

CR 6 – Specialisation

Issued 8 October 2019



6.1 Purpose

This Regulation specifies the framework for recognising specialisation generally. Additional Regulations detail the specific criteria to be met for each particular specialisation recognised by CA ANZ.

6.2 Definitions

- (a) Unless expressly defined in this Regulation, capitalised terms used in this Regulation are defined in By-Law 2.
- (b) References to Chartered Accountant in this Regulation are applicable to both Chartered Accountants and Chartered Accountant Fellows.
- (c) The requirements for the admission and readmission of Affiliate Members is set out in CR 1.22 to 1.33.
- (d) **Specialisation** is the term given to the recognition of individual Members with skills and experience in a particular field, to such a level that they are recognised as specialists in that field. Ongoing education is required to maintain their recognition as a specialist.
- (e) **Certification** is the process by which individual Members undertake specific study and experience within a recognised field of study and occupation, to such level that they are recognised as qualified in the field, at a particular point in time. Unlike specialisation, there are no ongoing education requirements.

6.3 Eligibility

Specialisation is only available to Chartered Accountants and Affiliates who are financial Members of CA ANZ, except for Members with a Forensic Accounting Specialisation in accordance with CR 6D.

Pre-requisites for Specialisation

6.4 Application

A Chartered Accountant or an Affiliate shall apply for a specialisation in a form prescribed by CA ANZ.

6.5 Educational Requirements

A Chartered Accountant or an Affiliate applying for specialisation must meet the specific educational pre-requisites required for the specialisation for which they are applying.

6.6 Verification of Educational Qualifications

A Chartered Accountant or an Affiliate applying for specialisation will be required to provide documentary evidence of their educational qualifications, as they relate to the application for specialisation.

6.7 Currency of Qualifications

For the purposes of applying for specialisation, educational qualifications are deemed to be current for a period of 5 years, from date of completion.

6.8 Experience Requirements

A Chartered Accountant or an Affiliate applying for specialisation must meet the specific service pre-requisites required for the specialisation for which they are applying.

6.9 Professionalism Requirements

A Chartered Accountant or an Affiliate applying for specialisation must be a fit and proper person. In determining whether a person is a fit and proper person, CA ANZ may consider the matters identified in CR 1.5.

6.10 References

A Chartered Accountant or an Affiliate applying for specialisation must provide written references, as per the specific requirements for the specialisation for which they are applying.

6.11 Application Form

An applicant shall complete and personally sign the application form as issued by CA ANZ.

Fees

6.12 Application Fee

A Chartered Accountant or an Affiliate applying for specialisation shall pay, at the time of application, the application fee as prescribed by CA ANZ.

6.13 Annual Fee

A Chartered Accountant or an Affiliate shall pay, at the time of application and on an annual basis while they continue to hold the specialisation, the annual fee as prescribed by CA ANZ.

6.14 Amount Prescribed

The amount prescribed will be calculated annually and individual Members holding a specialisation will be notified of the annual fee via the annual membership subscription process.

6.15 Interview

A Chartered Accountant or an Affiliate applying for specialisation may be required to participate in an interview as part of the application process.

6.16 Recommendation to the Board

Where an applicant for a specialisation does not fully comply with these Regulations, recommendation may be made to the Board by Management that the application be approved. The Board may issue guidelines in relation to such recommendations.

6.17 Board's Discretion

The Board may, in its absolute discretion, decide to accept or decline an application for a specialisation and, in the event that such an application is declined, the Board is not required to provide reasons to the applicant for declining their application.

Ongoing Obligations

6.18 Continuing Professional Development

A Chartered Accountant or an Affiliate holding a specialisation is obliged to undertake continuing professional development specific to each of their fields of specialisation, as identified in the regulation for the specific specialisation in accordance with CR 7.

6.19 Renewal of Specialisation

A Chartered Accountant or an Affiliate holding a specialisation must continue to ensure that they meet the ongoing obligations of the specialisation and confirm the same through their annual membership subscription renewal.

6.20 Entitlements

- (a) Chartered Accountants or an Affiliate approved as a specialist are entitled to use the specified description, as detailed in the relevant specific specialisation regulation.

- (b) Chartered Accountants or an Affiliate approved as a specialist will receive a certificate confirming their specialisation.
- (c) Every such certificate shall remain the property of CA ANZ and the Board shall be at liberty at any time to call for, and compel, its production and delivery and the Board may alter or amend any such certificate or issue a new certificate in its place.

6.21 Consequences of Non-Compliance

- (a) In the event that a Chartered Accountant or an Affiliate holding a specialisation fails to meet one or more of the ongoing obligations of specialisation, their recognition as a specialist may be cancelled and this would remove their entitlements as specified in CR 6.20.
- (b) In the event that their service and/or experience in the area of their specialisation falls below that specified as the minimum pre-requisite requirement for an applicant for that specialisation, the Chartered Accountant or an Affiliate holding a specialisation may be asked to show cause why their specialisation should not be cancelled.
- (c) Any matter concerning the professional conduct of a specialist will be dealt with in accordance with Section 5 of the By-Laws or NZICA Rule 13.
- (d) Any Chartered Accountant or Affiliate excluded, terminated or suspended from membership of CA ANZ will have their specialisation automatically cancelled in accordance with By-Law 40(13.4) or NZICA Rule 13.
- (e) Any Chartered Accountant or Affiliate suspended on an interim basis from membership of CA ANZ will be dealt with in accordance with By-Law 40(9.2) or NZICA Rule 13.36.
- (f) Any Affiliate who ceases to be a Practice Entity participant of a Practice Entity and consequently has their Affiliate Membership automatically cancelled, will also have their specialisation automatically cancelled.

6.22 Certificates of Public Practice

Recognition as a specialist does not trigger the requirement to hold a Certificate of Public Practice. If a Chartered Accountant otherwise meets the criteria in CR 2, they are required to hold a Certificate of Public Practice.

6.23 Appeals & Reinstatements

- (a) A Chartered Accountant or an Affiliate may appeal a decision regarding non-approval for specialisation by written notice to CA ANZ within 21 days of the date of notification to the Chartered Accountant of the decision.
- (b) A Chartered Accountant or an Affiliate may, subject to any directions from CA ANZ in its absolute discretion, submit further written information in any appeal made in accordance with CR 6.23(a).
- (c) An appeal shall be determined at a meeting of the CEO (or their nominee), the General Counsel (or their nominee) and an independent representative appointed by the CEO, who shall take into account all of the information available to them in respect of the Chartered Accountant's or Affiliate's application and make a decision on the application.
- (d) An appeal under CR6.23(c) shall be on the papers only and the member, at the absolute discretion of CA ANZ, may be invited to appear in person.
- (e) A decision on appeal made in accordance with CR 6.23(c) is final, and CA ANZ shall notify the Chartered Accountant or the Affiliate of the decision within 10 business days of making the decision.

6.24 Resignation

A Member holding a specialisation who wishes to resign their specialisation must request to resign in writing to CA ANZ, and must ensure that all fees owing in relation to the specialisation are paid.