APPLICATION: TRAINING STUDENTS/CANDIDATES UNDER A PRE-APPROVED PROGRAM WITHIN A CPA FIRM

This questionnaire is to be completed for public practice firms that would like to train CPA students under a pre-approved program, but who have not yet been approved.

OFFICE DETAILS

Date:

Firm Name:

Contact Name:

Phone Number:

Office Location:

Email Address:

Name of Pre-approved Program Leader*:

☐ Please check this box to confirm that:
   a) the information provided in this form is complete and accurate;
   b) you have read and understand the responsibilities of a pre-approved office under the terms of the PER; and
   c) the assertions listed in **Appendix 1** will be complied with.

_____   _____

Signature of Pre-approved Program Leader   Date

* The designated <u>Pre-approved Program Leader</u>, who is a member in good standing and with partner-level authority, will liaise directly with CPABC on matters affecting CPA students and the Student Training Program. Please refer to the booklet "CPA Practical Experience Requirements" ("PER") (see link below) for the broader description of the responsibilities of organizations offering pre-approved programs.

STUDENT TRAINING

Pre-Approved Programs offer structured positions which provide a sufficient range of progressively complex assignments and increasing responsibility to allow the future CPA to achieve the required practical experience technical and enabling competencies within 30 months of employment.

Technical competencies fall into six areas: Audit and Assurance, Financial Reporting, Management Accounting, Strategy and Governance, Taxation, and Finance. Future CPAs must develop a range of these competencies in accordance with four requirements: core,   depth,   breadth,   and   progression.   More   information   can   be   found   at: https://www.cpacanada.ca/en/become-a-cpa/cpa-professional-education-program-becoming-a-cpa

Candidates seeking public accounting licensure post-certification for the three public accounting licence categories must follow specifically identified pathways within the overall CPA certification model (see **Appendix 2** on page 6 of this application). All requirements should be met within the proposed 30-month period of practical experience.

TYPE AND NUMBER OF STUDENTS REQUESTED*

# of Students Requested in each Pre-approved Program

_____	Audit Path students ("AP student")
_____	Review Path students ("RP student")
_____	Assurance, Compilation, and Tax Path students ("ACT student")
_____	Advisory, Tax and Compilation Path students ("AdTC student")
_____	Other – please specify: _____

Is the student training shared with other offices? If so, please provide the names of these offices:

_____

*Note that offices may offer one or a combination of pre-approved training paths and/or have students in the Experience Verification Program/Route (EVR).

More information on the Pre-approved Programs can be found at: https://www.bccpa.ca/member-practice-regulation/public-practice/public-practice-pre-approved-training-offices/cpabc-pre-approved-programs-details/

DETAILED OFFICE PROFILE   For Year Ended: _____

The information in the following schedule must be completed for licensed offices that wish to be approved to train CPA students under a pre-approved program.

NUMBER OF STAFF			
CPA Partner		CPA Student – Experience Verification Route	
CPA Partner Equivalent*		Legacy CA/CGA/CMA Student	
Non-member Partner (or Partner Equivalent*)		Non-Designated Accounting Staff	
CPA Non-partner (Member)		Administrative Staff	
Foreign Designated Staff			
CPA Student – Pre-approved Path			

Partner equivalent (e.g. senior principals, principals, directors) is defined as any individual who has overall responsibility (i.e. sign off or release) on any engagements subject to practice review.

COMPLETE THE FOLLOWING FOR PATHS WHICH INCLUDE ASSURANCE TRAINING (Audit, Review, and ACT Paths)
(Information below should be representative of the practice's <u>annual</u> confirmed clients and hours. ESTIMATES may be used)

