



Sample – CPD Learning Plan

Member in Public Practice – Sole Practitioner*

Bob is a sole practitioner CA in a busy public practice, providing tax, financial and estate planning and business advisory services to individuals, businesses and non-profit organizations. Bob thought the recently announced new CPD requirements would require him to take time away from his practice to complete many hours of formal PD training through his provincial CA Institute/Ordre.

Under the new standards, a minimum of 120 hours of CPD must be completed over three years, including at least 60 hours of verifiable learning and at least 20 hours each year. However, Bob's review of the types of learning that count toward the PD requirements – compared to the activities he has completed over the past year and is planning for the next two years – reveal that his PD plan already more than meets the new requirements.

Year 1

A strong believer in the value of interacting with other CAs and professionals in order to keep his skills current and practice growing, Bob attended a number of conferences and seminars during the past year, including a 2.5-day-long Financial Reporting and Accounting Conference, a day-long conference on municipal financial reporting for a new client and a day-long business-building seminar for sole practitioners. These activities count as **25 hours** of verifiable learning activities. Bob is also an avid reader of CAmagazine, CICA Handbook releases and finance, business and financial planning magazines. Combined with some research Bob did on estate and succession planning, Bob's unverifiable learning activities in the first year of his plan total **45 hours**.

Year 2

In year two of his plan, Bob expects to spend 24 hours preparing and presenting a tax seminar for his clients. He has also signed up for a day-long seminar on succession planning for sole practitioners. These activities will count for **30 hours** of verifiable learning activities. In addition to his regular reading, Bob also estimates he will spend 15 hours researching work-related issues, reviewing a new tax shelter and reading a manual for upgrades to *Caseware* software. These activities will count for **55 hours** of unverifiable learning activities.

Year 3

During the final year of his plan, Bob intends to attend two days' worth of Institute-sponsored update courses on tax, GAAP and GAAS. He also plans to take a half-day not-for-profit accounting course and attend a day-long workshop on upgrades to *Simply Accounting* software. These activities are expected to count for **20 hours** of verifiable learning activities. On top of his regular reading, Bob also knows he will spend at least five hours reviewing regulations and legislation relating to his volunteer position as Treasurer of his local Hospital Foundation. These unverifiable learning activities are expected to total **45 hours**.

With a projected total of 220 PD hours over three years, including 75 verifiable hours, Bob expects to have no difficulty meeting the new CPD requirements.

	Verifiable	Unverifiable	Total
Year 1	25 hrs. (Conferences, seminar)	45 hrs. (Reading/research)	70 hrs.
Year 2	30 hrs. (Seminar preparation & attendance)	55 hrs. (Reading/research)	85 hrs.
Year 3	20 hrs. (Institute & other courses)	45 hrs. (Reading/review)	65 hrs.
	75 hrs.		220 hrs.

*This example is for illustrative purposes only.