

Changes to the Practical Experience Requirements

Effective April 1, 2023

This document outlines the details of the changes to the [CPA Practical Experience Requirements](#) (PER) and [CPA Harmonized Practical Experience Policies](#) (HPEP), which came into effect April 1, 2023. These changes are intended to clarify the requirements for all stakeholders.

Key changes include:

- Standardization in the use of verbs between Level 1 and Level 2 proficiency in Appendix A of the PER
- Removal of policies that are not consistently applied on a national basis including those on extended timelines for licensure, transition rules for legacy CA/CGA/CMA candidates, and the use of volunteer experience
- Clarification of responsibilities for pre-approved programs and candidates with international experience
- Addition of a policy on plagiarism

What does this mean for me?

- These changes were made to ensure the PER and HPEP align with our existing administrative practices, so the impacts of these updates are minor
- Changes to Appendix A have been incorporated into PERT, set for release on April 17, 2023

Frequently Asked Questions

How do the changes in the verbs used in the competency map affect me?

There are no changes in the expectations of what is required to achieve Level 1 or Level 2 proficiency. The standardization of verbs was meant to enhance clarity for stakeholders and to ensure the competency descriptions reflect how they are assessed in practice. Existing pre-approved program competency maps will remain the same.

Why are you removing policies that may apply to me?

Treatment of certain issues differs across provincial/regional bodies. Removal of these policies from the PER and HPEP means that students/candidates should contact their provincial/regional CPA body if they require further clarification on a specific situation.

Why are you making these changes now?

The PER and HPEP are reviewed every three years for any necessary updates. This is the last scheduled update of these documents before we look to implement [Competency Map 2.0](#). Changes were made to ensure we can continue to administer the existing program effectively.

Where can I get more information?

The tables below outline the changes to Appendix A and provide a summary of other key changes to the PER. Changes to the HPEP are minimal and are linked to changes to the PER. Visit the CPA Canada website for more information on the [PER](#) and [HPEP](#).

APPENDIX A – Technical Competency Sub-Area

Competency sub-area	Level 1 (pre-April 1, 2023)	Level 2 (pre-April 1, 2023)	Level 1 (post-April 1, 2023)	Level 2 (post-April 1, 2023)
Financial Reporting				
Financial Reporting Needs and Systems	<p>Explain the financial reporting information required by various stakeholders, including regulatory requirements (can include specialized financial reporting requirements); plus</p> <p>(a) Analyze the appropriateness of the basis of financial reporting; or</p> <p>(b) Analyze reporting systems, data requirements or business processes to support reliable financial reporting</p>	<p>Identify and analyze financial reporting information required by various stakeholders, including regulatory requirements (can include specialized financial reporting requirements); plus</p> <p>(a) Evaluate the appropriateness of the basis of financial reporting; or</p> <p>(b) Evaluate reporting systems, data requirements and business processes to support reliable financial reporting</p>	<p>Analyze the financial reporting information required by external stakeholders, including regulatory requirements (can include specialized financial reporting requirements); plus</p> <p>(a) Analyze/identify the appropriateness of the basis of financial reporting; or</p> <p>(b) Analyze the accuracy and reliability of financial information</p>	<p>Evaluate financial reporting information required by external stakeholders, including regulatory requirements (can include specialized financial reporting requirements); plus</p> <p>(a) Evaluate the appropriateness of the basis of financial reporting; or</p> <p>(b) Evaluate reporting systems, data requirements or business processes to support reliable financial reporting</p>
Accounting Policies and Transactions	<p>Research the appropriate accounting policies and procedures (or explains the basis in which they were selected and applied to an organization); or</p> <p>Research and analyze treatment for routine transactions.</p>	<p>Evaluate appropriate accounting policies and procedures; or</p> <p>Evaluate treatment for routine and non-routine transactions; or</p> <p>Research and analyze treatment for complex events/ transactions.</p>	<p>Research the appropriate accounting policies and procedures (or explains the basis in which they were selected and applied to an organization); or</p> <p>Research and analyze treatment for routine transactions.</p>	<p>Evaluate appropriate accounting policies and procedures; or</p> <p>Evaluate treatment for routine and non-routine transactions; or</p> <p>Research and evaluate treatment for complex events/transactions.</p>
Financial Report Preparation	<p>Explain financial statements, including note disclosures.</p>	<p>Analyze or prepare financial statements, including note disclosures.</p>	<p>Prepare or review financial statements, including note disclosures.</p>	<p>Evaluate financial statements, including note disclosures.</p>
Financial Statement Analyses	<p>Explain the management communication (e.g., MD&A), or</p> <p>Explain financial reporting results for stakeholders (external or internal), or</p> <p>Explain the impact of strategic and operational decision on financial results (external or internal).</p>	<p>Analyze or prepare management communication (e.g., MD&A), or</p> <p>Analyze or prepare financial reporting results for stakeholders (internal or external), or</p> <p>Analyze or estimate the impact of strategic, and operational decision on financial results (external or internal).</p>	<p>Prepare or review the management communication (e.g., MD&A), or</p> <p>Prepare or review financial reporting results for stakeholders (external or internal), or</p> <p>Prepare or review the impact of strategic and operational decision on financial results (external or internal).</p>	<p>Evaluate management communication (e.g., MD&A), or</p> <p>Evaluate financial reporting results for stakeholders (internal or external), or</p> <p>Evaluate the impact of strategic, and operational decision on financial results (external or internal).</p>

