

Admission to Membership 2022

Réidín Ní Aonghusa Education & Training Department – CPA Ireland 11 May 2022



Why Apply for Membership?

- Recognition for the hard work put into studying and passing all required examinations
- Recognition that during your training you have acquired the skills and competence required of a newly qualified accountant
- You will be a qualified accountant and can use the letters "CPA" after your name
- You will have a qualification that is recognised worldwide
- Opportunities within your current workplace or with other employers
- You can expect higher salary as qualified accountants are highly sought after
- You can work towards obtaining a Practising Certificate
- Ongoing support as a member of CPA Ireland to continue your professional development
- You will have opportunities to participate within the Institute



Admission to Membership 2022

- The conferring ceremony for 2022 will be held on Saturday 3 December (O'Reilly Hall, UCD)
- The purpose of this presentation is to provide an overview of the CPA Admission to Membership process for students intending to apply for membership in 2022 and to outline the support available for applicants during the process
- All students applying to membership must read this information before commencing their application
- Further resources and links are provided on the CPA Ireland website (https://www.cpaireland.ie/Current-Students/Training/Admission-to-Membership)

Admission to Membership 2022

The admission to membership process for 2022 will be managed in 2 cohorts

Cohort 1

- Students who completed exams between 2019 and April 2022 will be invited (by email) to apply for membership after results of April 2022 exams have been published on 10 June 2022
- Closing date for Cohort 1 is 3 August 2022

Cohort 2

- Students completing exams in the August 2022 sitting will be invited (by email) to apply for membership after results the August 2022 exams have been published on 14 October 2022
- Closing date for Cohort 2 is 4 November 2022



Criteria for Admission to Membership

- 1. Sit & pass all required examinations
- 2. Obtain (at least) 3 years relevant supervised training
 - If your training is complete you will have received an email from the Institute confirming your two areas of in-depth competence (based on your advanced training)
- 3. Demonstrate an in depth level of competence in **two** of the six technical training areas
 - Accounting, Auditing & Statutory Compliance, Corporate Planning, Control & Treasury Management, Information & Financial Systems, General Management, Taxation
- 4. Demonstrate all three behavioural attributes
- 5. Be of good character



Application for Membership

- Students applying for membership in 2022 will be required to submit the following:
 - Application Form (online)
 - 4 Competence Records* (online, via MyCPA)
 - 3 Behavioural Attributes* (online, via MyCPA)
 - 2 Employer Reference Letters
- *Training must be submitted and approved by the Institute prior to completion of the Competence and Behavioural Records



Important Guides

These online guides are essential reading for any CPA student at the application to membership stage. It is imperative that you familiarise yourself with the content of these – if you have yet to download a copy please do so as soon as possible by clicking on each of the links:

- Guide to In-Depth Competency Fields
- Competence Profile for Newly Qualified CPAs
- Guidance on Completing your Competence Records and Behavioural Attributes
- User Guide for the Online Competence Record and Behavioural Attributes System



Application Form (now online)



A1 Full Nam	e (Please enter y	your name in bloo	ck letters exactly as	you wish	it to appear	ron your Ce	ertificate of M	lembers
A2 Date of B	Birth:							
L								
A3 Place of I	Birth:							
A4 Nationalit	y :							
A5 Name ar	nd Address of Pre	esent Employer.						
A5 Name ar	nd Address of Pre	esent Employer:						
				Tel:				
Nar	me:							
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A6 Nature of	me:dress:			Fax: _				
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Application Form

