



NOMINATION FILE FOR THE
TITLE OF FELLOW (FCPA)
OF PRINCE EDWARD ISLAND

Nomination file for the title of Fellow (FCPA)

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

A person nominating a candidate must be a member of the Chartered Professional Accountants of Prince Edward Island (FCPA or CPA). The name of this person is communicated to the Selection Committee and he/she is required to provide a letter explaining why the candidate has been nominated. Should the members of the Selection Committee wish to validate information contained in the file, the CEO of CPA PEI may contact the nominator.

Please complete the nomination file by following the specific instructions for each section and filling in the information directly on the document.

I, the undersigned, member of CPA Prince Edward Island, nominate the following member of CPA Prince Edward Island for the title of Fellow of Prince Edward Island:

Name of Candidate: _____
Address: _____
Telephone: _____
Email Address: _____

This member has earned exceptional distinction in his or her professional career and in the community by acknowledged achievements that bring honour to the profession. For each of the eligibility criteria for the title of Fellow, I have outlined on an attached document the most outstanding achievements of the member being nominated and I have attached all relevant supporting documents.

City: _____

Date: _____

We hereby officially declare having ascertained that the information contained in the attached file is accurate and sufficient to allow the Selection Committee to evaluate fairly the nomination file. We are aware that the Selection Committee may have the main facts in support of this nomination validated by an outside source.

| Nominator Name | Member Number | Telephone | Email Address |
|----------------|---------------|-----------|---------------|
| _____ | _____ | _____ | _____ |
| Seconder Name | Member Number | Telephone | Email Address |
| _____ | _____ | _____ | _____ |

Nomination file for the title of Fellow (FCPA)

SECTION 1

The requirement here is simply to identify properly the proposed candidate.

| | | | |
|------------------------|--|--|-------|
| Last name, first name: | _____ | Member No.: | _____ |
| Date of Birth: | _____ | Year/s accounting designation/s was/were obtained: | _____ |
| Employer: | _____ | Position: | _____ |
| Address: | _____ _____ _____ | | |
| Sector: | <input type="checkbox"/> Industry <input type="checkbox"/> Education <input type="checkbox"/> Government <input type="checkbox"/> Not for Profit <input type="checkbox"/> Public Practice <input type="checkbox"/> Retired | | |
| Other: | _____ | | |

SECTION 2

REMARKABLE CONTRIBUTION

Nominators must demonstrate that the candidate's **acknowledged achievements** make him or her a **recognized leader** due to the quality of his or her significant contribution **to more than one of the three fields of activity listed**.

If you select this option, complete at least two sections **from among sections 3, 4 and 5**.

OUTSTANDING CONTRIBUTION

In exceptional circumstances, candidates will be considered for fellowship for making an outstanding contribution to just one of the fields of activity. Nominators must demonstrate that the candidate's **acknowledged achievements** make him or her a **recognized and prominent leader** in the field(s) of activity selected.

If you select this option, **complete only one of sections 3, 4 or 5**, but do so in sufficient detail to demonstrate clearly that the candidate has made an OUTSTANDING contribution.

SECTIONS 3 TO 5

1) Begin by providing a factual description of the environment in which the candidate worked throughout his or her full career as a professional accountant (not simply as a CPA).

2) For each item you mention, you must highlight the candidate's **leadership** and the **outstanding nature** of the candidate's performance. You must demonstrate that the candidate's **outstanding contribution** is **common knowledge**, i.e., that the acknowledged achievements make the member a recognized and prominent leader in that particular field of activity, or that the candidate's **remarkable contribution** is common knowledge, i.e., that the acknowledged achievements make the member a recognized leader due to the quality of his or her significant contribution in more than one of the fields of activity listed.

SECTION 3

PROFESSIONAL CAREER (LEGACY BODY AND CPA)

Identification of main stages of professional career

Under this heading, describe the candidate's career path, beginning with the current position or, if the candidate is retired, the last position held.

| No | Employer | Position | Years: from _to |
|----|----------|----------|-----------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

Identification of major achievements in professional career

Under this heading, describe the achievements showing that the candidate has made an outstanding or remarkable contribution, and **highlight the way these achievements earned the candidate distinction**.

Major achievements: (Please match the numbers to those above)

1. _____
2. _____
3. _____
4. _____

Other: _____

SECTION 4

VOLUNTEER INVOLVEMENT IN THE AFFAIRS OF THE ACCOUNTING PROFESSION

Under this heading, list **the main committees or task forces** of which the candidate has been a member, the events or activities in which he or she took part, and in what capacity (member, chair, organizer, speaker, etc.).

| | Committees/Task Forces/Activities/Events | Organization | Position | Years: from ___ to ___ |
|----|--|--------------|----------|------------------------|
| 1. | _____ | | | |
| 2. | _____ | | | |
| 3. | _____ | | | |
| 4. | _____ | | | |
| 5. | _____ | | | |
| | _____ | | | |
| | _____ | | | |
| | _____ | | | |
| | _____ | | | |
| | _____ | | | |

Identification of major achievements during involvement in the affairs of the profession

Under this heading, describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and **highlight the way these achievements earned the candidate distinction.**

Major achievements: (Please match the numbers to those above)

- _____
- _____
- _____
- _____

Other: _____

SECTION 5

VOLUNTEER CONTRIBUTION TO PROFESSIONAL BODIES OR TO COMMUNITY/CHARITABLE ORGANIZATIONS

Under this heading, list the candidate's **most important** volunteer activities with civic, community, socioeconomic, professional or charitable organizations, beginning with the most recent.

| | Organization | Position | Years: from ___ to ___ |
|----|--------------|----------|------------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

Identification of achievements during involvement with these organizations

Under this heading, describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and **highlight the way these achievements earned the candidate distinction.**

Major achievements: (Please match the numbers to those above)

| | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |

SECTION 6

This section should identify the source of the letters of support attesting to the candidate's achievements. Please enclose the letters with the nomination file. The number of letters is not important; the quality of the endorsement is the significant thing. The letters of support should adequately highlight the candidate's **leadership** and the **exceptional nature** of the candidate's performance. Letters are not required for each aspect of the candidate's career presented; rather they should present evidence of specific aspects of the candidate's leadership ability and/or the exceptional nature of his/her performance.

