



Practice Profile Questionnaire (PPQ)

Walkthrough Guide

Practice Profile Questionnaire (PPQ) Walkthrough

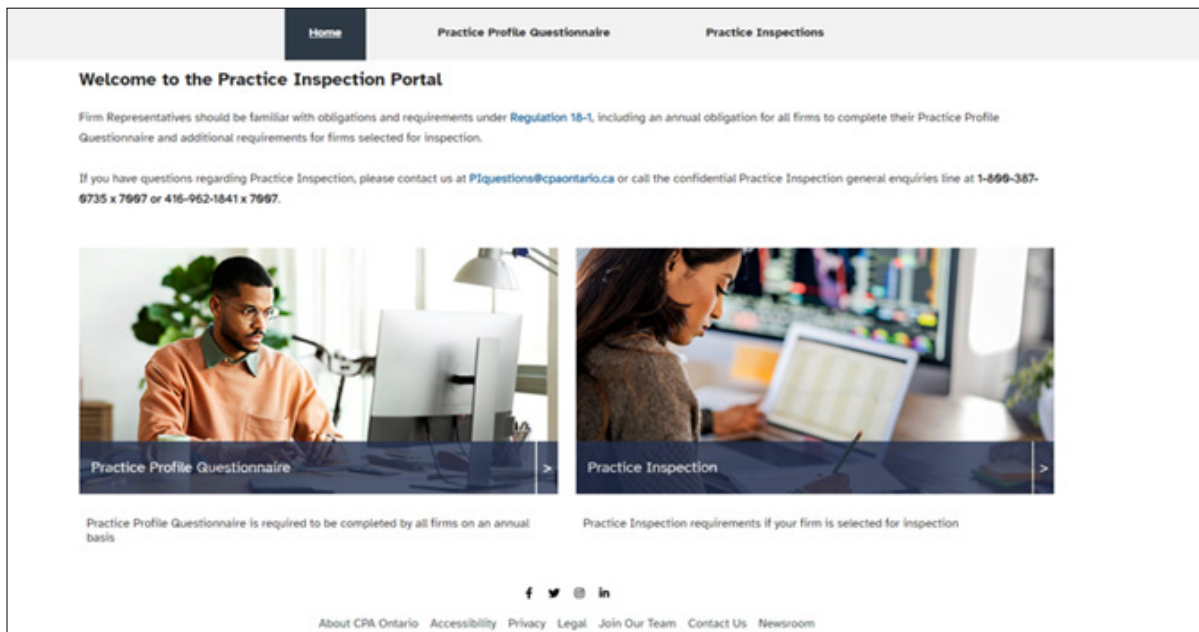
The primary purpose of the PPQ is to provide accurate information regarding the activities and composition of the practising office and to determine which offices will be subject to practice inspection. As a result, the accurate completion of the PPQ is essential and its accurate completion is the obligation of the Firm Representative.

You are encouraged to review [Information Required to Complete the Practice Profile Questionnaire](#) prior to completing the PPQ. For answers to frequently asked questions and assistance completing your Practice Profile Questionnaire, refer to the Walkthrough Guide below.

The guidance presented in this Walkthrough Guide can also be found by clicking on the information icon at the top right of the respective question screen.

Accessing the PPQ

1. After logging in to [My Portal](#), access the **Firm Dashboard > Select the correct Firm > Firm Annual Obligations** and select the “Practice Profile Questionnaire” tile.



2. After selecting the “Practice Profile Questionnaire” tile, important information with respect to the PPQ obligation will be displayed. When you are ready to proceed, select the “Complete PPQ” button.

Practice Profile Questionnaire

Not Started

Every office engaged in the Practice of Public Accounting or Providing Accounting Services to the Public must complete the Practice Profile Questionnaire (PPQ) on an annual basis. This information is primarily collected to determine whether the office will be subject to Practice Inspection in the upcoming year. If your office is not engaged in such activities, you will be redirected to complete a Practice Inspection – Declaration for Exemption.

For Firm Representatives responsible for multiple offices, a separate PPQ must be completed for each office. To switch offices, click on the icon next to the office name at the top of the page and select 'switch firm' which will take you back to My Portal.

If a Practice Inspection is required, the office will receive a separate notification and a request for additional information after December 31 of the current year.

The Firm Representative may be suspended for failure to comply with Practice Inspection obligation if the PPQ is not completed. Please refer to the complete requirements in Regulation 18-1.

> **Information Required**

For more information, read [PPQ Walkthrough Guide](#)

To start or resume the Practice Profile Questionnaire, Please click on the button below

Complete PPQ

3. After proceeding, additional important information will be displayed.

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

Please read the following information before proceeding:

- If you are responsible for multiple offices, please ensure that you are completing the Practice Profile Questionnaire for the correct office. The office is displayed at the top of the page.
- You will be able to start the PPQ and return later to finish the rest by pressing the Pause Button. When pressing the Pause button, a pop-up is shown requesting a reason for the pause. This reason is not required and can be ignored. Clicking this button will pause the completion of the PPQ and will only save the information on pages before the current page. When returning to the PPQ the current page will be displayed.
- For guidance when responding to the PPQ questions, click the information icon in the top right of the page applicable to the question.

