

Example of Continuing Professional Development Activity Plan Member in Industry – Executive Position*

As Vice-President – Finance of a private company that manufactures and markets food products, Elizabeth is responsible for all aspects of the company’s financial management, including mergers and acquisitions and regulatory affairs.

When she heard about the new CPD requirements, Elizabeth’s first thought was that she would have to take prescribed PD courses on topics not relevant to her executive role. Under the new standards, a minimum of 120 hours of CPD must be completed over three years, including at least 60 hours of verifiable learning and at least 20 hours each year. But when she reviewed the new requirements, Elizabeth discovered that many of her ongoing activities would count as PD. She was therefore quickly able to develop a PD plan to meet the new minimum requirements.

Year 1

In year one, Elizabeth will lead a research project to analyze the possible acquisition of an Italian dairy products manufacturer and will present her findings to her company’s board of directors. This will count as 34 hours of verifiable PD. As an executive member of her local chapter of Financial Executives International (FEI), Elizabeth will also attend FEI’s six lunch seminars. To keep up with trends in her industry and in regulatory affairs, Elizabeth also reads the Financial Post, The Economist and food industry magazines. For this year, Elizabeth’s activities count for **40 hours** of verifiable learning and **20 hours** of unverifiable learning.

Year 2

Elizabeth has agreed to be a member of a technical committee formed by her provincial CA Institute/Ordre to produce a report next year comparing the financial and economic performance of her province to that of other provinces. She has also agreed to be a media contact when the report is released. She expects these activities to take eight hours. Elizabeth has also signed up for a 2.5-day-long conference on the food industry. In addition to reading food industry magazines, Elizabeth also plans to read CAmagazine and review the budget summary/technical update newsletters prepared by the company auditors. For year two, Elizabeth anticipates her verifiable learning to total **20 hours** and her unverifiable learning to total **30 hours**.

Year 3

Elizabeth has agreed to serve on an ad hoc committee to review proposed amendments to provincial corporations legislation. The amendments are scheduled to be released during year three of her PD plan and Elizabeth expects the review to take 25 hours. She also plans to attend a half-day governance seminar as a volunteer member of the board of the local women’s shelter. At work, she knows that a major strategic priority for her company’s board of directors in year three will be considering whether to go public, requiring her to lead a major research project and prepare a report that will take at least 52 hours to complete. Besides her regular reading, Elizabeth will also review new securities regulations taking effect in year three of her plan. These activities bring her year three total to **80 hours** of verifiable and **25 hours** of unverifiable learning.

With a projected total of 215 PD hours over three years, including 140 verifiable hours, Elizabeth expects to have no difficulty meeting the new CPD requirements.

	Verifiable	Unverifiable	Total
Year 1	40 hrs. (Research project, lunch seminars)	20 hrs. (Reading)	60 hrs.
Year 2	20 hrs. (Institute committee, industry conference)	30 hrs. (Reading)	50 hrs.
Year 3	80 hrs. (Research project, ad hoc committee, seminar)	25 hrs. (Reading)	105 hrs.
Total (compared to 3-year requirement of 120 hours, including 60 verifiable)			215 hrs.

**This example is for illustrative purposes only – for more information, contact [Shirley Sommer, CA, Registrar](#).*