

# PRE-APPROVED PATHWAYS – STUDENT EXPERIENCE QUESTIONNAIRE

This questionnaire is to be completed for public practice firms as part of the student monitoring and/or if a change in the type/number of students is requested. Completed questionnaires should be emailed to [PPR@bccpa.ca](mailto:PPR@bccpa.ca)

## OFFICE DETAILS

Date:

Firm Name:

Contact Name:

Phone Number:

Office Location:

Email Address:

Name of Pre-Approved Program Leader\*:

\* The designated Pre-Approved Program Leader, 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.

## TYPE AND NUMBER OF STUDENTS

Number of Students in each Pre-Approved Pathway and Change Request

\*Please only indicate values in "Requested" column when looking to change your pre-approved student total.

Program	Current Approved # of Student Spots in Each Pathway	Requested # of Student Spots in Each Pathway *
Audit Path		
Review Path		
Assurance, Compilation, Tax (ACT) Path		
Advisory, Tax and Compilation (AdTC) (Previously CTA)		
Other (specify)		

## SHARED OFFICES

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>

## Please answer the following questions

Yes No N/A

1. Is your office able to offer the CPA students who are in the pre-approved assurance pathways ("CPA Students") the minimum required chargeable hours in the areas of audit, review or other assurance either directly and/or through secondment assignments?

See [Appendix A](#) for qualifying chargeable assurance hours

If No or N/A, please explain:

2. Have CPA Students been on secondment assignments?

If Yes, provide details (duration, timing and type of work):

3. Mentors

- a. Are all Mentors CPAs in good standing with a Provincial CPA Body?

- b. Do the Mentors meet at least twice a year with CPA student(s) to discuss competency development, particularly the required **depth and breadth** technical competencies?

If No, or N/A to any of the above please explain:

4. Does your office maintain evidence of each CPA Student's progressive competency development? See Appendix B for CPABC Pre-Approved Program Practical Experience Reporting Requirements Summary

If No, or N/A please explain:

5. Have there been any significant changes to your practice that would prevent your CPA Students from developing the required depth and breadth competencies? (e.g. a reduction in audit/review clients or change in practice profile)

If yes, explain how the firm will mitigate this to ensure the CPA Students can meet the requirements:

# PRE-APPROVED PATHWAYS – FIRMS

## STUDENT EXPERIENCE QUESTIONNAIRE

### COMPLETE THE FOLLOWING FOR ASSURANCE-BASED PROGRAMS

(Information below should be representative of the practice's annual confirmed clients and hours. ESTIMATES may be used)

### MONITORING OF PRE-APPROVED STUDENT TRAINING PROGRAMS

TYPES OF CLIENTS	HOURS IN AUDIT OF HISTORICAL FS		HOURS IN REVIEW OF HISTORICAL		OTHER ASSURANCE HOURS	
	NUMBER OF CLIENTS	CHARGEABLE HOURS	NUMBER OF CLIENTS	CHARGEABLE HOURS	NUMBER OF CLIENTS	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						
<b>TOTAL CLIENTS/HOURS</b>						
Percentage of hours to be allocated to <u>CPA Students</u> in Pre-approved paths						
Percentage of Hours to be allocated to CPA Students in Experience Verification Route (if any)						

# PRE-APPROVED PATHWAYS – FIRMS STUDENT EXPERIENCE QUESTIONNAIRE

COMPLETE THE FOLLOWING FOR ASSURANCE-BASED PROGRAMS

## STUDENT EXPERIENCE SCHEDULE

The table below should include all CPA students (PPR and EVR) who were employed during the last 12 months. Chargeable hours should be the total chargeable hours since start of employment.

Pre-approved Program Leader Name:

Student Name (as Presented in PERT)	Pre-Approved Path (PPR) OR Experience Verification Route (EVR)	Number of months employed at the firm  Note 1	Audit of Historical FS Chargeable Hours  Note 2	Review of Historical FS Chargeable Hours  Note 2	Audit/ Review of Other Financial Information Chargeable Hours  Note 2	Other Assurance - Chargeable Hours  Note 2	Compilation and/or Tax - Chargeable Hours	Mentor Name & Practice Area (e.g. audit, review, tax)	Additional Comments (e.g. no longer with firm, secondment, was previously at another firm, or completed co-op or intern terms)  Note 3

**Note 1:** This is from the date the CPA Student commenced employment at the firm, which may not be the same date the CPA enrolled into the pre-approved program in PERT.

**Note 2:** Refer to Appendix A for Qualifying Assurance Engagements.

**Note 3:** For CPA Students who left the firm, a final PERT report is required to be completed and signed off by the Program Leader. Questions can be emailed to CPABC Practical Experience Reporting.

