirement \***

Exemption

you will need to consider the following:

## Non-Comply Declaration

If you are not in compliance with the annual and/or 3-year rolling cycle requirements, you will need to select Non-Comply. You must provide an explanation on why you did not meet the requirements, as well as enter or upload an action plan detailing the learning activities you will complete in order to be in compliance by the end of December 31, 2024

For the 2022 reporting year, I have reviewed both the annual and 3-year rolling cycle requirements, which include the 4 hours of verifiable professional ethics (above) and make the following declarations:

**Annual Requirement \***

Non-comply

**3-Year Rolling Cycle Requirement \***

Non-comply

As you have made a declaration of non-comply for your CPD requirements, you must provide a written explanation as to why you failed to meet the requirements for this year.

Please enter this information in the box below

**Non-comply explanation \***

Non-Comply Explanation is required

As you have made a declaration of non-comply for your CPD requirements, you must provide a written explanation as to why you failed to meet the requirements for this year.

Please enter this information in the box below

**Non-comply explanation \***

Non-Comply Explanation is required

You must also provide an Action Plan below outlining how you will rectify the shortfall and be in full compliance with both the annual and 3-year rolling cycle requirements by December 31, 2023. To be considered complete, the Action Plan must include all of the following for each learning activity:

- The provider
- Description
- Approximate date
- Duration

#### Action Plan (required)

You may enter this required information in the box below or upload a document below

#### Enter Action Plan

Action Plan

## Submit Your Declaration

Once you have made your selections, ensure you have read and check the box regarding maintaining your records and Rule 203 of the CPA Alberta Rules of Professional Conduct with Guidance. Select next to review your declaration. For more information on maintaining CPD evidence, [click here](#).

I understand that CPA Alberta 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.

I understand my obligation under Rule 203 of the *CPA Alberta Rules of Professional Conduct with Guidance* which states:

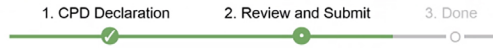
*A member shall sustain professional competence by keeping informed of, and complying with, development in professional standards in all function in which the member provides professional services or is relied upon because of the member's calling.*

Next

# Declaration Steps Continued

## Review Your Declaration

Please review your declaration to ensure you have made an accurate statement outlining your CPD activity in the reporting year (January 1 – December 31). Once you are satisfied with the selections, click “Submit Declaration”.



## Review

### CPD Compliance

Annual requirement: Comply  
3-year rolling cycle: Comply

Previous

Submit Declaration



## All done!

Thank you, your declaration has been received.

## Confirmation

Once you have submitted your declaration, you will receive a confirmation that your declaration has been received.

## Reminders

- The CPD Tracker is not your declaration. It is a recommended tool to track your CPD learning activities and is not mandatory. If you have completed the CPD Tracker, you are still required to login and make a CPD Declaration.
- If you have submitted your declaration, you will no longer receive reminder emails from CPA Alberta. If you continue to receive reminder email notifications, we have not received your declaration and you must login before the deadline to make your CPD declaration.
- To review your past CPD declaration submissions, you may do so by selecting “My Account” on the right side navigation menu and select “My Profile”. Click on “Declarations” and you will be able to view your previous CPD Declaration Records.

Demographics +

CPA Memberships +

Professional Corporations +

Restrictions and Conditions +

Declarations x

### ONLINE SERVICES

CPD

Membership Renewal

Invoices and Receipts

Notifications

Donate

Action Centre

My Account

My Profile

My Preferences

CRA District Office  
Contact Lists

Tax Clinic Volunteering

Log Out

### CPD Declaration Records

CPD Year	Declare Date	Reporting Status	Annual Compliant	Annual Exemption	3 Year Rolling	3 Year Exemption
2022	2022-10-26	Submitted	Comply		Comply	

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