Next

When you are ready to proceed with [Completing the PPQ](#), select the “Next” button.

Completing the PPQ

Question 1.

If your firm qualifies for an exemption from practice inspection, select “Yes” and proceed to [Question 1a](#).

If you do not qualify for an exemption from practice inspection, select “No” and proceed to [Question 2](#).

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

Click the information icon for guidance applicable to the question.

Question 1

The information collected in this PPQ is primarily to determine whether an office is subject to a practice inspection. An office qualifies to make a Declaration for Exemption if one of the following applies:

- a) During the 12-month period ending on July 1 of this year, this office did not provide public accounting services or accounting services to the public in Ontario (including audit engagements, review engagements, compilation engagements, bookkeeping and personal and/or corporate tax services).
- b) The firm has withdrawn or will be withdrawing within 90 days of the date of this exemption declaration, from the Practice of Public Accounting and Providing Accounting Services to the Public and has no intention of performing such services in the coming year.
- c) The firm is a professional corporation whose sole purpose is to hold an interest in a public accounting practice and no public accounting services are performed under the name of the professional corporation.

Respond “Yes” if any of the above situations are true.

* Please select

--None--

Note:

When pressing the Pause button, a pop-up is shown requesting a reason for the pause. This reason is not required and can be ignored. Clicking this button will pause the completion of the PPQ however the information entered in the PPQ on the current page when the Pause button is used will not be saved and will only save the information on pages before the current page. When returning to the PPQ the current page will be displayed.

Pause Previous Next

Guidance

- **“Practice of Public Accounting”** means the provision of the services that require a Public Accounting Licence that are described in section 2 of the [Public Accounting Act, 2004](#), excluding any exceptions to services listed in section 3 of that statute.
- **“Providing Accounting Services to the Public”** includes the following as set out in the noted sections of the CPA Ontario By-law: 1.1.53.1 the performance of any engagement addressed by standards in the CPA Canada Handbook – Assurance for which a licence is not required under the Public Accounting Act, 2004 to perform the engagement; 1.1.53.2 accounting insofar as it involves analysis, advice, and interpretation in an expert capacity, but excluding record keeping; 1.1.53.3 taxation, insofar as it involves advice and counselling in an expert capacity, but excluding mechanical processing of returns; 1.1.53.4 compilation services, if it can reasonably be expected that all or any portion of the compilation or associated materials prepared by the Member providing the service will be relied upon or used by a third party, whether or not a licence is required under the Public Accounting Act, 2004; and 1.1.53.5 such other services and activities as may be determined by the Council from time to time; 1.1.53.6 and all references in the Code to “public accounting” shall be read as though they were also referencing “Providing Accounting Services to the Public.”
- **Regarding “Per Diem” service provided to another firm:** answer “Yes” if all services provided on behalf of other sole practitioners or engagement partners who sign the appropriate communications.
- **Regarding services provided to another firm:** answer “Yes” if, for example, the preparation of working papers and performance of procedures with respect to assurance or compilation engagements which are clients of an office other than your own and for which you are not acting as the engagement partner (i.e., you are not responsible for the issuance of an assurance or compilation report with respect to such engagements, the responsibility of which rests with the office for which you are performing services).
- **Regarding your Professional Corporation (PC):** answer “Yes” if your PC is not, in and of itself, engaged in the practice of public accounting and does not issue any reports/communications under the name of the PC.

Question 1a.

If you select “Yes” to first question. Select the exemption option that applies to your firm. If your firm is a professional corporation (PC) and the only services are provided by this PC are provided to another firm, please select the firm in which your PC holds an interest.

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

Practice Inspection - Declaration for Exemption

Please read the following options and select the one which best describes the firm's status with respect to the Practice of Public Accounting or Providing Services to the Public. Note that your selection below may impact the eligibility of Members in the firm for public accounting licensure.

If you are uncertain as to whether the firm qualifies for an exemption, please email Pquestions@cpaontario.ca, using the subject line "Questions re: qualification for an exemption", and include your CPAO Firm ID and details of your situation. All questions must be submitted in writing and all responses will be provided in writing.

a. The firm has not engaged in the Practice of Public Accounting or Providing Accounting Services to the Public for the twelve months ended July 1 of the current year. Should the firm perform such services in the future, I agree to promptly advise in writing at the email above.

b. The firm has withdrawn or will be withdrawing within 90 days of the date of this exemption declaration, from the Practice of Public Accounting and Providing Accounting Services to the Public and has no intention of performing such services in the coming year. Should the firm perform such services in the future, I agree to promptly advise in writing at the email above.

c. The firm is a professional corporation whose sole purpose is to hold an interest in a public accounting practice and no public accounting services are performed under the name of the professional corporation. All public accounting services are performed under the name of the public accounting practice held by the professional corporation. Should the firm perform such engagements in the future, I agree to promptly advise in writing at the email above.

