

Continuing Education Credits Policy

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Intent

This policy describes the requirements for Continuing Education Credits for IPBC Members, as well as the process for auditing of Member CE Credits.

Questions related to this policy and its guidelines may be directed to the IPBC CEO and/or the Education Sub-Committee.

Policy

1. Continuing Education Credit Qualifications

The Continuing Education Credits (CEC or “credit”) requirements for CPB/FCPB Members is **20** credits per year. There is an exception available to obtain **40** credits over a 2-year period, *however* this is only for those meeting specific criteria (i.e. maternity leave or long-term illness) and must be sanctioned by IPBC in order to be considered valid.

The credit requirement for Retired CPB/FCPB Members is **10** credits per year.

The credit requirement for Tier 3 – Technician Bookkeeper is **10** credits per year.

The credit requirement for Tier 2 – Intern Bookkeeper is **5** credits per year.

The term “Year” refers to one year from the anniversary date that the Member successfully completed the CPB Exam or the test for their Tier level.

- These credits must be **VERIFIABLE** – meaning that the education can be *proven*.
- CECs fall into two categories, those being (1) “**CONTINUOUS BOOKKEEPING & BUSINESS**” and (2) “**PERSONAL DEVELOPMENT**”:
 - **CONTINUOUS BOOKKEEPING & BUSINESS** CECs must be the majority of the Member’s annual requirements to a minimum of **18** per year (or **36** over 2 years for the exception);
 - **PERSONAL DEVELOPMENT** CECs only qualify for a maximum of **2** per year (or **4** over 2 years for the exception).

- Continuing education topic areas such as software training and webinars must also be VERIFIABLE, i.e. proof of attendance (documentation that proves your successful completion of the session).

IPBC Webinars: For every 1-hour webinar, 1 CEC will be awarded. This includes webinars given by vendors, as long as they are not sales-based. (*when in doubt, check specifics for each webinar*)

Regional Meetings: For every Regional Meeting attended, 1 CEC will be awarded. These are eligible for the CONTINUOUS BOOKKEEPING & BUSINESS CECs when they are bookkeeping related.

IPBC Conference: Attendance at the annual IPBC conference will allow one CONTINUOUS BOOKKEEPING & BUSINESS – CEC for each breakout session available to attend. This does not include keynote speaker talks or pre-conference sessions.

Individual Bookkeeping Courses/Seminars: Attendance at courses and seminars that are directly related to bookkeeping will be awarded ONE CONTINUOUS BOOKKEEPING & BUSINESS CEC per ONE hour of attendance. Examples of these include, but are not limited to, CPA/CRA Year-End & New Year Requirements, Sage SAN Certification annual renewal, and Black Swan Program. CECs granted for this category must have verifiable documentation of successful completion.

Other industry Related/Technology Conferences: Attendance at all other bookkeeping business related and technology conferences will be awarded as per the CECs given by the individual conference (i.e. Excel, Operating systems such as Windows).

Teaching or Presenting: CECs will be awarded as ONE CONTINUOUS BOOKKEEPING CEC per ONE hour of teaching/presenting, provided that (a) it is a public audience and not part of your everyday tasks, and (b) that verifiable documentation is available. Please note that CECs will not be awarded for any preparation time or proctoring of exams.

Individual Personal Development Courses & Seminars: Attendance at courses and seminars of this nature will be awarded as ONE PERSONAL DEVELOPMENT CEC per ONE hour of attendance to a maximum of ONE CEC per course/seminar. Attendance must be verifiable, and session must involve a speaker (i.e. mixers are no eligible for CECs).

Note: if a Member is unsure if a course is eligible for a CE Credit, then the Member should obtain approval before taking the course to ensure the credit(s) will be sanctioned. This request should be submitted to IPBC using the “CEC REQUEST” form. Staff will then forward it to the Education Sub-Committee for review. The Education Sub-Committee will advise Operations of the decision, who will, in turn, respond to the Member. If approved, the Education Sub-Committee will then recommend that the course they reviewed be added to the list of eligible courses for future reference.

2. **CEC Maintenance**

- Members are responsible for updating their own CECs in their profile on the IPBC website. This includes uploading the verification of their CECs and being responsible for the accuracy of the entries already in their profile (those entered by the IPBC).

- CECs of a Member are subject to a random audit at any given time, under the parameters determined by the Accreditation & Compliance Committee or Operations. Therefore, any and all documentation that verifies your CECs over a two-year period should be retained to support the credits you are claiming for the current reporting year, as well as the previous reporting period. *(Instructional documentation is available from IPBC on how to manage this portion of your profile.)*

3. CEC Audit Process

- The annual notice of renewal to Members will include a reminder to ensure all CECs are documented in their profile on the website.
- Operations will obtain a list of CPB/FCPB renewals from the IPBC database the first of each month. They will then perform a random review of the credits (from the list provided) prior to the monthly A&C meeting and provide a report to the A&C Committee.
- At the monthly A&C Committee meeting, those found not in compliance from the random review would be discussed and a list forwarded to Operations of the results. Operations will advise by form letter to all of those in good standing and follow-up with those that are not.
- Upon completion of an audit, those Members found not in compliance with the requirements:
 - Will be given a warning that they have 90 days to attain and/or document their CECs. Documentation for each CEC being claimed will be required to maintain their CPB /FCPB designation, Tier level or status as a Retired CPB/FCPB Member.
 - Once the documentation from the above step is complete, the A&C Committee will be notified to review it, at which time a compliance determination will be made and communicated back to the Member by Operations.
 - If compliance is not met by the 90-day deadline, the Member's CPB/FCPB designation will be temporarily suspended and they will be required to pay a \$100 reinstatement fee in order to regain their designation.
- CECs for the members of the Education Sub-Committee will be audited by the Chief Executive Officer as per the individual Member's annual renewal period.

4. Approval of Outside-Industry Credits to Become Accepted CECs

Any CEC approval requests from those who wish to provide education to IPBC Members must be pre-approved by the Accreditation & Compliance Committee to become a valid CEC.

5. CEC Requirements for IPBC Apprentice, Intern and Technician Bookkeepers

Members in these Tiers must adhere to the annual CEC requirements of the respective Tier. Obtaining CECs before you achieve the CPB designation is an expectation and is a good practice to undertake.

Below are some examples of qualifying CECs

CONTINUOUS BOOKKEEPING & BUSINESS	PERSONAL DEVELOPMENT
IPBC Conference	Chamber of Commerce meetings
IPBC Regional Meetings (business related)	IPBC Regional Meetings (non-business related)
Sage Conference or product course	Toastmasters meetings
Intuit Conference or product course	Organization courses/seminars
Industry-specific Bookkeeping Conferences	Negotiation courses
Industry-specific Bookkeeping courses	Dealing with Difficult People courses
CPA Conferences	Social Media courses, seminars or webinars
CPA / CRA courses, seminars or webinars	Skill Path courses
Labour Standards courses	Improving your Health
K2 Enterprises Technology Seminar Series	Marketing courses, seminars or webinars
Technology sessions (Windows, MS Excel, etc)	
<p><i>Please note: the above lists are examples only – as previously stated, if you are unsure if CECs you have qualify – or which category they qualify for, notify IPBC for verification.</i></p>	