Competency sub-area	Level 1 (pre-April 1, 2023)	Level 2 (pre-April 1, 2023)	Level 1 (post-April 1, 2023)	Level 2 (post-April 1, 2023)
Management Accounting				
Management Reporting Needs and Systems	<p>Explain management information requirements, plus</p> <p>Analyze business processes, systems and data requirements and analyze potential improvements to meet information needs, plus</p> <p>Explain ethical and privacy issues related to information technology and its use.</p>	<p>Analyze management information requirements, plus</p> <p>Evaluate business processes, systems and data requirements and evaluate or recommend improvements to meet information needs, plus</p> <p>Analyze ethical and privacy issues related to information technology and its use.</p>	<p>Analyze management information requirements, plus</p> <p>Analyze business processes, systems and data requirements or analyze potential improvements to meet information needs, plus</p> <p>Analyze ethical and privacy issues related to information technology and its use.</p>	<p>Evaluate management information requirements, plus</p> <p>Evaluate business processes, system and data requirements and evaluate or recommend improvements to meet information needs, plus</p> <p>Evaluate ethical and privacy issues related to information technology and its use.</p>
Planning, Budgeting and Forecasting	<p>Analyze or prepare data and information inputs for operational plans, budgets and forecasts, plus</p> <p>Prepare operational plans, budgets, and forecasts, plus</p> <p>Explain and calculate variances</p>	<p>Evaluate data and information inputs (including assumptions) for operational plans, budgets and forecasts, plus</p> <p>Analyze operational plans, budgets, and forecasts, plus</p> <p>Analyze implications of variances</p>	<p>Analyze or prepare data and information inputs for operational plans, budgets and forecasts, plus</p> <p>Prepare operational plans, budgets, or forecasts, plus</p> <p>Analyze variances</p>	<p>Evaluate data and information inputs (including assumptions) for operational plans, budgets and forecasts, plus</p> <p>Evaluate operational plans, budgets, or forecasts, plus</p> <p>Evaluate implications of variances</p>
Cost/ Revenue/ Profitability Management	<p>Cost management: Explain the appropriate cost classifications and costing methods for management of ongoing operations, explain cost management techniques appropriate for specific decisions, and analyze potential changes identified by applying process improvement methodologies; or</p> <p>Revenue management: analyze or prepare information to understand the sources/ drivers of revenue growth; or</p> <p>Profitability management: explain and calculate the sensitivity analysis, and analyze alternatives for sustainable profit maximization/ capacity management performance.</p>	<p>Cost management: Apply appropriate cost classifications and costing methods for management of ongoing operations, and apply cost management techniques appropriate for specific decisions, and evaluate and recommend either: (a) change identified by applying process improvement methodologies or (b) cost management improvements across the entity; or</p> <p>Revenue management: evaluate sources and drivers of revenue growth; or</p> <p>Profitability management: analyze sensitivity analysis, evaluate sustainable profit maximization and capacity management performance.</p>	<p>Cost management: Apply the appropriate cost classifications and costing methods for management of ongoing operations, apply cost management techniques appropriate for specific decisions, and analyze potential changes identified by applying process improvement methodologies; or</p> <p>Revenue management: analyze or prepare information to understand the sources/ drivers of revenue growth; or</p> <p>Profitability management: prepare the sensitivity analysis, and analyze alternatives for sustainable profit maximization/ capacity management performance.</p>	<p>Cost management: Evaluate appropriate cost classifications and costing methods for management of ongoing operations, and evaluate cost management techniques appropriate for specific decisions, and evaluate and recommend either: (a) change identified by applying process improvement methodologies or (b) cost management improvements across the entity; or</p> <p>Revenue management: evaluate sources and drivers of revenue growth; or</p> <p>Profitability management: evaluate the sensitivity analysis, and evaluate sustainable profit maximization and capacity management performance.</p>

