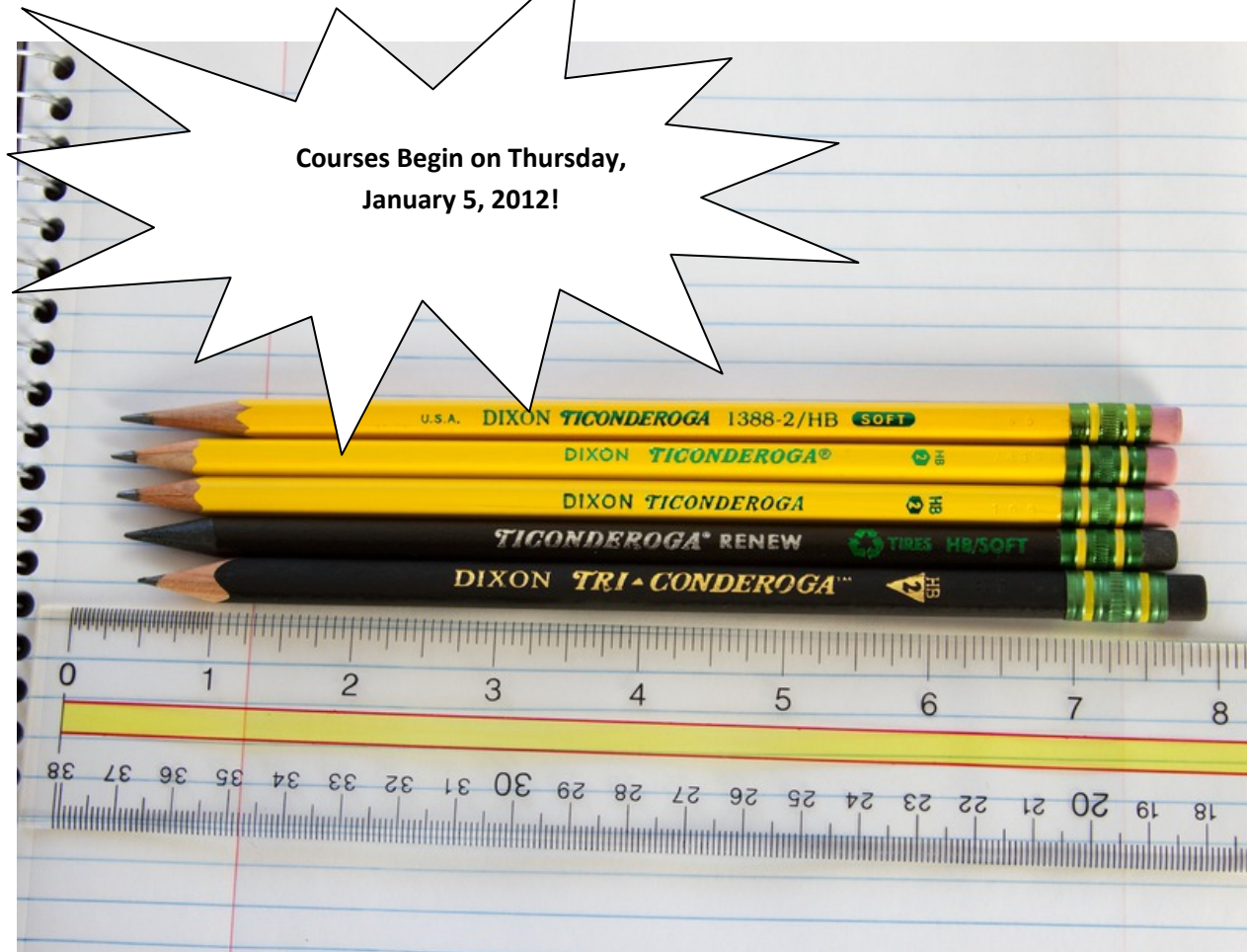


The Institute of Chartered Accountants of Newfoundland and Labrador



PROFESSIONAL DEVELOPMENT

Winter 2012

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WINTER 2012 PD CALENDAR

January 2012

Corner Brook

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2	3	4	5	6
9 ASPE: A Comparison to Part V 9:00-5:00	10 Accounting, Auditing & Professional Practice Update 9:00-5:00	11 Preparing Working Papers for a Small Business Audit Using C-PEM 9:00-5:00	12	13
16 E-Learning Seminars Begin	17	18	19	20
23	24	25	26	27
30	31			

➤ Winter e-Learning Seminars begin January 16th (see pages 53-54).

WINTER 2012 PD CALENDAR

January 2012

St. John's

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2	3 Institute Office Re-opens	4	5 Income Tax Refresher for Personal Income Tax (Day 1 of 2) 9:00-5:00	6 Income Tax Refresher for Personal Income Tax (Day 2 of 2) 9:00-5:00
9 Tax Issues in Real Estate: What Do You Need to Know? 9:00-5:00	10 ASPE: The Transition 9:00-12:00	11 U.S. Real Estate – Personal Investment: Canadian and U.S. Tax Implications 9:00-12:00	12 Taxation of Domestic Family Trusts: Basic 9:00-5:00	13
16 E-Learning Seminar Begins	17	18	19 Taxation of Domestic Family Trusts: Advanced Issues 9:00-5:00	20 Financing Strategies 9:00-5:00
23	24 Tax Planning for Private Enterprise on Business Succession 9:00-5:00	25	26 I'm Right, You're Wrong 9:00-5:00	27 Speed Reading 9:00-5:00
30 Business Valuations: Introduction 9:00-5:00	31			

WINTER 2012 PD CALENDAR

February 2012

St. John's

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1 Not-for-Profit Organizations – Transition to the NEW Accounting Standards (Part III) 9:00-12:00	2	3
6	7 Taxation of Employee Benefits 9:00-12:00	8	9 Tax for Controllers (Day 1 of 2) 9:00-5:00	10 Tax for Controllers (Day 2 of 2) 9:00-5:00
13 Business Valuations: Advanced Issues 9:00-5:00	14	15	16 PSAB GNFPs 9:00-12:00	17 PSAB 101 9:00-5:00
20	21	22	23	24
27	28	29		

WINTER 2012 PD CALENDAR

March 2012

St. John's

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2
5	6 Communication Skills for Leaders 9:00-4:00	7	8	9
12	13 Conflict Management 9:00-4:00	14	15	16
19	20	21	22	23
26	27	28	29	30

REGISTRATION INFORMATION AND CONDITIONS

REGISTRATION – There are 3 ways to register for PD.

1. **Online** at www.icanl.ca (members only)
 - a. Click Member Services and then On-line Course Registration
 - b. Click Login
 - c. Enter your ID and password (if this is your first time accessing the site you should select “reset my password” and follow the directions to set up your password.
 - d. Click the Event menu item on the top menu bar
 - e. The Search screen: you can search for upcoming events within your area. Make sure to enter A for Active in the Status Field. Enter PD in the Type Field to narrow your search to PD courses.
 - f. Once you have found the event that you are interested in, click on the meeting name from the listing.
 - g. Once in the Event Registration screen, you must enter your registrant class. CAs or CA students are ‘Members’ or **M**. Members with a Passport enter registrant class **MP**. Members with an Organization Passport enter registrant class **OP**. Passport holders registering for courses in excess of the passport limit should use **MPEC** (for members) or **OPEC** (for organization) for any additional courses.
 - h. Click on the “Check Out” Button to continue.
2. **Email** your Registration Form to nollerhead@icanl.ca
3. **Mail** your Registration Form to the ICANL office with payment:
95 Bonaventure Ave., Suite 501, St. John’s, NL, A1B 2X5

A registration form is located in this catalogue or you can download a copy by visiting our website and click on Professional Development, Registration and Course Registration Form.

FEES – The registration fee is **payable in advance** and must be included with your registration. HST is payable on all courses.

Individual Course Fees (unless otherwise indicated on course description):

	CA	Non-CA
Half-day course	\$195	\$225
Full-day course	\$290	\$325

Full-day courses (fee includes nutrition breaks, lunch, course materials)

Half-day courses (fee includes nutrition break and course materials)

PD Passports – CA Newfoundland and Labrador is committed to helping members meet their continuing professional development needs in a cost-effective manner with our PD Passports. Check Personal PD and Organizational Passport details to determine which is right for you.

Personal PD Passport – The Personal PD Passport is for individuals and is non-transferable. The cost is \$900 (\$1025 for non-CAs) and entitles you to the equivalent of four days of PD courses (any combination of half- or full-day courses). Personal PD Passport holders may register for additional passport eligible courses at the discounted rates below.

Please note that because of the cost to ICANL of offering certain courses, we are not able to make all courses passport eligible. Passport holders can take advantage of special pricing on these courses. Please refer to the pricing details on the individual course descriptions.

