

CPA PUBLIC ACCOUNTING CHARGEABLE HOURS SUBMISSION FORM

Applicability:

This form is to be completed by CPA candidates who are reporting practical experience in Public Accounting 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 (EVR) (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 in full and signed off by the CPA candidate. Section 5 must be completed by the Designated Member⁴ at the registered/licensed public practice firm. If the CPA candidate has more than one employer please complete a separate CPA Public Accounting Chargeable Hours Submission Form for each employer.

Method of Submission:

CPA candidates must attach this completed form to the relevant experience report in the online Practical Experience Reporting Tool (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 practicalexperience@bccpa.ca.

Date Prepared (dd-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

Employer Name:

Street Address:

City:

Province:

Postal Code:

Employment start date (dd-mmm-yyyy):

Employment end date (if applicable) (dd-mmm-yyyy):

Experience Route and Category:

Pre-approved Program Route (PPR)

Experience Verification Route (EVR)

If you selected PPR, then please state:

Name of Pre-approved Program (see PERT if unsure): _____

Name of PPR Program Leader: _____

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 (dd-mmm-yyyy): _____

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

Employer name: _____

Employer 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. For CPA candidates in the External Audit or Review PPRs, the total secondment duration should be limited to six months.

3

Chargeable Hours Summary

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

	Audit HFS ¹	Review HFS ¹	Assurance Other	Compilation ²
Chargeable Hours Completed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

¹ 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)

² Compilation engagements as set out in the prevailing CPA Canada Handbook - Assurance - Other Canadian Standards

4 CPA Candidate Confirmation

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

CPA candidate signature (wet or digital):	Date: (dd-mmm-yyyy)
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5 Employer Confirmation³: To be completed by secondment or EVR employers only

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 ⁴ signature:	Designated Member name (please print):	Date: (dd-mmm-yyyy)
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³ If you are a PPR Program Leader (Program Leader), no signature is required on this form. The Program Leader will certify the accuracy of the chargeable hours when completing the certification process after the CPA candidate requests a CPA Review in PERT. By completing the certification, the Program Leader confirms that the CPA candidate named on this form has completed the chargeable hours for the purposes of practising public accounting as indicated above.

⁴ 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 Program leader.