Competency sub-area	Level 1 (pre-April 1, 2023)	Level 2 (pre-April 1, 2023)	Level 1 (post-April 1, 2023)	Level 2 (post-April 1, 2023)
Organizational/ Individual Performance Measurement	<p>Analyze possible root causes of performance issues, through one of:</p> <p>Explain the implications of management incentive schemes and employee compensation methods, or</p> <p>Analyze performance using accepted frameworks or KPIs; or</p> <p>Analyze performance of responsibility centers.</p>	<p>Evaluate root causes of performance issues through one of:</p> <p>Analyze the implications of management incentive schemes and employee compensation methods, or</p> <p>Evaluate performance using accepted frameworks or KPIs, or</p> <p>Evaluate performance of responsibility centers</p>	<p>Analyze possible root causes of performance issues, through one of:</p> <p>Analyze the implications of management incentive schemes and employee compensation methods, or</p> <p>Analyze performance using accepted frameworks or KPIs; or</p> <p>Analyze performance of responsibility centers.</p>	<p>Evaluate root causes of performance issues through one of:</p> <p>Evaluate the implications of management incentive schemes and employee compensation methods, or</p> <p>Evaluate performance using accepted frameworks or KPIs, or</p> <p>Evaluate performance of responsibility centers</p>
Audit & Assurance				
Internal Control	<p>Analyze or prepare the entity's risk assessment processes; or</p> <p>Analyze the information system and processes, using knowledge of data requirements and risk exposures</p>	<p>Evaluate the entity's risk assessment processes; or</p> <p>Evaluate the information system and processes, using knowledge of data requirements and risk exposures</p>	<p>Analyze or prepare the entity's risk assessment processes; or</p> <p>Analyze the information system and processes, using knowledge of data requirements and risk exposures.</p>	<p>Evaluate the entity's risk assessment processes; or</p> <p>Evaluate the information system and processes, using knowledge of data requirements and risk exposures.</p>
Internal audit or external assurance requirements, basis and risk assessment	<p>Explain an entity's assurance needs plus</p> <p>Basis: Explain which set of criteria to apply to the subject matter being evaluated, or explain which standards/ guidelines to apply based on the nature and expectations of the assurance engagement/ project, plus</p> <p>Risk assessment: Explain issues related to the undertaking of the engagement or project, explain and calculate materiality for the assurance engagement/ project, or explain the risks of the project (for audit engagements, explain the risks of material misstatement at the financial statement level and at the assertion level for classes of transactions, account balances, and disclosures).</p>	<p>Analyze an entity's assurance needs plus</p> <p>Basis: Analyze which set of criteria to apply to the subject matter being evaluated, or analyze which standards/ guidelines to apply based on the nature and expectations of the assurance engagement/ project, plus</p> <p>Risk assessment: Evaluate issues related to the undertaking of the engagement or project, or evaluate materiality for the assurance engagement/ project, or evaluate the risks of the project (for audit engagements, evaluate the risks of material misstatement at the financial statement level and at the assertion level for classes of transactions, account balances, and disclosures).</p>	<p>Analyze an entity's assurance needs plus</p> <p>Basis: Analyze which set of criteria to apply to the subject matter being evaluated, or analyze which standards/ guidelines to apply based on the nature and expectations of the assurance engagement/ project, plus</p> <p>Risk assessment: Analyze issues related to the undertaking of the engagement or project, prepare and analyze materiality for the assurance engagement/ project, or analyze the risks of the project (for audit engagements, analyze the risks of material misstatement at the financial statement level and at the assertion level for classes of transactions, account balances, and disclosures).</p>	<p>Evaluate an entity's assurance needs plus</p> <p>Basis: Evaluate which set of criteria to apply to the subject matter being evaluated, or evaluate which standards/ guidelines to apply based on the nature and expectations of the assurance engagement/ project, plus</p> <p>Risk assessment: Evaluate issues related to the undertaking of the engagement or project, or evaluate materiality for the assurance engagement/ project, or evaluate the risks of the project (for audit engagements, evaluate the risks of material misstatement at the financial statement level and at the assertion level for classes of transactions, account balances, and disclosures).</p>

Competency sub-area	Level 1 (pre-April 1, 2023)	Level 2 (pre-April 1, 2023)	Level 1 (post-April 1, 2023)	Level 2 (post-April 1, 2023)
Internal audit projects or external assurance engagements	<p>Work plan: Analyze or perform the work plan on less complex/riskier areas, evaluate the evidence and results of analysis, documents the work performed and its results, plus</p> <p>Draw conclusion, communicate results, and contribute to a report for stakeholders, using data visualization where appropriate.</p>	<p>Work plan: Evaluate or develop appropriate procedures, considering the use of data analytics, based on the identified risk of material misstatement, analyze or perform the work plan, evaluate the evidence and results of analysis, documents the work performed and its results, plus</p> <p>Draw conclusions, communicate results, and contribute to a report for stakeholders, using data visualization where appropriate.</p>	<p>Work plan: Perform the work plan on less complex/riskier areas, analyze the evidence and results of analysis, documents the work performed and its results, plus</p> <p>Draw conclusion, communicate results, and contribute to a report for stakeholders, using data visualization where possible.</p>	<p>Work plan: Evaluate or develop appropriate procedures, considering the use of data analytics, based on the identified risk of material misstatement, evaluate or perform the work plan, evaluate the evidence and results of analysis, documents the work performed and its results, plus</p> <p>Draw conclusions, communicate results, and contribute to a report for stakeholders, using data visualization where possible.</p>
Finance				
Financial analysis and planning	<p>Analyze the entity's financial state, or</p> <p>Analyze or prepare financial proposals and financing plans</p>	<p>Evaluate the entity's financial state, including an assessment of reporting systems, data quality and the analytical models used to support financial analysis and decision-making ; or</p> <p>Evaluate financial proposals and financing plans including an assessment of reporting systems, data quality and the analytical models used to support financial analysis and decision-making</p>	<p>Analyze the entity's financial state, or</p> <p>Analyze or prepare financial proposals and financing plans</p>	<p>Evaluate the entity's financial state considering an assessment of reporting systems, data quality and the analytical models used to support financial analysis and decision- making; or</p> <p>Evaluate financial proposals and financing plans considering an assessment of reporting systems, data quality and the analytical models used to support financial analysis and decision-making</p>
Treasury management	<p>Explain and calculate the entity's cash flow and working capital, plus</p> <p>Analyze or research the entity's investment portfolio (less complex), or</p> <p>Analyze or research sources of financing and decisions affecting capital structure, or</p> <p>Analyze or research the entity's cost of capital, or</p> <p>Analyze or research decisions related to distribution of profits</p>	<p>Analyze the entity's cash flow and working capital, plus</p> <p>Evaluate the entity's investment portfolio, or</p> <p>Evaluate sources of financing and decisions affecting capital structure, or</p> <p>Evaluate the entity's cost of capital, or</p> <p>Evaluate decisions related to distribution of profits</p>	<p>Analyze the entity's cash flow and working capital, plus</p> <p>Analyze or research the entity's investment portfolio (less complex), or</p> <p>Analyze or research sources of financing and decisions affecting capital structure, or</p> <p>Analyze or research the entity's cost of capital, or</p> <p>Analyze or research decisions related to distribution of profits</p>	<p>Evaluate the entity's cash flow and working capital, plus</p> <p>Evaluate the entity's investment portfolio, or</p> <p>Evaluate sources of financing and decisions affecting capital structure, or</p> <p>Evaluate the entity's cost of capital, or</p> <p>Evaluate decisions related to distribution of profits</p>