Personal PD Passport Holders		
	CA	Non-CA
Personal PD Passport (4 days)	\$900	\$1025
Additional half-day course	\$170	\$200
Additional full-day course	\$235	\$285

Organization PD Passport – The Organization PD Passport is for you if more than one person in your office takes courses. The Organization PD Passport is transferable among all CAs and non-CAs in your firm or organization. The cost is \$2,050 and entitles you and your staff to eight days of PD courses (any combination of half- or full- day courses). Organization PD passport holders may register for additional passport eligible courses at the discounted rates below. **Please note that because of the cost to ICANL of offering certain courses, we are not able to make all courses passport eligible. Passport holders will still be able to take advantage of special pricing on these courses. Please refer to the pricing details on the individual course descriptions.**

Organization PD Passport Holders	
	CA or Non-CA
Organization PD Passport (8 days)	\$2,050
Additional half-day course	\$185
Additional full-day course	\$260

PD Passport Terms and Conditions:

PD Passports are valid for courses taken from April 1, 2011 through to March 31, 2012. The majority of the courses offered in our Professional Development Program are fully passport eligible. Passport holders registering for courses that would not be passport eligible can take advantage of special pricing on these courses. Please refer to the pricing details on the individual course descriptions.

PD Passport holders who register for a course but give at least one week’s notice of cancellation may substitute another course. PD Passport holders who register for a course but do not give one week’s notice of cancellation will have the session counted toward their passports as if they had attended. Organization PD Passport holders may send an alternate; however, Personal PD Passport holders may not.

COURSE CANCELLATIONS – CA Newfoundland and Labrador reserves the right to cancel seminars with insufficient enrolment **one week before the course delivery date**. Registrants will be notified by telephone of course cancellations and will receive a full refund.

CANCELLATIONS, REFUNDS & SUBSTITUTIONS—No refunds will be made for cancellations received within one week prior to start of the course. For individual registrations and Organization PD Passport holders, an alternate may attend. It is the registrant’s responsibility to advise our office of the change.

COURSE MATERIALS – Unless otherwise specified, all seminar material will be distributed at the seminar site. Institute-developed seminar material may be purchased at the full seminar price after all the seminars have been completed. Copyright remains with the Institute.

Note: Seminar material is considered a supplement to the lecture; thus, the material is not considered “stand-alone”. The material will be subject to a “no refund” policy and must be paid in full prior to shipment.

COURSE LOCATION

St. John’s: Unless otherwise indicated, all courses in St. John’s will take place in the ICANL Training Centre located adjacent to ICANL offices at 95 Bonaventure Ave, Suite 502.

Corner Brook Glynmill Inn

Changes in course locations will be communicated by email to all course registrants prior to the course.

ACCOMMODATIONS—Registrants are responsible for their own accommodation arrangements.

NON-MEMBERS—CGA’s, CMA’s and Members of other provincial institutes of chartered accountants may register as “members” on the registration form. For public practice firms, non-member employees may register at the member fee.

CONFIRMATIONS—Confirmation of course registration will be emailed to registrants prior to the course start date. If you do not receive a confirmation two days prior to the course date, please contact the Institute. **Confirmation is provided as a courtesy. It is not an integral part of the registration process.**

Unless you have used the on-line registration option all registration and fees should be mailed to:

CA Newfoundland and Labrador
95 Bonaventure Ave., Suite 501
St. John’s NL A1B 2X5

ICANL INDIVIDUAL PD REGISTRATION FORM - WINTER 2012

(Please use a separate form for each registrant)

Please read registration information and conditions before completing.

Name in full _____

Firm/Employer _____

Street Address _____ City/Province _____ Postal Code _____

Telephone _____ Fax _____ Email _____

Food Allergies (Y/N) If Yes, please indicate: _____

Course Title	Course ID #	Amount (\$) or ✓ for PD Passport
_____ Personal PD Passport(s)—CA @ \$900		
_____ Personal PD Passport(s)—Non-CA @ \$1,025		
	Subtotal	\$
HST # 125902510	HST @ 13%	
	Total	\$

Method of Payment Cheque VISA

VISA Card Number: _____

Expiry Date: _____

Signature: _____

Name on Card: _____

Please return to:

CA Newfoundland and Labrador
 95 Bonaventure Ave., Suite 501
 St. John's NL A1B 2X5

Fax: (709) 753-3609

ICANL ORGANIZATION REGISTRATION FORM - WINTER 2012

(Please use a separate form for each registrant)

Please read registration information and conditions before completing.

Organization Name _____

Contact Name _____

Street Address _____ City/Province _____ Postal Code _____

Telephone _____ Fax _____ Email _____

Food Allergies (Y/N) If Yes, please indicate: _____

Registrant Name	Course Title	Amount (\$) or <input type="checkbox"/> for PD Passport
_____ Organization PD Passport(s) - @ \$2,050		
Subtotal		\$
HST # 125902510	HST @ 13%	
Total		\$

Method of Payment Cheque VISA

VISA Card Number: _____

Expiry Date: _____

Signature: _____

Name on Card: _____

Please return to:

CA Newfoundland and Labrador
 95 Bonaventure Ave., Suite 501
 St. John's NL A1B 2X5

Fax: (709) 753-3609

Accounting, Auditing & Professional Practice Update

This course provides an overview of the current developments in accounting and assurance standards. It is suited to members who practice public accounting, serving small and medium-sized businesses.

Objectives:

- To review the direction of accounting standards in Canada
- To review the recent revisions to the *CICA Handbook, specifically Accounting - Part II (ASPE), Accounting Standards for Not-for-Profits (Part III), and Assurance - Part I*, and other sources
- To provide specific examples of the implementation of the new recommendations
- To provide practice guidance on other matters that are current and relevant to the participants

Topics Included:

- Introduction and overview of new standards
- Review of various components of CICA Handbook - Part I, IFRS for publicly accountable enterprises, Part II, Accounting Standards for private enterprises, and Part III, Accounting standards for not-for-profit organizations
- Review of matters discussed by the Private Enterprise Advisory Committee
- Review of transition guidance for ASPE
- Lessons learned from application of CASs - e.g., subsequent events review
- Other assurance matters in progress, including review engagements and notice to readers
- Other practice matters including review of practice inspection findings
- Exposure drafts and other projects in process

Learning Outcomes:

- Awareness of recent CICA pronouncements in accounting and assurance
- Ability to identify the potential impact on clients by the recent CICA pronouncements
- Ability to apply recent CICA pronouncements in some situations

Seminar Leaders: David Baker

Location: Corner Brook

When: Jan 10 – 9:00 – 5:00

Course ID: PD11120103

Fee: Member \$290; Non-Member \$325

CPD Hours: 7

ASPE: A Comparison to Part V

This full-day seminar provides a comparison of GAAP standards contained in CICA Handbook – Accounting Part V (previously the CICA Handbook – Accounting and the CICA Handbook – Accounting XFI) with Accounting Standards for Private Enterprises (ASPE) now included in Part II of the CICA Handbook - Accounting. The seminar will also provide a brief historical reference of how these standards came to be, followed by a section by section review of the changes.

The primary objective is to provide participants with the opportunity to understand what has and has not changed from current practice in all areas (recognition, measurement, presentation, and disclosure) and how these changes impact the financial statements. The material includes sample sets of financial statements to demonstrate the changes. The seminar also identifies the transitional requirements and options associated with adopting the new framework.

Topics Included:

- First time adoption
- Current assets and liabilities
- Non-current assets and liabilities
- Equity
- Financial instruments
- Revenue, expenses and cash flows
- Other standards
- ASPE framework
- Transition

Who Will Benefit

Public practitioners and industry CAs that practice in Canadian GAAP for non-publicly accountable enterprises. NPO practitioners and internal accountants of these organizations may also find the information beneficial.

Seminar Leaders: David Baker

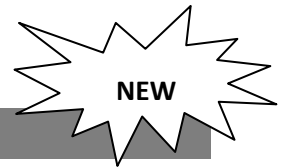
Location: Corner Brook

When: Jan 9 – 9:00 – 5:00

Course ID: PD11123014

Fee: Member \$290; Non-Member \$325

CPD Hours: 7



ACCOUNTING

ASPE – The Transition

Accounting Standards for Private Enterprises (ASPE) requires transitional adjustments when this new platform is adopted by private enterprises for fiscal years commencing on or after January 1, 2011. Much has been said about the transition but what is the reality of adopting a new accounting framework? This course will review the retrospective impacts of adopting ASPE. The measurement and recognition changes required or considered upon adoption will be explored in this course. The course will also look at each transitional “option” available at transition that may lessen the impact of retrospective application of the ASPE standards. The focus will be on the transition date. The course will not review the future measurement and recognition requirements of ASPE though future accounting will be a consideration of the transitional accounting options. The course will be primarily discussion and examples with a few discussion questions and exercises. In addition, a complete transitional financial statement will be included

The objective of the material is to provide participants with deeper knowledge and understanding of the financial statement transitional requirements of ASPE. The material can also be used as a future resource to seek out examples to be used for financial statement presentation and disclosure of the transition.

