



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA

**NOMINATION FOR
RECOGNITION AS A FELLOW
(FCPA)**

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OVERVIEW

CPA Nova Scotia awards the title of Fellow, 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.

Nominations are considered by the Member Recognition Committee, which makes its recommendations to the CPA Nova Scotia Board of Directors.

Two individuals, at least one of whom must be a member in good standing of CPA Nova Scotia, must sign the completed form and are responsible for ensuring the submitted package is complete and accurate.

Successful nominees and their nominators are then contacted directly. For unsuccessful nominations, the nominator will be contacted, as the nominee may not be aware that they have been nominated.

ADMISSION CRITERIA

Nature of Achievements Under Review

Nominators must highlight the nominee's leadership and the exceptional nature of the nominee's performance in at least one of the following fields of activity, and significant achievement in the other two:

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

Eligibility of Nominees

General Principle

All members in good standing of CPA Nova Scotia are eligible for a Fellowship and there is no minimum age or years of qualification required.

Exceptions

The following persons are not eligible:

- Members of the Board of CPA Nova Scotia until a minimum of twelve months after they have completed their term,
- Members of the CPA Nova Scotia Recognition Committee until a minimum of twenty-four months after they have completed their term,
- 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 a disciplinary sanction on their CPA Nova Scotia registration record or against whom there is a current complaint,
- Members who are currently subject to a limitation or suspension of their right to engage in professional activities,

- Members with a criminal record related to charges laid after they attained the first of their CPA or legacy designation,
- Members who are a defendant before the criminal courts.

Notwithstanding this, CPA Nova Scotia may accept a nomination after taking the relative weight of the offence into account, including the nature of the offence and efforts to rehabilitate since then.

Responsibilities of Nominators

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the Member Recognition Committee to fairly evaluate the nomination. Nominators should therefore clearly indicate the businesses, organizations, and committees in which the nominee has been involved, his or her publications and accomplishments, as well as the relevant dates.

While the nomination file submitted must be complete, the Member Recognition Committee reserves the right to have the main facts in support of a nomination validated by outside sources or by directly contacting any of the nominators.

NOMINATION FILE FOR THE TITLE OF FELLOW (FCPA)

Nominations must be signed by at least two individuals; one of whom must be a member in good standing of CPA Nova Scotia. The nominators are required to provide a letter explaining why they have nominated the nominee.

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

We, the undersigned, nominate the following member of CPA Nova Scotia for the honour of the designation of Fellow:

Name

For each of the eligibility criteria for the title of Fellow, we have outlined below the most outstanding achievements of the nominee, and we have attached all relevant supporting documents.

We hereby declare we have ascertained that the information contained in the attached file is accurate to the best of our knowledge. We are aware that the Member Recognition Committee may have the main facts in support of this nomination validated by outside sources.

Name, email address & phone

Signature

Name, email address & phone

Signature

SECTION 1

Nominee information

Name	
Email	
Employer	
Position	
Address & Telephone	

Employment Sector	X
Industry	
Education	
Government	
Not for Profit	
Public Practice	
Retired	
Other	

SECTION 2

Nominators must demonstrate that the nominee’s acknowledged achievements make them a recognized leader due to the quality of their significant contribution to more than one of the three fields of activity listed. In this case, complete at least two sections from among sections 3, 4 and 5.

In exceptional circumstances, nominees will be considered for making an outstanding contribution to just one of the fields of activity. In this case, complete only one of sections 3, 4, or 5.

SECTION 3

PROFESSIONAL CAREER

Main stages of professional career

Describe the nominee’s career path, beginning with the current position or, if the nominee is retired, the last position held.

	Employer	Position	Years: from/to
1.			
2.			
3.			
4.			
5.			

Major achievements in professional career

Describe the achievements showing that the nominee has made a remarkable contribution, and highlight the way these achievements earned the nominee distinction.

Please match the information in numbers below to those in the table above, then outline major achievements, demonstration of leadership, and other exceptional performance.

1.	
2.	
3.	
4.	
5.	

SECTION 4

VOLUNTEER INVOLVEMENT IN THE ACCOUNTING PROFESSION

List the main volunteer involvements (i.e., boards, committees, volunteer teaching, volunteer work through the profession) of the nominee and the activities in which s/he took part. (Note that paid teaching should be included in Section 3.)

	Organization	Role	Years of service
1.			
2.			
3.			
4.			
5.			

Major achievements during involvement in the affairs of the profession

For each item listed above, describe the achievements showing that the nominee has made an exceptional or remarkable contribution and highlight the way these achievements earned the nominee distinction.

1.	
2.	
3.	
4.	
5.	

SECTION 5

VOLUNTEER CONTRIBUTION TO THE COMMUNITY

List the nominee’s most important volunteer activities with civic, community, socioeconomic, professional, or charitable organizations.

	Organization	Role	Years of Service
1.			
2.			
3.			
4.			
5.			
Other			

Achievements during involvement with these organizations

For each item listed above, describe the achievements showing that the nominee has made an exceptional or remarkable contribution and highlight the way these achievements earned the nominee distinction.

1.	
2.	
3.	
4.	
5.	
Other	

SECTION 6

This section should identify the source of the letters of support attesting to the nominee’s achievements. The letters should adequately highlight the nominee’s leadership and the exceptional nature of the nominee’s performance.

Please submit them as PDF attachments along with the completed nomination file.

LETTERS OF SUPPORT INCLUDED

Letter	Name	Position	Employer
1.			
2.			
3.			
4.			

SECTION 7

List all the awards, titles, or honorary distinctions the nominee has received throughout his or her career beginning with the most recent.

AWARDS, TITLES, OR HONORARY DISTINCTIONS

1.	Award	Organization	Year
	Comments:		
2.	Award	Organization	Year
	Comments:		
3.	Award	Organization	Year
	Comments:		

4.	Award	Organization	Year
	Comments:		

SUBMISSION OF THE COMPLETED FILE

Please submit an electronic copy (PDF preferred) of the nomination file, letters of support, and any additional information to Amy MacIsaac, Director of Member Services at amacisaac@cpans.ca using the subject: *Confidential CPA Nova Scotia Fellowship Nomination*. Questions may be directed to the same address.

Once the Board of Directors has approved the awards, the award winners will be contacted directly by CPA Nova Scotia. The nominators will be apprised of unsuccessful nominations.

All nomination files must be received by 4:00 p.m. on the published deadline found on the Member Recognition Program page (under the Members menu item) on our website.