



CPA Continuing Education Program:

Instructions for Sponsor Annual Renewals

Version Date: December, 2025

Approved Continuing Education Sponsors (“Sponsors”) must submit an annual report at the beginning of each calendar year, regardless of whether the Sponsor’s initial approval covers a full calendar year. When a Sponsor is granted approval, they can accord CPA CE credit to any activity that was on offer at the time of their application to the CPA. If the Sponsor changes or adds an activity throughout the year, they must inform the CPA in advance of making such changes by submitting an [Appendix D](#).

When submitting their annual report, Sponsors should follow the instructions provided in this document. Failure to follow these instructions may result in the rejection of the annual report or delays in processing. Sponsors must submit their annual report, including all supporting documents, no later than **January 31st** each year.

Application Instructions for Sponsors

- 1) You must first complete an [Appendix C: Annual Report for Approved Sponsors](#) of a Continuing Education Program. This form provides basic information about your organization, including expected number of activities to be offered in the upcoming calendar year.
 - a. Note: If you are not sure about whether some activities will be offered, submit only for those that you are sure about and submit an Appendix D for any new activities as they are planned throughout the year. Note that if newly submitted activities move your organization to a higher sponsor tier, then you will be charged the difference at your next annual renewal.
- 2) ****New in 2026**** You must indicate in your Appendix C submission whether your organization or group has made any deviations in your programming from that which was approved in the prior year. Any changes to the number of activities offered will result in a fee re-assessment, if required. You do NOT need to submit a separate form outlining activities offered in the past year.
- 3) You must download and complete [the CPA CE Sponsor Annual Report Fillable Form](#). This form details all activities that you will be offering in the upcoming year. **You must ensure that you upload this form to your annual report before submitting.**
 - a. Reminder: You must ensure that CVs for all instructional personnel and individuals involved in planning or organizing are uploaded and included in your application using the upload function found on page 2 of the

Appendix C Annual Report. You can return to your application at any time by saving and resuming later.

- 4) Once completed, submit your credit card information for payment. You will receive a transaction receipt along with your sponsor approval letter from education@cpa.ca within two weeks of submitting your annual report.

For questions or assistance, please contact Dr. Devin Fowlie at education@cpa.ca.