Competency sub-area	Level 1 (pre-April 1, 2023)	Level 2 (pre-April 1, 2023)	Level 1 (post-April 1, 2023)	Level 2 (post-April 1, 2023)
Capital budgeting/ Valuation/ Corporate finance	<p>Analyze or prepare information to aid in the capital budgeting processes and related decisions, or</p> <p>Analyze or estimate the value of a tangible asset, or</p> <p>Explain and calculate value of a business, or</p> <p>Explain financial risk management policies, or</p> <p>Explain the use of derivatives as a form of financial risk management, or</p> <p>Analyze the purchase, expansion or sale of a business, or</p> <p>Analyze possible solutions to aid a financially troubled entity.</p>	<p>Analyze or prepare financial models or business plans as part of or in addition to:</p> <p>Evaluate capital budgeting processes and decisions, or</p> <p>Evaluate the value of a tangible asset or analyze or estimate the value of an intangible asset, or</p> <p>Analyze or estimate the value of a business, or</p> <p>Evaluate financial risk management policies, or</p> <p>Analyze the use of derivatives as a form of financial risk management, or</p> <p>Evaluate the purchase, expansion or sale of a business, or</p> <p>Evaluate or advise a financially troubled entity.</p>	<p>Analyze or prepare information to aid in the capital budgeting processes and related decisions, or</p> <p>Analyze or estimate the value of a tangible asset, or</p> <p>Analyze the value of a business, or</p> <p>Analyze financial risk management policies, or</p> <p>Analyze the use of derivatives as a form of financial risk management, or</p> <p>Analyze the purchase, expansion or sale of a business, or</p> <p>Analyze possible solutions to aid a financially troubled entity.</p>	<p>Evaluate financial models or business plans as part of or in addition to:</p> <p>Evaluate capital budgeting processes and decisions, or</p> <p>Evaluate the value of a tangible asset or analyze or estimate the value of an intangible asset, or</p> <p>Evaluate the value of a business, or</p> <p>Evaluate financial risk management policies, or</p> <p>Evaluate the use of derivatives as a form of financial risk management, or</p> <p>Evaluate the purchase, expansion or sale of a business, or</p> <p>Evaluate or advise a financially troubled entity.</p>
Taxation				
Income tax legislation and research	<p>Explain the relevant section of the Income Tax Act, tax conventions and/or treaties, as it relates to specific transactions/ events.</p>	<p>Research and analyze treatment for transactions/events, plus</p> <p>Draw conclusions and communicate results.</p>	<p>Analyze the relevant section of the Income Tax Act, tax conventions and/or treaties, as it relates to specific transactions/ events.</p>	<p>Evaluate treatment for transactions/events, plus</p> <p>Draw conclusions and communicate results.</p>
Tax compliance: corporate or personal	<p>Explain the relevant tax issues plus</p> <p>Explain tax return or analyze or prepare information to support the preparation of the tax return</p>	<p>Analyze the relevant tax issues plus</p> <p>Analyze or prepare a tax return</p>	<p>Analyze the relevant tax issues, plus</p> <p>Analyze or prepare information to support the preparation of a tax return</p>	<p>Evaluate the relevant tax issues, plus</p> <p>Analyze or prepare a tax return</p>
Tax planning: corporate or personal	<p>Explain and calculate specific tax-planning opportunities for individuals or corporations, and applicable GST implications, such as: (a) income tax implications of death of an individual (b) compensation planning between shareholders and a corporation, or (c) purchase and sale of a corporation</p>	<p>Analyze specific tax-planning opportunities for individuals or corporations, and applicable GST implications, such as: (a) income tax implications of death of an individual (b) compensation planning between shareholders and a corporation, or (c) purchase and sale of a corporation</p>	<p>Analyze specific tax-planning opportunities for individuals or corporations, and applicable GST implications, such as: (a) income tax implications of death of an individual (b) compensation planning between shareholders and a corporation, or (c) purchase and sale of a corporation.</p>	<p>Evaluate specific tax-planning opportunities for individuals or corporations, and applicable GST implications, such as: (a) income tax implications of death of an individual (b) compensation planning between shareholders and a corporation, or (c) purchase and sale of a corporation.</p>