Topics Included:

- The compilation of transitional financial statements provided in Section 1500 of Part II of the CICA Handbook – Accounting.
- All presentation and disclosure requirements in Section 1500 of Part II of the CICA Handbook – Accounting.
- The adjustments that may need to be applied at the transition date.
- Sample presentation of the transition.

Learning Outcomes:

- Understand the transition to be disclosed in financial statements of private enterprises
- To be able to assess and apply the impacts of the transitional exemptions in financial statements.
- Understand financial statement presentation and disclosure of the transition.
- To understand the requirements of Section 1500 of Part II of the CICA Handbook – Accounting.
-
- **Who Will Benefit**
- Business/ Industry sector limited to private enterprise reporters. Public practitioners who serve the private enterprise market.

Seminar Leader: Judy Cumby

Location: St. John's

When: Jan 10 – 9:00-12:00

Course ID: PD11120203

Fee: Member \$195; Non-Member \$225

CPD Hours: 3

Not-for Profit Organizations – Transition to the New Accounting Standards (Part III)

This course provides an overview of the transition issues related to application of the new accounting standards for not-for-profit organizations (NFPOs) under Part III of the CICA Handbook.

The Accounting Standards Board (AcSB) finalized the new accounting standards for private not-for-profit organizations in December 2010. The standards clarify the AcSB's position that there should be no differences in accounting between profit-oriented enterprises and not-for-profit organizations when the circumstances and transactions are the same, other than for matters included in the 4400 series of Handbook Sections. Part III for NFPOs is referenced to Part II, Accounting Standards for Private Enterprises, as its base. It should be noted that a NFPO can also elect to apply Part I, IFRS.

These standards are effective January 1, 2012. The existing accounting standards in Part V of the Handbook will be retained for use by not-for-profit organizations until they have all adopted either the new Part III or IFRSs. First-time adoption of this Part of the Handbook is mandatory for annual financial statements relating to fiscal years beginning on or after January 1, 2012.

The general rule is that the changes must be applied retrospectively, with restatement. This course will review the transition guidance.

Topics Included:

- Introduction and effective dates
- Overview of Part III of CICA Handbook
- Review of Part II of CICA Handbook as it would relate to NFPOs
- Accounting for transition
 - Opening balance sheet
 - Exemptions from other standards
 - Exceptions to retrospective application
 - Disclosure requirements

Who Will Benefit:

Those who are responsible for preparing, analyzing or auditing financial statements for smaller NFPOs.

Seminar Leader: Colleen Mencións

Location: St. John's

When: Feb 1 – 9:00-12:00

Course ID: PD11120801

Fee: Member \$195; Non-Member \$225

CPD Hours: 3



PSAB 101

This course is developed for finance professionals who prepare, audit or need to understand the Public Sector Accounting Board (PSAB) accounting recommendations as they apply to financial reporting by entities in the government sector. Key recommendations of the *PSAB Handbook* and their application are reviewed, and a variety of examples are used to assist in understanding the application of the recommendations.

Topics Included:

- Financial statement concepts & objectives
- Reporting entities
- Financial reporting
- Investments
- Government partnerships
- Investments in government business enterprises
- Restricted assets and revenue
- Tangible capital assets
- Liabilities, contingent liabilities and contractual obligations
- Long-term debt and leased tangible capital assets
- Changes in PSAB – exposure drafts, discussion papers, transitional provisions

Emphasis Placed On:

- Defining the Government Reporting Entity
- Employment benefits
- Government transfers
- Leased Tangible Capital Assets
- Solid waste landfill closure and post-closure liability
- Tax revenue

Learning Outcomes:

- Understand PSAB accounting recommendations
- Apply PSAB recommendations in the preparation of government financial statements
- Develop financial reporting in accordance with PSAB

Who Will Benefit:

This course is particularly valuable to those who have a familiarity with the *PSAB Handbook* and prepare, audit, use or provide advice on public sector financial reports and would like to develop a stronger understanding of the *PSAB Handbook*.

Seminar Leader: Jake Chazan

Location: St. John's

When: Feb 17 – 9:00-5:00

Course ID: PD11120901

Fee: Member \$290; Non-Member \$325

CPD Hours: 7

PSAB GNFPOs

This course is developed for finance professionals who prepare, audit or need to understand the Public Sector Accounting Board (PSAB) accounting recommendations as they apply to financial reporting by government not-for-profit organizations (GNFPOs). Key recommendations of the *PSAB Handbook* and their application are reviewed, and a variety of examples are used to assist in understanding the application of the recommendations.

Topics Included:

- Financial Statement Presentation
- Contributions – Revenue recognition
- Contributions receivable
- Capital Assets
- Collections
- Controlled and related entities
- Related party transactions
- Disclosure of expense allocations
- Updates on projects, exposure drafts and discussions related to government not-for-profit organizations

Learning Outcomes:

- Understand the 4200 series in the *PSAB Accounting Handbook*
- Apply the standards to government not-for-profit organizations
- Develop financial reporting in accordance with the PSAB standards

Who Will Benefit:

An attendee would gain an understanding of the *PSAB Handbook's* standards for government not for-profit organizations, the application of those standards and the impact the standards have on the reporting of government financial statements.

Seminar Leader: Jake Chazan

Location: St. John's

When: Feb 16 – 9:00-12:00

Course ID: PD11121001

Fee: Member \$195; Non-Member \$225

CPD Hours: 3

Preparing Working Papers for a Small Business Audit Using C-PEM

CAS 230 states that audit documentation is to be sufficient to enable an experienced auditor to understand the work performed to comply with the CASs, the results of that work, significant matters arising and the conclusions reached (including the significant professional judgments made).

This full day seminar will focus on documenting the audit of a small business entity. The course not only outlines what is required (to effectively comply with the CASs) but provides guidance on how to eliminate the unnecessary documentation often found in audit files. In some cases, preparing cost effective documentation may also necessitate some changes in the way work is processed through the office.

Topics Included:

- Documentation basics
- Documenting the assessment of risk
- Documenting the audit response
- Documenting audit conclusions and reporting
- Other Issues

Learning Outcomes:

Professional personnel with a solid understanding of CAS requirements including CA members and their professional staff in public practice.

Note:

Course registrants who do not have access to the Canadian Professional Engagement Manual (C•PEM) may take advantage of a special 50% discount on the initial one-year subscription, reducing the cost to \$147.50 for print or electronic versions. To take advantage of this special offer, visit CAstore.ca/picapem and enter coupon code COUP2234 at the checkout.

Also Note:

The discount is on the member products only, and cannot be applied to the C•PEM combo products.

Seminar Leader: Kim Mayo

Location: Corner Brook

When: Jan 11 – 9:00 – 5:00

Course ID: CB – PD11121702

Fee: Member \$290; Non-Member \$325

CPD Hours: 7

Business Valuations: Introduction

This full day seminar provides participants a practical insight into business valuation. Participants will learn about and apply valuations tools such as multiples and discounted cash flow to business case studies. The seminar also focuses on business valuation interpretation as well as the mechanics of the valuation process.

Topics Included:

- Overview of valuation methodologies
- Asset based valuation methods
- CCF and DCF valuation techniques
- Calculating maintainable earnings
- Determining capitalization and discount rates
- Enterprise value versus equity value
- Market valuation approaches using equity value and enterprise value multiples

Learning Outcomes:

- Understand the various approaches used in business valuation.
- Explain how to apply these valuation approaches to a real business.
- Value a simple company using “asset-based” valuation methods
- Explain how to value a business using “Capitalized Cash Flow (CCF)” and “Discounted Cash Flow (DCF)” valuation approaches
- Value a business using market comparables.

Who Will Benefit:

This seminar will be particularly valuable to members in industry and to practitioners who are seeking a better understanding of business valuation principles and practices.

Seminar Leader: Steve Bragg

Location: St. John's

When: Jan 30 – 9:00-5:00

Course ID: PD11122401

Fee: Member \$290; Non-Member \$325

CPD Hours:7

Business Valuations: Advanced Issues

Building on the concepts of “Business Valuations: Introduction”, this full day seminar gives participants a more detailed insight into some of the more complex issues associated with business valuations. Participants are introduced to topics such as valuation discounts, valuing intangible assets, and valuing securities other than common shares.

Topics Included:

- Complexities associated with DCF valuation methods
- Valuation and buyer intent - strategic buyers versus financial buyers
- Identifying and valuing synergies
- Valuation discounts – minority interest, marketability, key person
- Valuing intangibles assets
- Valuing preferred shares, convertibles securities and stock options

Learning Outcomes:

- Evaluate a Discounted Cash Flow (DCF) valuation and assess the reasonableness of cost of capital, cash flow, and residual value assumptions.
- Identify common errors and pitfalls associated with the business valuation process
- Evaluate the impact of buyer intent on the valuation process including assessing the value of potential cost and revenue synergies
- Apply various valuation discounts where appropriate
- Explain the best practice approach to valuing intangible assets
- Understand how to value securities other than common shares such as preferred shares and convertibles.

