

Administrative requirements

for the practice of public accountancy
by certified management accountants and
use of the auditor designation



Ordre des comptables
en management
accrédités du Québec



Administrative requirements

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The *Professional Code* and the *Chartered Accountants Act* were amended in 2007 and 2009 to govern the practice of public accountancy by CMAs, CAs and CGAs who hold public accountancy permits.

Public accountancy includes assurance engagements, such as audit engagements, review engagements and special reports. It also includes compilation engagements (defined in the *Chartered Accountants Act* as “a compilation engagement that is not exclusively for internal management purposes”).

The framework for using the auditor designation set out in the *Professional Code* and the regulations of the Order in this case is subject to administrative requirements for the purposes of precision. These requirements are listed below:

- 1 When certified management accountants use the auditor designation, it must be preceded by the certified management accountant designation or the CMA initials. They may also add their public accountancy permit number issued by the Order.
- 2 The auditor designation should not be used by a firm in its signature, name or in any other way; only a physical person who is a member of the Order may use it.
- 3 Members may use the auditor designation only if they meet all requirements set out in the regulations of the Order that are applicable to certified management accountants who practice public accountancy.
- 4 Members whose public accountancy practice is limited to performing compilation engagements, who do not have a public accountancy permit and/or are not completing the specific training stipulated in the *Regulation concerning compulsory continuing education for Quebec certified management accountants who hold a public accountancy permit*, may not use the auditor designation in the notice to reader that they issue.
- 5 Members must use the auditor designation in all assurance reports or opinions that they issue in their practice of public accountancy. They are not required to use the auditor designation in the documents supporting a compilation engagement.
- 6 Before opening a new place of business to practice public accountancy or joining a company or organization that offers such services, members must inform the Order of their plans in advance.
- 7 Members may not begin to practice public accountancy, or resume the practice of public accountancy after ceasing such practice for more than three years, without giving the Order advance written notice to that effect.
- 8 Members may use the auditor designation in advertising or any other document likely to be read by third parties only if they meet the requirements set out in the *Professional Code*, as well as the regulations that govern certified management accountants who practice public accountancy and the administrative requirements adopted by the Order.
- 9 Members who work at a company may allow the company to advertise public accountancy services only if the members who are authorized to practice public accountancy or use the auditor designation at said company meet the requirements set out in the *Professional Code*, as well as the regulations and administrative requirements adopted by the Order.
- 10 The following models for signing reports must be used.

Model ①

Name of the firm
(manual signature)

By Name Last name, certified
management accountant auditor
(manual signature)

Name Last name, certified
management accountant auditor
(printed)

City, date (printed)

or

Name of the firm
(manual signature)

By Name Last name, CMA auditor
(manual signature)

Name Last name, CMA auditor
(printed)

City, date (printed)

Model ②

Name of the firm¹
(manual signature)

City, date (printed)

¹ By Name Last name, certified management accountant auditor (printed)

OR

By Name Last name, CMA auditor (printed)