



# Public Practice Entrance and Continuance Standard

Version 2.1

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Certified General Accountants Association of Canada  
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## 1. The CGA Profession

- 1.1 Certified General Accountants (CGAs) are governed by an affiliation of CGA-Canada and twelve provinces and territorial CGA Associations. The CGA designation is nationally and internationally recognized, extending to Bermuda, the Caribbean, the People's Republic of China and Hong Kong (and, by virtue of MRAs, to Europe and Australia with ACCA, CPA Australia, and CPA Ireland).
- 1.2 A professional organization is granted the legal right by society to control entrance into the profession and to formulate standards of behaviour governing its members. In return, members of the profession are entrusted to act in the best interest of society, a responsibility that is formalized by provincial and federal Acts and the *CGA Code of Ethical Principles and Rules of Conduct*.
- 1.3 Professional values, ethics and attitudes identify professional accountants as members of a profession and shape all that they do as professionals. These pervasive qualities are fundamental to all successful professions.
- 1.4 CGAs have an important societal role and their decisions and actions affect the welfare of many people. As professionals, CGAs are obligated to act in the interest of these other parties who have a stake in the nature and quality of the professional activities they perform. These stakeholders include employers, clients, various identifiable third parties, and the public at large. Therefore, the professional organization and its members have a stake in the performance of individual members.
- 1.5 To fulfil their responsibility to the public and to the profession, CGAs must have a number of important character traits, as well as the skill to make expert technical and moral judgements which serve the interest of society. The CGA designation is granted to individuals who complete a rigorous, integrated process of academic study, professional education, comprehensive examinations and practical experience.

## 2. Overview of CGA Certification

CGA certification consists of both the education and practical experience requirements that comprise the CGA Program of Professional Studies. These requirements are described as follows.

### 2.1 Education Requirement

- 2.1.1 All students in the CGA Program of Professional Studies are required to obtain a bachelor's degree prior to admittance to membership as a Certified General Accountant. The degree must be granted from an approved post-secondary degree-granting institution.
- 2.1.2 The education component of the CGA Program of Professional Studies is comprised of three segment levels: Foundation Studies, Advanced Studies, and Professional Applications and Competence Evaluations (PACE). The Foundation and Advanced Studies can be completed through the CGA Program of Professional Studies or by transfer credit either in whole or in

part, from qualifying post-secondary institutions. The PACE Level requires the completion of four national professional applications courses and examinations — two technical competency course electives and two capstone comprehensive examinations.

### **2.1.3 Foundation Studies**

This education segment is comprised of ten courses that form the foundational knowledge of the accounting profession. The Business Case 1 is completed at the end of the Foundation Studies, providing students with the opportunity to apply and integrate the financial management competencies acquired throughout this level in a practical and professional capacity.

### **2.1.4 Advanced Studies**

This education segment includes five courses that build on the Foundation Studies to advance the financial management knowledge, skills, abilities, and expertise, particularly in the areas of accounting, tax, and audit. Completion of a Public Practice Audit Case after this segment demonstrates the technical competencies in accounting, taxation, and audit through simulated real-world audit experience.

### **2.1.5 Professional Applications and Competence Evaluation Studies (PACE)**

This education segment offers an interactive learning environment that combines online teamwork, business simulations, and in-depth case studies. PACE ensures that all CGA students acquire, and can effectively apply, the leading edge technical and professional competencies expected of a newly admitted CGA member. At the PACE level, students complete two PACE electives that are consistent with their professional career interests and two capstone professional application courses and examinations.

## **2.2 Practical Experience Requirement**

2.2.1 The application of conceptual knowledge through practical experience is integral to developing a well-rounded professional accountant. This practical experience facilitates the development and demonstration of professional competence through real-life situations requiring the application of professional judgement.

2.2.2 CGA practical experience is assessed on the basis of professional competencies. To qualify for membership, all candidates must demonstrate a specific set of competencies through approved work experience. Meeting competency requirements generally requires 36 months of full-time employment experience dependent upon a student's rate of advancement. At a minimum, candidates must complete a term of experience of at least 24 months. Therefore, prior to admittance to membership, all CGAs are required to have 5,000 hours or more of relevant practical experience.