Competency sub-area	Level 1 (pre-April 1, 2023)	Level 2 (pre-April 1, 2023)	Level 1 (post-April 1, 2023)	Level 2 (post-April 1, 2023)
Strategy & Governance				
Governance, Mission, vision, values & mandate	<p>Explain describes the entity's governance policies, processes, and/or code, and prepares information to aid in the analysis to ensure entity remains compliant with regulatory/compliance requirements, or</p> <p>Analyze management decisions to the entity's mission, vision and values.</p>	<p>Analyze or prepare the entity's governance policies, processes, and/or code, and analyze information and analysis to ensure entity remains compliant with regulatory/compliance requirements, or</p> <p>Evaluate whether management decisions align with the entity's mission, vision and values.</p>	<p>Analyze the entity's governance policies, processes, and/or code, and prepare information to aid in the analysis to ensure entity remains compliant with regulatory/compliance requirements, or</p> <p>Analyze management decisions to the entity's mission, vision and values.</p>	<p>Evaluate or prepare the entity's governance policies, processes, and/or code, and evaluate information and analysis to ensure entity remains compliant with regulatory/compliance requirements, or</p> <p>Evaluate whether management decisions align with the entity's mission, vision and values.</p>
Strategy development / implementation	<p>Explain the entity's strategic objectives and analyze related performance measures, or</p> <p>Analyze the entity's internal and external environment and explain its impact on strategy development; explain strategic alternatives, or</p> <p>Explain the key operational issues including the use of information assets and explains the alignment with strategy.</p>	<p>Analyze the entity's strategic objectives and evaluate related performance measures, or</p> <p>Evaluate the entity's internal and external environment and analyze its impact on strategy development; analyze strategic alternatives, or</p> <p>Analyze the key operational issues including the use of information assets and analyzes alignment with strategy.</p>	<p>Analyze the entity's strategic objectives and related performance measures, or</p> <p>Analyze the entity's internal and external environment and its impact on strategy development; analyze strategic alternatives, or</p> <p>Analyze the key operational issues including the use of information assets and explains the alignment with strategy.</p>	<p>Evaluate the entity's strategic objectives and related performance measures, or</p> <p>Evaluate the entity's internal and external environment and its impact on strategy development; evaluate strategic alternatives, or</p> <p>Evaluate the key operational issues including the use of information assets and analyzes alignment with strategy.</p>
Enterprise risk management	<p>Analyze or research components of a risk management program and analyze its impact on shareholder value, or</p> <p>Analyze the impact of IT/IS risks on enterprise risk and identify appropriate risk management strategies</p>	<p>Evaluate components of an effective risk management program and evaluate its impact on shareholder value, or</p> <p>Evaluate the impact of IT/IS risks on enterprise risk and recommend appropriate risk management strategies</p>	<p>Analyze or research components of a risk management program and analyze its impact on shareholder value, or</p> <p>Analyze the impact of IT/IS risks on enterprise risk and identify appropriate risk management strategies</p>	<p>Evaluate components of an effective risk management program and evaluate its impact on shareholder value, or</p> <p>Evaluate the impact of IT/IS risks on enterprise risk and recommend appropriate risk management strategies</p>

Changes to the PER (by section)

Section	Current	Revised
2.1 Overview	All practical experience must be gained in positions that ended in the last seven years, except for public accounting, where both the competency and the chargeable hour requirements must be met in positions that ended in the last five years.	All practical experience must be gained in positions that ended in the last seven years.
2.2.4 Pre-approved bridge to assurance	Qualifying practical experience for audit and, where applicable, review streams can be achieved in a period up to 30 months post-certification to meet any shortfall in assurance competency development or chargeable hours that exists at the end of the 30-month certification period.	Removed
2.3 International Experience	<p>This section applies only to international experience gained by CPA students/ candidates in two distinct situations:</p> <ul style="list-style-type: none"> CPA students/candidates who do not hold any professional accounting designations but are seeking to have prior experience recognized CPA students who are registered as CPA students/candidates with a provincial/regional body while they are working abroad. They are encouraged to seek opportunities where supervision is provided by an IFAC accountant. <p>This section does not apply to the following international experience:</p> <ul style="list-style-type: none"> Experience gained by members of international accounting bodies with which the CPA profession has an existing agreement which fully recognizes practical experience as being sufficient for membership and therefore does not require an assessment of experience. Experience gained by members of international accounting bodies with which the CPA profession has an existing agreement which does not recognize practical experience and therefore the individual assessment of this experience is performed by the provincial/regional body. Experience gained by members of international accounting bodies with which the CPA profession does not have an existing agreement and therefore the individual assessment of this experience is performed by the provincial/regional body. <p>If an assessment of experience by a provincial/regional body is required for members of international accounting bodies, these individuals will have their experience evaluated on the practical experience requirements contained in this document.</p> <ul style="list-style-type: none"> the minimum term (including allowance for time of) currency of experience development of the technical and enabling competencies to the required level of proficiency appropriate validation of the experience claimed <p>These applicants may be eligible for recognition of up to 30 months (24 months in Quebec) of prior experience for certification, on the basis of individual evaluation by the provincial/regional body.</p>	<p>CPA students/candidates who do not hold any professional accounting designations but are seeking to have prior experience recognized should submit their experience, with appropriate verifications directly within PERT/PERL. This also applies to CPA students who are registered as CPA students/candidates with a provincial/regional body while they are working abroad. They are encouraged to seek opportunities where supervision is provided by an IFAC accountant.</p> <p>Students/candidates should not submit their experience directly within PERT/PERL if the following situations apply:</p> <ul style="list-style-type: none"> They are members of international accounting bodies with which the CPA profession has an existing agreement which fully recognizes practical experience as being sufficient for membership and therefore does not require an assessment of experience. They are members of international accounting bodies with which the CPA profession has an existing agreement which does not recognize practical experience and therefore the individual assessment of this experience is performed by the provincial/regional body. They are members of international accounting bodies with which the CPA profession does not have an existing agreement and therefore the individual assessment of this experience is performed by the provincial/regional body. <p>These candidates should seek guidance directly from their provincial/regional body before submitting experience within PERT/PERL.</p> <p>If an assessment of experience by a provincial/regional body is required for members of international accounting bodies, these individuals will have their experience evaluated on the practical experience requirements contained in this document.</p> <ul style="list-style-type: none"> the minimum term (including allowance for time of) currency of experience development of the technical and enabling competencies to the required level of proficiency appropriate validation of the experience claimed <p>These applicants may be eligible for recognition of up to 30 months (24 months in Quebec) of prior experience for certification, on the basis of individual evaluation by the provincial/regional body through a separate process.</p>

