

# Standard

## Criteria and Documentation for CPA Newfoundland and Labrador Early Achievement Award (EAA)

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# Overview

Chartered Professional Accountants of Newfoundland and Labrador (CPA Newfoundland and Labrador) will formally recognize those members who have had their accounting designation for 10 years or less and 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, by the awarding of an Early Achievement Award.

The purpose of this guide is to assist individuals wishing to nominate a member of CPA Newfoundland and Labrador for an Early Achievement Award (EAA). Following the steps in this guide will ensure a complete nomination that gives the nomination the best chance of success:

- Step 1: Review the admission criteria
- Step 2: Submit a completed nomination form, signed by the nominator
- Step 3: Submit a complete nomination package, following the instructions in each section and including support materials

The nominator is responsible for ensuring that the package is complete and that the information it contains is accurate. The package should be detailed enough to allow the CPA Newfoundland and Labrador Member Recognition Committee (the Committee) to fairly evaluate the nomination submitted. The decision of the Committee and the Board will primarily depend on the care taken to describe the nominee'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.

# Criteria

- A Chartered Professional Accountant who is a member in good standing with CPA Newfoundland and Labrador.
- He or she has had a significant achievement in the first 10 years, or less, as a chartered professional accountant in Canada or as a designated accountant anywhere in the world. Members are eligible for nomination for this award up to one year past their 10th anniversary of membership.
- Commitment and excellence in community or volunteer services (e.g. civic, political, charitable, professional, business or industry association), or
- Excellence, innovation or remarkable accomplishment in one's accounting career or the field of accounting in general.
- Generally recognition is given for activities since the member received their designation or during the period when they were an accounting student.
- EAAs are not granted posthumously. The date of granting is the date of the CPA Board meeting at which awards are adjudicated.
- An individual may only receive an EAA award once.



# CPA Newfoundland and Labrador Early Achievement Award

Please submit this completed form to [jhillyard@cpanl.ca](mailto:jhillyard@cpanl.ca) A completed nomination package will be required by 4:00pm November 3, 2017. If you have any questions concerning this process, please contact Jason Hillyard at the CPA Newfoundland and Labrador office at [jhillyard@cpanl.ca](mailto:jhillyard@cpanl.ca).

## SECTION 1 – Identify the Proposed Candidate

	Nominee’s given name	Designation
Title or position ( if applicable)		Home or Employer Address (if applicable)
Phone	Email	
Year designation first obtained		

I have prepared this nomination, and based on the information contained therein, I recommend that the above noted individual be granted an Early Achievement Award. This nomination is based on the information known to me, and to the best of my knowledge, is complete and accurate.

Nominator’s signature required	Nominator’s name (please print)	Designation
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\*NOMINATOR must be a CPA. Members of the Committee and CPA Newfoundland and Labrador Board or staff are ineligible to nominate individuals for CPA Newfoundland and Labrador Early Achievement Awards.

Email	Phone
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## SECTION 2 – Accomplishments

- 1) Identify the areas of achievements (see below) in up to the last 10 years for your CPA nominee.
  - Commitment and excellence in community or volunteer services (e.g. civic, political, charitable, professional, business or industry association), or
  - Excellence, innovation or remarkable accomplishment in one’s accounting career or the field of accounting in general.
- 2) Provide a listing of the candidate’s work or volunteer activities. For each item you list, please highlight the relevant accomplishments in the subsequent section.
- 3) Note that every section doesn’t necessarily need to be filled out; fill out only those relevant to why the nominee is deserving of the EAA.

**Professional Career (if applicable)**

Under this heading, describe the candidate's remarkable career achievements, applicable to this nomination.

#	Employer	Position	Years: From _____ to _____
1.			
2.			
3.			

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

Describe the achievements showing that the candidate has made an outstanding or remarkable contribution, and highlight the way these achievements earned the candidate distinction. For example; "John displayed commitment to his firm by volunteering for speaking engagements for various recruiting events that involve more than 10-15 hours a week."

1.	
2.	
3.	

**Volunteer involvement in the accounting profession (if applicable)**

Under this heading, list the main committees, task forces, etc., 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.			

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

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and highlight the way these achievements earned the candidate an honor. For instance: "Susan has been an extraordinary leader for the past three years providing excellent governance oversight in critical financial matters."

1.
2.
3.



**Volunteer contribution to other professional bodies or to community/charitable organizations (if applicable)**

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.			

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

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and highlight the way these achievements earned the candidate distinction, for example: "As a dedicated mentor with Junior Achievement, Samantha created an after-school business that encourages students to make collaborative decisions that involve real life business challenges."

1.	
2.	
3.	

### SECTION 3 - Awards, Titles or Honorary Distinctions (if applicable)

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

<b>Awards, titles or honorary distinctions (if applicable)</b>		
Under this heading, list all awards, titles or honorary distinctions, beginning with the most recent.		
Award:	Organization:	Year:
Comments:		
Award:	Organization:	Year:
Comments:		
Others:		

## SECTION 4 – Supporting Documents

This section should include letters of support attesting to the candidate's achievements. Please enclose the quality endorsement letters with the nomination file. The number of letters is unimportant. 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.

Ideally, the letters would include the following:

1. A brief description of the organization, its work and role in the community.
2. The details of the nominee's involvement with the organization, including:
  - The role of the nominee  
e.g., "Wendy was the Chair of the Marketing and Promotions Committee"
  - Significant accomplishments  
e.g., "Wendy raised \$50,000 at the last golf tournament in 2012."
  - The actions or duties the nominee took to achieve the accomplishment  
e.g., "In addition to being the lead organizer of all fundraising events, Wendy lent her financial expertise to the Tax Committee."
  - The time commitment, if applicable  
e.g., "Wendy contributed 10 hours a week to the Marketing and Promotions Committee over five years."
  - The impact of the nominee's work on the organization  
e.g., "Due to Wendy's diligent leadership, Sports for kids have been able to offer a new after school sport program for lower income families."

### **Additional support materials:**

Any emails, media clippings or publications can also be submitted. These items can reflect the same details as above or complement the factual information provided.

**SECTION 5 - Checklist**

**CHECKLIST TO BE COMPLETED BEFORE SENDING NOMINATION FILE TO CPA NEWFOUNDLAND AND LABRADOR**

To ensure that you have followed all the steps and included the appropriate documents in the nomination file for the CPA Newfoundland and Labrador Early Achievement Award, we invite you to complete the checklist below:

To the best of my knowledge, the candidate is eligible for the award.....

**Documents to be forwarded to the CPA Newfoundland and Labrador Member Recognition Committee**

- Duly completed EAA nomination form (a hard copy or an electronic copy of the nomination package is required) .....
- The package adequately highlights the candidate's leadership and the outstanding nature of the candidate's performance .....
- The package unequivocally demonstrates the **remarkable or outstanding** nature of the candidate's achievement .....
- The package includes letters of support .....

**SECTION 6 - Transmission methods**

1. Ensure that you have carefully completed the checklist in section 5.
2. You are required to submit a hard copy or an electronic copy of the nomination file. Please make sure that the letters of support and other supporting documentation are attached to or enclosed with the copy of the nomination file.

Send the electronic copy of the nomination file to the following e-mail address: [jhillyard@cpanl.ca](mailto:jhillyard@cpanl.ca)

Please send the hard copy to the address below:

CONFIDENTIAL – EAA  
CPA Newfoundland and Labrador  
95 Bonaventure Ave, Suite 500  
St. John's, NL, A1B 2X5

Attention: Jason Hillyard