

## FELLOW (FCPA) of the Chartered Professional Accountants of Prince Edward Island

The Board of Directors awards the title of Fellow of the Chartered Professional Accountants of Prince Edward Island, designated by the initials FCPA, to formally recognize those members 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 purpose of this guide is to assist those wishing to nominate a member of CPA Prince Edward Island for the title of Fellow (FCPA).

### Election Criteria

#### Eligibility of candidates

The appended FCPA title awarding and withdrawal policy lists the cases in which members are not eligible to become FCPAs and provides specific guidance for situations in which members have been the subject of a reprimand or fine. Before embarking on the process of preparing a nomination file and given the highly confidential nature of the information involved, you should first find out from the candidate whether he or she is eligible for the FCPA title.

#### Nature of achievements under review

This section of the policy is the core element of the FCPA title nomination file.

Nominators must highlight the candidate's leadership and the exceptional nature of the candidate's performance in the following fields of activity:

- professional career;
- volunteer involvement in the affairs of the accounting profession;
- volunteer contribution to professional, community or charitable organizations.

Candidates need not have made an exceptional contribution or demonstrated leadership in all three areas, but the nomination file should demonstrate that the candidate has made a remarkable contribution in more than one field. Nominators must also demonstrate that the remarkable contribution of the candidate is common knowledge; i.e., the acknowledged achievements make the member a recognized leader due to the quality of their significant contribution in more than one of the three fields of activity listed above. In addition, nomination files must highlight the fact that candidates clearly identify themselves as chartered professional accountants and that they are known and recognized as CPAs.

In very rare circumstances, a candidate may have made such an exceptionally outstanding contribution in one field of activity that the nominator feels that an FCPA is deserved, and the Awards Committee will consider such applications.

#### Submission of the 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 Awards Committee to evaluate fairly the nomination submitted. The decision of the Awards Committee will primarily depend on the care taken to describe the member's achievements. You should therefore clearly indicate the businesses, organizations and committees in which the member has been involved, his or her publications and accomplishments, as well as the relevant dates.

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

## APPENDIX

### 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 CPA Prince Edward Island, including those working outside Prince Edward Island 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.