Section	Current	Revised
<p>2.3.2</p> <p>Depth requirement for standards-based competency areas</p>	<p>Depth requirements for standards-based competency areas For CPA students/candidates whose designated area of depth is a standards-based competency area (i.e. financial reporting, audit and assurance or tax), experience must include at least six months in total in any one of the following areas:</p> <ul style="list-style-type: none"> • Financial Accounting — 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), and International Standards for the Professional Practice of Internal Auditing • Taxation — Canadian Income Tax Act 	<p>No changes. Moved to section 2.6 so that it applies to all candidates, not just those with international experience.</p>
<p>2.4</p> <p>Experience gained through self-employment</p>	<p>Acceptable experience gained through self-employment will qualify for recognition towards CPA experience requirements for certification. Experience gained through self-employment will not qualify for recognition towards CPA experience requirements for public accounting. In Quebec, experience gained through self-employment will not qualify for recognition towards CPA practical experience for certification or public accounting.</p>	<p>Acceptable experience gained through self-employment will qualify for recognition towards CPA experience requirements for certification, if appropriate verification can be obtained. Experience gained through self-employment will not qualify for recognition towards CPA experience requirements for public accounting. Experience providing regulated accounting services directly to the public or to the public through a firm that is not registered with a provincial/regional body will not qualify for recognition at all. In Quebec, experience gained through self-employment will not qualify for recognition towards CPA practical experience for certification or public accounting.</p>
<p>2.5.1</p> <p>Minimum term</p>	<p>The minimum term of practical experience is 30 months (24 months in Quebec) of relevant, paid employment. No position held for less than three months will be recognized as part of the 30-month term (24-month term in Quebec). The minimum term is subject to adequate progression and appropriate links to education. Volunteer experience will not normally be recognized for duration, but may be used for competency development under certain conditions.</p>	<p>The minimum term of practical experience is 30 months (24 months in Quebec) of relevant, paid employment. No position held for less than three months or without the development of at least one technical sub-competency to a level 1 proficiency will be recognized as part of the 30-month term (24-month term in Quebec). The minimum term is subject to adequate progression and appropriate links to education.</p>
<p>2.5.1</p> <p>Highlighted box</p>	<p>While the CPA profession strives for national consistency, provincial regulations and bylaws take precedence over national practical experience requirements. Refer to provincial regulations and bylaws for the specific requirements in each jurisdiction. CPA students/candidates are subject to the specific regulations and bylaws of the provincial/regional body with which they have registered.</p>	<p>While the CPA profession strives for national consistency, provincial regulations and bylaws take precedence over national practical experience requirements. Refer to provincial regulations and bylaws for the specific requirements in each jurisdiction. CPA students/candidates are subject to the specific regulations and bylaws of the provincial/regional body with which they have registered. Please note students/candidates in experience verification that work in public accounting may be required to submit chargeable hours for the purposes of verifying competency development depending on provincial/regional requirements.</p>

Section	Current	Revised
2.5.1.2 Additional time to meet audit and review stream requirements	CPA students/candidates pursuing audit and review streams who meet all requirements for certification within thirty months have an additional thirty months post certification to meet any additional assurance requirements for public practice registration.	Removed.
2.5.2 Currency of experience	To ensure currency and relevance, all experience must be gained in positions that ended in the last seven years, except for public accounting, where the chargeable hour requirement must be met in positions that ended in the last five years. Only appropriately-reported experience gained in a position that ended within seven years of the current reporting date (five years for public accounting chargeable hours) will be recognized. Experience that ended more than seven years ago (five years for public accounting competencies and chargeable hours) will not be recognized, regardless of whether it was previously approved by the profession.	To ensure currency and relevance, all experience must be gained in positions that ended in the last seven years. Only appropriately-reported experience gained in a position that ended within seven years of the current reporting date will be recognized. Experience that ended more than seven years ago will not be recognized, regardless of whether it was previously approved by the profession.
2.5.4 Full-time work week	For the purposes of calculating duration, a full-time work week is 35 hours or more on a regular basis.	For the purposes of calculating duration, a full-time work week is 35 hours or more on a regular basis. Working more than 35 hours per week will not affect duration.
2.5.7 When the qualifying period of practical experience begins	<ol style="list-style-type: none"> 1. They start working in a position that allows them to gain experience in at least one technical sub-competency area at least a Level 1 proficiency, as outlined in Section 2.6. 2. They are accepted as CPA students/candidates by a provincial/regional body. 3. They have a qualified mentor, as outlined in Section 2.7. <p>Provincial/regional bodies will perform initial assessments to determine the likelihood that CPA students/candidates seeking to gain experience through experience-verification will be able to develop any two competency sub-areas to at least Level 1 proficiency after 12 months (six months in Quebec) of recognized experience. The assessment will determine the frequency of reporting requirements detailed in Section 3.</p>	<ol style="list-style-type: none"> 1. They are accepted as CPA students/candidates by a provincial/regional body. 2. Their current position has been approved in PERT/PERL. 3. They have a qualified mentor, as outlined in Section 2.7., and have notified their provincial/regional body by submitting that information in PERT/PERL. <p>Provincial/regional bodies will perform initial assessments to determine the likelihood that CPA students/candidates seeking to gain experience through experience-verification will be able to develop any two technical competency sub-areas to at least Level 1 proficiency after 12 months (six months in Quebec) of recognized experience. The assessment will determine the frequency of reporting requirements detailed in Section 3.</p>