2.2.3 The practical experience requirement can be gained through employment in the business community, corporate entities, governments, public accounting firms, and not-for-profit organizations. Regardless of where CGAs earn their practical experience, they must demonstrate defined competencies prior to certification as a CGA professional. These competencies fall under the broad

areas of Leadership, Professionalism, and Technical Knowledge and include:

- (a) Strategic and organizational leadership;
- (b) Organizational effectiveness;
- (c) Individual and team leadership and development;
- (d) Ethics and trust;
- (e) Stakeholder focus;
- (f) Communication;
- (g) Integrative approach;
- (h) Problem solving;
- (i) Professional development;
- (j) Professional self-examination;
- (k) Financial accounting and reporting;
- (l) Management accounting;
- (m) Taxation;
- (n) Assurance and other related services;
- (o) Finance and financial planning; and
- (p) Information technology.

### **3. Continuance Requirements of CGA Membership**

#### **3.1 CGA Code of Ethical Principles and Rules of Conduct (CEPROC)**

3.1.1 To protect the public interest, CGAs must adhere to the highest standard of professional and ethical conduct, meet prescribed standards of practice, and remain true to the intention of the founders of the CGA designation — to "encourage improvement" in the field of accountancy. Developing professional values, ethics and attitudes begins early in the pre-certification education of a CGA and is reemphasized throughout their career as part of lifelong learning. An assessment of professional values, ethics and attitudes forms part of the CGA Public Practice Competency Assessment process for all CGAs applying to practice public accounting.

3.1.2 Those who earn the right to use the CGA designation have a duty at all times to conduct themselves in an ethical and professional manner in serving clients, employers and the public. Ethical and performance standards for members are set out in the *CGA Code of Ethical Principles and Rules of Conduct* (CEPROC).

#### **3.2 Mandatory Continuing Professional Development**

3.2.1 One of the cornerstones of the *CGA Code of Ethical Principles and Rules of Conduct* (CEPROC) requires CGAs to continually upgrade and develop their knowledge and skills in the areas in which they practise as professionals.

3.2.2 It is the responsibility of all members under CEPROC to develop and maintain their professional competence including the knowledge, skills, ethics, attitudes, and values relevant to them within their professional environment.

3.2.3 The CGA commitment to lifelong learning through continuing professional development is designed to sustain professional competence. It reinforces

the credibility of the CGA designation, both nationally and internationally, and maintains public trust.

- 3.2.4 All CGAs must document and report their professional development activities annually and meet the specified minimum hours requirements of the CGA Continuing Professional Development Standard, complying with the standards established by the International Federation of Accountants Council's (IFAC) International Accounting Education Standards Board (IAESB) International Education Standard 7 (IES 7): Continuing Professional Development: A Program of Lifelong Learning and Continuing Development of Professional Competence.

#### **4. Certified General Accountants in Public Accounting**

- 4.1 CGAs in public practice are highly qualified professionals who offer a range of sophisticated assurance and advisory services to virtually every segment of the economy.
- 4.2 CGAs in most provinces offer a full range of public accounting services. This means they have the right to perform audit, review, and compilation engagements for publicly traded, private, and not-for-profit organizations. In addition to assurance services, CGAs in public practice may offer professional advice in a myriad of service areas, including:
- (a) taxation;
  - (b) financial planning;
  - (c) retirement, estate, and succession planning;
  - (d) feasibility studies;
  - (e) forecasting;
  - (f) valuations;
  - (g) financial management;
  - (h) management consulting and advisory services;
  - (i) budget planning;
  - (j) non-financial performance measurement;
  - (k) forensic accounting and financial investigation;
  - (l) financial litigation support services;
  - (m) risk management;
  - (n) corporate control;
  - (o) strategic counsel;
  - (p) selection and implementation of information technology; and
  - (q) executive management.
- 4.3 CGAs who wish to offer public accounting services must possess specific capabilities, demonstrate competence in relevant areas, and meet defined educational and experience requirements before being granted the privilege of practising any aspect of public accounting.
- 4.4 To practise public accounting, CGAs must successfully complete a rigorous seven-year program of professional studies combined with a minimum of three years of relevant work experience, with two years served at a senior level within a Canadian public accounting firm.

- 4.5 Protection of the public interest is paramount to the profession. The CGA Associations ensure that CGAs engaged in the practice of public accounting provide the highest level of service by requiring them to:
- (a) Meet education and experience entry and continuing requirements specific to the practice of public accounting;
  - (b) Adhere to the *CGA Code of Ethical Principles and Rules of Conduct*;
  - (c) Commit to ongoing continuing professional development;
  - (d) Undergo practice reviews following a three-year cycle;
  - (e) Maintain professional liability insurance; and
  - (f) Be subject to discipline and investigation.

