

Example of Continuing Professional Development Activity Plan Member in Public Practice – Mid-Size Firm*

Jennifer, a Senior Tax Manager at a mid-sized public accounting firm, has specific expertise in the manufacturing, retail, high-tech and professional services sectors. An up and comer in the firm, Jennifer is widely expected to be admitted to partnership within two years.

When she heard about the new CPD requirements, Jennifer wondered if her current PD activities would be enough to meet them. 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. Jennifer tallied up the hours she plans to spend on PD during the next three years and quickly determined that she would have no problem meeting the new CPD requirements.

Year 1

Jennifer is completing a degree program in U.S. tax, which will count as 95 hours of verifiable learning. She has also been asked to prepare a report on new R&D tax credits announced in the provincial budget and present it to her colleagues. Jennifer also plans to attend a day-long management skills seminar and a three-day Canadian Tax Foundation (CTF) conference during year one of her plan. Jennifer’s unverifiable learning activities will include reading the firm’s tax bulletins and updates on new processes and professional issues as well as CCH Bulletins. In year one, Jennifer’s verifiable learning will total **125 hours** and her unverifiable learning will total **45 hours**.

Year 2

If all goes well, Jennifer will be admitted to partnership during the second year of her plan, meaning she will be attending a three-day conference for the firm’s new partners. She also plans to participate in a technical study group, attend a business-building seminar and prepare and present a paper on tax minimization strategies for Canadians working in the U.S. at a CTF conference. The activities will count as **80 hours** of verifiable learning. Jennifer’s regular reading of tax bulletins and firm memos are expected to total **45 hours** of unverifiable learning.

Year 3

In year three, Jennifer will attend a three-day CTF conference. She will also develop a new case simulation for the firm’s CA students and attend the firm’s three-day partner conference, where she will present a technical session on cross-border developments in tax planning. Jennifer will also spend 60 hours preparing for and teaching a five-day CICA In-Depth Tax Course, bringing her total verifiable learning in year three to **100 hours**. Her regular reading of tax bulletins and firm memos will be supplemented by reading CAMagazine, bringing her total unverifiable learning to **55 hours**.

With a projected total of 450 PD hours over three years, including 305 verifiable hours, Jennifer expects to have no difficulty meeting the new CPD requirements.

	Verifiable	Unverifiable	Total
Year 1	125 hrs. (U.S. tax degree, CTF conference, report, seminar)	45 hrs. (Reading)	170 hrs.
Year 2	80 hrs. (Partner conference, CTF conference, seminar, study group)	45 hrs. (Reading)	125 hrs.
Year 3	100 hrs. (CTF conference, case simulation, partner conference, CICA In-Depth Tax Course)	55 hrs. (Reading)	155 hrs.
Total (compared to 3-year requirement of 120 hours, including 60 verifiable)			450 hrs.

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