
Guide to Firm Registration Renewal



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA

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WHY IS FIRM RENEWAL REQUIRED?

The registration of each registered firm is valid from the date of registration to the 31st day of March annually. All firm registrations must be renewed annually in accordance with By-Law 267.

Annually, Firm Registration Renewal involves:

- 1. Providing a full-time employee count for the firm**
- 2. Listing/Updating firm's partner/ownership structure**
- 3. Update/add addresses for other office locations**
- 4. Payment of Annual Renewal Fee**

WHAT ARE THE DATES TO KNOW?

February 2024	Renewal notices sent to all Firm Representative via email. You will receive a separate notice for each registered firm for which you are listed as the representative.
Mid-March 2024	Reminder notice.
March 31, 2024	Final deadline for renewal.
April 2, 2024	Suspension warning - deadline to complete firm registration renewal. If not complete within thirty (30) days, firm registration will be suspended.
May 1, 2024	Suspensions issued and suspension fee applied.
June 3, 2024	Last date to apply to have a suspension lifted.
June 4, 2024	Revocations issued.

WHAT IS REQUIRED?

Before Logging In

The following items will be required in order to complete your firm registration renewal(s):

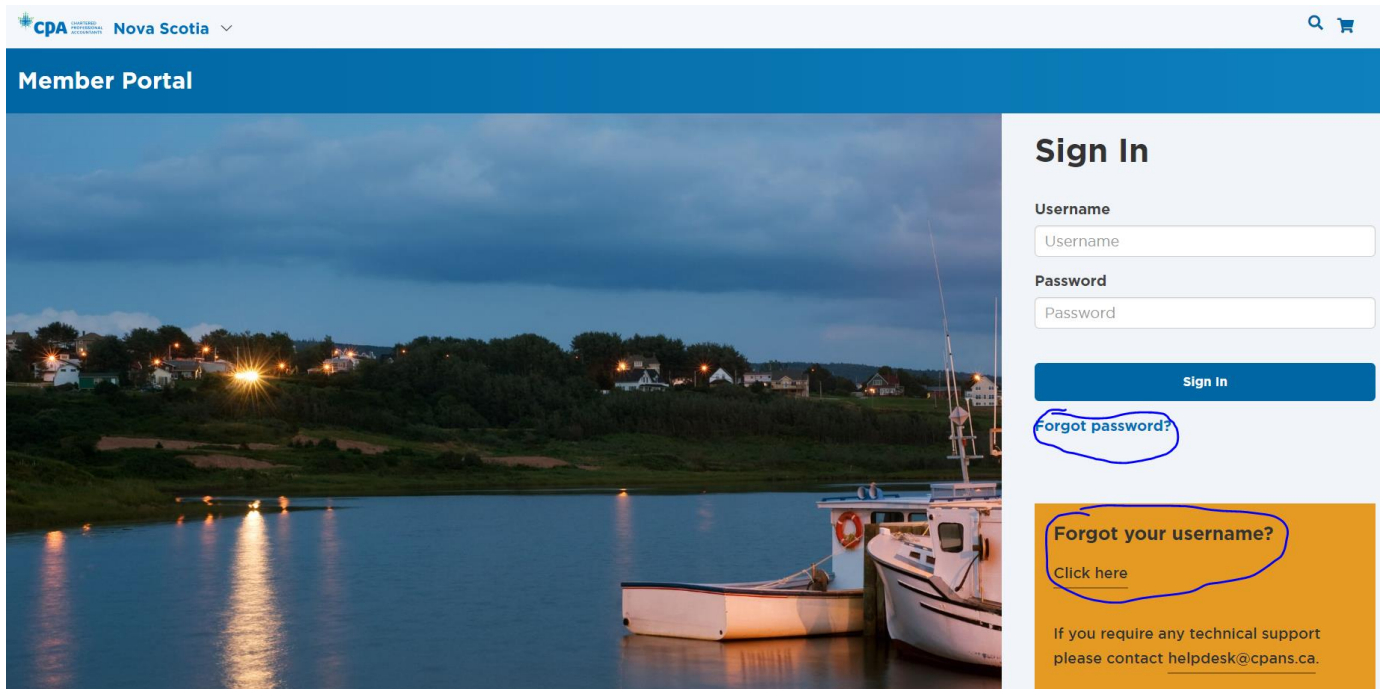
1. Full-time employee count for each firm you are renewing.	<input type="checkbox"/>
2. List of the firm's partner/ownership with the current shareholder amounts.	<input type="checkbox"/>
3. Assisting Accountant Information, if applicable (in the case of a sole proprietorship or operating professional corporation with only a sole CPA owner).	<input type="checkbox"/>
4. Other office address(es), if applicable.	<input type="checkbox"/>
5. Copy of Discovery Insurance Policy.	<input type="checkbox"/>

Setting up your password for the first time

1. From the CPA Nova Scotia website [home page](#), click the green button “Member Portal”:



2. If you have forgotten either or both your username and/or password, click on the “Forgot password?” link under the Username and/or Password boxes:



3. Enter your **email address** in the Forgot Password box and click ‘Submit’. Your username is always your preferred email address with CPA Nova Scotia.

