

Exemptions from Minimum Continuing Professional Development Requirements

Retired members with full exempt fee status

Members who have been granted a full exemption from payment of annual membership fees, that is, members who have retired from practice or employment, who do not practise public accounting and who meet the minimum income threshold test (less than one times annual membership fees) are not required to meet the completion or reporting requirements.

Members on medical or caregiver leave

Members who are on medical or caregiver leave receive an exemption from the completion requirements for one calendar year. When a leave overlaps a calendar year end, the member may elect the year for which an exemption is being claimed. Members who are on medical or caregiver leave on more than one occasion receive a one year exemption for each such leave. Because the onus rests with the member to choose the year of exemption, such members must still continue to file a report annually. Members may claim such an exemption for more than one year subject to the requirements for members returning to the workforce outlined below.

Members returning to the workforce

Members who return to the workforce after claiming an exemption from minimum CPD requirements for more than one year for any reason must prepare a plan which develops the competencies that are necessary to allow the member to reintegrate into the workforce, submit it to the Institute and complete it within a reasonable timeframe.

Non-resident members

Non-resident members who meet the requirements of another PICA/Ordre or foreign accounting body that are substantially the same as ICAM's requirements must report that they have complied with the requirements of the other body. They need not report the details of their learning activities.

However, non-resident members who do not meet substantially similar requirements of another PICA/Ordre or foreign accounting body are required to meet the minimum completion and reporting requirements.

Members admitted by affiliation

Members who have been admitted to membership by affiliation from another provincial institute/Ordre/Bermuda are required to meet the annual minimum CPD requirements of the jurisdiction of which they were a member as at April 1. Thereafter, they are required to report to the provincial institute/Ordre/Bermuda of which they are a "prime" member, that is, the institute/Ordre/Bermuda through which they pay the CICA portion of their annual membership fees.

Recent successful UFE candidates

Members who have been admitted to membership upon successful completion of the Uniform Evaluation or completion of their periods of experience are required to meet the annual minimum CPD requirements on a pro-rated basis for the year in which they are admitted to membership.

Other special circumstances

Other members who believe their situations warrant special consideration should apply to the Membership Committee for exemptions as appropriate.