

## Early Achievement Award

### Objective

Celebrates members who distinguish themselves early in their CPA career through professional achievement and volunteer service, with an emphasis on professional accomplishment.

### Eligibility criteria

Nominees must meet the following requirements:

- Member in good standing
- Less than 10 years post designation
- Winners of equivalent legacy awards not eligible
- Not be employed by CPAPEI or CPA Canada
- Demonstrate significant achievements as outlined in the selection criteria
- Early Achievement Awards are not granted posthumously.
- An individual may receive the award only once.

### Selection Criteria are:

Based on experience post designation only, and include one or more of the following areas:

#### *Professional achievements*

- Demonstration of the nominee's abilities relating to financial expertise, leadership, strategic thinking and business insight and how they contribute to achieving targeted objectives.
- Nature of the achievements and impact on the nominee's organization, whether in public practice, business or industry, education or government.
- Originality and innovative nature of the achievements.
- Impact of the achievements on the targeted clientele.

#### *Leadership*

- Demonstration of the nominee's dynamism and determination in achieving targeted objectives or fulfilling responsibilities.
- Nature and significance of the responsibilities assumed by the nominee throughout his or her career and career path.
- Relationship between the nominee's achievements and future goals in terms of career development.

#### *Visibility of the profession*

- Contribution of the nominee's achievements to the visibility of the profession.
- Nomination files should highlight the fact that candidates clearly identify themselves as chartered professional accountants and that they are known and recognized as CPAs

#### *Community services*

- Nature and significance of the nominee's involvement in the community, in particular as a volunteer with community or charitable organizations, other not-for-profit organizations or professional groups.

### Other

Nominated by more than one member

All nomination files must be received by 4:00 pm, October 31<sup>st</sup>.

# Early Achievement Award Nomination

## Part 1 - General Information

### Section 1 – Nominee's Personal information

Salutation \_\_\_\_\_ First name \_\_\_\_\_ Last name \_\_\_\_\_

Accounting designation \_\_\_\_\_ Number of years holding CPA designation \_\_\_\_\_

Home address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone (home) \_\_\_\_\_ Email (home) \_\_\_\_\_

### Section 2 - Nominee's Professional information

Current employer \_\_\_\_\_ Position Title \_\_\_\_\_

Employment address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone (work) \_\_\_\_\_ Ext \_\_\_\_\_ Email (work) \_\_\_\_\_ Number of years in this company \_\_\_\_\_

Previous employer \_\_\_\_\_ Title of position \_\_\_\_\_

Professional address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone (work) \_\_\_\_\_ Ext \_\_\_\_\_ Email (work) \_\_\_\_\_ Number of years in this company \_\_\_\_\_

## Part 2 - Nomination File Presentation

For each section, use a bulleted list to clearly and concisely present the nominee's achievements and involvement.

For more details on selection criteria, refer to: CPAPEI website for the [CPAPEI Early Achievement Award](#).

### **Professional Achievements**

Describe the nominee's post designation achievements that have positively impacted their organization, emphasizing their innovative character and their effect on clientele.

(Max 500 words)

## Leadership

Explain how the nominee's dynamism and leadership helped achieve targeted objectives, the nature and significance of responsibilities assumed by the nominee and how these achievements led to career advancement.

(Max 300 words)

## Visibility of the Profession

Explain how the nominee's professional achievements have had a significant impact on the visibility of the profession.

(Max 200 words)

## Community Services

Describe the nature and significance of the nominee's involvement in the community, in particular as a volunteer with community or charitable organizations, other not-for-profit organizations or professional groups.

(Max 200 words)

## Part 3 - Declaration of Nominators

We, the undersigned, certify to the best of our knowledge, that the information provided in support of this nomination is correct.

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Nominator's Name	Member No.	Phone
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Signature	Email
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Nominator's Name	Member No.	Phone
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Signature	Email
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## Part 4 - Submitting a nomination file

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the CPAPEI Awards Committee to fairly evaluate the nomination.


While the nomination file must be complete in itself, you should be aware that the CPAPEI Awards Committee reserves the right to have the main facts in support of a nomination validated by an outside source.

The recommendations of the CPAPEI Awards Committee and the decision of the Board of Directors will primarily depend on the care taken to describe the member's achievements.

Once the CPAPEI Board of Directors has approved the awards, the award winners will be contacted directly. For unsuccessful nominations, the nominator will be contacted, as the nominee may not be aware that they have been nominated.

The nomination file must include:

- the duly completed nomination form, and
- letters of recommendation and any other documents supporting the nomination (maximum 10 pages)

 Please send the electronic file and supporting documents (in PDF format/do not ZIP the PDF) to [info@cpapei.ca](mailto:info@cpapei.ca).

Please ensure you use the following subject line in your email: Confidential, CPAPEI Early Achievement Nomination

Please contact CPAPEI if electronic submission is not possible or if you do not receive confirmation that the file has been received.

- All nomination files must be received by **4:00 pm, October 31<sup>st</sup>**.