Passwords must be a minimum of 10 characters with at least 1 letter and 1 number.

If you do not receive the password reset email after 20 minutes or have any technical issues, please contact helpdesk@cpans.ca.

Renewal Fees	Fee	HST	TOTAL
Firm Registration Renewal Fee	\$75.00	\$11.25	\$86.25

HOW IS FIRM RENEWAL COMPLETED?

After Logging In

You will be taken to the landing page that displays your personal Membership Renewal Progress Bar as well as a purple box indicating the need to renew all firm registrations for which you are listed as the firm representative.

1. Submit Firm Renewal

The screenshot shows the Member Portal for Mr. Joe Waterfront, CPA, CMA. The user's profile information is displayed, including their title (Vice President Finance), company (Alliance Contractors), mobile number, and email. Below the profile is a progress bar titled "Time to Renew Your Membership" with a 0% completion indicator. The progress bar consists of five steps: "Confirm your annual CPD compliance", "Submit Member Renewal", "Pay My Fees", and "Renewal Complete". A purple notification box at the bottom of the page states: "The deadline to submit the Firm renewal is March 31, 2024." Below this message, a list of firms is shown, with "Joe's Accounting Services (Firm) is up for renewal" and a "Submit Renewal" button highlighted with a red box.

- Click on "Submit Renewal"
- If you are the representative for more than one registered firm, additional firms will also be listed here. Each one must be completed separately.

Step 1 – Firm Information

- This displays the current firm information on file. You will not be able to make any changes here other than to add or change a website address. Any other changes must be requested directly by contacting registrations@cpans.ca.

Step 2 – Training Office Information

- You will be required to confirm whether or your firm trains candidates in the Experience Verification and/or Pre-Approved Program Routes.

Step 3 – Firm Representative

- If you are not the current firm representative, you must contact us directly at registrations@cpans.ca so that we may make the change and give the new representative access to the renewal.

Step 4 – Registration Options

- You have one of two options:
 - Renew my firm’s registration - proceed through remainder of Steps; or
 - Deregistering my Firm –see Deregistration Section in this document.

Step 5 – Other Office Locations

- You must add any additional office location that you may have.
- If you want to remove one click the “remove” in the “Changes” Column:

Other Office Locations

If your firm has other office locations, the addresses of these offices are listed below.

Would you like to add any additional office locations? *

Yes No

Location *	Changes *
123 Tree Street, Halifax, NS BXX 2XX	Remove
123 Hilltop Blvd, Halifax, NS BXX 2XX	Add

[+ Add Another](#)

Step 6 – Firm Size

- Please enter the number of full-time employees (including CPAs, accounting technicians, etc.) employed at the firm (including owners/partners)

Step 7 – Assisting Accountant

- If you are a sole practitioner or sole owner of an operating professional corporation, in accordance with By-Law #311A, sole practicing CPA’s must provide written confirmation of the appointment of an assisting accountant to be responsible for returning client records in the event of the appointing member’s death or incapacity.
- You must choose one of two options – appoint an assisting accountant or provide appoint CPA Nova Scotia to appoint an Assisting Accountant in the event of your death or incapacity and provide your emergency contact information in the area provided.

Step 8 – Partners

- If there are partners in the firm, they will be listed with the current percentages of ownership. If no percentages are shown, you must click “yes” that you want to make changes to the shareholder ownership and then enter the amounts for each. You will also be able to add or remove shareholders as required.

Step 9 – Areas of Practice

- You will be presented with a list of current services offered by the registered firm. You will be able to accept as is or make changes.

Step 10 –Declaration

- You must select the checkbox here to indicate your concurrence with the renewal declaration.
- Type your full name in the box indicated.
- Click on Proceed to Fees.

2. Firm Renewal Fees

Step 11 – Fees Payment

- Here you will be able to access your invoice to print and send with your cheque for payment or you can add the items to your cart and pay online.
- If you opt to pay online, you must click the box under “Pay” and then “Add to Cart”.