* Exemption Options

a

b

c

Please select the public accounting practice in which the professional corporation holds an interest:

* Please select

Note:

When pressing the Pause button, a pop-up is shown requesting a reason for the pause. This reason is not required and can be ignored. Clicking this button will pause the completion of the PPQ however the information entered in the PPQ on the current page when the Pause button is used will not be saved and will only save the information on pages before the current page. When returning to the PPQ the current page will be displayed.

Select “Next” to proceed with [Submitting the PPQ](#).

Question 2.

If your firm structure has changed, select “Yes”, and proceed to [Question 2a](#). Otherwise select “No and proceed to [Question 3](#).

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

Question 2.

Has your firm structure changed (e.g., a merger or dissolution)? Your current firm structure is:

Limited Liability Partnership

* Please select

Note:

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Guidance

Under CPAO By-law 10.2.5, every firm shall provide CPA Ontario with written notice of any significant change in the practice, composition or structure of the firm before the change takes place or within 30 days of the change.

Significant changes include:

- 10.2.5.6 the merger, acquisition, closure or dissolution of a Firm
- 10.2.5.7 for a professional corporation, any change in shareholder, director, officer or articles of incorporation

For the purposes of CPAO By-law 1.1.32, “Firm” means an entity registered as a Firm under section 23 of the Chartered Professional Accountants of Ontario Act, 2017 (Act), in accordance with the by-laws and Regulations, and may be a:

- Partnership, including a limited liability partnership, established under section 27 of the Act, or other association of Members
- Professional Corporation
- Sole Proprietor

Question 2a.

Describe the change in the firm structure.

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

Click the information icon for guidance applicable to the question.

Question 2.
Has your firm structure changed (e.g., a merger or dissolution)? Your current firm structure is:
Limited Liability Partnership

* Please select

Yes

Briefly describe the change. Notify CPA Ontario of your change by submitting a [Firm Structure Change request](#). A firm structure change is available under Firm Dashboard ► Firm Requests.

* Please specify

Note:
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Pause Previous Next

Select “Next” to proceed to [Question 3](#).

Question 3.

This question will not be shown if your firm is domiciled in Ontario. Proceed to next [Question 3a](#).

If our records indicate that your firm may be domiciled in a province other than Ontario, you will be required to indicate the provincial body that inspected your firm and provide the corresponding inspection number. Once this information has been entered no further questions need to be answered. If your firm has not been inspected by another provincial body further questions will need to be answered and the firm could be selected for an inspection by CPA Ontario.

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

Click the information icon for guidance applicable to the question.

Question 3.
Has your office been inspected by another provincial body? What is the billing province for your office?
Quebec

* Please select

Yes

Provide the inspection number (from the CPA provincial body that completed the inspection) for the most recent inspection.

* Inspection Number

Note:
When pressing the Pause button, a pop-up is shown requesting a reason for the pause. This reason is not required and can be ignored. Clicking this button will pause the completion of the PPQ however the information entered in the PPQ on the current page when the Pause button is used will not be saved and will only save the information on pages before the current page. When returning to the PPQ the current page will be displayed.

Pause Previous Next

Select “Next” to proceed to [Submitting the PPQ](#) or [completing further questions](#).

Question 3a.

Complete the following table for all such services provided to the public. (Excluding work completed on a per diem basis for other offices, approximately how many client engagements, for which your office was solely responsible, did your office have in the following categories during the 12-month period ending on July 1 of this year. Also, provide the number of engagement partners, by the type of engagements, responsible for these services.)

WARNING: Ensure you select the “Save” button prior to selecting the “Next” button. Failure to do so may result in an error message and require information to be reinputted.

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

Question 3
Does the firm provide any of the following services to the public?

Excluding work completed on a per diem basis for other offices, approximately how many client engagements for which your office was solely responsible, did your office have in the following categories during the 12-month period ending on July 1 of this year. Also, provide the number of engagement partners, by the type of engagements, responsible for these services.

Select all that apply:

#		Approximate Number of Clients	Number of Engagement Partners	Approximate Number of Chargeable Hours
1	Audit Engagements of Reporting Issuers	<input type="text"/>		
2	Audit Engagements of Private Companies	<input type="text"/>		
3	Audit Engagements of Not for Profit Entities	<input type="text"/>		
4	Audit Engagements of Public Interest Entities (Other than reporting issuers)	<input type="text"/>		
5	Audit Engagements under the Public Sector Accounting Standards	<input type="text"/>		
6	Other Audit Engagements	<input type="text"/>		
7	Total Audits	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Review Engagements	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	Compilation Engagements	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	Completion of Corporate Tax Returns	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	Completion of Personal Tax Returns	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	Bookkeeping or accounting services with no report	<input type="text"/>	<input type="text"/>	<input type="text"/>

Press the Save button before pressing the Next, Previous or Pause buttons.