	B. QUALIFICATIONS	AND EXPER	IENCE		C. YOUR PAST RECORD			
	B1 Higher Education - includes all degrees, diplomas and certificates of higher or further education. Please state the nature of the qualifications, the educational establishments which issued them, and the dates passed or conferred.							Ensure y
	Examination/Degree	Examining/0	onferring Body	Date Passed/Conferred	C1 Have you ever been engaged in or an C2 In the past ten years have you: - failed to satisfy any judgement? - made any compromise or arrangen - ceased trading whether as a sole to	1AV0AV121000	YES NO YES NO	tick all a
					not receive full payment? • been declared bankrupt?		YES NO	
	B2 Complete the table below to sh addition to the details of Training Re				receivership, had an administrator app	ne director of a company which has gone into liquidation pointed or entered into any arrangements with its credit nin three years following your ceasing to be a director?		
	Employers to date	From To	Job Title	Reason for Leaving	C4 Are you aware of any allegations of no notified to you or to your employer's in	egligence involving you which have been formally surers in the last 10 years?	YEO NO	
Include only					C5 Have you ever been convicted of any Ireland or elsewhere?	criminal offence in a civil or military court in	YES NO	
relevant training	Full Time Part Time				C6 Have you ever been subject to an ord	er from a regulatory body?	YES NO	
relevant training	Full Time Part Time				C7 Have you been refused entry to, or ha any profession or vocation?	ve you at any time ceased to be a member of	VED NO	
	Ful Time				C8 Have you ever been dismissed or req or position of trust?	uested to resign from any office or employment	YEO NO	
	Part Time Full Time				C9 Has anybody made written complaints your business during the past twelve	relating to services or activities provided by months?	YES NO	
	Part Time Full Time				If you have answered yes to any of question	ns C1 to C9 please give details below:		
	Part Time							
	Full Time Part Time				D. REFERENCES			
	Full Time ☐				One reference is required from a prin	application for Associate Membership of the CPA Institutional at your present or past employment. A second refetute, or professional accountant who is a member of an acceptant (FAC).	erence is required,	
	If there are any gaps in the e	employment sequence a	it B2 - please expla	in:	D2 Reference No. 1.	on of Accountains (IFAC).		Must
Examples of gaps					Name:	Job Title:		match
in training –					Address:	Professional Qualification:		names o
travel, redundancy				-				Reference
iravei, reduitantey	B3 May this Institute take up referent Employers?	ices from previous	YES NO		D3 Reference No. 2 - A member of the	Institute		Letters
	/				Name:	Job Title:		
	If 'NO', explain below:				10000000	Professional Qualification:		
					Address:			
					,			

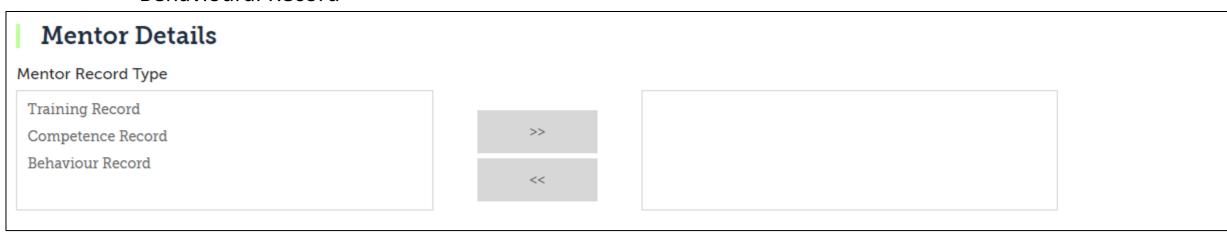
Training Requirements

- Minimum of 3 years relevant supervised training
- Supervised/signed off by a Qualified Accountant
- Practice or Industry (or combination of both)
- Each one year Training Record should equate to 44-48 weeks (i.e. 6 months training would equate to approx. 24 weeks)
- Three years training should equate to a minimum of 132 weeks (4,950 hours) but may contain gaps
- Training must be submitted and approved by the Institute prior to completion of the Competence and Behavioural Records
 - The Institute will confirm your two areas of in-depth competence you will then be able to complete your Competence and Behaviour Records



