

CPA PUBLIC ACCOUNTING CHARGEABLE HOURS SUBMISSION FORM

Applicability:

This form is to be completed by CPA candidates who are reporting CPA practical experience through the Profession's online Practical Experience Reporting Tool (PERT) and are employed with a registered/licensed public practice firm.

Completing the form is required whenever any of the following events take place:

- a CPA candidate has satisfied the CPA practical experience requirements for membership
- a CPA candidate switches employment from one Pre-approved Program Route (PPR) to another PPR within the same or a different registered/licensed public practice firm
- a CPA candidate switches from a PPR to an experience verification route (or vice versa)
- a CPA candidate is a co-op or summer student returning to a post-secondary institution to complete degree/pre-professional education program requirements
- a CPA candidate terminates current PPR employment

Requirements for Completion:

Sections 1, 2, 3 and 4 can be completed by the CPA candidate. Section 5 must be completed by the Designated Member* at the registered/licensed public practice firm. The form must be completed in full and signed off by the CPA candidate and the Designated Member*. If you have more than one employer please complete a separate CPA Public Accounting Chargeable Hours Submission Form.

Method of Submission:

CPA candidates must attach this completed form to the relevant experience report in PERT. Instructions on submitting an experience report in PERT, for assessment, can be found in the user guides contained within PERT.

Questions:

For questions on how to complete this form and/or how to complete/submit an experience report through PERT, please contact cpabcper@bccpa.ca.

Date Prepared (d-mmm-yyyy):

1	Personal Information
CPA candidate's Legal Name:	
First	Middle
Last	
Reason for submitting this form:	
<input type="checkbox"/> 1. I have completed the CPA practical experience requirements 2. I am leaving my position and	
<input type="checkbox"/> I have secured a new position in a registered/licensed public practice firm (please update your PERT/MyCPA portal profile)	
<input type="checkbox"/> I have NOT secured a new position in a registered/licensed public practice firm (please update your PERT/MyCPA portal profile)	
<input type="checkbox"/> I am a co-op or summer student returning to a post-secondary institution to complete degree/pre-professional education program requirements (please update your PERT/MyCPA portal profile)	
Check this box if you have updated your PERT/MyCPA portal profile: <input type="checkbox"/>	
<input type="checkbox"/> 3. Other: _____	

2 Employment Information

Firm Name: _____

Street Address:	City:	Province:	Postal Code:
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Employment start date (d-mmm-yyyy): _____ Employment end date (if applicable) (d-mmm-yyyy): _____

Experience Route and Category:

Pre-approved Program Route (PPR)
 Experience Verification Route (EVR)

If you selected PPR, then please state the name of pre-approved program at above named employer:
 _____ (see PERT if unsure)

Type of Employment (select one):

Full-time
 Part-time
 Co-op
 Summer

If any of the time reported above was on a secondment, please indicate the following:

Secondment start date (d-mmm-yyyy): _____

Secondment end date (d-mmm-yyyy): _____

Firm name: _____

Firm location: _____

CPA PER S. 4.3 states that CPA students/candidates may work on more than one secondment assignment; however, no more than 12 months of the total 30-month duration will be recognized towards the fulfillment of CPA practical experience requirements.

3 Chargeable Hours Summary

List the chargeable hours completed in current reporting period in the appropriate category:

	Audit HFS**	Review HFS**	Assurance Other	Compilation
Chargeable Hours Completed				

If you are gaining your experience in a Direct To Tax (DTA) path, please note that taxation hours do not have to be recorded. However, if you have gained chargeable hours in audit, review or compilation, these hours must be recorded.

***HFS refers to assurance engagements that are performed on Historical Financial Statements as set out in the prevailing CPA Canada Handbook – Assurance (formerly the CICA Handbook – Assurance)*

4

CPA Candidate Confirmation

I declare that all the information given in this form is true and correct.

CPA candidate signature:

Date: (d-mmm-yyyy)

5

Employer Confirmation

I confirm that the CPA candidate named above has obtained the chargeable hours for the purposes of practising public accounting as indicated above.

Designated Member* signature:

Designated Member name (please print):

Date: (d-mmm-yyyy)

** Designated Member - This would be a designated CPA that is a member in good standing and currently has the appropriate public practice registration/licensure with the applicable provincial body in order to sign off on this form. For Pre-approved Program Route paths, the Designated Member would be the Pre-approved Program Route Leader.*