

PERT Process to Confirm Employment of CPA Students/Candidates

June 2018

1. CPA students/candidates must specify their employment details for your pre-approved program by updating their PERT profile with specific organization, location, and program information, as well as their CPA Mentor's email address. Pre-approved program students/candidates are instructed to immediately create a *Current Experience* report in order for their job start date and type of employment (permanent, contract, co-op, intern) to be appropriately captured.
2. As a Program Manager, you will receive a PERT generated email after CPA students/candidates indicate employment in your pre-approved program, requiring you [log into PERT](#) and verify the employment details of your CPA student/candidate.
3. **You need to confirm** whether the employment details of CPA students/candidates are accurate. Details to be confirmed are:
 - a) **correct start date and employment type**
 - b) **correct program name and location**
 - c) **assignment of CPA mentor to pre-approved program student/candidate**

An extract of the new landing page for Program Managers, which is a roster of **all CPA students/candidates** who indicated employment in your organization's pre-approved program, is as follows:

Students/Candidates
[Candidates](#)
[Data Check List](#)
[Reports](#)
[User Guide](#)
[Fact Sheet](#)

 Find by Last Name:

[Show Pending Only](#)

Confirm	Name	Program	Location	Start Date	Type	PER Status	Follow Up Date	Mentor	Governi Body
Employment Ended <input type="radio"/> Yes <input type="radio"/> Follow Up <input type="radio"/> No	User CPATest03	Assurance / Compilations / Taxation	Waterloo	28/09/2017	Permanent	In Progress		Melanie McDonald	Ontario
<input type="radio"/> Yes <input type="radio"/> Follow Up <input type="radio"/> No	User CPATest04	Assurance / Compilations / Taxation	Waterloo	07/05/2018	Co-op	Employment Confirmation Required	01/06/2018	Melanie McDonald	Ontario
<input type="radio"/> Follow Up <input type="radio"/> No	User CPATest05	Assurance / Compilations / Taxation	Waterloo			Employment Confirmation Required			Ontario

If you select another page before submitting your selections on the current page, your selections will not be saved

Note – Program Managers can select **Show Pending Only to identify which students/candidates require employment confirmation.*

4. Program Managers may encounter three options – **Yes, No, or Follow up**
 - **Yes:** If the program details and start date are correct, then select **Yes** and click **Submit** to confirm a student/candidate’s employment in your pre-approved program. The PER Status will then change to in-progress.
 - **No:** If the CPA student/candidate is not in your pre-approved program, select **No**, enter comments, click **Yes** and click **Submit**. By Selecting No, the CPA student/candidate is removed from your roster, set to Unemployed and receives an email that includes your comments.
 - **Follow up:** If there is no start date or no CPA Mentor indicated, select **Follow up**, enter your comments, click **Yes**, and click **Submit**. This action will generate an auto email notification to CPA student/candidate that includes your comments about what action/changes are needed in order to confirm employment. You can also select Follow up if the program details are incorrect.
5. A requirement of pre-approved programs is to assign CPA students/candidates with CPA mentors. A CPA Mentor is required in order to confirm employment.