

Supervisor Verification Factsheet

As a supervisor, you must:

- Hold a position senior to your future CPA (direct supervision is preferred); and
- Be able to accurately verify and evaluate a future CPA's reported job duties for the time period covered by their experience report.

Supervisor verification process

- When creating their experience report, the future CPA will include your email address in the 'Supervisor Email' field of the report details.
- After completing the report, the future CPA will submit it for verification. At this point you will receive an email containing step-by-step instructions and a link to access the report.
- Click the link within the email to access the contents of the report and begin the verification process.
- Your review should verify details such as start and end dates, as well as what the future CPA reported for the technical and enabling competencies. A checklist has been provided below that identifies the components you should verify.
- If you disagree with anything in the report, please explain your objections in the 'Supervisor Comments' field. The future CPA will be required to resubmit their report to you for verification once they have made the necessary changes.
- Once you complete your review, the report status will change from 'Verification Requested' to 'Verified'. The future CPA will then be able to complete subsequent required tasks, such as requesting mentor reviews and submitting profession assessment requests.

Supervisor Verification Checklist

I have verified the completion and accuracy of the following information:

- Employment start and end dates
- Future CPA's position title
- Average hours of work per week
- Leave(s) taken, if any
 - A leave is defined as “time away from work for any reason, including vacation, sickness, professional development, or study time.”
- Employer address
- Employer profile
- Supervisor details [name, title, designation (if applicable), contact info]
- Position duties as reported under all technical sub-competencies
 - The description of duties performed should be detailed, comprehensive and properly represent the future CPA's level of involvement in their organization's department. It is recommended that the future CPA also include an example to provide context.
- Responses to enabling competency questions
 - The future CPA should provide examples describing the duties performed in their position that properly represent their role within the reported time frame of the experience report
- Declaration section

Remember:

- As a supervisor, the CPA profession relies on you to ensure a future CPA's experience is assessed appropriately.
- You do not need to evaluate whether or not a future CPA is proficient in a particular competency. You only need to verify the accurate representation of their duties and experiences.
- If you do not currently work at the same organization from which the future CPA is reporting experience, or if it is not clearly evident that you were the future CPA's direct supervisor, we may contact you for more information.
- The supervisor declaration is selected to indicate that there are no conflicts of interest between you and the future CPA (e.g. no family relation). If there is a perceived conflict of interest, then this portion of the declaration should be unselected.