## 5. Qualification to Practise Public Accounting

- 5.1 The CGA profession's approach to public practice qualification encompasses both the **capabilities** required and the demonstrated **competencies** of a public accountant. Capabilities are the professional knowledge, professional skills, and professional values, ethics, and attitudes required to demonstrate competence. Competence links practical experience with formal education and refers to the ability to perform a work role to a defined standard in "real world" working environments. While the possession of capabilities provides an indication that an individual has the ability to perform competently, it is through practical experience that a CGA gains and demonstrates competence as a public accountant.
- 5.2 Competence is gained through a blend of *education*, *practical experience*, and *training* and is demonstrated when an individual draws on capabilities to perform the required tasks to the required standard.
- (a) Education — learning processes that are systematic, structured, and often formal.
  - (b) Practical experience — the practical execution of tasks that are relevant to the field of accountancy. May be achieved "on the job" (performing actual tasks) or "off the job" (through instruction or workplace simulation).
  - (c) Training — a particular type of education that focuses on how the individual performs the job. Usually a blend of instruction and practice.
- 5.3 The combination of these components may vary; however, the competence standard to be met is consistent. Further, CGAs are required to maintain this competence through lifelong continuing professional development.
- 5.4 Prior to registering to practise public accounting, CGAs must meet the following education and experience requirements or must submit to the supervision of a mentor.

### 5.5 Education Requirements

- 5.5.1 Public accounting involves the reliance by the public and other third parties on the CGA communications attached to financial information issued by clients. Therefore, competence to perform public accounting requires a concomitant level of education and training in assurance and related areas.
- 5.5.2 CGAs, through their pre-certification and practical experience, acquire the skills in leadership, professionalism and technical knowledge necessary to practice as professional accountants. However, CGAs wishing to practise

public accounting require a deliberate skill set in certain competencies and must undergo a targeted assessment in the following areas:

- (a) Ethics and trust;
- (b) Stakeholder focus;
- (c) Communication;
- (d) Integrative approach;
- (e) Problem solving;
- (f) Professional development;
- (g) Professional self-examination;
- (h) Financial accounting and reporting;
- (i) Management accounting;
- (j) Taxation; and
- (k) Assurance and other related services.

5.5.3 The flexibility within the CGA Program of Professional Studies permits students to select PACE course electives consistent with their personal career interests. Students seeking a career in public accounting would normally select the following courses as certification electives:

- (a) AU2: Advanced external auditing
- (b) TX2: Advanced personal and corporate taxation

Alternatively, these courses may be completed at the post-certification level.

5.5.4 The CGA Program of Professional Studies requires that all individuals obtain a bachelor degree from an approved post-secondary degree-granting institution prior to certification as a CGA.

## 5.6 Practical Experience Requirements

5.6.1 Consistent with the experience standards for the practice of public accounting prescribed by IFAC's International Accounting Education Standards Board, CGAs are required to complete a period of practical experience sufficient in length and intensity to permit candidates to demonstrate acquisition of the necessary capabilities required to practise public accounting. A substantial portion of this practical experience should be in the assurance area and must be relevant to the type and size of assurance engagements they are offering, or are likely to offer, to the public.

5.6.2 The total period of practical experience relevant to the practice of public accounting is a minimum of three years, including no more than one year of graduate level education, and these must have been achieved within the five years prior to applying to register in public practice. At least two of these years of practical experience should normally be spent in the area of assurance under the guidance of an engagement partner or mentor.

5.6.3 CGAs must undergo the **CGA Public Practice Competency Assessment** process before they can be registered to practise public accounting. This process verifies the public accounting competencies demonstrated by the member. While CGAs are exposed to all competencies through the CGA Program of Professional Studies, they need not demonstrate the same depth of expertise in all competencies to practise public accounting. For example, assurance, taxation, and performance measurement and reporting are

technical competency areas where a greater depth of experience would be required to practise public accounting, whereas competency demonstrated in other areas may be to a lesser degree. Normally, to demonstrate the required competencies, a CGA applying to register in public practice will have completed:

- (a) At least 1,250 hours in assurance engagement services;
- (b) A minimum of 200 hours in the provision of taxation services; and
- (c) A minimum total of 2,750 hours in the competency areas defined for public accounting.

