

# APPLICATION FOR ADVANCEMENT TO FELLOW CERTIFIED PRACTISING ACCOUNTANT (FCPA) STATUS



## INTRODUCTION

Being an FCPA means you're recognised as an expert in your field. FCPAs are renowned worldwide as having gained unparalleled experience in the field of accounting and finance. FCPAs are also recognised and respected around the world as being leaders in their industries. The fellowship marks the strong, ongoing relationship with CPA Australia.

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### PLEASE READ THE INSTRUCTIONS ON THIS FORM CAREFULLY

You can enter your details directly into the application form on your computer and then send us a completed and signed copy. We recommend that you keep a copy for your own records.

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### WHAT IS THIS APPLICATION FOR?

This application will help to determine your eligibility to become a Fellow Certified Practising Accountant (FCPA) – the highest level of membership, recognition for members with wealth of experience in accounting, finance and business, and significant contribution to CPA Australia, the profession and/or the community.

To become a Fellow of CPA Australia you will need:

1. 15 years or more work experience in accounting, finance or business; including
2. Five years or more
  - as a principal or a partner in a public practice entity providing Public Accounting Services; or
  - with senior management, strategic leadership and/or subject matter expertise relating to accounting, finance or business.

If you meet at least one of the two criteria for the five-year requirement (point 2. above), toward the 15-year experience requirement we will also consider any evidence of experience related to contributions (including of a voluntary nature) to CPA Australia, the profession, or the community. We'll also take any other relevant life experience into consideration.

NOTE: If you are a public practitioner either alone or in a partnership who offers Public Accounting Services in Australia or New Zealand, you need to ensure that you are meeting your CPA Australia membership obligations as a public practitioner prior to submitting this application form. Further information regarding your membership obligations as a public practitioner is available at [cpaaustralia.com.au/public-practice/your-career-in-public-practice/become-a-public-practitioner](http://cpaaustralia.com.au/public-practice/your-career-in-public-practice/become-a-public-practitioner)

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### MORE INFORMATION

Guidelines around the application process and requirements for FCPA advancement can be found on our website at [cpaaustralia.com.au/member-services/advance-to-fcpa-status](http://cpaaustralia.com.au/member-services/advance-to-fcpa-status)

If you have any question or need further information, please contact us. You can find the contact details of your nearest CPA Australia office at [cpaaustralia.com.au/contact-us](http://cpaaustralia.com.au/contact-us)

**Please turn the page to  
begin your application**

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## FORM

### (A) ABOUT YOU

For information about how your personal information is handled refer to the CPA Australia Privacy Policy at [cpaaustralia.com.au/privacy-policy-and-statement](http://cpaaustralia.com.au/privacy-policy-and-statement). If you do not provide all the information requested in the application, we may not be able to process your application.

#### YOUR PERSONAL DETAILS

Membership number*		
Title*	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="text"/>	
Given names*		
Preferred name (optional)		This will be used as your first name in our correspondence.
Last name*		
Email address*		Please ensure your email address is written clearly and is correct.
Mobile* e.g. +61 3 1234 5678		Please include the country code.
Social media profile link (optional)		This needs to be a professional social media profile, such as LinkedIn.

Fields marked with an asterisk (\*) are mandatory.

#### YOUR HOME CONTACT DETAILS

**!** If none of your home contact details have changed, please ignore this section.

Home address		
Suburb or City		
State or Province or Region		
Postcode or Zip		
Country		
Home phone e.g. +61 3 1234 5678		Please include the country code and area code.

### (B) DECLARATION AND ACKNOWLEDGEMENT

I understand and acknowledge:

- I have read CPA Australia's Privacy Policy at [cpaaustralia.com.au/privacy-policy-and-statement](http://cpaaustralia.com.au/privacy-policy-and-statement) and any additional privacy information outlined on the application form
- The information I have provided in connection with my application including in any supporting document(s) is true and correct
- If any of the information I have provided changes, I will inform CPA Australia in writing
- The provision of false information in connection with my application may result in the rejection of my application or revocation of my membership with CPA Australia
- CPA Australia may make all reasonable enquiries of any person or entity to verify the information and/or evidence I have provided in connection with my application. I authorise such person or entity to disclose the information to CPA Australia in order to verify my application
- The decision to approve my application for advancement to FCPA designation or otherwise vary my designation is at the discretion of CPA Australia in accordance with CPA Australia's Constitution and By Laws at [cpaaustralia.com.au/about-cpa-australia/governance/constitution-and-by-laws/our-by-laws](http://cpaaustralia.com.au/about-cpa-australia/governance/constitution-and-by-laws/our-by-laws)
- I am required to notify CPA Australia immediately of any matter(s) arising that may bear upon my fitness for continuing membership
- I am not permitted to act as a principal in public practice or hold myself out as being a principal in public practice, or undertake any public accounting services in my own right unless I meet the requirements as a public practitioner as determined by CPA Australia, specified at [cpaaustralia.com.au/public-practice/become-a-public-practitioner](http://cpaaustralia.com.au/public-practice/become-a-public-practitioner)
- If my application to advance to FCPA designation is approved I will comply with CPA Australia's Constitution and By Laws as stated at [cpaaustralia.com.au/about-cpa-australia/governance/constitution-and-by-laws/our-by-laws](http://cpaaustralia.com.au/about-cpa-australia/governance/constitution-and-by-laws/our-by-laws), APES 110 Code of Ethics for Professional Accountants, Applicable Regulations, and any other relevant directives, which may be varied from time to time
- If my CPA Australia membership application was based on mutual recognition with another professional association, I will maintain dual membership at all times.