Competence Records and Behavioural Attributes

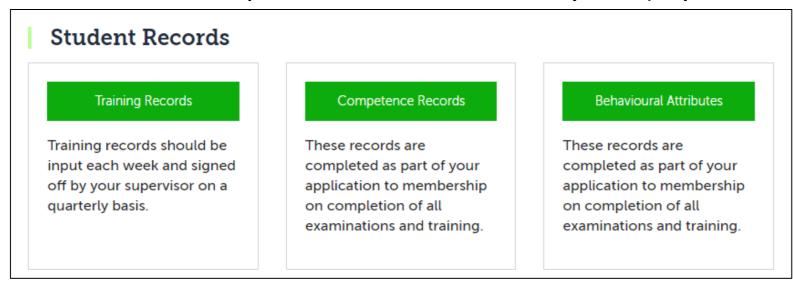
- Previously a pdf document "Competency Guide & Return"
- Now submitted online via MyCPA (MyRecords)
- O Prior to using the online system you must register your mentor (supervisor) to be able to view and approve your
 - Competence Record
 - Behavioural Record



CPA will then approve your mentor and confirm their registration



- Competence Records are used to demonstrate your in-depth competence this should relate to your advanced training (most recent experience)
- You are required to complete two competence records for each area of indepth competence (total of 4)
- Access to the Competence Records is via MyCPA (MyRecords)



Refer to the <u>Guide to In-Depth Competency Fields</u> when completing your
 Competence Records – e.g. 7 areas are identified for Financial Accounting on page 4 & 5 of this guide.

Submit 4 individual Records of In-Depth Competence statements across two areas only. The statements must directly correspond with your training records and with the areas of in-depth competence as confirmed by the Institute

An **example** of 4 statements could be:

Financial Accounting

- 1. Producing financial statements for partnerships, limited companies or other types of organisation in accordance with International or Irish GAAP and regulatory requirements as appropriate
- 2. Contributing to the resolution of technical issues by researching the appropriate legislation / regulatory requirements

Taxation

- 1. Advising on Value Added Tax (VAT) and PAYE/PRSI and/or submit VAT and PAYE/PRSI returns
- Applying Double Taxation agreements

These examples have been taken from the **Guide to In-Depth Competency Fields**.





Level: In-depth

Requirements:

Entry-level Certified Public Accountants in addition to attaining a 'Professional Level', must under direction, being experienced in two of the following seven areas:

- 1) Producing financial statements for partnerships, limited companies or other types of organisation in accordance with International or Irish GAAP and regulatory requirements as appropriate. Examples include:
 - a) Prepares interim financial statements and notes. (TR 1.4, 1.5) (See Notes 1 and 2 below)
 - b) Prepares year-end financial statements and notes. (TR 1.4, 1.5)
 - c) Prepares financial statements for not for profit organisations. (TR 1.5)
 - d) Prepares financial statements for specialist organisations, (e.g. government departments, local authorities, charities, credit unions, branch accounts, financial Services companies, trusts, pension funds, solicitors, co-operatives, hospitals, public utilities) (TR 1.5)
 - e) Recognises ethical issues, discusses, escalates or resolves these within the Institute's ethical framework, demonstrating, integrity, objectivity, independence and professional scepticism. ((TR 1.3 to 1.5)
- 2) Interpreting half-year and year-end financial statements for partnerships, limited companies or other types of organisation and making informed judgements.
 - a) Analyses trends. (TR 1.3, 1.4)
 - b) Prepares informed comments for senior management review. (TR 1.3, 1.4)
 - c) Reviews half-year and year- end performance with financial controller / finance director / chief financial officer and / or senior management. (TR 1.3, 1.4)



Records Home

Competence Records

Add Competence Record Not Approved Approved CPA reviewed Competence Summary

Add Competence Details

Please add in your Competence details

Select Competence Field:	Select In-depth Competence:
Taxation *	Select *
Enter Description: At least 500 words must be entered before you can sa	Select Advising on Income Tax and / or Corporation Tax Advising on Value Added Tax (VAT) and PAYE/PRSI and or submit VAT and PAYE/PRSI returns Applying Double Taxation agreements Advising on Capital Gains Tax and submit Capital Gains Tax returns Attending and concluding a Revenue Audit Producing Income Tax and Corporation Tax computations
Record Date	
Save Details Print	



Records Home

Save Details

Competence Records Add Competence Record Not Approved Approved CPA reviewed Competence Summary **Add Competence Details** Please add in your Competence details Select Competence Field: Select In-depth Competence: Advising on Income Tax and / or Corporation Taxation **Enter Description:** At least 500 words must be entered before you can save the record - give as much detal as possible!! Record Date

For Information about the Institute's Admission to Membership Process, please Click Here.