Who Will Benefit:

This seminar will be particularly valuable to members in industry and to practitioners who are seeking a deeper understanding of some of the more complex issues surrounding business valuation.

Prerequisite:

Business Valuations: Introduction

Seminar Leader: Boyd Chislett

Location: St. John's

When: Feb 13 – 9:00-5:00

Course ID: PD11122501

Fee: Member \$290; Non-Member \$325

CPD Hours:7

Financing Strategies

The objective of this seminar is to provide an in-depth review of the various forms of financing to fund capital projects, acquisitions or to restructure and existing capital structure. It will review the various forms of financing including operating lines, term debt, subordinated debt, and private and public equity. The course will dive into the practical details of what capital providers are seeking, issues that arise, and how companies should prepare themselves to execute a financing transaction.

The seminar will also provide current status of the capital market conditions as it relates to the various forms of financing, as well benchmarks and rules of thumb regarding realistic financing parameters.

Topics Included:

- Overview of financing strategy and Capital Markets
- Current state of the Capital Markets
- Basic Capital Structure Elements
- Operating Lines and Term Debt
- Mezzanine and Subordinated Debt
- Private Equity
- Public Equity and Convertible Debentures
- Understanding Cost of Capital
- Cost of Capital and Investment Decisions
- Financing Process

Learning Outcomes:

Through real-life examples, identifying common pitfalls, highlighting key elements and case studies, the seminar will put financial executives in a better position to seek and negotiate with capital providers.

Who Will Benefit:

Goal of the course is to provide controllers, chief financial officers, chief executive officers and other financial executives with tools required to provide strong input or take the lead in undertaking a financing transaction within their own enterprises.

Seminar Leader: Dave Jones

Location: St. John's

When: Jan 20 – 9:00-5:00

Course ID: PD11122701

Fee: Member \$290; Non-Member \$325

CPD Hours: 7



PROFESSIONAL & PERSONAL SKILLS

I'm Right – You're Wrong

We all know the moment when we overreact to something a person said. We assume that we know exactly what he or she means and we simply can't accept the position they have adopted. In reply, we assert our own opposing point of view and inevitably an argument arises.

"I'm Right – you're wrong!" Although we would rarely, if ever, make that statement out loud, we often act as if our interpretation of a situation is the "correct" or only possible interpretation. This thinking pattern can lead to misunderstanding, frustration, conflict and stress.

Conflicts exist because people do not always perceive, think, feel or behave in the same way about the same things. While conflicts are inevitable, how you respond is manageable.

Topics Included:

- How to handle difficult situations and difficult conversations
- How to communicate effectively from the beginning
- How to identify and control your hostility traps
- How to recognize your choices when faced with conflict
- How to use an effective listening and paraphrasing technique to develop rapport
- How to ask good questions to develop better solutions
- How to be less uncomfortable when dealing with misunderstanding and conflict

Learning Outcomes:

- Polish your thinking skills
- Enhance your communication and interpersonal effectiveness
- Reduce your stress while remaining the professional you are
- Understand the role of perception
- Seek to understand before trying to be understood
- Understand the cause of conflict at work and at home to determine what is really happening

Who Will Benefit:

Anyone who interacts with a variety of people in different situations, and who wants to enhance his or her interpersonal skills.

Seminar Leader: Eileen Pease

Location: St. John's

When: Jan 26 – 9:00-5:00

Course ID: PD11123601

Fee: Member \$290; Non-Member \$325

CPD Hours: 7

Communication Skills for Leaders

This training program is designed to help you acquaint others with the art of communicating. In this course, participants will learn to understand the importance of interpersonal skills in becoming a leader, be able to convey believability by keeping their verbal, vocal and visual communications consistent, practice the nine behavioral skills of interpersonal communication, and change their habits to improve their interpersonal effectiveness. The content is applicable whether participants are in a leadership role or not.

This course is being offered in conjunction with College of the North Atlantic. Seminar will take place at CNA. Further details will be provided upon registration.

Location: St. John's – CNA - Prince Phillip Drive Campus

When: March 6 - 9:00 – 4:00

Course ID: PD11126001

Fee: Member \$290; Non-Member \$325

CPD Hours: 6

PROFESSIONAL & PERSONAL SKILLS

Conflict Management

When people work together in a diverse and dynamic environment, conflict and disagreements inevitably arise. Learning to resolve disagreements constructively is the key to maintaining healthy work relationships and fostering a productive workplace. Conflict Management helps learners to improve their interpersonal, communication and mediation skills. Learners will also become familiar with the guiding principles behind conflict management, the nine approaches to managing disagreement and a four-phase process for resolving conflict. With the proper understanding of the nature of conflict and with the tools to handle disagreements constructively, learners will be able to enrich their work, their relationships and their careers.

This course is being offered in conjunction with College of the North Atlantic. Seminar will take place at CNA. Further details will be provided upon registration.

Location: St. John's – CNA - Prince Phillip Drive Campus

When: March 13 - 9:00 – 4:00

Course ID: PD11126101

Fee: Member \$290; Non-Member \$325

CPD Hours: 6

Speed Reading

Coping with the continuously growing piles of information is enough to overwhelm the most capable person at work today. The way to acquire information faster and with greater comprehension is Speed Reading

Learning Outcomes:

- Read at least twice as fast with good comprehension
- Understand how to concentrate fully to meet your purpose
- Make rapid, effective key-word notes
- Develop strategies to work with your fantastic memory
- Read a whole book and produce organized notes in less than an hour

Learning Outcomes:

This workshop provides important information and hands-on practice to allow you to improve the speed of your reading, as well as improve your concentration and retention.

Seminar Leader: Eileen Pease

Location: St. John's

When: Jan 27 – 9:00-5:00

Course ID: PD11123801

Fee: Member \$290; Non-Member \$325

CPD Hours: 7

Income Tax Refresher for Personal Tax

This is a refresher course for those participants who desire to update their knowledge in personal tax and also an introductory course for those of you that want to learn more in the personal tax area. At the end of the two days participants should have a good understanding of the taxes that impact individuals, partnerships and trusts.

Topics Included:

- An introduction to tax research
- Determination of residency
- Administrative issues
- Employment income and related deductions
- Employee profit sharing plans, RPP, RRSP's and individual pension plans
- Calculations of the various sources of investments income
- Capital gains and capital losses and the impact of the stop loss rules
- Attributions rules
- Rental and farm income
- Various deductions from net income such as the capital gains exemption
- Calculation of taxes payable, including discussions on tax credits
- Taxation on death of an individual
- Taxation of partnerships and family trusts
- Deferred plans such as TFSA, RESP and RDSP

Who Will Benefit:

Anyone who is involved in personal tax matters who wishes to expand or update their knowledge in the area of personal tax.

Prerequisite:

Participants may wish to first register in the course, "Tax Returns Personal" or should have some experience in preparing personal tax returns.

Seminar Leaders: Pauline Downer & Beth Porter

Location: St. John's

When: Jan 5 & 6 – 9:00-5:00

Course ID: PD11124701

Fee: Member: \$580; Non-Member: \$650

CPD Hours: 14

Tax for Controllers

This two-day seminar provides a review to help controllers stay current on a broad array of tax and related compliance issues. Items will be covered at a general level with specific examples, cases and practical problems. References to more detailed sources are provided.

Topics Included:

- Human resources - payroll and withholdings, employee benefits, non-taxable benefits, stock options, automobile issues and casual employees
- Sales issue - GST, HST, export issues, revenue recognition
- Purchasing issues - GST, purchases from non-residents, deductibility
- Capital assets - GST, capitalization vs. expense, CCA,
- Financing issues -lease vs. buy, interest deductibility
- Structural issues -alternative structures, related corporate group issues, small business deduction, taxable capital, transfer pricing within Canada
- Other compliance issues - filing requirements; interest and penalties; director's liability, dealing with non-residents; foreign reporting; contractor reporting; and record retention
- Audits and appeals

Learning Outcomes:

Small, growing, and mid-sized companies face a broad array of tax and related compliance issues. The penalties or tax costs of failing to meet these compliance requirements can be severe. Without an in-house tax department, the responsibility for these areas falls on the controllers. This seminar provides a comprehensive review with some examples to draw attention to common problem areas. This seminar will help controllers stay current on a broad range of tax and related compliance issues. This course does not include items which are specific to a single province.

Who Will Benefit:

Anyone whose responsibilities include tax and related compliance issues, retaining tax professionals, and managing the business tax strategies.