I declare that I am and will continue to be a fit and proper person in accordance with CPA Australia By-Law 3.16 as stated at [cpaaustralia.com.au/about-cpa-australia/governance/constitution-and-by-laws/our-by-laws](http://cpaaustralia.com.au/about-cpa-australia/governance/constitution-and-by-laws/our-by-laws) and will immediately disclose to CPA Australia any circumstances that would affect this requirement.

Signature

Date  /  /

Please print and sign. Alternatively, CPA Australia accepts digital signatures, provided that the applicant's signed application form is sent via an email address registered to the applicant (a personal or individual work email address is acceptable).

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## WHAT AND WHERE TO SEND

### HOW TO SUBMIT YOUR APPLICATION

Please email [memberadmin@cpaaustralia.com.au](mailto:memberadmin@cpaaustralia.com.au) and attach your:

- completed and signed application form (page 2)
- supporting documents (see below)

### SUPPORTING DOCUMENTATION

As part of your application, please provide the following supporting documentation:

1. Curriculum vitae (CV) or resume demonstrating 15 years of experience in accounting, finance or business. For each role, please include:

- company name
- period of employment
- job title
- duties performed

We highly recommend your CV also includes a link to your professional social media profile (such as LinkedIn) if you would like us to consider it as part of the assessment of your application.

2. Evidence of five years of experience in either of the two expertise area options, as indicated below:

Option 1:		Option 2:
Five years of experience in a position as a principal or a partner in a public practice entity providing Public Accounting Services. Further information regarding your membership obligations as a public practitioner is available at <a href="http://cpaaustralia.com.au/public-practice/become-a-public-practitioner">cpaaustralia.com.au/public-practice/become-a-public-practitioner</a>	OR	Five years of experience in a position with senior management, strategic leadership and/or subject matter expertise relating to accounting, finance or business.
Please provide: A character reference from other partners or shareholders and/or clients of your practice. These will include: <ul style="list-style-type: none"><li>• your full name</li><li>• your relationship with the reference</li><li>• your position title</li><li>• how long you have worked in your role</li><li>• your duties and responsibilities</li></ul>		Please provide: A workplace testimonial on organisational letterhead of your current role with: <ul style="list-style-type: none"><li>• your full name</li><li>• your position title</li><li>• how long you have worked in your role</li><li>• your duties and responsibilities</li></ul>

3. (If applicable) Evidence of your experience if you have demonstrated contributions (including of a voluntary nature) to CPA Australia, the profession, or community, or have other relevant life experience. This can be in the form of an organisational and/or community reference letter, including:

- your full name
- your position title
- how long you have worked in your role
- your duties and responsibilities
- involved activities for contributions
- how your contributing activities benefit the profession and/or community

NOTE: You will need to send us high resolution colour copies of your supporting documents in the following format: JPEG, BMP, GIF, PNG, PDF, TIFF.

It is the applicant's responsibility to ensure that all scanned copies of documents are clear and legible. Please note the information you supply as part of this application will be used to ensure your ongoing compliance with CPA Australia's By-Laws and other membership requirements.

Any non-English documents will need to be officially translated. Please send us a high-resolution colour copy of the original language document and the official translation.

### WHAT HAPPENS AFTER SUBMITTING YOUR APPLICATION?

1. We will send you an acknowledgement email to let you know when we have received your application.
2. We will let you know if your application cannot be processed due to being incomplete or if there are any missing supporting documents that you will need to additionally provide.
3. We will let you know the outcome of your application.

In general, you should receive our response by email within 10 working days of receiving your application.

For any changes to processing times, please check our website at [cpaaustralia.com.au/member-services/advance-to-fcpa-status](http://cpaaustralia.com.au/member-services/advance-to-fcpa-status)