

## **DECISION**

### **on the approval of the Continuous Professional Development Norms for financial auditors in line with Government Emergency Ordinance no. 75/1999 on financial audit**

Having regard to:

- art. 1, art. 5 par. (2), (3), (4) let. c) and d), (5), (6) let. a), and art. 13<sup>1</sup> alin. (1) of the Government Emergency Ordinance no. 75/1999 on financial audit, republished, as subsequently amended and supplemented;
- art. 2 para. (3), (4) and (5), art. 13 par. (3) lit. j), art. 15 par. (1), (2) and (5), art. 30 par. (1) let. b) and art. 36 par. (2) of the Organization and Functioning Regulation of the Chamber of Financial Auditors of Romania, approved by the CAFR Conference Decision no. 02/2018;
- art. 4 of the CAFR Council Decision no. 51/2015 on the adoption of decisions issued by the Council of the Chamber of Financial Auditors of Romania;

The Council of the Financial Auditors of Romania, convened on 19 December 2018 issues the present

## **DECISION**

Art. 1. *The Continous Professional Development Norms for financial auditors in line with Government Emergency Ordinance no. 75/1999 on financial audit*, are adopted, as illustrated in the Appendix, which forms an integral part of this decision.

Art. 2. The executive departments with executive functions within the Chamber of Financial Auditors of Romania shall carry out the provisions in this decision.

Art. 3. This decision shall be published in the Official Journal of Romania, part I.

President of the Chamber of Financial Auditors of Romania,

Ciprian Teodor Mihăilescu

**CONTINUOUS PROFESSIONAL DEVELOPMENT NORMS**  
**for financial auditors, in line with Government Emergency Ordinance no. 75/1999 on financial audit**

**CHAPTER I**  
**General provisions**

**ART. 1**

These norms are adopted based on the International Education Standard 7 on continuing professional development, hereinafter referred to as IES 7, issued by the International Federation of Accountants (IFAC).

**ART. 2**

The Chamber of Financial Auditors of Romania, hereinafter referred to as the Chamber, is the competent authority regulating and monitoring the performance of financial audit activity in Romania, other than statutory audit, in accordance with art. 5 par. (2) of the Government Emergency Ordinance no. 75/1999, on financial audit, republished, as subsequently amended and supplemented (hereinafter referred to as "GEO 75/1999").

**ART. 3**

These norms lead to the application of the continuous professional development concept and prescribe the learning activities meant to develop and maintain the skills necessary to financial auditors, members of the Chamber, to provide high quality financial audits, other than statutory audits.

**ART. 4**

These norms take over, develop and adapt IES 7 requirements in the process of implementation and pursuit of the Continuous Professional Development Program, organised by the Chamber.

**ART. 5**

The objective of the continuous professional development in relation to financial audit, other than statutory audit, hereinafter referred to as PPCADAS, is to maintain and develop financial auditors' professional competence necessary to perform their financial audit, other than statutory audit, activities, set out in art. 3 par.(3) let. b)-e) of the GEO 75/1999, in accordance with the requirements of relevant professional standards, regulations, norms and provisions.

**CHAPTER II**  
**Scope of PPCADAS**

**ART. 6**

The Chamber shall ensure that financial auditors carrying out the financial audit activities set out in art. 3 par. (3) let. b)-e) of the GEO 75/1999, annually undertake adequate PPCADAS training programs to maintain their high level theoretical knowledge, competencies and professional values.

**ART. 7**

The Chamber requires all its members to develop and maintain their relevant professional competence and responsibilities for the activities set out in art. 3 par. (3) let. b)-e) of the GEO 75/1999. Each auditor is required to observe the PPCADAS requirements necessary to respond to professional challenges and strengthen the confidence in the audit activity.

**ART. 8**

PPCADAS requirements shall apply to all active financial auditors carrying out the activities set out in art. 3 par. (3) let. b)-e) of the GEO 75/1999 and non-active financial auditors.

## **CHAPTER III**

### **Participation to PPCADAS**

#### **ART. 9**

The Chamber is required, as per art. 5 par. (6) let. a) of the GEO 75/1999, to organise and promote continuous education programs for all its members carrying out the activities set out in art. 3 par. (3) let. b)-e) of the GEO 75/1999.

#### **ART. 10**

PPCADAS requirements are transposed into the Continuous Professional Development Program, annually approved by the Chamber's Council.

#### **ART. 11**

The Chamber shall ensure its members' participation to the Continuous Professional Development Program.

## **CHAPTER IV**

### **Organisation of PPCADAS**

#### **ART. 12**

As per the PPCADAS, financial auditors shall undertake 40 hours of continuous professional development, each year, as follows:

- a) 20 mandatory CPD hours;
- b) 20 optional CPD hours.

#### **ART. 13**

- (1) The mandatory professional development includes the attendance to annual mandatory professional courses, organized by the Chamber, based on the PPCADAS, approved each year by CAFR Council decision.
- (2) When the CPD activity is being delegated by ASPAAS to cover statutory audit activities, the hours undertaken by financial auditors within the delegated activity shall be considered as part of the annual mandatory training.