Seminar Leader: Pauline Downer & Beth Porter

Location: St. John's

When: Feb 9 & 10 – 9:00-5:00

Course ID: PD11125201

Fee: Member \$580; Non-Member \$650

CPD Hours: 14

Tax Issues in Real Estate: What Do You Need to Know?

This seminar identifies and reviews all the significant income taxation issues arising in various aspects of real estate activities. Starting with a review of the structures available to undertake real estate transactions, the course follows with a detailed look at tax issues arising on the acquisition, development, holding and then disposition of Canadian real estate. The seminar primarily focuses on income tax rules, however GST and provincial tax issues are also identified for consideration.

Topics Included:

- Alternative structures for investment in real estate
- Pre-acquisition issues
- Acquisition and holding property
- Development issues
- Holding properties
- Dispositions of property
- Other issues, including GST and HST
- Provincial matters

Learning Outcomes:

At the end of this seminar the participant should have the ability to identify specific tax rules related to real estate development and understand the tax issues involved in dealing with most common forms of real estate investment.

Who Will Benefit:

The seminar is aimed at persons who want to gain an understanding of specific tax rules and related issues that arise when dealing with all aspects of real estate activities. It should benefit practitioners in public practice and members in industry who need to be aware of and/or work with taxation issues arising in real estate transactions. A person attending this seminar should feel comfortable that will be able to identify any significant tax issue that may have to be addressed when contemplating or undertaking a real estate transaction. The seminar includes practical, business-focused comments on dealing with many of these tax issues

Seminar Leader: Keith Minaker

Location: St. John's

When: Jan 9 – 9:00-5:00

Course ID: PD11125301

Fee: Member \$290; Non-Member \$325

CPD Hours: 7

Tax Planning for Private Enterprise on Private Enterprise on Business Succession

Business succession involving closely-held private enterprises can range from an intra-family estate plan to an arm's length transfer of shares. The seminar objective is to provide participants with practical knowledge of the principal business succession considerations. The principal focus of the seminar will be on income tax considerations, although key non-tax issues will also be identified.

Topics Included:

- Identifying business succession alternatives
- Principal tax and non-tax considerations
- Estate freezes and wasting estate freezes
- Intra-family succession with large investments by the succeeding generation
 - post-mortem strategies
 - Arm's length succession plans
 - Utilization of family trusts to manage risks and enhance benefits
 - Alter ego trusts and joint spousal trusts
 - Lifetime capital gains exemptions
 - Capital gains deferral rules
 - Section 84.1 re-characterization rules
 - Divisive reorganizations and Section 55
 - Pre-sale purifications
 - Corporate attribution issues
 - Life insurance to fund taxes on death
 - Non-competition payments and related tax issues
 - Financing considerations
 - Tax checklist
 - Case study illustrating alternative tax consequences

Learning Outcomes:

This seminar is designed to provide the accountant with the knowledge and tools necessary to identify, plan and manage business succession considerations for owner-managers of private enterprises

Who Will Benefit: This seminar will be beneficial to the accountant in public practice with clients who are owner-managers of private corporations, as well as in-house professionals of private enterprises.

Seminar Leader: Pauline Downer

Location: St. John's

When: Jan 24 – 9:00-5:00

Course ID: PD11125401

Fee: Member \$290; Non-Member \$325

CPD Hours: 7

Taxation of Domestic Family Trusts: Basic

This seminar will focus on the basic concepts of trust law and the relationship between the parties, the design of a trust, types of trusts, taxation of trusts and taxation of beneficiaries.

Practical uses of trusts for inter vivos and testamentary planning will be addressed.

Topics Included:

- various types of trusts, design of trusts, and how trusts and beneficiaries are taxed
- the legal nature of a trust is examined in order to point out tax and estate planning problems that can arise if an advisor does not understand basic principles
- detailed examples to illustrate concepts and practical uses of trusts
- a basic overview of the taxation of trusts and estates
- attribution rules which apply to the beneficiaries of trusts
- trusts versus estates
- Testamentary trust planning and basic post-mortem tax planning
- Audit-proofing your client

Who Will Benefit:

Practitioners who would like a working knowledge of the nature of a trust, types of trusts, the detailed rules relating to the taxation of trusts and their beneficiaries, and the practical uses of trusts.

Note:

Practitioners wishing to obtain a comprehensive update should consider taking the set of *Taxation of Domestic Family Trusts* courses starting with the *Basic*, then the *Compliance*, and finally the *Advanced* course.

Seminar Leader: Bill O'Keefe

Location: St. John's

When: Jan 12 – 9:00-5:00

Course ID: PD11125501

Fee: Member \$290; Non-Member \$325

CPD Hours: 7

Taxation of Domestic Family Trusts: Advanced Issues

This full-day seminar will focus on advanced issues and concepts relating to trusts and estates with an emphasis on *inter vivos* and testamentary planning concepts and strategies.

At the end of this seminar, participants should have an enhanced framework of knowledge concerning the use and planning aspects pertaining to trusts as well as recognizing potential tax problems associated with the use of trusts in business structures.

Topics Included:

- Non-tax reasons for using trusts
- Tax planning considerations including income splitting and capital gains splitting
- Tax traps such as "kiddie tax" and attribution rules
- Reversionary trusts
- Problems created by using trusts
- Estate planning and considerations
- Testamentary spousal trusts
- 21-year deemed disposition rule and various ways to avoid the problem
- Other planning considerations
- Post-mortem tax planning
- Trust applications including:
 - inter vivos trusts
 - testamentary trusts
 - asset protection trusts
 - fixed interest trusts
 - capital appreciation trusts
 - reversionary trusts
 - cottage trusts
 - charitable remainder trusts
 - alter-ego trusts
 - joint spousal and common-law partner trusts
 - lifetime benefit trusts
 - successive trusts
 - tainted spousal trusts
- Detailed practical examples to highlight key concepts

Who Will Benefit:

It will be assumed that participants are generally familiar with the taxation of domestic trusts.

Seminar Leader: Bill O'Keefe

Location: St. John's

When: Jan 19 – 9:00-5:00

Course ID: PD11125601

Fee: Member \$290; Non-Member \$325

CPD Hours: 7

Taxation of Employee Benefits

This half day seminar provides a review of the income tax implications of benefits conferred on employees by their employers, including both owner-managers and employees who are unrelated to the employer. Participants will gain an understanding of the income tax issues which arise from various types of benefit, assisting them in assessing the tax-effectiveness of various benefit plans and choices of employment benefits, enhancing their ability to advise on tax-effective employee remuneration strategies using benefit plans.

Topics Included:

- Income tax treatment of benefits
- Employee allowances and automobile benefits
- Goods and Services Tax
- Loans
- Planning opportunities for key employees
- Other employee benefits
- Stock options

Who Will Benefit:

The seminar is aimed at providing employers, and their advisors, with an understanding of the taxation of employee benefits in general, as well as addressing specific benefits which are either common in practice, or have unusual income tax complexities.

Prerequisite:

Participants should have a basic understanding of personal and corporate taxation.

Seminar Leader: Pauline Downer

Location: St. John's

When: Feb 7 – 9:00-12:00

Course ID: PD11125701

Fee: Member \$195; Non-Member \$225

CPD Hours: 3

U.S. Real Estate – Personal Investment: Canadian and U.S. Tax Implications

The objective of the course is to develop a basic understanding of all the Canadian and US tax issues that arise on the acquisition, ownership and disposition of US real estate by individuals resident in Canada.

Topics Included:

- Introduction
- Various structures for ownership (eg: individual, partnership, trust, LLC)
- Relevant US Tax Rules
- Filing Requirements
- State Taxation
- Relevant Canadian Rules
- Disposition of US Real Estate
- US Estate and Gift Tax
- Tax Rates
- Various US Tax Forms

Note:

Numerical examples are included in the materials. Personal experience and discussion is part of the course.

Learning Outcomes:

At the end of this seminar, the participant should have gained sufficient knowledge to enable them to identify the key Canadian and U.S. tax issues and requirements that could arise when individuals acquire, own, and dispose of U.S. real estate.

Who Will Benefit:

Individuals interested in investing in US real estate, advisors to individuals investing in US real estate, owners of US real estate. The seminar will cover the tax implications of acquiring, owning, and disposing of the property. The course will cover all of the Canadian and US (federal and state) tax issues that should be considered when individuals invest in US real estate whether for personal use or for rental or for both rental and personal use. The implications on death will also be covered. The applicable tax filing requirements are included along with elections that need to be filed.

Seminar Leader: Matt Smith

Location: St. John's

When: Jan 11 – 9:00-12:00

Course ID: PD11125801

Fee: Member \$195; Non-Member \$225

CPD Hours: 3

E-LEARNING: INTERACTIVE ON-LINE SEMINARS

Interactive On-line Seminars

ICANL is pleased to continue to offer the following two-day seminars converted into two-month interactive on-line modules. Past participants have perceived this innovative, cutting-edge alternative to classroom learning as a great success. Many feel that this convenient, economical and interactive seminar delivery is a perfect alternative for those having difficulty attending our seminars, or who want to experience a new and innovative way of learning.