**Note 4:** Attach a separate sheet if more space is required.

## Appendix A – Qualifying Assurance Engagements

### Types of engagements qualify for the minimum 1,250 chargeable assurance hour requirement in the performance of assurance engagements:

**Audit Path:** CPA Student must obtain 1,250 chargeable assurance hours, of which at least 625 chargeable hours in the audit of historical financial statements.

**Review Path:** CPA Student must obtain 1,250 chargeable assurance hours, of which at least 625 chargeable hours in the audit/review of historical financial statements.

**Assurance, Compilation and Tax (ACT) Path:** CPA Student must obtain 425 chargeable assurance hours.

#### All references below are from areas of the CPA Canada Handbook

The following engagements **may qualify** for the balance of assurance hours to make up the total minimum 1,250 assurance hours requirement if the requirement is not met through the audit or review of historical financial statements:

- **CAS 805** – Audits of single financial statements and specific elements, accounts or items of a financial statement
- **CSRE 2400** – Reviews of financial information other than financial statements
- **AuG-6** – Examination of a financial forecast or projection included in a prospectus or other public offering document

The following engagements **would not qualify** towards the 1,250 chargeable hours in assurance:

- **7200** – Auditor assistance to underwriters and others
- **7600** – Reports on the application of accounting principles
- **AuG-16** – Compilation of a Financial Forecast or Projection
- **AuG-49** – Reporting on compliance with specified authorities for transactions coming to the auditor's notice during the audit of financial statements (replaced: PS 5300 – Auditing for compliance with legislative and related authorities in the public sector)
- **AuG-50** – Conducting a performance audit in the public sector in accordance with CSAE 3001 (replaced: PS 5400, 6410 & 6420 – Value-for-money auditing in the public sector).
- **CSAE 3000** – Attestation engagements other than audits or reviews of historical financial information (post-June 30, 2017).
- **CSAE 3001** – Direct engagements (post-June 30, 2017). (CSAE 3000 and 3001 replaced: 5025 – Standards for assurance engagements other than audits of financial statements and other historical financial information)
- **CSAE 3410** – Assurance engagements on greenhouse gas statements
- **CSAE 3416** – Reporting on controls at a service organization
- **CSAE 3530** – Attestation engagements to report on compliance
- **CSAE 3531** – Direct engagements to report on compliance (CSAE 3530 and 3531 replaced: 5815 – Audit reports on compliance with agreements, statutes and regulations and 8600 – Reviews of compliance with agreements and regulations)
- **CSRS 4200** – Compilation engagements (replaced Section 9200 – Compilation engagements)
- **CSRS 4400** – Agreed-upon procedures engagements (replaced: Section 9100 – Reports on the results of applying specified auditing procedures. This would include Law Society, Real Estate Council and Other Specified Procedures Reports; and 9110 – Agreed-upon procedures regarding internal control over financial reporting).

## Appendix B – CPABC Pre-Approved Program Practical Experience Reporting Requirements Summary

**Semi-annual reporting** – At a minimum, a CPA Student needs to complete a self-assessed report in the Practical Experience Reporting Tool (PERT) and meet with his/her mentor to discuss competency development, on a semi-annual basis. In each report, the CPA Student self-assesses his/her proficiency levels against targeted proficiency levels. The mentor is required to log the discussion at a high level in PERT. Mentors are required to document any unresolved competency development concerns within the PERT, but are not responsible if the CPA Student does not develop competencies as expected (*PER 2.7.2.1*). Therefore, if the mentor does not agree with the CPA Student's competency assessment, then the mentor would discuss this with the CPA Student, log the concerns, and the CPA Student would revise his/her competency assessment accordingly. *Note:* If at the time of certification application submission there is an insufficient number of mentor logs in PERT, the CPA Student's practical experience duration will be extended to beyond the 30 months before the CPA certification application will be accepted for assessment.

**Proficiency Level and Competencies** – The proficiency levels are 0, 1 and 2. By the end of 30 months, students need to be at a level 2 proficiency level in all Enabling competencies and need to meet the minimum target proficiency levels in specific Technical competencies under the pre-approved program (i.e. a mix of level 1 and 2 in order to meet core, depth and breadth requirements). These technical competencies were pre-approved when the program was approved for the firm, and they are pre-populated in PERT for the firm. The emphasis here is **progressive** competency development over the 30 months (and for assurance paths, on a diverse portfolio of audit/assurance engagements). Generally speaking, it may be premature for a student to demonstrate a level 2 proficiency when he/she has obtained less than 24 months of practical experience and/or has not reached the minimum audit/assurance hours' requirement.

**Chargeable assurance hours for Assurance Paths (i.e. Audit, Review, or ACT)** – There are a minimum number of chargeable assurance or audit hours to be met under each assurance pathway by the end of the 30 months. A summary of the hours and other requirements can be found at: <https://www.bccpa.ca/member-practice-regulation/public-practice/public-practice-pre-approved-training-offices/cpabc-pre-approved-programs-details> You can also refer to **Appendix A** on previous page.