

## **GUIDANCE NOTES FOR CMA CANADA MEMBERS APPLYING FOR CIPFA MEMBERSHIP**

You should refer to these notes before completing the Institute's Application for Election to Membership Form.

### **Introduction**

CIPFA announced in 2004 the signing of a Mutual Recognition Agreement (MRA) with CMA, a body which shares CIPFA's interest in the advancement of financial and strategic management; the MRA's objective was to establish the arrangements whereby qualified members of each body will be recognized as members of the other.

CIPFA has agreed to admit CMA Canada members in the status of Chartered Public Finance Accountant and use the designatory letters CPFA provided they:

- (a) have a university degree or equivalent recognized by CIPFA;
- (b) are legally entitled to work in the UK or be a UK citizen;
- (c) produce a Continuing Professional Development (CPD) plan covering UK Company Law and Taxation over a minimum of eighteen months with documented evidence;
- (d) have two years relevant work experience in the UK (which can be backdated); and
- (e) be of good standing with no disciplinary cases outstanding (A letter confirming this from CMA Canada will be required).

### **Section A1**

Applicants are required to give the date they became a CMA Canada member, their membership number, details of their university degree, a CV which evidences their work experience and documentation which evidences a CPD plan covering Company Law and Taxation over a minimum of eighteen months.

### **Section A2**

Applicants should be aware of these documents which, if their application for membership is approved they are required to observe. These documents are available from the CIPFA website.

### **Section A2 (a) and (b)**

With regards to Continuing Professional Development (CPD) CIPFA requires all members to register in its scheme and annually confirm participation by completing and returning a Statement of Declaration. If you are asked by CIPFA to provide evidence of your CPD activities, paperwork from a recognised professional body, CMA Canada will be accepted in place of CIPFA's paperwork.

Full details of the CIPFA CPD scheme are available on the CIPFA Learning Centre at [www.cipfa.org.uk/clc](http://www.cipfa.org.uk/clc). Once elected, members have full access to the password protected areas of the website.

### **Section A3**

For applications submitted during 2010 a £140.00 application fee **must** accompany the application form. Applications will not be submitted to Council or Board if the fee has not been received.

### **Section A4**

Applicants must accept that a condition of CIPFA membership is that they retain membership of CMA Canada.

### **Section A5**

A condition of CIPFA membership is that applicants must accept and agree that CMA Canada and CIPFA will share information regarding your membership for the purposes of managing those memberships, which will include:

- (a) Allowing CMA Canada and CIPFA to verify that the applicant is a member of good standing of the other body (either at the time of application or at any time during the term of the MRA) and has met the entry requirements;

- (b) Ensuring that the member has retained membership of his/her "original" professional body;
- (c) Conducting analysis of the members availing themselves of the terms of the MRA; and
- (d) Providing information about any professional conduct issues concerning the member.

**Section A6**

Applicants must sign and date this section as a declaration that they have read, understood and agree to these statements.

**Section B**

Each question must be answered. If answered yes to any of the three questions within this section details must be supplied. Applications will then be referred to the Investigations Committee to assess the impact upon the application.

**Section C**

Must be completed as stated in the application.

**Section D**

Please complete with your current employment details.

**Other Information**

Submission Schedule

Applications can be approved at any of the below meetings. Once completed, the original application form must be returned to the Membership department *at least ten days prior* to the meeting.

**Council**

8 December 2010  
 14 April 2011  
 23 June 2011

**Members & Students Development Board**

17 February 2011  
 5 May 2011

2010 Annual Subscriptions

On acceptance into membership the subscription fee below will be payable to cover the period of membership up to 31 December.

	<b>2010</b>	<b>2011</b>
• Applications approved prior to 30 June	<i>£280.00</i>	<i>£285.00</i>
• Applications approved between 1 July and 31 December	<i>£140.00</i>	<i>£142.50</i>

Membership Certificate

Shortly after acceptance into membership a CIPFA membership certificate will be sent to the applicant.

Please note that the information given on the application form will be used by CIPFA to administer and manage your membership and will be held on our database. From time to time we may send you information regarding CIPFA Group products and services, but CIPFA will not sell or pass on your details to third parties without your consent.