Select “Next” to proceed to [Question 4](#).

Guidance

Audit Engagements of Reporting Issuers

Under the Securities Act, R.S.O. 1990, c. S.5 (Securities Act), a **reporting issuer** is a company who has outstanding securities, has issued securities or proposes to issue a security, and:

- has filed a prospectus for which a receipt has been issued under the Securities Act (or predecessor legislation).
- some or all of its securities have been, at any time since September 15, 1979, listed and posted for trading on any exchange recognized by the Ontario Securities Commission (OSC).
- is an offering corporation under the Ontario Business Corporations Act.
- filed a securities exchange take-over bid circular under the Securities Act before December 14, 1999.
- is the successor by amalgamation or otherwise where one of the amalgamating or predecessor companies was a reporting issuer.
- is designated as a reporting issuer by OSC order.
- for the purpose of this questionnaire, a reporting issuer includes a company whose securities are listed on a securities exchange other than Ontario.

Audit Engagements of Not-for-Profit Entities

Clients whose financial statements are prepared under the not-for-profit accounting framework, as set out in the CPA Canada Handbook – Accounting, Part III – Accounting Standards for Not-for-Profit Organizations.

Audit engagements of Private Companies

Clients whose financial statements are prepared under the Accounting standards for private enterprises (ASPE) framework, as set out in Part II of the CPA Canada Handbook – Accounting.

Audit Engagements of Public Interest Entities other than reporting issuers

Public interest entities other than reporting issuers are publicly accountable enterprises (other than not-for-profit organizations) as defined in the preface to the CPA Canada Handbook – Accounting and would include entities that hold assets in a fiduciary capacity for a broad group of outsiders as one of its primary businesses. Such entities would include, for example, banks, credit unions, insurance companies, securities brokers/dealers, mutual funds and investment banks.

Audit Engagement under Public Sector Accounting Board (PSAB) standards

Clients whose financial statements are prepared under the public sector accounting standards, as set out in the CPA Canada Public Sector Accounting Handbook. The most common example of such clients is municipalities.

Other audit engagements

Audit engagements not covered by any of the above.

Review engagement

Clients whose financial statements you are engaged to review under the CPA Canada Handbook – Assurance, Canadian Standard on Review Engagements 2400 – Engagements to review historical financial statements.

Compilation engagements

Clients whose financial statements you are engaged to compile under CPA Canada Handbook – Assurance – Other Canadian Standards – Canadian Standard on Related Services 4200 – compilation engagements.

Completion of corporate tax returns

Clients whose corporate tax returns you are engaged to prepare, including those returns prepared in conjunction with audit, review or compilation engagements.

Completion of personal tax returns

Clients whose personal tax returns you are engaged to prepare, including those returns prepared in conjunction with audit, review or compilation engagements.

Question 4.

Input the number of Environmental, Social and Governance (ESG) assurance engagements as well as consulting engagements for which your office is responsible.

The screenshot shows the 'PRACTICE PROFILE QUESTIONNAIRE (PPQ)' interface. At the top, it says 'Question 4' and 'Please provide the total number of Environmental, Social and Governance (ESG) engagements for which your office is responsible.' Below this, there are two input fields: 'Assurance engagements' and 'Consulting engagements', both with a 'Please Specify' label. At the bottom, there are 'Previous' and 'Next' buttons. A small information icon is visible in the top right corner.

Select “Next” to proceed to [Question 5](#).

Question 5.

Select all industries that are applicable for your audit and review clients. You are not required to indicate the number of clients in each category. To select an option, highlight the option by clicking on it then click the right facing arrow to move the option to the selected column. Repeat as needed. To unselect an option, highlight an item in the selected column and click on the left facing arrow to move the option to the available column.

The screenshot shows the 'PRACTICE PROFILE QUESTIONNAIRE (PPQ)' interface for Question 5. The question is 'For entities audited or reviewed above select the industry/type of client. Select all that apply:'. Below this, there are two columns: 'Available' and 'Selected'. The 'Available' column contains a list of industries: Agriculture/Farming, Cannabis, Charitable Organizations, Condominium Corporations, Construction, and Credit unions. The 'Selected' column is currently empty. A mouse cursor is hovering over the right arrow between the columns, with a tooltip that says 'Move selection to Selected'.

Select “Next” to proceed to [Question 6](#).

Guidance

Agriculture/Farming

Entities that grow crops, forests, raise livestock, produce food from farming etc. This excludes the growing of cannabis and includes farm management entities.

Cannabis Industry

Clients whose business includes the production or sale of cannabis. Companies can be agriculture (growing the crops), pharmaceutical (medicinal uses), distribution and retail operations.

Charitable Organizations

Entities that raise funds from the public for charitable purposes including environmental protection, and Charitable trusts.

Condominium Corporations

Entities that are required to follow the Condominium Corporation Act.