Print



- You are advised to prepare your Competence Records on a word document and cut and paste it into the online system when complete
- When you have completed and saved your Competence Record, your supervisor can then view and approve/reject (they are not notified automatically so you will need to inform them)
- CPA will be automatically informed when supervisor has approved the Competence Record, and will then review and accept/reject
- Please note, CPA acceptance of Competence Record does not imply success in application for membership as all elements of the application must be considered



Applicants must submit three Behavioural Attribute Records:

Professionalism and Personal Ethical Standards

- <u>Discuss</u> how you dealt with any ethical issues
- <u>Discuss</u> how you improved the quality and reliability of your work
- <u>Discuss</u> how you adhered to objectivity and confidentially in your work

Sensitivity to Business Needs

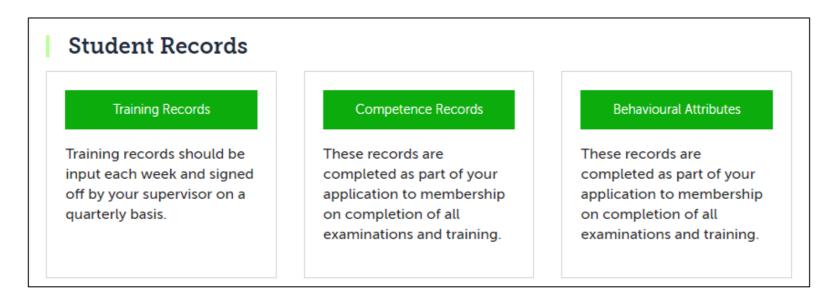
- <u>Discuss</u> how you communicated with your colleagues and clients
- <u>Discuss</u> how you took into account other non-financial issues which may impact on your
- organisation
- <u>Discuss</u> how you dealt with and adapted to any changes in your organisation

Interpersonal Effectiveness

- <u>Discuss</u> how you communicated relevant information to colleagues and clients
- <u>Discuss</u> how you used your inter personal and communication skills to demonstrate negotiation
- and leadership
- <u>Discuss</u> any short term or long term goals or achievements during this period



These are also accessed via MyCPA (My Records)



 You must complete three Behavioural Records – one for each attribute



Records Home

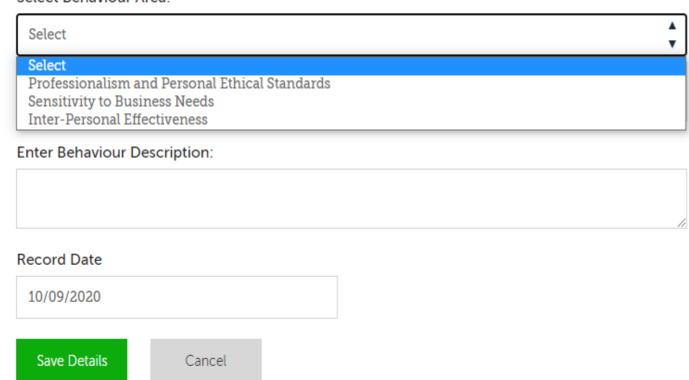
Behavioural Attributes

Add Behavioural Attributes Record Not approved Approved CPA reviewed Behavioural Attributes Summary

Add Behavioural Details

Please add in your Behavioural details.

Select Behaviour Area:



For Information about the Institute's Admission to Membership Process, please Click Here.



- You are advised to prepare your Behavioural Attributes on a word document and cut and paste it into the online system
- When you have completed and saved your Behavioural Attributes, your supervisor can then view and approve/reject (they are not notified automatically so you will need to inform them)
- CPA will be automatically informed when approved by supervisor and will then review and accept/reject
- Please note, CPA acceptance of Behavioural Attributes does not imply success in application for membership as all elements of the application must be considered.