Learning outcome:

Prior to the session commencement, you will be given password access to the online courseware via e-mail. Within this courseware, you will find instructions on how to work through the session, all necessary seminar materials, as well as a range of interactive learning activities designed to make studying on the Internet a rich and relevant experience. You will also benefit from:

- immediate access to relevant articles and information sites
- the opportunity to share ideas with or pose questions to other participants and a session facilitator
- an index feature that allows for direct access to specific topic areas within the session
- case study discussions
- current on-line updates as they happen
- access to an expert and access to technical support

Each session will be offered in module format. Access to the expert (instructor) online will be available over eight weeks.

How to Get Started with the Interactive On-line Seminars:

1. Ensure you have access to a computer (meeting the minimum basic requirements), the internet, and possess basic computer skills
2. Submit registration form with payment. Ensure that you provide an email address.
3. "Getting Started" instructions will be emailed to you along with the link to the seminar website and your Login ID and Password.
4. Simply clicking the link and then supplying your ID and Password when prompted will enable you to access the course site.

Computer Requirements:

Computer/Processor

- Pentium II 75 Mhz
- 64 MB RAM
- 500 MB free space on hard drive

Internet Abilities

- 56k Modem
- Internet Explorer 6.0, Netscape 4.76, 6.2.1, 6.2.2, and 6.2.3

Software

- Windows 2000 or higher
- Microsoft Word 97
- Microsoft Excel 97
- Current Macromedia Flash plug-in
- Current Adobe Acrobat Reader
- Virus scanner
- Firewall (if you are connected to a high speed 'always-on' connection such as a cable modem or ADSL line)

Peripherals

- Sound card and speaker

ASPE: A Survey of the Standards

All ASPE Handbook sections will be reviewed and discussed in the material together with an introductory module discussing the changeover from GAAP to ASPE. Canadian Standards have seen significant change in recent years and many of these changes are within ASPE; accordingly, individuals who have been detached from Canadian standards in recent years may find this course beneficial to regain a strong technical accounting base. Further, with the recent proposals for the not-for-profit sector many participants may find these ASPE standards will be applicable for not-for-profit organizations. However, at this time, the accounting standards for not-for-profit organizations will not be a component of this course.

Within modules, examples and exercises will exist to cover the “newer” topics of accounting. For example, the inventory standards in ASPE are the same as those in GAAP but these standards were only introduced in 2008. In addition, this overview is supplemented by sample financial statements, example notes and an appendix which will show a comparison of the ASPE Section with those of the previous CICA Handbook - Accounting and CICA Handbook – Accounting XFI.

Dates:

January 16 to March 12, 2012

Fee: Member \$440

Non-Member \$540

Passport INVALID

Member PD Passport Holders \$340

Non-Member PD Passport Holders \$440

CPD 14 Hours

Auditing in the New CAS Environment

The Canadian Auditing Standards (CAS) became effective for periods ending on or after December 14, 2010. This course will provide participants with a solid foundation in the practical application of the CAS in the new auditing environment. Through a case study approach, participants are given an opportunity to build on their understanding of the standards, and to practice applying the standards to a set of client-specific facts. The case study will be based on the audit of a moderately complex “for-profit” private company. Key elements of an engagement working paper file will be developed as a deliverable to this course.

Dates:

January 16 to March 12, 2012

Fee: Member \$440

Non-Member \$540

Passport INVALID

Member PD Passport Holders \$340

Non-Member PD Passport Holders \$440

CPD 14 Hours

Income Tax Refresher for Corporate Tax Planning

This seminar provides an excellent overview and general refresher on corporate income tax matters. The primary target audience for this seminar is CAs who do not work with the Income Tax Act regularly but who wish to refresh their knowledge on the status of current tax topics. The seminar emphasizes matters of interest to owner-managers and small business in a public practice context. Case studies are used to illustrate some of the tax concepts.

Dates:

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Fee: Member \$440

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E-LEARNING: INTERACTIVE ON-LINE SEMINARS

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Dates:

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Fee: Member \$440

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Passport INVALID

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Non-Member PD Passport Holders \$440

CPD 14 Hours

OTHER E-LEARNING OPPORTUNITIES

PD on Audio CD

Now Web-Based and Eligible for Verifiable CPD Hours!

PD on audio are direct recordings from live PD seminars.

Since September 30, 2010, these recordings have been available as downloadable MP3 audio files, along with any corresponding handout materials in PDF files, from our website.

These titles are eligible for Verifiable CPD Hours – in order to claim these hours as verifiable, you will be required to successfully complete a short quiz, also accessible via the website. Upon successful completion of the quiz, you will be able to print a certificate of completion.

How to get started – After you purchase your PD on Audio title(s), we will email you a web link where you can download the MP3 file to your own computer. You will be able to download any available handouts or powerpoint slides for that session in PDF. If the audio title is available, you will receive the email within one working day after your order is processed. After you have finished the audio, you can return to the webpage and complete the quiz.

- all “NEW” and “UPDATED” titles will be available two weeks after the seminar date – please take this into consideration when placing your order
- most titles are recorded from Executive Breakfast Sessions and are eligible for **2 verifiable CPD hours**. Half day sessions are eligible for **3.5 verifiable CPD hours**.

All PD on Audio seminars are \$65 each plus HST unless otherwise noted. Orders should be placed through the Institute of Chartered Accountants of British Columbia – see <http://www.icabc-pd.com/pd-products.php>.

Continuing Professional Development (CPD on Digital Media (DM))

CPD on DM are direct recordings from live CPD seminars and are on sale throughout the CPD season. Additional topics are available courtesy of Institute of Chartered Accountants of Alberta. Your audio package also includes any seminar materials used during the original presentation, if applicable.

Digital Media Webinars is a recorded online presentation using the seminars’ powerpoint presentation slides accompanied by audio clips. Similar to audio recordings, but with a visual component. Webinars offer an alternative format of learning to those who enjoy having visual slides to go hand in hand with the audio component. Seminar notes will also be included on the DM in PDF format.

Although the seminar material has been carefully prepared, neither the Institute of Chartered Accountants of Alberta, the seminar author and/or firm, nor any persons involved in the preparation and/or instruction of the materials accepts legal responsibility for its contents or for any consequences arising from its use.

All CPD on DM titles are \$65 - \$95 each plus applicable taxes. Orders should be placed through the Institute of Chartered Accountants of Alberta – see <http://www.albertacas.ca/professionaldevelopment/seminarsproducts/digitalmediacpd/digitalmediacpdandselfstudyproducts.aspx>. The ICAA reserves the right at any time to modify or discontinue any seminar title listed.

See link below to view and order webinars and breakfast seminar CD’s from the Institute of Chartered Accountants of Alberta. <http://www.icaa.ab.ca/education/cassettes.shtml>

CICA Continuing Education provides an extensive portfolio of training and professional development products that deliver new skills, knowledge building and increasing competencies. The programs are designed to meet the continuing education requirements for Provincial Institutes/Ordres and other professional associations.

For additional information on all of CICA Continuing Education's programs, visit: www.cpd.cica.ca

INDIRECT TAX

Commodity Tax Symposium - West

March 5-6, 2012, Calgary, AB
(Optional workshops March 7)

In-depth GST/HST Course

May 27-June 1, 2012, Niagara Falls, ON

FINANCIAL REPORTING & GOVERNANCE

Public Sector Financial Reporting & Accounting Course

2012-TBA

UNIQUE AREAS

Canadian Conference on IT Audit, Governance and Security

March 26-27, 2012, Toronto, ON

OR a 3-day working running concurrently with the Conference

Fundamentals of IT Audit

March 26-28, 2012, Toronto, ON

CORPORATE FINANCE

CICA Corporate Finance – Level 1 and Level 2 Program

Corporate Finance Market Briefs

Presentations in Toronto and Calgary

Dates will be posted at: www.cpd.cica.ca/CF

OTHER PROFESSIONAL DEVELOPMENT SOURCES

CA Newfoundland and Labrador's professional development program is designed to supplement other valuable sources of professional development. Other training resources are available from:

The Canadian Institute of Chartered Accountants
www.cica.ca

CICA Canadian Standards in Transition
<http://www.cica.ca/transition/>

Memorial University – Division of Lifelong Learning -
www.mun.ca/lifelonglearning

Gardiner Centre – www.busi.mun.ca/gardinercentre

Institute of Internal Auditors, Newfoundland and Labrador Chapter – www.theiia.org