LETTERS OF SUPPORT (ENCLOSED OR TO BE SUBMITTED)

Under this heading, please list the letters of support and identify their source.

Total number of letters of support: _____

| Letter No. | Last name | First name | Position | Employer |
|------------|-----------|------------|----------|----------|
| No. 1 | _____ | _____ | _____ | _____ |
| No. 2 | _____ | _____ | _____ | _____ |
| No. 3 | _____ | _____ | _____ | _____ |
| No. 4 | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |

Other:

SECTION 7

Highlight clearly the fact that the candidate identifies himself or herself as a CPA and is recognized as such. Supporting documentation may be enclosed.

ATTESTATION OF IDENTIFICATION AS A CPA

Can you confirm that the candidate makes it known that he or she belongs to the CPA profession?

Yes No

Please explain briefly:

List of enclosed supporting documents:

Candidate's business card: Yes No

Press clippings: (please specify) _____

Annual Report: (please specify) _____

Other: (please specify) _____

SECTION 8

List all the awards, titles or honorary distinctions the candidate has received throughout his or her career.

AWARDS, TITLES OR HONORARY DISTINCTIONS

Under this heading, list all awards, titles or honorary distinctions, beginning with the most recent.

Award: _____ Organization: _____ Year: _____
Comments: _____

Award: _____ Organization: _____ Year: _____
Comments: _____

Award: _____ Organization: _____ Year: _____
Comments: _____

Award: _____ Organization: _____ Year: _____
Comments: _____

Award: _____ Organization: _____ Year: _____
Comments: _____

Award: _____ Organization: _____ Year: _____
Comments: _____

Award: _____ Organization: _____ Year: _____
Comments: _____

Award: _____ Organization: _____ Year: _____
Comments: _____

Other:

SECTION 9

CHECKLIST TO BE COMPLETED BEFORE SENDING NOMINATION FILE TO CPA PRINCE EDWARD ISLAND

To ensure that you have followed all the steps and included the appropriate documents in the nomination file for the FCPA title, we invite you to complete the checklist below:

CHECKLIST

First step

- To the best of my knowledge, the candidate is eligible for the FCPA title
(Please refer to the [appendix](#), "FCPA title awarding and withdrawal policy")

Documents to be forwarded to the CPA Prince Edward Island office

Duly completed FCPA title nomination file (a hard copy and an electronic copy of the nomination file are required)

- electronic copy** **hard copy**

(Please refer to section 10 – Transmission methods)

I identified the option selected for purposes of evaluating the nomination (section 2).

- The file adequately highlights the candidate's **leadership** and the **outstanding nature** of the candidate's performance.
 - The file adequately highlights the fact that the candidate's achievements are **common knowledge**.
 - The file unequivocally demonstrates the **remarkable** or **outstanding** nature of the candidate's achievements.
 - The file includes letters of support that are either enclosed or will be sent to the Prince Edward Island in confidence.
 - The file highlights the fact that the candidate clearly identifies himself or herself as a CPA and is known and recognized as such, and all supporting documents are enclosed.
-

SECTION 10

TRANSMISSION METHODS

1. Ensure that you have carefully completed the checklist in section 9.
2. You are required to submit a hard copy and an electronic copy of the nomination file. Please make sure that the letters of support and other supporting documentation are enclosed with the hard copy of the nomination file.

Please send the hard copy to the address below:

CPAPEI
Chair, Awards Committee
PO Box 301 Charlottetown,
PE C1A 7K7

and an electronic copy of this completed document to info@cpapei.ca

APPENDIX

FCPA TITLE AWARDING AND WITHDRAWAL POLICY

THE TITLE OF FELLOW (FCPA)

The title of Fellow is intended to recognize formally Canadian and Bermudian CPAs who have rendered exceptional services to the profession or whose achievements in their careers or in the community have earned them distinction and brought honour to the profession. The service and accomplishments of the individual throughout his/her career - not simply his/her career as a CPA - will be taken into account in determining eligibility.

The Canadian jurisdictions have agreed to the following criteria to ensure the openness of the eligibility process and to ensure that the Fellowship may be used in any jurisdiction and not simply in the jurisdiction in which it was conferred.

Eligibility of candidates

General principle

All members of a Prince Edward Island, including those working outside the jurisdiction and those employed by CPA Prince Edward Island, are eligible for a Fellowship.

Exceptions

The following persons are not eligible to become FCPAs:

- members who have been the subject of a disciplinary decision resulting in their being struck off the roll of a professional body or a similar organization;
- members who have been struck off the roll or whose right to engage in professional activities has been suspended by CPA Prince Edward Island under its rules of professional conduct;
- members who are currently subject to a limitation or suspension of their right to engage in professional activities;
- members who are the subject of a jurisdictional inquiry or who are being prosecuted before the civil or criminal courts.

Notwithstanding the general principle and the exceptions set out above, jurisdictions may accept a nomination after taking the relative weight of the offence into account. To do so, the jurisdiction must consider in particular:

- the seriousness of the offence and the penalty imposed;
- the length of time between the date the penalty was imposed and the submission of the nomination;
- the media coverage of the case.