References

- Two written references must be provided and they must be specifically written in support of your application to membership
- Must be on company headed paper
- 1 referee must be a qualified accountant (CPA, ACCA, CIMA, ACA, etc).
 - Typically, the reference from the qualified accountant will be the person who has signed off your training records, competency records and behavioural attributes
- The second reference can be from another line manager or another qualified accountant if applicable
- Both references can be from the same organisation if you have been working in the same organisation for a number of years
 - Otherwise, you may use a (recent) previous employer to provide the second reference
- Reference letters to be submitted by email directly from the referee, on company email to Brenda Dolan bdolan@cpaireland.ie

References

The referee must state (at a minimum):

- "I have no hesitation in recommending {insert name} for Admission to Membership of CPA"
- {insert name} is at the level expected of a Newly Qualified Accountant
- You are competent and provide a number of areas that you are competent in (e.g {Insert Name} is competent in the preparation of final accounts)
- {insert name} behaves ethically and professionally at all times.



Application to Membership Fee

- As part of your application to membership you will be required to pay:
 - The admission to membership fee (€650).
 - 3 months Students Annual Subscription fee for September to November 2022 (€31)
 - 1 months Member Annual Subscription fee for December 2022 (€50).
 - O Total Fee €731.
- Please note this does not include the annual Membership subscription for 2023 which will be invoiced on 1 January 2023.
- Cohort 1 students will be sent a link for online payment when application has been reviewed and accepted
- Cohort 2 due to the shorter timescale Cohort 2 students will be required to pay when their application is submitted. If not successful this will be refunded.



Cohort 1 - Getting Started with Your Application

Before 10 June

- Request reference letters from your referees
- Submit any outstanding training records
- Start to prepare your Competence and Behavioural Records (submit for review if required)
- Ensure your mentor is registered to sign off on your Competence Records and Behavioural Attributes

After 11 June

- Complete the online application to membership form (first step)*.
- Submit your Competence Records and Behavioural Attributes to your supervisor and to CPA for approval
- Submit reference letters (directly from the referee)
- All email to be sent to <u>bdolan@cpaireland.ie</u>



Cohort 2 - Getting Started with Your Application

- Due to the very short timescales between exam results and application closing date, students in Cohort 2 are advised to start to prepare their application as early as possible
- It is particularly important that your training records are up to date and submitted to the Institute by your supervisor
- September/October 2022
 - Submit any outstanding Training Records (up to end of Q3 if necessary)
 - Prepare Competence and Behavioural Records to your supervisor and CPA for approval
 - Request reference letters
 - Be ready to submit all required elements of the application when the exam results are released



Key Dates

- 22 May 2022 All training records up to end of Q1 2022 must be submitted (unless already confirmed as "Training Complete" by the Institute)
- 22 May 10 June 2022 outstanding Training Records are reviewed and confirmations sent to students who are "Training Complete"
- 10 June 2022 Results of April 2022 exams released
- Week Commencing 13 June 2022 All eligible Cohort 1 students are invited to apply for membership (by email)
- 3 August 2022 Deadline for applications for Cohort 1 students
- 3 August 30 August Applications are reviewed and feedback provided to applicants further information may be requested.
- **1 September 2022** Support for students in Cohort 2 begins
- 14 October 2022 Results of August 2022 exams are issued
- Week Commencing 17 October 2022 All eligible Cohort 2 students are invited to apply for membership
- 4 November 2022 Deadline for applications for Cohort 1 students
- 4 November 18 November 2022 Applications are reviewed and feedback provided to applicants further information may be requested
- 18 November 2022 final list of approved applicants is sent to Member Services for planning of conferring ceremony, printing of Certificates etc.
- 3 December 2022 Conferring Ceremony



Contact Information

- Please contact <u>Brenda Dolan</u> for any enquiries regarding your application to membership
- Email: <u>Bdolan@cpaireland.ie</u>
- For queries re the <u>content</u> of your Competency or Behavioural Records, please contact Reidin Ni Aonghusa
- Email: <u>rniaonghusa@cpaireland.ie</u>
- Phone: 01 4251022



Questions?