



Certification Reinstatement Application

CPA Number: _____

First Name: _____

Last Name: _____

Preferred Mailing Address:

Address: _____

City/Province: _____

Postal Code: _____

Tel: (____) _____ Fax: (____) _____ Email: _____

REINSTATEMENT OF CPA CERTIFICATION

An individual may apply for reinstatement of CPA certification within the three years following the date of the certification withdrawal. For certification to be reinstated, the following requirements must be completed:

- Join the CPA and pay applicable membership dues** by completing a Professional Membership Application Form or an Organization Membership Application Form, or by being added to the company roster of your employer.

Membership Application Forms can be found at www.payroll.ca > *Membership > Become a Member Today.*

If you are employed by a current Organization Member of the CPA, advise us of the name of the organization by email at membership@payroll.ca to be added to the membership roster.

- Purchase and successfully complete the PCP Pre-Test with a minimum grade of 60%.**

The *PCP Pre-Test* can be purchased at www.payroll.ca > *Certification > The PCP Pre-Test.* Each purchase provides you with one opportunity to write the *PCP Pre-Test*.

Print the Pre-Test results once you have successfully completed the test with a minimum grade of 60%. You will have access to your results for 30 days after you complete the test.

- Pay an administrative fee of \$150 plus applicable taxes.**

Payment Information	5% GST (AB, MB, NT, NU, PE, SK, YT)	12% HST (BC)	13% HST (NB, NL, ON)	14.98% QST (QC)	15% HST (NS)
\$150.00	\$ 157.50	\$ 168.00	\$ 169.50	\$ 172.47	\$ 172.50

Cheque (payable to: The Canadian Payroll Association) Personal Company Money Order

Credit Card (VISA, MC, AMEX) # _____ Expiry date: MM ____ YY ____

Cardholder's Name: _____ Cardholder's Signature: _____



Certification Reinstatement Application

- I agree to comply with the ongoing requirements of certification.

I, _____ (First Name, Last Name), confirm that by signing this form I understand that the PCP or CPM certification will be reinstated only upon successful completion of all of the requirements listed on the Certification Reinstatement Application. I also understand that I must comply with the following three requirements in order to maintain certification with the CPA:

1. Maintain a membership with the CPA through a Professional [individual] Membership **or** through the Organization Membership of my employer;
2. Adhere to the CPA's Code of Professional Conduct; and
3. Meet the Continuing Professional Education (CPE) requirements.

Signature: _____

Date: _____

Send your Certification Reinstatement Application package to:

The CPA National Office
c/o Certification Department
1600 - 250 Bloor Street East
Toronto, ON M4W 1E6

Fax: 416 487 3384

Email: certification@payroll.ca

Your Certification Reinstatement Application package should include:

- (a) A membership application form (if applicable)
- (b) A *PCP Pre-Test* report (proof of attaining 60%)
- (c) A completed *Certification Reinstatement Application Form*

Please note: Incomplete Certification Reinstatement Application packages will not be processed and will be returned to the individual. Please ensure that all steps listed above have been completed prior to submission.

The Canadian Payroll Association – Certification Department
1600 – 250 Bloor Street East, Toronto, ON M4W 1E6

Fax: 416-487-3384

Email: certification@payroll.ca

Tel: 416-487-3380 ext. 272 / Toll-free: 1-800-387-4693

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