Canadian Institute of Business Valuators -
www.cicbv.ca

Canadian Payroll Association - www.payroll.ca

Information Systems Audit and Control Association
www.isaca.org

EPIC Educational Program Innovations Center -
www.epic-edu.com/

Franklin Covey Canada, Ltd. - www.franklincovey.ca

Global Knowledge – www.globalknowledge.ca

College of the North Atlantic - www.cna.nl.ca/

Internet sites with publications:

CICA – www.cica.ca

CICA Career Development – www.cica.ca/career-development/index

Carswell – www.carswell.com

CCH – www.cch.com

Provincial Institutes

The provincial institutes of Chartered Accountants share in the development cost of the CAPPD courses offered in Newfoundland and Labrador. In addition, the Directors of Professional Development meet three times a year to discuss possible topics of interest to Chartered Accountants and to co-ordinate seminars across Canada. Consequently, many of the seminars offered in Newfoundland and Labrador are identical to those offered throughout Canada. There are, however, a number of seminars offered in other provinces which are not being offered here, for at least the following reasons:

- Other provinces have access to more instructors and sources
- The topic is considered “too narrow” to attract sufficient numbers in Newfoundland and Labrador
- The topic is more directly suited to industries which are not common in Newfoundland and Labrador
- Our relatively small market requires us to “rest” some topics each year

CA Newfoundland and Labrador maintains considerable information on the Professional Development programs of the other provincial Institutes. If you wish further information on attending Institute courses offered in other Canadian centres, contact Kim Mayo, Director of Members' Services/Practice Advisor at (709) 753-7566.

To find additional seminars that might be of interest to you, go to the following websites:

Institute of Chartered Accountants of Ontario
www.icao.on.ca

Institute of Chartered Accountants of Alberta
www.icaa.ab.ca

Institute of Chartered Accountants of Saskatchewan
www.icas.sk.ca

Institute of Chartered Accountants of British Columbia
www.ica.bc.ca/

Institute of Chartered Accountants of Manitoba
www.icam.mb.ca

Institute of Chartered Accountants of Nova Scotia
www.icans.ns.ca

THINKING OF A SPECIALIST DESIGNATION

The CICA National Specialization Council has entered into arrangements with several organizations to assist CAs in pursuing a specialist designation in their chosen field. In some cases, chartered accountants can pursue fast-track options which reduce any required courses or allow CAs to write challenge examinations.

For information on specialization and all specialty areas, please refer to the CICA website at the following locations:

Specialization

CA•CBV	Business Valuation	www.cica.ca/cbv
CA•CISA	Information Systems Audit and Control	www.cica.ca/cisa
CA•IT	Information Technology	www.cica.ca/it
CA•CIRP	Insolvency & Restructuring	www.cica.ca/cirp
CA•CIA	Internal Audit	www.cica.ca/cia
CA•IFA	Investigative and Forensic Accounting	www.cica.ca/ifa

Strategic Partnerships

Management Consulting	www.cica.ca/cmc
Corporate Governance	www.cica.ca/career-development
Family Enterprises	www.cica.ca/career-development
Financial Planning	www.cica.ca/career-development

SEMINAR LEADERS

David Baker, CA earned his CA designation in 1981, receiving an award as a top UFE writer in the Waterloo Region. In 1983 he began his own public accounting practice in Elmira, Ontario serving local small and medium-sized owner-managed businesses. After 21 years as a sole practitioner, Dave retired from practice and now devotes his time to professional development activities. He has taught CA finalist students at the ICAO School of Accountancy annually since 1984 and has written numerous case studies and examination questions used in that program. In addition to teaching part-time at the University of Waterloo for 12 years, Dave has written and presented a variety of courses to CAs and CA students in Ontario, Nova Scotia and Bermuda.

Steve Bragg, CA.CBV is Vice-President, Financial Advisory with Deloitte in St. John's and is responsible for managing the Newfoundland and Labrador Valuations practice. He has completed a number of valuation models and reports for a wide range of businesses and has provided consulting services for a number of start-up companies seeking financing.

Jake Chazan, BA Hons (Econ.), CA. Prior to returning to public practice through his sole proprietorship, Jake was involved in the financial services sector in a number of varied capacities. Those included the structuring and execution of derivative products to assist government and major corporations in North America to manage interest rate, currency and commodity price risk. In addition, he was a corporate and commercial lender with a major Canadian bank. More recently he has lectured in accounting at three Great Toronto Area colleges.

Boyd Chislett, CA.CBV is an independent business valuator and accountant. Boyd obtained in CA in the NWT through the BC Institute in 1994 and worked overseas with Deloitte & Touch for several years. He returned to Newfoundland and Labrador in 2000 and worked with Ernst & Young while obtaining his CBV specialization. Since 2005, Boyd has been practicing as a sole practitioner providing professional business valuation advice and independent reports for a variety of small and medium sized businesses within the Province.

Judy Cumby, MBA, FCA is an associate professor with the Faculty of Business Administration, Memorial University where she has taught since 1988. Her research and teaching interests are focused on *International Financial Reporting Standards (IFRS)*. Judy teaches professional development courses for the Institutes of Chartered Accountants of Newfoundland and Bermuda and the Canadian Institute of Chartered Accountants; develops and teaches seminars for the Atlantic School of Chartered Accountancy (ASCA); and has been involved in accounting education matters at national and international levels.

Pauline Downer, MBA, FCA is a Tax Consulting Practitioner and an associate professor in tax, accounting, entrepreneurship and small business at the Faculty of Business Administration, Memorial University. Pauline received Memorial University's President's Award for Distinguished Teaching in 2003. She has been a seminar leader for tax courses for CA Newfoundland since 1987.

Kim Mayo, CA is Director of Members' Service/Practice Advisor with The Institute of Chartered Accountants of Newfoundland. Prior to taking this position, Kim spent 15 years in public practice providing assurance services to a wide range of clients. Her responsibilities also included coordinating office learning and education programs and facilitating firm courses at the local, regional and national levels.

Colleen Menchions, CA is a Manager with Grant Thornton in St. John's. She currently sits on the ICANL Board and has served as a member on the ICANL Discipline Committee. Since 2008, Colleen has been working as a Facilitator/Instructor with the Atlantic School of Chartered Accountancy.

Keith Minaker, CA is currently working as a consultant, having previously spent the majority of his career working in both private industry as CFO and Corporate Controller and public practice as a Partner with a national accounting firm. Keith has served on numerous not-for-profit boards and also was on the board of the Institute of CA's of Manitoba for five years. He was facilitator for CASB. Keith obtained his CA in 1985.

William O'Keefe BComm, LLB, LLM practices law in St. John's and throughout Newfoundland. Before entering law school, Bill worked with Revenue Canada for 10 years. His Master's thesis addressed taxation issues relevant to foreign enterprises operating in the oil and gas developments of Eastern Canada. Bill has completed the CICA In-depth Tax Course and teaches at MUN's business school.

Eileen Pease, BA, B.Ed., M.Ed., CHRP, is President and founder of Dynamic Learning Inc., a company devoted to enhancing people's ability to grow and learn by working with their thinking skills. As a facilitator she has led executive, supervisory and management groups across Canada and the United States. Eileen is a senior consultant with Knightsbridge MICA Management Resources (Toronto, ON) and is certified by the Management Research Group (Portland, ME) to facilitate their assessment-based development system in Leadership 360⁰™ and Strategic Leadership Practices™. Eileen has been facilitating interaction within groups ranging from a few people to over 100 people since 1991. Her facilitation has been for as little as two hours, or as long as nine months. She has facilitated creative thinking, problem solving, strategic planning, and relationship sessions with front line employees, supervisors, managers, executives, and CEOs in homogenous and mixed groups. Eileen plans to publish her book called *Get More Power from Your Brain* before the end of 2011.

SEMINAR LEADERS

Beth Porter, CA, CFP is a tax partner with Noseworthy Chapman Chartered Accountants in St. John's and is responsible for the firm's tax practice. Beth has been working full-time in the area of taxation since 2000 and has completed all three levels of the CICA In-depth Tax Program as well as various other advanced taxation courses. Beth also obtained her designation as a Certified Financial Planner in 2006. Her primary areas of practice are personal and corporate taxation, comprehensive tax planning and corporate restructuring

Matt Smith, CA is a Senior Manager at Deloitte and is in the Global Employer Services (GES) group. He is the GES Canadian Market Place Leader and Leader of Atlantic GES. He has over 20 years' experience in dealing with personal tax and planning for individuals both domestically and internationally. He has spent a number of years with financial planning firms which give him a unique insight into issues facing a mobile work force. In addition to public accounting, Matt has spent a number of years working in the financial planning field. He has worked extensively in retirement planning, estate planning etc. He has been involved in developing and delivering seminars on financial planning to companies across Ontario. He also ran his own firm for a number of years where he specialized in tax compliance and planning for international executives.