5.6.4 This practical experience may be achieved during or after admittance to membership as a CGA. It can be completed while employed in a CGA firm, a firm of other professionally designated accountants recognized by statutory authority in Canada, or under the supervision of an approved mentor(s), and can include:

- (a) On-the-job training and experience;
- (b) Off-the-job training; and
- (c) Continuing professional development courses and activities.

5.6.5 Prior to applying to register in public practice, CGAs must have completed the following CGA off-the-job training courses:

- (a) Orientation to Public Practice (OPP) courses:
  - Starting Your Own CGA Practice or equivalent;
  - Performing Compilation and Review Engagements or equivalent; and
  - Audit Engagements or equivalent; and
- (b) CICA *Handbook* Refresher course

## 6. CGA Mentor Program

6.1 The CGA Mentor Program was developed to ensure that any CGA in Canada offering public accounting services has adequately supervised experience. The CGA Mentor Program involves a formal engagement between the Association and the mentor and between the mentor and the new practitioner. It entails specific responsibilities on the part of both the mentor and the mentee practitioner to each other and to the Association. CGAs may elect to achieve all or a portion of their practical experience in public accounting through the CGA Mentor Program.

6.2 A mentor is a practitioner or firm that is registered to practise public accounting and that has been approved by the Association to provide mentees with guidance and mentorship to assist with the development of the newly registered CGA's competencies. Mentors should be able to provide a working environment which encourages, monitors, and rewards the work performance and development of personal attributes, ethics, professionalism, and the professional skills and specific competencies expected of a CGA in a public accounting role.

6.3 The criteria to become a CGA mentor include:

- (a) Be currently registered in public practice and in compliance with the continuance requirements of practice;

- (b) Offer all types of report engagements (audit, review, and compilations) within his or her practice;
  - (c) Maintain a record of successful practice review;
  - (d) Maintain a record of meeting, and be current in the reporting of Continuing Professional Development requirements; and
  - (e) Has not been cited for unprofessional conduct.
- 6.4 The mentor assists the Association in a critical component of the development of a CGA's competencies in the area of public accounting. A CGA who has not yet completed the practical experience requirements must apply to participate in the CGA Mentor Program on their application to practise public accounting. The Association completes the CGA Public Practice Competency Assessment process to assess the competency levels of the CGA and provides this information to the selected mentor. Throughout the mentoring process, the mentor will attest that the mentee has met his or her professional obligations with respect to the competencies demonstrated, hours and term of practical experience. The mentee practitioner, however, is responsible for tracking competencies achieved and for maintaining a record of practical experience hours.
- 6.5 Practical experience gained through the CGA Mentor Program provides opportunities for the progressive development and application of the following proficiencies:
- (a) The ability to apply theoretical and technical knowledge;
  - (b) Application of professional judgement, including executive and administrative skills;
  - (c) An appreciation of the standards of the profession, including ethics and independence;
  - (d) The ability to acquire enhanced professional communication and interpersonal skills;
  - (e) The ability to respond to a client's needs and identify critical issues;
  - (f) The development of problem solving and management decision-making skills;
  - (g) Enhanced professionalism in the field of public accounting; and
  - (h) Application of objectivity, independence, and professional scepticism.
- 6.6 To be eligible to practise public accounting, a member may not be required to demonstrate competency in all tasks or contexts in every possible situation that could be encountered. However, a member is expected to be able to competently perform certain tasks in particular contexts in all situations that are likely to be encountered. It is anticipated that most members will acquire the necessary practical experience required to demonstrate assurance competencies over the course of a number of assurance engagements performed within the period prescribed by this Standard.

## **7. Registration to Practise Public Accounting**

- 7.1 A CGA member intending to engage in the practice of public accounting is required to apply for registration with their provincial or territorial Association prior to setting

up practice and must renew his or her registration annually. Registration requirements apply to each partner of the firm.

