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:
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.