

**NEW BRUNSWICK INSTITUTE of CHARTERED ACCOUNTANTS
MEMBER NOTIFICATION
MANDATORY PROFESSIONAL DEVELOPMENT (“MPD”)
NOVEMBER 2007**

MPD – Summary

- Minimum of 20 hours each year, with at least 50% being comprised of “structured” PD;
- Total of 120 hours in every three-year period, with at least 50% being “structured” PD;
- Effective date: January 1, 2008;
- Transitional provision: Post-Sept 1, 2007 PD will be credited towards the requirements.

Eligible PD Activities

- Not restricted to formal courses or seminars;
- Includes both “structured” and “unstructured” learning activities;

- **STRUCTURED:** measurable, verifiable learning activities which contain significant intellectual and practical content, and **includes** (not an exhaustive list):
 - attending or teaching courses or seminars;
 - being a participant, lecturer or presenter at a conference;
 - participating in or leading technical discussion groups;
 - attending or teaching advanced or post-secondary education courses;
 - completing structured self-study programs.

- **UNSTRUCTURED:** independent and informal learning activities which contain significant intellectual and practical content, and **includes** (not an exhaustive list):
 - private reading, study and technical research;
 - preparation time for lectures and presentations;
 - research and writing time for professional or business-related articles, and
 - on-the-job training.

Exemptions

- No involvement in any activity, whether or not on a fee for service basis, where it is reasonable to believe that another party is relying upon your skills as a CA;
- On leave from the workforce to care for a child or children, or a family member with a critical terminal or chronic condition, or as a result of a personal medical disability, provided that the exemption under this category shall not extend for more than 12 months.

Reliance on skills as a CA means:

- CA is remunerated for his or her service, or,
- CA serves on the Board of governing body of a public company or reporting entity as contemplated by Rule 204 of the Rules of Professional Conduct, or,
- CA serves on a Board of governing body of a public interest entity such as a charity, foundation, hospital, health authority, publicly funded educational institution or social services agency.

Note: Reduced Requirements

- Reliance on the skills of an otherwise inactive CA relative to a volunteer capacity (i.e. signing financial statements, information returns or other government filings, grant applications, or similar documents) - the requirements are reduced by 50% and all applicable learning activities of said member may be “Unstructured”;
- Requirements relative to any member performing non-assurance engagement(s) on a part-time basis wherein the total fees rendered in relation to said engagement(s) for each 12 month period ending March 31st do not exceed \$10,000 are reduced by 50% and all applicable learning activities of said member may be “Unstructured”.

Annual Declarations to the Institute

- Annual declaration by member re: compliance with MPD by-law;
- Each member to file declaration with “prime” Institute;
- Declaration to NBICA to be provided with member billings.

Keeping Records

- Members required to maintain adequate records to support their annual declaration re: PD activities;
- **No specific format is required.** See suggested worksheet below;
- Submit these records to NBICA **ONLY** upon specific request.

Failure to Meet the PD Requirement

- Failure referred to Council;
- CA provided with an opportunity to provide an explanation;
- If deemed necessary, Council may refer the CA to the Discipline Committee.

Questions?

- Members can view/print the entire By-law 266 at our website – www.nbica.org – under “Publications and Forms”;
- Any questions, please contact Jack Blackier, LL.B., FCA, at 506-634-1589 or by email at jackblackier@nb.aibn.com

Relative to NBICA PD Sessions:

- Half day course is equivalent to 3.5 PD Hours
- Full day course is equivalent to 7 PD Hours



The New Brunswick Institute of Chartered Accountants
 Continuous Learning Activities
 Worksheet – 12 months ended December 31, _____

Date	Learning Activity	Reportable Hours					Total
		Formal				Informal	
		NBICA	Other External	In-House	Self-Study		
TOTAL REPORTABLE HOURS							

Instructions:

1. This worksheet may be used to accumulate data on PD activities completed during the calendar year to assist you in completing the annual declaration which will be included as part of your annual fee billing. Use of this worksheet is **NOT** required. Do **NOT** submit it with your annual declaration. Retain this worksheet or similar record as part of your professional records.
2. Please record your learning activities to the nearest 1/2 hour.
3. See the MPD summary at the beginning of this document.

