

CPA Practical Experience Requirements

What do I need to know?

CPA practical requirements are a critical component of the CPA certification program. There are two routes to obtain your practical experience requirements:

- Pre-approved programs in which future CPAs gain relevant experience in training positions pre-approved by the profession
- Experience verification in which future CPAs demonstrate relevant experience at an employer of choice

Future CPAs can gain experience through either route, or a combination of both. There are five common requirements:

1. Qualifying Experience

- Future CPAs must gain relevant paid employment that is progressively challenging to develop as a professional accountant.
- Both routes take a minimum of 30 months; this includes an allowance of up to 20 weeks of time away from work (including vacation time).
- The period of practical experience cannot begin until you have a CPA mentor.

2. Appropriate Supervision

- Your supervisor is responsible for either assigning you the required experience in a pre-approved program, or within the experience verification route, verifying that your experience is factually accurate in your experience report.
- Your supervisor does not need to be a designated accountant.

3. Reporting & Self-Assessment

- Once you register with your provincial/regional body, you will gain access to PERT.
- The experience report details the duration of the experience, the type of experience being gained and your assessment of this experience.
- Your gained experience is self-assessed at least twice a year and discussed with your CPA mentor.
- Reporting covers both technical competencies and enabling competencies.

4. CPA Mentorship

- You will meet with your CPA mentor at least semi-annually to review your progress against set required competencies.

5. Assessment by Profession

- At key milestones, the experience report must be assessed by your provincial/regional body.

Previous and International Experience

Can my prior experience count towards my certification?

Yes, prior experience of a minimum of three months to a maximum of 12 months may be recognized as qualifying practical experience.

Does experience gained outside of Canada qualify?

Yes, if the experience satisfies the practical experience requirements, whether it is gained domestically or internationally, it may be recognized.

Does my previous experience expire?

Yes. To ensure experience is relevant, all experience must be gained in positions that ended within the last seven years.

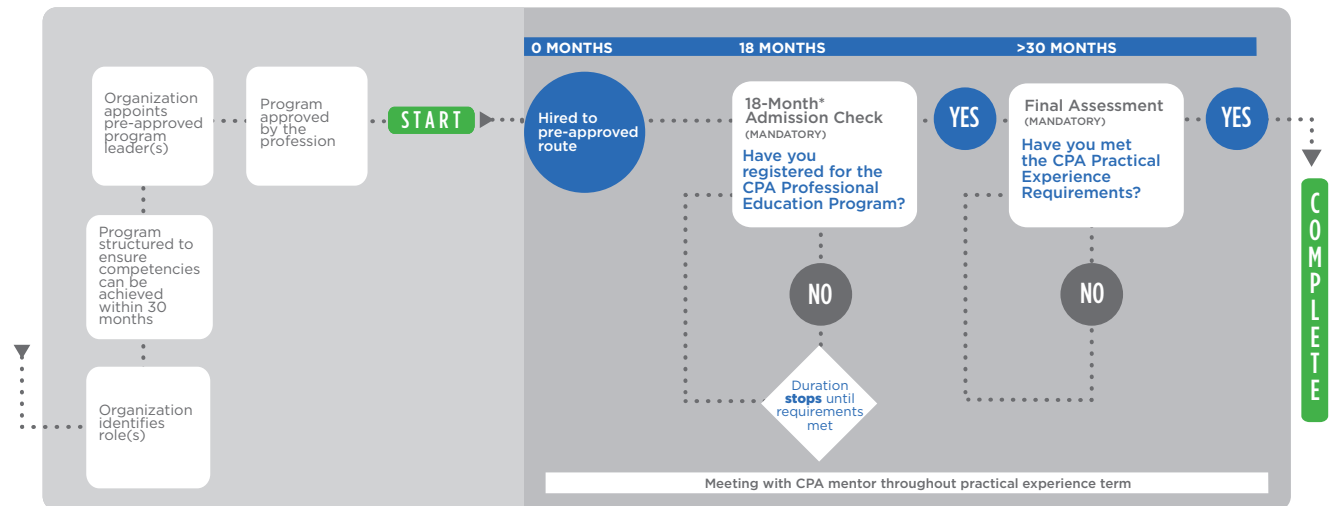
Two Models. One Standard.

Qualifying practical experience can be gained through two routes. Here's how they work.

1) Pre-Approved Route

What does it mean for future CPAs?

- Employers offering these programs have had them approved by the profession in advance. The programs have been designed to provide future CPAs all the required experience within 30 months.
- As a result, less documentation in PERT is required from future CPAs taking this path. Assessment by the profession occurs when you complete the program.

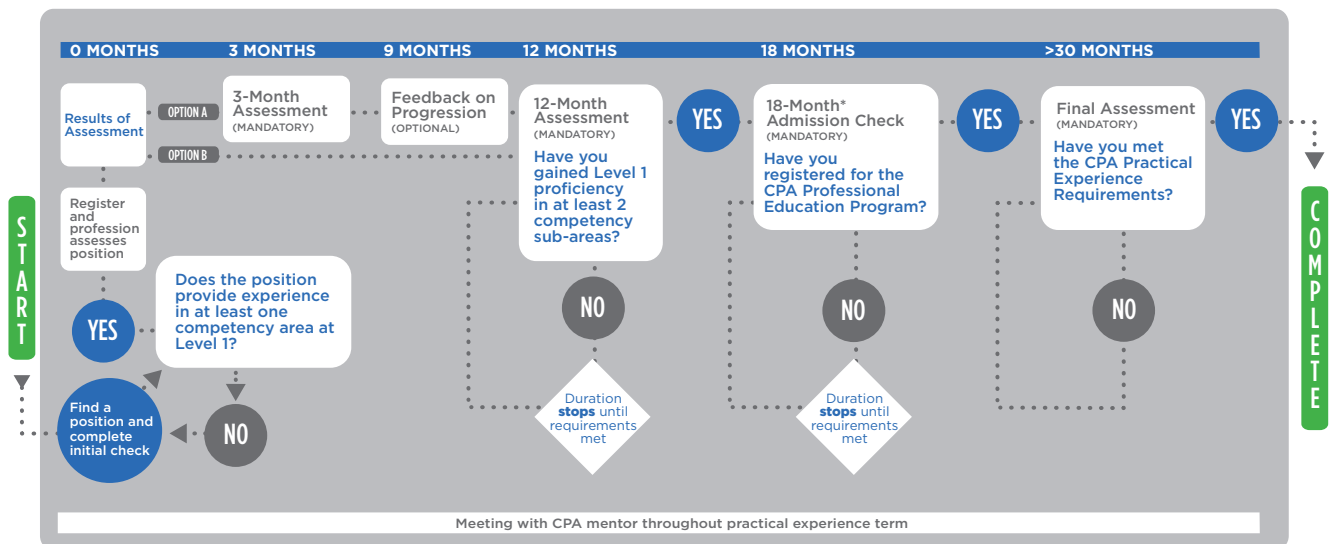


*This experience can be any combination of full-time, part-time or co-operation experience but no more than 12 months will be recognized as prior experience. If you are reporting experience as you gain it, then you require a CPA mentor. If the experience is being reported as prior experience, capped at 12 months, then no mentor is required for the period of prior experience.

2) Experience Verification Route

What does it mean for future CPAs?

- This flexible route allows future CPAs to demonstrate competence and have relevant experience recognized, as it is gained, at an employer of choice.
- Future CPAs complete detailed experience reports in PERT that are assessed by the profession at key milestones. Supervisors review and attest to the accuracy of experience reports.



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