



**CERTIFICATION OF COMPLETION OF PD REQUIREMENTS**

Student Name \_\_\_\_\_

Mandatory (21 hours):

- You & Your Designation (formerly Rules & Standards), Effective Management Skills and a soft skills course (see list of eligible courses in PD catalogue). These are to be taken **AFTER** your first attempt at the UFE.

Optional (14 hours):

- The remaining PD hours can be taken up to 6 months prior to your first UFE attempt and can be firm courses, Institute courses or CICA courses.
- Students who have taken Module 7 are exempt from the 14 optional PD hours
- Please note that if PD courses were taken while employed with different firms, each firm must complete a PD Certification.

*IF YOU HAVE ANY CONCERNS ABOUT WHETHER THE OPTIONAL COURSES YOU PLAN TO TAKE WILL QUALIFY, PLEASE CALL THE INSTITUTE **BEFORE** YOU REGISTER.*

LIST MANDATORY COURSES TAKEN TO SATISFY THE PD REQUIREMENT

TITLE	DATE	# CLASS HOURS
1. You & Your Designation _____		7
2. Effective Management Skills _____		7
3. Soft Skills – course name: _____		7

HAVE YOU TAKEN MODULE 7:  -YES  - NO IF NO, THE FOLLOWING SECTIONS MUST BE COMPLETED AND SIGNED BY YOUR FIRM.

LIST COURSES TAKEN TO FULFILL THE REMAINING 14 HOURS

TITLE	DEVELOPER (ie: CICA, ICABC, FIRM)	DATE	# CLASS HOURS
1. _____			
2. _____			
3. _____			
4. _____			

I HEREBY CERTIFY THAT \_\_\_\_\_, has satisfied the 14 hours of optional PD requirements of the Institute of Chartered Accountants of British Columbia by attendance at courses which meet the following criteria:

- Must be sponsored by the Institute Professional Development Program, CICA, or a firm approved for the training of students;
- Must cover topics from the CICA Competency Map, including the general fields of Financial Accounting and Reporting, Auditing and Professional Practice, Managerial Accounting and Control, Taxation, Valuations, Insolvency, Management; Ethics; Information Technology; or additional soft skills courses that are identified as eligible in the PD catalogue.
- May be taken up to six months prior to the student's first recorded attempt at the UFE.

\_\_\_\_\_,  
DATE

\_\_\_\_\_  
PARTNER'S SIGNATURE

\_\_\_\_\_  
FIRM AND LOCATION