Credit Unions

Credit unions and other entities that provide banking services to the public such as banks.

Cryptocurrency/blockchain

Clients which hold crypto assets or who conduct any business in cryptocurrency are referred to as Crypto Companies.

Crypto companies can be categorized as any of the following:

- Hold/trade crypto asset – Companies that primarily buy and sell cryptocurrency from the market or earn revenue by trading their products or services to third parties in exchange for cryptocurrency. Cryptocurrency thus bought or earned is held as investments or is sold periodically through exchanges or to third parties.
- Crypto asset miners - Mining is the act of adding new transactions to the blockchain by solving algorithmic problems with computing resources. The transactions include purchases and sales of cryptocurrency and the creation of new cryptocurrency. Miners may be awarded cryptocurrency fees for the computational effort they expend in order to support the network. These companies can also earn revenue by verifying the transactions and hash tags or selling these hash tags or renting their mining equipment to third parties for mining.
- Companies that provide custodial and brokerage services or operating cryptocurrency exchanges - Custodial services are third party providers of storage and security services for cryptocurrencies. Their services are mainly aimed at institutional investors, such as hedge funds, who hold large amounts of bitcoin or other cryptocurrencies. Brokerage is a type of cryptocurrency exchange where cryptocurrencies can be purchased at a price set by the broker operating the exchange. An exchange is an online platform that provides a digital marketplace for buying and selling cryptocurrencies and in some cases, for exchanging cryptocurrencies for fiat currencies.
- Companies that develop blockchain solutions funded through Initial Coin Offerings/Initial Token Offerings (ICO/ITO) - These companies undergo a public issue by way of issuing crypto coin offering or token offerings and may involve sale of securities. These can be in the form of utility tokens or for some other purpose.

Dealerships (Vehicles, equipment, etc.)

Entities selling cars, trucks, farming equipment, and other equipment to the public and other entities.

Film Companies

Entities involved in the film and TV production industry including service providers to the film and TV industry.

Financial Advisor

Entities that provide investment, insurance, and other financial advice to the public.

First Nations

Entities controlled by any First Nation groups.

Franchises

Entities that use a franchisor's brand and method of doing business to distribute products or services to consumers.

Hospitals

Public and private hospitals including hospital management companies.

Hotels

Entities that provide short-term lodging in facilities. These establishments may offer services such as food and beverage services, conference rooms and convention services, parking, etc.

Insurance

Entities involved in the insurance industry such as insurance provider, insurance brokers, mutual insurance entities, reinsurance entities etc.

Investment Funds

This will include entities that manage investments on behalf of others such as mutual funds and investment management companies.

Manufacturing

Entities that are engaged in manufacturing of any product from raw materials or assembly of premanufactured parts.

Mining

Entities that are exploring for minerals, mining and entities associated with the mining industry such as mining equipment or explosive suppliers and mine management entities.

Municipalities

Public sector entities including governments, government components, government organizations and partnerships.

Not-for-Profit Organizations

Entities normally without transferable ownership interests, organized and operated exclusively for social, educational, professional, religious, health, charitable or any other not-for-profit purpose.

Pension Plans

Any arrangement (contractual or otherwise) whereby a program is established to provide retirement income to employees.

Professional Firms

Clients that are part of a profession such as Lawyers, Architects, Doctors, Dentists etc.

Real Estate

Entities in the real estate industry such as property investment entities, property rental entities, property management entities etc.

Religious Institutions

Churches and other similar religious organisations.

Retail

Entities that sell products to the public, they may also sell products to other entities.

Schools

Entities that control public and private schools including universities and colleges.

Service Organisation Providers

This will include the preparation of a Type I or II report for a service organisation provider as well as the audit of the service provider.

Transportation

Entities transporting passengers and goods, warehousing and storing goods, and providing services to these establishments.

Travel Agencies

Entities that act as agents for tour operators, transportation companies and accommodation establishments in selling travel, tour and accommodation services to the public and other entities.

Utilities

Entities that provide electricity, water, gas and other services such as internet or telephone services to municipalities and the public.

Other

Any entities that do not meet the above categories.

Question 6.

Provide an approximate number of client files completed in French.

PRACTICE PROFILE QUESTIONNAIRE (PPQ) i

Click the information icon for guidance applicable to the question.

Question

Are any client files completed in French?

* Please select

Yes

Please provide the approximate number.

* # of Files

Question 6a.

Select Yes or No - financial statements prepared using International Financial Reporting Standards.

Question

Are any client financial statements prepared using International Financial Reporting Standards?

* Please select

--None--

Note:

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Pause Previous **Next**

Select "Next" to proceed to [Question 7](#).

Question 7.

Answer “Yes” if your firm made significant changes to its audit or review methodology. Otherwise answer “No” or “N/A - no audits or reviews”

The screenshot shows a web form titled "PRACTICE PROFILE QUESTIONNAIRE (PPQ)". The question is: "Has your firm made significant changes to its audit or review methodology over the last 12 months?". Below the question is a dropdown menu with "None" selected. A "Note" section explains the "Pause" button. At the bottom, there are "Pause", "Previous", and "Next" buttons.