- 7.2 The Association reviews the registration application and completes the CGA Public Practice Competency Assessment process to assess the education and experience components of the professional accountant's public practice competencies for adherence to this Standard.
- 7.3 A CGA who is employed in a firm that is engaged in the practice of public accounting is not considered to be engaged in public practice and is therefore not required to hold his or her own registration.
- 7.4 For the purpose of registration, public practice means providing or offering to provide one or more of the following services to the public/client:
- (a) performing an assurance engagement;
  - (b) performing a specified auditing procedures engagement;
  - (c) performing a compilation engagement;
  - (d) providing an accounting service insofar as it involves summarization, analysis, advice, counsel or interpretation;
  - (e) providing forensic accounting, financial investigation or financial litigation support services (if providing services independently);
  - (f) providing advice, counsel or interpretation with respect to taxation matters; and
  - (g) preparing a tax return or other statutory information filing when such preparation is in connection with a practice offering or providing a service described in paragraph (a), (b), (c), (d), (e) or (f).
- 7.5 If solely providing the following services, CGAs do not need to register:
- (a) Management consulting, including investigating and identifying management and business problems related to the policy, technical, organization, operations, financial, systems, procedures or administrative aspects of organizations and recommending appropriate solutions;
  - (b) Insolvency, including receivership, trusteeship in bankruptcy, liquidation, and administration of bankrupt or insolvent companies and estates;
  - (c) Data processing, including manual record keeping;
  - (d) Administratorship, insofar as it involves the management of affairs on behalf of others;
  - (e) Computer systems consulting;
  - (f) Business brokerage, negotiating and advising on the sale, financing, merger or acquisition of business organizations;
  - (g) Executorships and estate administration;
  - (h) Investment counseling;
  - (i) Insurance counseling;
  - (j) Valuation; and

- (k) Providing services to the public through a law firm.

## 7.6 Registration Categories

7.6.1 CGAs are permitted to offer the scope of practice wherein they have demonstrated the necessary competencies and have achieved the requisite number of practical experience hours to sufficiently demonstrate those competencies as assessed under the CGA Public Practice Competency Assessment process. Competencies may be achieved through different means, but these must meet the requirements established under this Standard.

7.6.2 CGAs must demonstrate competencies relevant to the type and size of engagements they are offering, or are likely to offer, to the public. Consequently, CGAs may offer a variety of different services to the public that fall within the following categories:

- (a) Limited services: Personal income tax preparation services and government prescribed forms and returns using financial information prepared by a client solely for inclusion with corporate, trust, and personal income tax filings.
- (b) Compilation and tax services: Compilation engagements and/or corporate and personal tax preparation services.
- (c) Assurance engagement services: Full public accounting services including audit, review or other assurance services.

7.6.3 All CGAs applying to register in public practice in categories (b) and (c) above must adhere to the following requirements in order to be eligible to practise:

- (a) Carry professional liability insurance in accordance with the CGA Professional Liability Insurance Program. The coverage loss limit per claim shall not be less than \$1,000,000.

The coverage loss limit aggregate, per annual policy period, shall not be less than:

- \$3,000,000 for a sole proprietor/practitioner;
- \$4,000,000 for a partnership comprised of two or more partners; and
- \$5,000,000 for a corporation.

The maximum allowable deductible, per claim, afforded by the policy shall not exceed \$1,000.

The coverage will provide for, upon retirement or withdrawal from public practice, an extended claim reporting period of not less than three years.

- (b) Subscribe to the *CICA Handbook* (all sections) and the *CGA-Canada Public Practice Manual*.
- (c) Subject themselves to the practice review process in accordance with the CGA Public Practice Review Standard.

#### **7.6.4 Limited Services**

7.6.5 Limited registration is available for CGAs who solely provide any of the following services to the public:

- (a) Providing personal income tax preparation services for a fee; and
- (b) Preparing tax returns and government-prescribed forms (i.e., GIFI) from financial information prepared by a client solely for inclusion with corporate, trust, and personal income tax filings;

Provided that they are a certified member in good standing.

7.6.6 CGAs who are subject to a limited registration process must be a certificated member in good standing and comply with the entrance and maintenance of registration requirements in accordance with the policy of their respective affiliate. At a minimum, this limited registration process must include maintenance of professional liability insurance as prescribed under the CGA Professional Liability Insurance Program.

#### **7.6.7 Compilation and Tax Services**

7.6.8 CGAs applying for registration to practise public accounting, and offering compilation and corporate and personal taxation services to the public, must complete the following education requirements and demonstrate the specified competencies through demonstrated practical experience:

- (a) Be a certified member in good standing;
- (b) Have completed the following graduate level advanced course:
  - TX2: Advanced Personal and Corporate Taxation or equivalent — completed prior to initial application to practise public accounting;
- (c) Prior to applying for registration to practise public accounting, must have completed the following CGA off-the-job training courses:
  - Orientation to Public Practice (OPP) courses:
    - Starting Your Own CGA Practice or equivalent; and
    - Performing Compilation and Review Engagements or equivalent;
  - CICA *Handbook* Refresher course; and
- (d) Have completed a total of 2,750 hours of pre- or post-certification practical experience in the competencies required to practise public accounting, of which 200 hours must be in taxation services. An applicant who has not achieved the prescribed hours or demonstrated the required competencies prior to seeking registration will be required to engage an approved mentor.

