

# Continuing Professional Development Report Form For the Year Ended December 31, 2011



Under Bylaw 901, **ALL MEMBERS WHO HAVE NOT BEEN GRANTED FULL EXEMPTION FROM OR A 75% REDUCTION IN ANNUAL MEMBERSHIP FEES** must complete and submit this report

Continuing Professional Development  
Chartered Accountants of Manitoba  
700 – 1 Lombard Place  
Winnipeg, MB R3B 0X3  
Fax: (204) 943-7119

by  
**MARCH 31, 2012 to:**

<b>Name (Surname)</b>	<b>Given Name(s)</b>
<b>Company</b>	<b>Business telephone</b>
<b>Mailing Address</b>	
<b>City</b>	<b>Postal Code</b>

If you are claiming an exemption or reduction or you have reported your hours to another accounting body or Institute, please check the appropriate box below:

- I was fully exempt from or qualified for a 75% reduction in membership fees for 2011. (If you wish you may still report any CPD below voluntarily.)
- I was on Caregiver or Medical Leave during 2011 and I am claiming an exemption from the minimum CPD requirements for 2011.
- As at April 1, 2011 I was a member of another Provincial/Bermuda Institute/Ordre and I have declared my compliance with the minimum CPD requirements to that Institute/Ordre, namely \_\_\_\_\_ (name of Institute/Ordre).
- As at April 1, 2011, I was a member of another international professional accounting body which has minimum CPD requirements that are substantially similar to ICAM and I have declared my compliance to that accounting body, namely \_\_\_\_\_.
- I was admitted to membership during 2011 by examination or completion of my period of experience. The minimum hours of CPD I must report are based on the number of months that I was a member between January 1, 2011 and December 31, 2011:

Months of Membership/12 X 20 hours = \_\_\_\_\_ hours

**Learning Activities** (see below for codes): If more space needed, attach a separate sheet.

VERIFIABLE - Title / Description of activity	Date(s)	Type <sup>(1)</sup>	Competency <sup>(2)</sup>	HOURS (nearest ½ hour)
<b>Total Verifiable Hours for 2011</b>				
<b>Total Unverifiable Hours for 2011</b> (no details required)				

I declare that I have met the minimum CPD requirements for the year ended December 31, 2011 and for the three year cycle ended December 31, 2011. I understand that unless I qualify for and have claimed an exemption or reduction above, the minimum annual requirement is 20 hours of CPD, either verifiable or unverifiable and the triennial requirement is 120 hours of CPD over a three year rolling cycle, where at least 60 of those hours are verifiable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>(1)</sup> Types of activity:

- 1 – Conference/Seminar/Symposium/Speaker session
- 2 – Course leading to examination/designation
- 3 – Course presenter/teaching/speaking
- 4 – Online study
- 5 – Publication of articles/papers
- 6 – Specific research resulting in documentation/presentation
- 7 – Strategic planning/orientation for Board
- 8 – Video-assisted study

<sup>(2)</sup> Competency Codes:

- A – Organizational Effectiveness, Control & Risk Management
- B – Finance
- C – Taxation
- D – Assurance
- E – Performance Measurement
- F – Information Technology
- G – Professional Skills