Select “Next” to proceed to [Question 8](#).

Guidance

A change in methodology would include but not necessarily be limited to:

- change in the provider of any standard checklists used.
- change in approach to the planning and performance of assurance engagements as a result of having merged with another public accounting practice.

Question 8.

Input the total number of engagement partner(s) responsible for audit, review and compilation engagements as well as other engagements.

The screenshot shows a web form titled "PRACTICE PROFILE QUESTIONNAIRE (PPQ)". The question is: "Please provide the total number of engagement partner(s) for any audit, review or compilation engagements. If no such engagements, please provide the total number of partners who perform other engagements. An engagement partner may be a partner, principal or associate." There are two input fields: "Audit, review or compilation engagements:" and "Other Engagements:". A "Note" section explains the "Pause" button. At the bottom, there are "Pause", "Previous", and "Next" buttons.

Select “Next” to proceed to [Question 9](#).

Guidance

The person having signing responsibility is the “lead engagement partner” as set out in the CPA Canada Handbook and is the partner or other person who is responsible for the engagement and its performance, for any report that is issued on behalf of the firm with respect to the engagement and who, where required, has the appropriate authority from a professional, legal or regulatory body.

Question 9.

Input the number of staff members in each category.

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

Question Click the information icon for guidance applicable to the question.

How many of the following staff members were employed during the 12-month period ending in July 1 of this year

Number of Employees:

Staff CPAs	Technicians/bookkeepers/other field staff
* Number of Employees	* Number of Employees
<input type="text"/>	<input type="text"/>

Registered students in an External Audit Pre-approved Program (PPR)	**Registered students in any other Pre-approved Program (PPR)**
* Number of Employees	* Number of Employees
Registered students in the Experience Verification Route (EVR)	
* Number of Employees	

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Select “Next” to proceed to [Question 10](#).

Guidance

Staff CPAs

Fully qualified Chartered Professional Accountants (CPAs) who do not hold the position of Partner (or equivalent).

Registered Students in External Audit Pre-Approved Program (PPR)

Registered students in a Pre-Approved Program Route (PPR) for External Audit are part of a formal student training program that has been approved by CPA Ontario to meet all the practical experience requirements within 30 months.

Registered Students in Experience Verification Route (EVR)

Registered students in the Experience Verification Route (EVR) have their job position pre-assessed by CPA Ontario before they can begin reporting their practical experience.

Technicians/bookkeepers/other field staff

Professional staff who are neither CPAs or registered students in a PPR or EVR Program.

Registered Students in any other Pre-Approved Program (PPR)

Registered students in a Pre-Approved Program Route (PPR) for other than External Audit are part of a formal student training program that has been approved by CPA Ontario to meet all the practical experience requirements within 30 months.

Question 10.

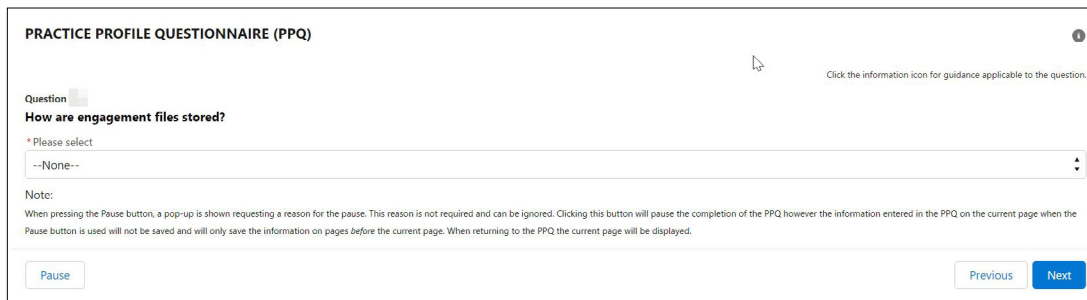
Select all software or other practice aids applicable to your firm. To select an option, highlight the option by clicking on it then click the right facing arrow to move the option to the selected column. Repeat as needed. To unselect an option, highlight an item in the selected column and click on the left facing arrow to move the option to the available column.



Select “Next” to proceed to [Question 11](#).

Question 11.