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

As of January 1, 2005 By-law 900 (formerly By-law 67) requires all members, except exempt members, to complete a prescribed level of CPD activities annually to assist them in maintaining their professional competency throughout their careers. Exempt members means members who are exempted pursuant to regulation 9002(2) and who are no longer providing professional services in any capacity, whether or not for remuneration.

- (a) Continuing Professional Development means a program of verifiable and non-verifiable learning which contributes directly to the professional competence of a member. In order to qualify as acceptable continuing professional development the learning activity must be relevant and appropriate to the member's work and professional responsibilities to develop and maintain the members' competence necessary to provide high quality service to clients, employees and other stakeholders.
- (b) For further clarification, and subject to the above, participation in formal courses, seminars, discussion groups, or conference sessions offered by a provincial institute, external providers or by the member's employer, structured self-study programs such as internet, correspondence, or video-assisted instructional programs will qualify for the purposes of continuing professional development provided the member can provide evidence of completion of such programs. Research combined with the preparation of professional or business related articles or other professional or business related materials for publication will be recognized in the year of publication. Other informal learning such as participating in a provincial institute's committees, reading technical or professional publications, preparing for the instruction of courses, seminars or discussion groups offered by a provincial institute, the member's employer or external providers will also qualify. In addition circumstances may exist where specific competencies acquired through on-the-job or volunteer involvement may qualify as continuing professional development.

The minimum CPD requirements effective January 2008 are as set out below.

Members will be required to:

- complete a minimum of 120 hours of CPD over a 3-year period, including at least 60 hours of verifiable study
- complete at least 20 hours of study annually
- choose learning opportunities that provide for the development of new or existing competencies that are relevant to the individual member's overall professional responsibilities and growth

For further clarification, members are advised to refer to Regulation 9000 to the By-laws of the Institute which has been reproduced on the last page for reference.

CONTINUING PROFESSIONAL DEVELOPMENT REGULATION

9001 Definitions

For the purposes of this regulation and related by-law 900:

- (a) “continuing professional development” means a program of verifiable and unverifiable learning which contributes directly to the professional competence of a member. In order to qualify as acceptable continuing professional development the learning activity must be relevant and appropriate to the member’s work and professional responsibilities to develop and maintain the members’ competence necessary to provide high quality service to clients, employers and other stakeholders.
- (b) exempt members” means members who are exempted from continuing professional development requirements as determined by the Board pursuant to regulation 9002.
- (c) “prescribed form” means the format of reporting as prescribed by the Board from time to time.
- (d) recognized society” means one that has been approved by the International Qualifications Appraisal Board.
- (e) “unverifiable learning activities” means independent and informal learning activities that do not result in a product or for which no evidence of the learning exists. Such activities shall be relevant and appropriate to the member’s work and professional responsibilities, contain significant intellectual and practical content and may include:
 - On-the-job training for new software, systems, procedures or techniques for application in a professional role,
 - Self-study that does not involve an examination or other objective certification of completion, such as conference reference materials or self-study CDs,
 - Casual reading of professional journals or magazines that is not part of research for a specific application in a professional role.
- (f) “verifiable learning activities” means measurable, structured learning activities that result in some product or for which there is some other evidence that the learning activity was undertaken. Such activities shall be relevant and appropriate to the member’s work and professional responsibilities, contain significant intellectual and practical content, and may include:
 - Participation in courses, conferences and seminars,
 - Organized employer-based in-house training sessions,
 - Research or study projects in areas that expand the professional knowledge of the member and that result in presentations, reports or similar documentation,
 - Research, including reading professional literature or journals for a specific application in a professional role.
 - Participation and work on technical committees or formal study groups,
 - Published professional writing or academic writing,
 - Writing technical articles, papers or books,
 - Teaching a course or CPD session in an area that is relevant to a professional role,
 - Participation as a speaker in conferences, briefing session or discussion groups,
 - Formal study (leading to a degree or diploma),
 - Professional re-examination or formal testing,
 - Self-study involving successful completion of an examination or leading to a designation.

9002 Completion Requirements

(1) Minimum Requirements

Effective January 1, 2008, all members, except any members exempt under the provisions of paragraph (2), shall complete a minimum level of continuing professional development of

- (a) 20 hours annually, and
- (b) 120 hours in every three-year period.

At least 60 hours of the 120 hours triennial requirement shall consist of verifiable continued professional development. The remaining hours may consist of unverifiable continuing professional development.

(2) Exemptions from Minimum Requirements

- (a) Retired members who are exempt from fees under By-law 403 and who are no longer providing professional services in any capacity, whether or not for remuneration, shall be exempt from the continuing professional requirements.
- (b) Members on short-term maternity/paternity, compassionate or medical leave shall be given an exemption for one full calendar year. When the leave overlaps a calendar year, the member may elect the year for which an exemption is being claimed. Members who are on such leave on more than one occasion receive a one year exemption for each such leave. Because the onus rests on the member to choose the year of exemption, such members must still continue to file a report annually.
- (c) Members on long-term leave while raising a family shall be exempt from the CPD requirements for each year their income from employment and self-employment is less than the federal basic personal exemption. Prior to returning to the workforce these members shall be required to submit to the Institute a learning plan which outlines a strategy to develop the competencies necessary to re-integrate into the workforce.

(3) Proration for Partial Year Membership

Every person who becomes a member during the calendar year shall be required to complete continuing professional development on a prorated basis at the rate of 1.67 hours per month commencing with the month following the month of admission, except that a student who has successfully completed the Uniform Evaluation and is admitted to membership during the year shall be deemed to have completed the minimum continuing professional development requirement for the year.

(4) Non-Resident Members

- (a) Non-resident members who meet the requirements of another provincial institute or foreign accounting body that are substantially the same as the requirements in regulation 9002(1) must report that they are in compliance with the requirements of the other jurisdiction
- (b) Members admitted to membership by affiliation from another provincial institute/Order/Bermuda are required to meet the annual minimum requirements of the jurisdiction of which they were a member on April 1.

9003 Compliance Reporting Requirements

- (1) Every member shall submit a report, in the prescribed form, to the Chief Executive Officer or his/her designate on or before February 15th of each year declaring that the member complied with the continuing professional development requirement, did not comply with the continuing professional development requirement, or was exempt from the continuing professional development requirement for the preceding calendar year.
- (2) Any member who does not comply with the reporting requirement of paragraph (1) above, after a 30 day grace period will be automatically suspended from membership.
- (3) Every member shall maintain documentation for four years to support the annual declaration. A worksheet will be provided to assist members in tracking their learning activities.

- (4) Annually the Chief Executive Officer, or his/her designate, shall select a random sample of reports submitted for purposes of verifying members' compliance with the continuing professional development requirements.
- (5) Any member who has been requested to provide evidence of their continuing professional development activities pursuant to paragraph (4) above shall provide sufficient appropriate documentation within a reasonable period of time. Any member who fails to provide the relevant documentation within a reasonable period of time, as determined by the Chief Executive Officer, or his/her designate, shall be reported to the Complaints Authorization Committee of the Board.

9004 Non-Compliance with Minimum Requirements

- (1) Any member who has not met the minimum annual continuing professional development requirement shall submit a report to the Chief Executive Officer, or his/her designate, containing the member's plan to remedy the deficiencies over a reasonable period of time or an explanation of extenuating circumstance which exist to warrant a full or partial exemption from the requirement for a particular calendar year(s).
- (2) Any member who has not met the minimum annual continuing professional development requirement and has not submitted a report as required in paragraph (1) above within a reasonable period of time, as determined by the Chief Executive Officer, or his/her designate, shall be reported to the Complaints Authorization Committee of the Board.

9005 Reporting Period

The first three-year period for purposes of complying with these regulations commences on January 1, 2008 and ends on December 31, 2010, and every three year period thereafter shall commence and end in similar fashion. The continuing professional development requirement of any member in respect of any three-year period shall be prorated based on the number of months during this period that the member was subject to the requirements of these regulations.

PROFESSIONAL DEVELOPMENT ACTIVITIES WORKSHEET

The Institute of Chartered Accountants of Newfoundland and Labrador

PROFESSIONAL DEVELOPMENT ACTIVITIES WORKSHEET

12 Months Ended December 31, 2012

Name _____

Date	Learning Activity	Reportable Hours					Unverifiable
		Verifiable					
		ICANL	Other	External	In-house	Self-Study	
TOTAL REPORTABLE HOURS							

Instructions

1. This worksheet may be used to accumulate data on professional development activities completed during the year to assist you in completing the annual declaration. It is recommended that you record activities to the nearest ½ hour.
2. While use of the worksheet is not required, and you should not submit it with your annual declaration, it is recommended that you retain the worksheet or similar record for your files for a period of four years.
3. This worksheet provides space to record courses and other learning activities you have completed, including those which were offered by The Institute of Chartered Accountants of Newfoundland and Labrador.
4. See Continuing Professional Development Regulation on the following page.

The Institute of Chartered Accountants of Newfoundland and Labrador

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