For Year Ended: _____

TYPES OF CLIENTS	HOURS IN AUDIT OF HISTORICAL FS		HOURS IN REVIEW OF HISTORICAL FS		OTHER ASSURANCE HOURS	
	# OF CLIENTS	# OF CHARGEABLE HOURS	# OF CLIENTS	# OF CHARGEABLE HOURS	# OF CLIENTS	# OF CHARGEABLE HOURS
Construction & Land Development						
Manufacturing						
Wholesale & Retail						
Services						
Professionals						
Individuals & Farmers						
Family Trust						
Holding Companies						
Public Companies						
Financial Institutions						
Not-for-Profit (Strata)						
Not-for-Profit (Charities)						
Not-for-Profit (Other)						
Public Sector (e.g. Schools, Municipalities, Hospitals)						
First Nations						
Other						
TOTAL CLIENTS/HOURS						
# of hours to be allocated to <u>CPA Students</u> in Pre-approved paths						

COMPLETE THE FOLLOWING FOR ADVISORY, TAX, COMPILATION (AdTC) OR OTHER PRE-APPROVED PATH PROGRAMS

Depending on the nature and scope of services offered by the firm that are allocated to students to perform, the public practice firm may be able to provide students with experience to gain progressive competency development over the 30 months CPA program. Consequently, the firm may be qualified to train students under a non-assurance (other) pre-approved program.

Please provide the following information:

If your firm provides business management services, please describe types of service, types of client, and associated chargeable hours.

_____
_____
_____
_____
_____

If your firm provides business advisory services, please describe types of services, types of clients, and associated chargeable hours.

_____
_____
_____
_____
_____

If your firm provides income tax advisory services, please describe the nature of the tax advice, types of clients, and associated chargeable hours.

_____
_____
_____
_____
_____

If your firm provides wealth management advisory services for high net worth clients, please describe the nature of the services, types of clients and associate chargeable hours.

_____
_____
_____
_____
_____

If your firm provides any other enhanced services, please describe the nature of the services, types of clients and associated chargeable hours.

_____
_____
_____
_____
_____

Appendix 1: Assertions of Pre-Approved Program Leader

1. The firm acknowledges that the training office will be implementing all requirements of the CPA PER.
2. The firm has a time and record keeping system appropriate to monitor and track candidate experience.
3. The firm will comply with the standards of the CPA profession, including those related to practice inspection/review.
4. It is understood that the firm's training status may be revoked or conditions may be placed on it by the CPABC Public Practice Committee for failure to comply with standards of the profession.
5. The Pre-Approved Program Leader will promptly advise CPABC of any change(s) in circumstances precluding continuation of candidate training status.
6. The firm will adhere to the agreed pre-approved program map.
7. For each candidate, the firm accepts responsibility to provide experience sufficient to meet CPA candidate experience requirements over their prescribed period of experience (30 month minimum), provided their performance is satisfactory and their services are required.
8. The firm acknowledges that, for Students whose designated area of depth is a standards-based competency area (Financial Reporting, Audit and Assurance or Taxation), experience must include at least six months with the appropriate Canadian standard, as follows:
    - **Financial Reporting** — Canadian Generally Accepted Accounting Principles (GAAP) (or substantial equivalent)
    - **Auditing & Assurance** — Canadian Standards on Quality Control (CSQCs), Canadian Auditing Standards (CASs), Other Canadian Standards (OCSs), International Standards on Auditing (ISA), International Standard on Assurance Engagements (ISAE), International Standards on Quality Control (ISQCs)
    - **Taxation** — Canadian Income Tax Act
9. Each pre-approved program is the responsibility of a designated pre-approved program leader, who must be a member in good standing with CPABC.
10. The pre-approved program leader is accountable to CPABC for CPA candidates gaining experience through the organization's pre-approved program(s).
11. It is understood that the training office is responsible for appointing mentors and that these mentors must register with, and be approved by, CPABC, and they must successfully complete an orientation session delivered by the profession.
12. Before experience reports of CPA candidates in pre-approved programs are assessed by a CPABC, the pre-approved program leaders must provide CPABC with a certification signoff. This signoff will include the progress of the CPA 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 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 candidates met the requirements of the pre-approved program approved by CPABC.
13. The pre-approved program leader is not responsible for any CPA candidates employed by the organization who are gaining experience through the experience verification route.
14. Pre-approved program leaders should be a member partner within the organization or unit of the organization to:
    - Ensure the organization or unit implements and adheres to the profession's practical experience requirements.
    - Influence the opportunities for CPA candidates' competency development.
15. The pre-approved program leader has overall responsibility to liaise with the designated mentors to confirm these candidate activities have occurred:
    - CPA candidates have discussed their progress with their mentors at least semi-annually.
    - CPA candidates are meeting the progression expectations of the CPA pre-approved program.
16. For each pre-approved program student/candidate, the firm accepts responsibility to provide the volume and mix of chargeable hour experience sufficient to meet CPA candidate experience requirements.