Section	Current	Revised
<p>2.5.8</p> <p>Suspension of recognition of qualifying experience</p>	<p>Recognition of practical experience will be suspended under any one of these conditions:</p> <ol style="list-style-type: none"> 1. CPA students/candidates qualifying under the experience verification model who have not developed any two competency sub-areas to at least Level 1 proficiency are at the foundational level and will have their accumulated duration suspended at 12 months (six months in Quebec). Duration will resume when this proficiency requirement has been satisfied. See Section 3. 2. CPA students/candidates qualifying under the experience verification model who change employment positions to one that does not allow them to gain experience in at least one sub-competency area at least at Level 1 proficiency will have their accumulated duration suspended until this proficiency requirement is satisfied. See Section 3. 	<p>Recognition of practical experience will be suspended under any one of these conditions:</p> <ol style="list-style-type: none"> 1. CPA students/candidates qualifying under the experience verification model who have not developed any two technical competency sub-areas to at least Level 1 proficiency are at the foundational level and will have their accumulated duration suspended at 12 months (six months in Quebec). Duration will resume when this proficiency requirement has been satisfied. See Section 3. 2. CPA students/candidates qualifying under the experience verification model who change employment positions to one that does not allow them to gain experience in at least one technical sub-competency area at least at Level 1 proficiency will have their accumulated duration suspended until this proficiency requirement is satisfied. See Section 3.
<p>2.5.9.1</p> <p>Assessing prior experience</p>	<p>Provincial/regional bodies will assess applications for prior experience credit according to four criteria:</p> <ol style="list-style-type: none"> 1. At least one technical sub-competency area was developed at least at Level 1 proficiency. 2. At the time the experience was gained, the individual was working towards or had completed an undergraduate degree. 3. Sign-off by the appropriate supervisor who can verify that the experience is accurately reflected in the experience report. 4. Currency of experience: Position(s) ended within the last five-and-a-half years for certification (three-and-a-half years for the audit and, where applicable, review and compilation streams). <p>Prior experience gained internationally will also be assessed under the criteria in Section 2.3.</p>	<p>Provincial/regional bodies will assess applications for prior experience credit according to four criteria:</p> <ol style="list-style-type: none"> 1. At least one technical sub-competency area was developed at least at Level 1 proficiency. 2. At the time the experience was gained, the individual was working towards or had completed an undergraduate degree. 3. Sign-off by the appropriate supervisor who can verify that the experience is accurately reflected in the experience report. 4. Currency of experience: Position(s) ended within the last five-and-a-half years for certification. <p>Prior experience gained internationally will also be assessed under the criteria in Section 2.3.</p>
<p>2.7.1.1</p> <p>Supervisor Roles and Responsibilities</p>	<p>In situations where the experience gained under experience verification can- not be verified by the supervisor, that experience will not be accepted by the profession.</p>	<p>In situations where the experience gained under experience verification can- not be verified by the supervisor, that experience will not be accepted by the profession. Verification must come from a personalized corporate email account.</p>
<p>2.7.2.1</p> <p>Mentor Roles and Responsibilities</p>	<p>Mentors meet at least twice each year with CPA students/candidates to discuss competency development and to identify any strategies for further development. Meetings must be synchronous.</p>	<p>Mentors meet at least twice each year with CPA students/candidates to discuss competency development, determine the reasonability of CPA students'/candidates' self-assessments as recorded in PERT/ PERL and to identify any strategies for further development. Meetings must be synchronous.</p>
<p>2.7.2.4</p> <p>Avoiding conflicts of interest</p>	<p>The employer of CPA students/candidates can be an audit client of a mentor's employer; in such cases, however, the mentor cannot be a part of the team assigned to the client.</p>	<p>The employer of CPA students/candidates can be an audit or review client of a mentor's employer; in such cases, however, the mentor cannot be a part of the team assigned to the client.</p>

Section	Current	Revised
<p>3.1.6</p> <p>Penalties for missed reports</p>	<p>Failure to submit required experience reports may result in a penalty, as determined by the provincial/regional body, including:</p> <ul style="list-style-type: none"> • fines • suspension of experience accumulation • ineligibility to enroll in the next CPA PEP module • expulsion • other, as determined by the provincial/regional body 	<p>Late submission or failure to submit required experience reports or document mentor meetings may result in a penalty, as determined by the provincial/regional body, including:</p> <ul style="list-style-type: none"> • fines • suspension of experience accumulation • additional duration to be completed • ineligibility to enroll in the next CPA PEP module • expulsion • other, as determined by the provincial/regional body
<p>3.1.7</p> <p>Academic Integrity</p>	<p>N/A</p>	<p>The CPA profession takes academic integrity seriously. Academic misconduct in CPA Practical Experience includes (but is not limited to):</p> <ul style="list-style-type: none"> • Submitting an experience report in PERT/PERL that has been authored in part or in whole by another person or organization; • Reporting duties, competency development, or chargeable hours (if applicable) that are not an accurate representation of their work experience; • Presenting work that contains definitions and examples copied directly from CPA's technical competency definitions or examples (e.g. duties, examples, etc.); • Sharing CPA experience reports with other students/candidates and directly or indirectly allowing copying of one's report; • Selling/distributing their own or others experience reports/responses; • Purchasing work that has been authored in part or in whole by another person and presents as the student/candidate's own; • Submitting any false or misleading information during the reporting process; • Compromising the integrity of the experience assessment process. <p>Submissions will be monitored for evidence of plagiarism. Refer to provincial/regional policies for penalties.</p>