Membership Billing

CPA Nova Scotia Renewal Invoice.

If you wish to pay by cheque, please make cheque payable to “CPA Nova Scotia” and include a copy of your invoice with the cheque.

CPA Nova Scotia
1871 Hollis Street, Suite 300
Halifax, NS B3J 0C3

The renewal process will not be completed until payment is received.

[Invoice](#)

	Pay	Date	Description	Due Date	Amount	Balance Due
▶	<input checked="" type="checkbox"/>	2024-01-29	Renewal Fees		86.25	86.25
						Total balance due 86.25
						Total selected 86.25

[Add To Cart](#)

- If you want to see a breakdown of the fees, click the arrow beside the check box:

Pay	Date	Description	Due Date	Amount	Balance Due
<input checked="" type="checkbox"/>	2024-01-31	Renewal Fees		86.25	86.25

Item	Amount
HST	11.25
CPA Firm Renewal Fee (2024-04-01 to 2025-03-31)	75.00

Total balance due 86.25
Total selected 86.25
[Add To Cart](#)

You will also see an Order Confirmation below that you can print for your records. The “Sold to” will be your name, but the firm name will show in the Item description:

Order Confirmation Print Page

CPA Nova Scotia
CHARTERED PROFESSIONAL ACCOUNTANTS NOVA SCOTIA
 1871 Hollis Street, Suite 300 Halifax, Nova Scotia, B3J 0C3

Order date January 29, 2024

Payment method Check Number: 1234

Sold to Mr. PD Test02, CPA
 1 My Place Road
 Halifax, NS B2B 2B2
 CANADA

Item	Quantity	Price	Total
Invoice Cash-77311: Renewal Fees - CPA Nova Scotia	1	86.25	86.25
Invoice total			86.25
TRANSACTION GRAND TOTAL			86.25
Payment amount			86.25
Balance due			0.00

3. Firm Deregistration

If you wish to deregister your firm, the process is slightly different. You will still log in as per the above and click on “Submit Renewal” for the firm you wish to deregister.

Step 1 – Firm Information

- This displays the current firm information on file. You will not be able to make any changes here other than to add or change a website address. Any other changes must be requested directly by contacting registrations@cpans.ca.

Step 2 – Training Office Information

- You will be required to confirm whether or your firm trains candidates in the Experience Verification and/or Pre-Approved Program Routes.

Step 3 – Firm Representative

- If you are not the current firm representative, you must contact us directly at registrations@cpans.ca so that we may make the change and give the new representative access to the renewal.

Step 4 – Registration Options

- Select ‘Deregistering my Firm’

Step 5 – Deregistration Request

- Please read the information carefully. You may not apply to deregister your firm if:
 - There are complaints pending and the request is not supported in writing by the Investigation Panel;
 - There are outstanding fees or other amounts owing to CPA Nova Scotia;
 - If the firm is still offering public accounting or other regulated services to the public;
 - The firm does not currently hold money or other property in trust for clients and all client matters must be complete.
- Registered personal professional corporations (PCs) should consider the impact of deregistration to an operating PC, specifically, Bylaw 246 (d) to (e).
- Enter the date all practice ceased.
- You may **not** apply for deregistration if your firm will be ceasing practice at a future date. The firm registration must be renewed.
- You **cannot** proceed with deregistration if your firm name contains a protected designation and still has an active status with the Registry of Joint Stock Companies (Service Nova Scotia).

Step 6 – Professional Liability Insurance Declaration for Former Firms

- Please select one of the following options:
 - My firm has ceased all practice; or
 - My firm has been purchased by another firm
- In the case that your firm has ceased all practice, you must provide the Discovery Insurance Policy. You will not be able to deregister if this is not in place. It must be in place for at least six (6) years from the date the applicant ceases practice.
- In the case that your firm has been purchased by another firm, you will have to enter the successor firm and indicate whether or not they will be covering the discovery insurance. In cases where they will not be, the discovery insurance details must be entered here.

Step 7 – Declaration

- You must select the checkbox here to indicate your concurrence with the renewal declaration.
- Type your full name in the box indicated.
- Click on **Submit**.

Once all details have been entered, and you click “Submit”, it will take you to a screen indicating that the request has been submitted and that CPA Nova Scotia will follow up regarding next steps.



Firm registration renewal is considered complete when all required steps of the renewal are submitted, and payment is received. You will no longer have a purple alert box on the home page of your member portal log in.



Need help?

Contact helpdesk@cpans.ca