Appendix 2: Public Accounting Licensure Requirements

Audit, Review and Compilation Licensure Requirements

The below table outlines the requirements CPA students/candidates will need to complete during their pre-certification period if they wish to apply for public accounting licensure when they become a CPA member.

	Audit Licence	Review Licence	Compilation Licence
Qualifying services	Qualifies candidates for registration to provide audit, review and compilation services.	Qualifies candidates for registration to provide review and compilation services.	Qualifies candidates for registration to provide compilation services.
Education Electives	Candidates must choose Assurance and Tax Electives.	Candidates must choose Assurance and Tax Electives.	Candidates must choose Tax as one of two electives; the second elective is at the choice of candidates.
Common Final Examination	Candidates must demonstrate depth in financial reporting and assurance.	Candidates must demonstrate depth in financial reporting and assurance.	Candidates must demonstrate depth in financial reporting plus one other depth area at the choice of candidates, ideally tax.
Practical experience route	Qualifying practical experience must be gained through a pre-approved program (PPR) in an office registered to provide audit services.	Qualifying practical experience must be gained through a PPR in an office registered to provide review (and/or audit) services.	Qualifying practical experience can be gained through a PPR or through experience verification gained in a CPA office registered to office public accounting services.
Core requirements for Practical Experience	Proficiency in at least three financial reporting sub-areas.	Proficiency in at least three financial reporting sub-areas.	Proficiency in at least three financial reporting sub-areas.
Depth requirements for Practical Experience	Depth in the audit and assurance competency area, with the development of competencies in all three audit and assurance competency sub-areas, two at Level 2.	Area of depth is at the choice of the candidates. Depth in financial reporting is strongly recommended.	Area of depth is at the choice of the candidates. Depth in financial reporting or tax is strongly recommended.
Breadth requirements for Practical Experience	Any two competency sub-areas are at the choice of the candidates. Proficiency in financial reporting is strongly recommended.	At least two competency sub-areas (both at Level 2) from the audit and assurance competency area. The remaining three competency sub-areas required to meet overall breadth are at the choice of the candidates. Proficiency in financial reporting is strongly recommended.	Any five competency sub-areas are at the choice of the candidates.
Diversity of experience for Practical Experience	Variety of audit clients and/or a variety of audit experiences.	Variety of assurance clients and/or a variety of assurance experiences.	Experience in tax and advisory services, in addition to compilation hours.
Chargeable hours included within the 30 month work term	At least 1,250 chargeable hours in assurance, of which a minimum of 625 hours should be obtained in the audit of historical financial statements.	At least 1,250 chargeable hours in assurance, of which a minimum of 625 hours must be obtained in audit or review of historical financial statements.	At least 625 chargeable hours in compilation. Hours spent in the audit or review of historical financial statements are accepted as compilation hours.
Mentorship	Your mentor must be working in public accounting within your firm.	Your mentor must be working in public accounting within your firm.	It is recommended that your mentor be working in public practice.

In addition, all three public accounting licences must meet these requirements:

- **Recency**: All practical experience competency and chargeable hour requirements must be gained in positions that ended in the last five years.
- **Self-employment**: Experience gained through self-employment will not qualify for recognition towards CPA experience requirements for public accounting.
- **Diversity**: must obtain diversity while meeting the experience requirements.

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