

# **TITLE OF FELLOW (FCPA)**

OF THE ASSOCIATION OF  
CHARTERED PROFESSIONAL ACCOUNTANTS  
OF NEWFOUNDLAND AND LABRADOR

Nomination file

**2018-2019**

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# Preamble

The Board of Directors of the Association awards the title of Fellow of the Association of Chartered Professional Accountants of Newfoundland and Labrador, 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 persons wishing to nominate a member of CPA Newfoundland and Labrador for the title of Fellow (FCPA). It outlines in detail each phase of the process and will serve as an essential reference.

**The first step** is to review the election criteria, specifically the sections entitled “Eligibility of Candidates,” “Nature of Achievements Under Review” and “Submission of Nominations.”

**The second step** is to complete the nomination file by following the instructions for each section.

# 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.

First, you will note that 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 Member Recognition 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 Selection Committee to evaluate fairly the nomination submitted. The decision of the Selection Committee and the Council/Board of Directors 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 Selection Committee reserves the right to have the main facts in support of a nomination validated by an outside source.

# **TITLE OF FELLOW (FCPA)**

OF THE ASSOCIATION OF  
CHARTERED PROFESSIONAL ACCOUNTANTS  
OF NEWFOUNDLAND AND LABRADOR

Nomination File

# Nomination file for the title of Fellow (FCPA)

As mentioned previously, 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 CPA Newfoundland and Labrador (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 Newfoundland and Labrador 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 Newfoundland and Labrador, nominate the following member of CPA Newfoundland and Labrador for the title of Fellow of CPA Newfoundland and Labrador:

Name of Candidate		Telephone	
Address:		Email	

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:	
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I 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. I am aware that the Selection Committee may have the main facts in support of this nomination validated by an outside source.

Name of Nominator		Telephone	
Member Number:		Email	
Signature:			

# Nomination file for the title of Fellow (FCPA)

## SECTION 1

The requirement here is simply to identify the proposed candidate.

Last name, first name:		Member No.:	
Employer:		Position:	
Address:		Year/s accounting designation/s was/were obtained:	
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 <input type="checkbox"/> Other:	Date of birth:	

## SECTION 2

<p><b>REMARKABLE CONTRIBUTION</b>          Nominators must demonstrate that the candidate's <b>acknowledged achievements</b> make him or her a <b>recognized leader</b> due to the quality of his or her significant contribution <b>to more than one of the three fields of activity listed</b>.</p> <p>If you select this option, complete at least two sections <b>from among sections 3, 4 and 5</b>.</p>	
<p><b>OUTSTANDING CONTRIBUTION</b>          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 <b>acknowledged achievements</b> make him or her a <b>recognized and prominent leader</b> in the field(s) of activity selected.</p> <p>If you select this option, <b>complete only one of sections 3, 4 or 5</b>, but do so in sufficient detail to demonstrate clearly that the candidate has made an <b>OUTSTANDING</b> contribution.</p>	

### SECTIONS 3 TO 5

1) Describe the environment(s) in which the candidate worked throughout their career.

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			
<b><u>Main stages of professional career</u></b>			
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)			
6)			
7)			
8)			
9)			
10)			

**Major achievements in professional career** - Please provide a detailed summary in an appendix - describe the achievements showing that the candidate has made an outstanding or remarkable contribution, and **highlight the way these achievements earned the candidate distinction.**

**In the appendix, please match the major achievement numbers to those above (main stages of professional career).**

## SECTION 4

### VOLUNTEER INVOLVEMENT IN THE AFFAIRS OF THE ACCOUNTING PROFESSION

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)			
6)			
7)			
8)			
9)			
10)			

**Major achievements** during involvement in the affairs of the profession - Please provide a detailed summary in an appendix - describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and highlight the way these achievements earned the candidate distinction.

In the appendix, please match the major achievement numbers to those above (volunteer involvement in the affairs of the accounting profession).

## SECTION 5

**VOLUNTEER CONTRIBUTION TO PROFESSIONAL BODIES OR TO COMMUNITY/CHARITABLE ORGANIZATIONS**

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)			
6)			
7)			
8)			
9)			
10)			

**Achievements during involvement with these organizations - Please provide a detailed summary in an appendix -** describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and **highlight the way these achievements earned the candidate distinction.**

**In the appendix, please match the achievement numbers to those above (volunteer contribution to professional bodies or to community/charitable organizations).**

## 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)

Please list the letters of support and identify their source.

Total number of letters of support: \_\_\_\_

Letter No.	Last name	First name	Position	Employer
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
<u>Other:</u>				

## SECTION 7

Clearly show how 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 <input type="checkbox"/>	No <input type="checkbox"/>
Please explain briefly:	
<u>List of enclosed supporting documents:</u>	
Candidate's business card	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.

<b>AWARDS, TITLES OR HONORARY DISTINCTIONS</b>		
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:		
<u>Others:</u>		

## SECTION 9

### 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 FCPA title, we invite you to complete the checklist below:

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#### CHECKLIST

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##### 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 CPA Newfoundland and Labrador

- Duly completed FCPA title nomination file (a hard copy and an electronic copy of the nomination file are required)  electronic copy  
Word  
 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 attached as PDFs or will be sent to CPA Newfoundland and Labrador 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.

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## SECTION 10

### TRANSMISSION METHODS

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

Please send the electronic file and supporting documents to:

**Jason Hillyard at [jhillyard@cpanl.ca](mailto:jhillyard@cpanl.ca). Make sure that the subject line of the email reads:**

**Confidential, CPA NL Fellowship Nomination.**

Please contact Jason Hillyard if electronic submission is not possible

***All nomination files must be received by 4:00 pm, Friday, September 14<sup>th</sup>, 2018.***

## 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 Newfoundland and Labrador, including those working outside Newfoundland and Labrador and those employed by CPA Newfoundland and Labrador, 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 Newfoundland and Labrador 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.