Section	Current	Revised
<p>3.4</p> <p>Pre-approved Program Leader Responsibilities</p>	<p>Each pre-approved program is the responsibility of a designated pre-approved program leader, who must be a CPA in good standing with a provincial/regional body. The pre-approved program leader is accountable to the provincial/regional body for CPA students/candidates gaining experience through the organization's pre-approved program(s).</p> <p>Before experience reports of CPA students/candidates in pre-approved programs are assessed by a provincial/regional body, the pre-approved program leaders must provide the provincial/regional body with a certification sign off. This sign off will include the progress of the CPA student/candidate to time of departure and will ensure the practical experience is captured in the PERT/ PERL and applies to all CPA students/candidates who complete their experience requirements or who depart from the pre-approved program during their training period.</p>	<p>Each pre-approved program is the responsibility of a designated pre-approved program leader, who must be a CPA in good standing with a provincial/regional body. The pre-approved program leader is accountable to the provincial/regional body for CPA students/candidates gaining experience through the organization's pre-approved program(s). Pre-approved Program Leaders are also responsible for ensuring tasks in PERT/PERL required to uphold the organization's pre-approved program status (e.g. confirming students'/candidates' entry into the program, assigning mentors, providing sign off to a provincial/regional body, etc.) are completed within 30 calendar days of being requested.</p> <p>Before experience reports of CPA students/candidates in pre-approved programs are assessed by a provincial/regional body, the pre-approved program leaders must provide the provincial/regional body with a sign off. This sign off will include the progress of the CPA student/candidate to time of departure and will ensure the practical experience is captured in the PERT/ PERL and applies to all CPA students/candidates who complete their experience requirements or who depart from the pre-approved program during their training period.</p>
<p>3.5</p> <p>Assessments by a provincial/regional body</p>	<p>A provincial/regional body is responsible for approving the experience of all CPA students/candidates.</p>	<p>A provincial/regional body is responsible for approving the experience of all CPA students/candidates. A provincial/regional body may request any information it deems necessary to verify this experience.</p>
<p>4.2.1</p> <p>Additional requirements for pre-approved program leaders in public practice</p>	<p>Furthermore, the pre-approved program leader must provide the provincial/ regional body with a certification signoff for all CPA students/candidates who complete their experience requirements or who depart from the pre-approved program during their training period:</p> <ul style="list-style-type: none"> This signoff will confirm that the practical experience gained by CPA students/candidates meet the requirements of the pre-approved program by the provincial/regional body. 	<p>Furthermore, the pre-approved program leader must provide the provincial/ regional body with a signoff for all CPA students/candidates who complete their experience requirements or who depart from the pre-approved program during their training period:</p> <ul style="list-style-type: none"> For CPA students/candidates who complete their experience requirements, this signoff will confirm that they have met the requirements of the pre-approved program. For CPA students/candidates who depart from the pre-approved program, this signoff will confirm the practical experience gained within the pre-approved program to time of departure.
<p>4.3.1</p> <p>Secondments for CPA students /candidates pursuing public accounting pathways</p>	<p>Subject to the 12-month limitation (eight-month limitation in Quebec) as described in Section 4.3. Practical experience will also be recognized towards the chargeable hour requirements for public accounting streams (audit, and where applicable, review and compilation) if the secondment is within a registered firm with a recognized public accounting stream (see Section 2.5.1.1).</p>	<p>Practical experience will also be recognized towards the chargeable hour requirements for public accounting streams (audit, and where applicable, review and compilation) if the secondment is within a registered firm with a recognized public accounting stream (see Section 2.5.1.1) and is no more than six months (three months in Quebec).</p>

Section	Current	Revised
<p>5</p> <p>Transition rules</p>	<p>CPA practical experience requirements for certification are effective September 1, 2014. Practical experience requirements for public accounting are effective September 1, 2015. Legacy requirements remain in effect until September 1, 2018 (August 31, 2018 in British Columbia). Under the principles of unification, all experience completed and recognized towards the completion of a legacy program's experience requirements will be recognized toward the CPA practical experience requirements until applicable transition dates specified in the Transition Student Guidelines or identified by the provincial/regional CPA bodies.</p>	<p>CPA practical experience requirements for certification were effective September 1, 2014. Practical experience requirements for public accounting were effective September 1, 2015. Legacy requirements remained in effect until September 1, 2018 (August 31, 2018 in British Columbia). Under the principles of unification, all experience completed and recognized towards the completion of a legacy program's experience requirements will be recognized toward the CPA practical experience requirements until applicable transition dates specified in the Transition Student Guidelines or identified by the provincial/regional CPA bodies. Contact your provincial/regional CPA body for specific guidance.</p>