#### **ART. 14**

The optional continuous professional development includes the following:

- a) attendance to courses/ seminars in the field – the number of respective hours attended are equated (certified by attendance certificate/diploma/attestation/confirmation e-mail to specify: the name of the course, the number of hours undertaken and the date of the course);
- b) conducting courses in the field, as a trainer/lecturer - 20 hours are equated (certified by employer attestation/ solemn declaration, to acknowledge for the course(s) conducted);
- c) participating in the activity of a Chamber's working group or of any professional commission appointed at CAFR level or at the level of other relevant professional bodies - 10 hours/meeting are equated. (the attendance to the working meeting of various commissions appointed at the level of relevant professional bodies shall be certified by a certificate, issued by the respective professional body);
- d) participating in congresses or conferences held by the Chamber or by other national or international relevant professional bodies or institutions (IFAC member bodies) - 6 hours for each specific manifestation are equated (certified by attendance certificate/diploma/attestation/confirmation e-mail);
- e) participating in courses held by relevant national or international professional bodies. The number of respective hours are equated, based on the attendance certificate/diploma/attestation/confirmation e-mail to specify: the name of the course, the number of hours undertaken and the date of the course;
- f) participating in postgraduate studies, master or PhD in the field - 20 hours are equated, based on attendance certificate/diploma/attestation, as the case may be;
- g) publishing a book in the field - 20 hours are equated, based on a solemn declaration to specify, as a minimum, the following: title of the book, author/s, publishing house, year of publication, ISBN;
- h) the activity performed as a practical training tutor - 5 hours are equated for every trainee, based on the practical training tutor's report on the annual activity carried out together with the trainee;
- i) preparing, publishing and reviewing specialised materials (the document shall have at least 3 pages) – 5

hours/3 pages of material are equated. Copies of the specialised materials shall be provided for equation purposes;

j) participating in the publication of studies/research papers/reports/specialised pieces of legislation (the document shall have at least 2 pages) - 5 hours/2 pages of material are equated, based on the certificate/solemn declaration attesting the involvement in preparing the material.

## **CHAPTER V**

### **PPCADAS Monitoring**

#### **ART. 15**

The CAFR Admission, Continuous Training and Trainees Department shall monitor whether financial auditors carrying out the activities in art. 3 par.(3) let.b)-e) of the GEO 75/1999 fulfill the annual CPD requirements required by these norms.

#### **ART. 16**

Financial auditors shall keep their own records, as well as their CPD documents, being sole responsible to prove that the CAFR CPD requirements have been fulfilled.

#### **ART. 17**

Each year, financial auditors shall submit to the Chamber, until the 31<sup>st</sup> of January, the following documents attesting their fulfillment of CPD requirements for the previous year:

- a) individual professional development form, as per the appendix, which forms an integral part of these norms;
- b) copies of the supporting documents attesting their optional CPD.

#### **ART. 18**

The CAFR Admission, Continuous Training and Trainees Department shall register in the Chamber's database, and shall keep records of, the documents attesting the fulfillment of CPD requirements by every financial auditor. The retention period is 1 year.

## **CHAPTER VI**

### **Final provisions and sanctions**

#### **ART. 19**

The annual visa of practice for the activities where the Chamber is competent authority, as per art. 3 par.(3) let. b)-e) of the GEO 75/1999 shall be issued exclusively to financial auditors providing proof that the requirements in art. 12 have been fulfilled.

#### **ART. 20**

The noncompliance with these norms shall constitute a disciplinary breach, sanctioned in line with the provisions of the Organization and Functioning Regulation of the Chamber of Financial Auditors of Romania, approved by the Decision of the Conference of the Chamber of Financial Auditors of Romania no. 02/2018 and the CAFR decisions in force.

#### **ART. 21**

These norms shall be applied once they are published in the Official Journal of Romania, Part I.

## INDIVIDUAL PROFESSIONAL DEVELOPMENT FORM

I, the undersigned (first name, last name)..... CAFR  
member card no. ....

Declare on my sole responsibility that I have fulfilled the continuous professional development requirements for the year ....., as follows:

### **I. Mandatory continuous professional development for the activities stated in art. 3 para.(3) lit. b)-e) of the GEO 75/1999 (20 hours) on statutory audit, republished, as subsequently amended and supplemented:**

- attendance to the annual mandatory courses, held by the Chamber:
- e-learning system, period ..... **OR**
- classic system (classroom courses), period.....

### **II. Optional continuous professional development (20 hours):**

- attendance to courses/seminars in the field – the number of respective hours attended are equated.** I am enclosing the attendance certificate/diploma/attestation, as the case may be.
- conducting courses in the field, as a trainer/lecturer –20 hours are equated.** I am enclosing an attestation from the employer/ a solemn declaration in this regard.
- participating in the activity of a Chamber’s working group or of any professional commission appointed at CAFR level – 10 hours/meeting are equated.** I am enclosing an attestation proving my capacity of member of that professional working group/ commission established at the level of .....
- participating in congresses or conferences held by the Chamber or by other national or international professional bodies in the field (IFAC member bodies) – 6 hours for each specific manifestation are equated.** I am enclosing the attendance certificate/ diploma/ electronic attendance confirmation, as the case may be.
- Participating in professional courses, held by national or international professional bodies in the field – the number or respective hours is equated.** I am enclosing the attestation/certificate/diploma, as the case may be.
- participating in postgraduate studies, master or PhD in the field –20 hours are equated.** I am enclosing the attestation/ attendance certificate/ diploma, as the case may be.
- publishing a book in the field– 20 hours are equated.** I am enclosing my solemn declaration, comprising the following specifications: title of the book, author(s), publishing house, year of publication, ISBN.
- activity performed as a practical training tutor – 5 hours are equated for every trainee.** I am enclosing the practical training tutor’s report on the annual activity carried out together with the trainee.
- preparing, publishing and reviewing specialised materials (the document shall have at least 3 pages) – 5 hours/ 3 pages of material are equated.** I am enclosing copies of the specific published materials.
- participating in the publication of studies/research papers/reports/specialized pieces of legislation (the document shall have at least 2 pages) – 5 hours/2 pages of material are equated.** I am enclosing a certificate attesting my involvement in the material materialului.

Date

Signature

*This form shall be filled annually and shall be submitted by January 31<sup>st</sup> of each year.*