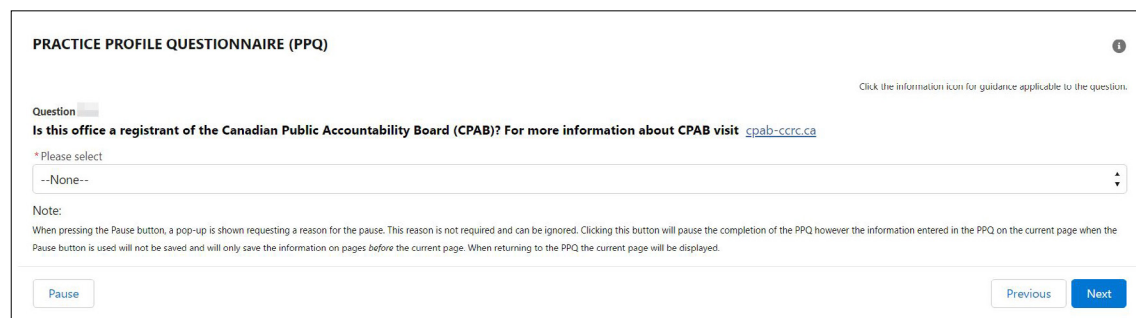
Select whether engagement files are stored on paper, electronically, or a combination of both.



Select “Next” to proceed to [Question 12](#).

Question 12.

Answer “Yes” if your Firm is registered with CPAB and enter the date of registration. Otherwise, answer “No”.



Select “Next” to proceed to [Question 13](#).

Guidance

An office must be a registrant of CPAB if it is engaged to perform audit engagements of entities whose securities are publicly traded on a Canadian securities exchange. A list of firms registered with CPAB can be found [here](#).

All firms that complete reporting issuer audits are required to register with CPAB. If you are not registered with CPAB, please check your response to the question “reporting issuer audit engagements”, which relates to reporting issuers, before completing this question.

Question 13.

Answer “Yes” if your Firm is registered with the PCAOB and enter the date of registration. Otherwise, answer “No”.

PRACTICE PROFILE QUESTIONNAIRE (PPQ) i

Click the information icon for guidance applicable to the question.

Question **13**

Is this office a registrant of the Public Company Accounting Oversight Board (PCAOB) in the United States? For more information about the PCAOB visit www.pcaobus.org

* Please select

--None--

Note:

When pressing the Pause button, a pop-up is shown requesting a reason for the pause. This reason is not required and can be ignored. Clicking this button will pause the completion of the PPQ however the information entered in the PPQ on the current page when the Pause button is used will not be saved and will only save the information on pages *before* the current page. When returning to the PPQ the current page will be displayed.

Select “Next” to proceed to [Question 14](#).

Guidance

An office must be a registrant of the PCAOB if it is engaged to perform audit engagements of entities whose securities are publicly traded on a United States securities exchange. A search of registered firms can be made [here](#).

Question 14.

Answer “Yes” if the Firm offers Company or Trust formation services or operate trust accounts. Otherwise answer “No”.

PRACTICE PROFILE QUESTIONNAIRE (PPQ) i

Click the information icon for guidance applicable to the question.

Question **14**

Does the Firm offer Company or Trust formation services or operate trust accounts?

* Please select

--None--

Note:

When pressing the Pause button, a pop-up is shown requesting a reason for the pause. This reason is not required and can be ignored. Clicking this button will pause the completion of the PPQ however the information entered in the PPQ on the current page when the Pause button is used will not be saved and will only save the information on pages *before* the current page. When returning to the PPQ the current page will be displayed.

Select “Next” to proceed to [Question 15](#).

Guidance

A trust is a right of property held by one individual or entity (a trustee) for the benefit of another individual or entity (a beneficiary).

Question 15.

Answer “Yes”, if your Firm engages or gives instructions, on behalf of a person or entity, in any of receiving or paying funds or virtual currency; purchasing or settling securities, real property or immovables or business assets or entities; or transferring funds, virtual currency or securities by any means. Otherwise answer “No”.

PRACTICE PROFILE QUESTIONNAIRE (PPQ) ?

Click the information icon for guidance applicable to the question.

Question 15.

Apart from activities that are carried out in the course of an audit, a review or a compilation engagement within the meaning of the CPA Canada Handbook, does the Firm **engage** in any of the following activities (regardless of whether it receives fees, does so on a voluntary basis, or has a formal letter of engagement to do so) on behalf of a person or entity, or **give instructions** on behalf of a person or entity in respect of:

- receiving or paying funds or virtual currency;
- purchasing or selling securities, real property or immovables or business assets or entities; or
- transferring funds, virtual currency or securities by any means?

* Please select

--None--

Question 15a.

Answer “Yes” if your Firm has a process to identify whether it may be engaging or giving instructions, on behalf of a person or entity, in any of receiving or paying funds or virtual currency; purchasing or settling securities, real property or immovables or business assets or entities; or transferring funds, virtual currency or securities by any means. Otherwise answer “No”.

Question 15a.

Does the Firm have a **process to identify** whether it may be **engaging** in any of the following activities on behalf of a person or entity, or **giving instructions** on behalf of a person or entity in respect of:

- receiving or paying funds or virtual currency;
- purchasing or selling securities, real property or immovables or business assets or entities; or
- transferring funds, virtual currency or securities by any means.

* Please select

--None--

Pause Previous Next

Select “Next” to proceed to [Question 16](#).

