

Request for Addition/Change in Pre-approved Program Leader or Program Manager

Use this form if you would like to add or make a change in your organization's Pre-approved Program Leader (PPL) or Program Manager. To add a PPL, please complete sections 1 and 2. To remove a PPL, please complete sections 1 and 3. To change a Program Manager, please complete sections 1 and 4. Send the completed form by EMAIL to practicalexperience@bccpa.ca.

Please PRINT in capital letters

1 Organization	
Organization Name	Pre-Approved Program (e.g. external audit)
Location	Name of PPL*

*PPL = Pre-Approved Program Leader

2 Addition of or Change of PPL	
Name:	Email:
Title:	If not a member of CPABC, please state: Home province: _____

Pre-approved Program Leader Declaration

As a Pre-Approved Program Leader, I acknowledge:

I am a Chartered Professional Accountant in good standing with CPABC.

I am accountable to CPABC for CPA students/candidates gaining experience through the organization's pre-approved program.

I understand and agree to the requirements and/or restrictions placed by CPABC upon approval of the program.

I am familiar with my pre-approved program's competency map and understand that CPA students/candidates only gain qualifying practical experience through the position duties approved by the profession (with the exception of the secondment provisions in Section 4.3 of the CPA Practical Experience Requirements).

I understand that our organization is responsible for appointing mentors. I understand that these mentors must register with and be approved by CPABC and they must successfully complete an orientation session delivered by the profession.

Before experience reports of CPA students/candidates in pre-approved programs are assessed by the profession, I understand I must provide certification signoff. This signoff will include the progress of the CPA student/candidate to time of departure and will ensure the practical experience is captured in the Practical Experience Reporting Tool (PERT) and applies to all CPA students/candidates who complete their experience requirements or who depart from the pre-approved program during their training period. This signoff will confirm that the practical experience gained by CPA students/candidates meets the requirements of the pre-approved program.

I am not responsible for any CPA students/candidates employed by the organization who are gaining practical experience through the experience verification route.

I am sufficiently senior within the organization or unit of the organization to:

- Ensure the organization or unit implements and adheres to the profession's CPA practical experience requirements.
- Influence the opportunities for CPA students/candidates' competency development.

I have overall responsibility to liaise with the designated mentors to confirm these CPA student/candidate activities have occurred:

- CPA students/candidates have discussed their progress with their mentors at least semi-annually.
- CPA students/candidates are meeting the progression expectations of the CPA pre-approved program.

I understand the pre-approved program will be reviewed by the profession at least every three years. The extent and frequency of reviews will be based on an assessment of risks and safeguards, and will allow for discretion and consideration of special circumstances.

I acknowledge that all information that I may have access through the CPA Program (including PERT) is strictly confidential. If applicable, I will advise the Program Manager of this same requirement.

Signature of Additional or New Pre-Approved Program Leader	Date
Signature of Current Pre-Approved Program Leader	Date

3 Removal of Current Pre-approved Program Leader	
Name:	Email:
Signature of Current Pre-Approved Program Leader	Date

4 Change in Program Manager	
Please note: There can be only one Program Manager (PM) per pre-approved program in PERT. Once a change is initiated, the previous PM will not have access to any information within PERT.	
Name:	Email:
Signature of Current Pre-Approved Program Leader	Date: _____ Is this Program Manager located outside of Province? If yes, then please state the home province: _____

FOR INTERNAL USE ONLY – To be completed by CPABC	
Verified and updated in Member Database	Updated in PERT