### **7.6.9 Assurance Engagement Services**

7.6.10 CGAs applying for registration to practise public accounting, and offering a full range of public accounting services including audit, review, and other assurance specified auditing procedures engagement services to the public must complete the following education requirements and demonstrate the specified competencies through demonstrated practical experience:

- (a) Be a certified member in good standing;
- (b) Have completed the following graduate level advanced courses prior to registration:
  - AU2: Advanced External Auditing or equivalent; and
  - TX2: Advanced Personal and Corporate Taxation or equivalent;
- (c) Prior to applying for registration to practise public accounting, must have completed the following CGA off-the-job training courses:
  - Orientation to Public Practice (OPP) courses:
    - Starting Your Own CGA Practice or equivalent;
    - Performing Compilation and Review Engagements or equivalent; and
    - Audit engagements or equivalent; and
  - CICA *Handbook* Refresher course; and
- (d) Have completed a total of 2,750 hours of pre- or post-certification practical experience in the competencies required to practise public accounting, of which 1,250 hours must include progressively additional senior level experience in audit, review, and other assurance engagement work and 200 hours must be in taxation services. The blend of the experience may vary but must be relevant to the type and size of assurance engagements the CGA is offering, or is likely to offer, to the public. However, in order to perform audits a CGA must demonstrate practical experience in the area of audit. An applicant who has not achieved the prescribed hours or demonstrated the required competencies prior to seeking registration will be required to engage an approved mentor.

7.6.11 Consistent with IFAC International Accounting Education Standards for the practice of public accounting, the minimum term of practical experience is three years, with at least two of these years spent in the area of assurance under the guidance of an engagement partner or approved mentor.

### **7.7 Provincial and Territorial Jurisdictions with Licensing Regimes**

7.7.1 In some jurisdictions, legislation governs public accounting services, and provincial regulations may specify the range of public accounting engagements included under the licensing provisions. These specifications can include the number of practical experience

hours that must be obtained in auditing, and other requirements that must be met in order to practise. In those jurisdictions, CGAs must adhere to the legislated requirements for licensing.

## 8. Continuance Requirements in Public Accounting

- 8.1 CGAs registered in the practice of public accounting must renew their registration annually. To qualify for renewal, a CGA must comply with the following requirements:
- (a) Have been registered to practise public accounting in the previous year or no more than two years previously;
  - (b) Be current in their practice reviews;
  - (c) Be in compliance with the CGA Continuing Professional Development reporting requirements;
  - (d) Maintain professional liability insurance;
  - (e) Maintain a current subscription to the CGA *Public Practice Manual*; and
  - (f) Maintain a current subscription to the CICA *Handbook*.
- 8.2 CGAs who have not been registered to practise public accounting in the previous two years must reapply for registration to practise public accounting and undergo reassessment under the CGA Public Practice Competency Assessment process.

## 9. Disciplinary Process

- 9.1 Under provincial and territorial legislation, governments grant the legal right to each Association to manage the profession. In return, the Association and its members are to act in the best interests of society, and to do so through high standards of ethics, conduct, and practice. All CGAs must adhere to the CGA *Code of Ethical Principles and Rules of Conduct*, which include responsibilities to society and the profession. When these rules are breached, processes are in place that are designed to protect the public interest, other members, and the Association.
- 9.2 Members committing offences that constitute a breach of professional conduct will be subject to disciplinary action. The disciplinary process followed is prescribed by legislation in each province and territory. Sanctions that may be imposed on CGAs include fines, temporary suspensions, revocation of membership or expulsion from membership.

## 10. Practice Review

- 10.1 CGAs registered to practise public accounting are required to undergo periodic reviews of their practice in accordance with the CGA Public Practice Review Standard. The purpose of the practice review is to promote high standards of practice within public accounting firms and to monitor the competence of the profession.
- 10.2 Practice reviewers appointed by the Association to perform or assist in practice reviews must meet certain education and experience criteria. The results of practice reviews are reported to an Association committee. Details of deficiencies found during practice reviews are reported to the CGA along with a direction to implement corrective action. Remedial actions may include disciplinary action, follow-up practice review, mandatory review of engagement work prior to issuance, and the completion of courses or seminars.