Guidance

Accountants and accounting firms must fulfill specific obligations as required by the Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA) and associated Regulations to help combat money laundering and terrorist activity financing in Canada. For the purpose of the PCMLTFA, an accountant includes a chartered accountant, a certified general accountant, a certified management accountant or, if applicable, a chartered professional accountant; and an accounting firm is an entity engaged in the business of providing accounting services to the public and that has at least one partner, employee or administrator that is an accountant.

Accountants and accounting firms are subject to the PCMLTFA when they engage in any of the following activities on behalf of a person or entity, or give instructions on behalf of a person or entity in respect of:

- i. receiving or paying funds or virtual currency;
- ii. purchasing or selling securities, real property or immovables or business assets or entities; or
- iii. transferring funds, virtual currency or securities by any means.

These activities do not include those that are carried out in the course of an audit, a review or a compilation engagement within the meaning of the CPA Canada Handbook prepared and published by the Chartered Professional Accountants of Canada.

You are subject to the requirements described further below when you engage in these activities, regardless of whether you receive fees or have a formal letter of engagement to do so. In other words, even if you carry out these activities on a voluntary basis, you are subject to the requirements of the PCMLTFA.

If you are paid for your accounting services, the receipt of the professional fees does not trigger associated obligations under the PCMLTFA.

When you **give instructions** for any of the triggering activities, it means that you actually direct the movement of funds. By contrast, when you **provide advice** to your clients, it means that you make recommendations or suggestions to them. Providing advice is not considered to be giving instructions.

• **Example of giving instructions:** “Based on my client’s instructions, I request that you transfer \$15,000 from my client’s account, account number XXX, to account number YYY at Bank X in Country Z.”

• **Example of providing advice:** “For tax purposes, we recommend that you transfer your money into a certain investment vehicle.

Question 16.

Answer “Yes” if your Firm has a policy on when and how cash is accepted or received from its clients. Otherwise answer “No”.

The screenshot shows a digital questionnaire interface. At the top left, it says "PRACTICE PROFILE QUESTIONNAIRE (PPQ)". On the right, there is an information icon and a small text prompt: "Click the information icon for guidance applicable to the question." Below this, the question is displayed: "Question 16. Does the Firm have a policy on when and how cash is accepted or received from its clients?". A note below the question says "* Please select". A dropdown menu is open, showing "--None--" as the selected option. At the bottom of the interface, there are three buttons: "Pause", "Previous", and "Next".

Select “Next” to proceed to [Question 17](#).

Guidance

Cash includes:

- coins and bank notes issued by the Bank of Canada that are intended for circulation in Canada
- coins and bank notes of countries other than Canada
- fiat currency

Cash does not include:

- other forms of funds such as cheques, money orders or other similar negotiable instruments
- virtual currency

Question 17.

Answer “Yes” if your Firm is responsible for another office location which has no resident partners and enter the name of the other office location(s). Otherwise, answer “No”.

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

Click the information icon for guidance applicable to the question.

Question

Is your office responsible for any other office that provides Public Accounting Services which does not have any resident engagement partners?

* Please select

Yes

Provide the office which has no resident engagement partners

* Please select

Please type in 3 or more characters to search for your Satellite Office(s)

Note:

When pressing the Pause button, a pop-up is shown requesting a reason for the pause. This reason is not required and can be ignored. Clicking this button will pause the completion of the PPQ however the information entered in the PPQ on the current page when the Pause button is used will not be saved and will only save the information on pages before the current page. When returning to the PPQ the current page will be displayed.

Pause Previous Next

Select “Next” to proceed to [Submitting the PPQ](#).

Guidance

If an office has two locations but all the partners spend the majority of their time at one office, then the other office is considered to have no resident partners

Submitting the PPQ

Prior to submitting the PPQ, you will be presented with a summary of your responses for your review and be requested to acknowledge the declaration as to the accuracy and completeness of your responses. Select the “Submit” button to submit your PPQ.

I declare that the information I have provided in the “Practice Inspection – Practice Profile Questionnaire” is accurate, true and complete. I acknowledge that this information may impact the eligibility of members in the firm to obtain or renew their public accounting licences.

Privacy Statement: Chartered Professional Accountants of Ontario (“CPA Ontario”) is committed to respecting privacy and protecting personal information. The collection, use and disclosure of personal information that may be made by CPA Ontario is described in the [CPA Ontario Privacy Policy](#). The information collected in this “Practice Inspection – Practice Profile Questionnaire” is used primarily for purposes of conducting a practice inspection of the firm and may also be used for other regulatory purposes. Please refer to CPA Ontario’s Privacy Policy for additional information.

Pause Previous Submit

Upon submission, you will receive an email confirmation and a copy of your PPQ responses will be available on My Portal.

PRACTICE PROFILE QUESTIONNAIRE (PPQ)

THANK YOU

Thank you for your submission. A confirmation email will be sent to the Firm Representative. A PDF copy of your responses will be available to download on [the portal](#).

Finish