

# CPA Practical Experience Requirements

## What do transitioning CA students/candidates need to know?

As a legacy CA student or candidate, there are procedures you need to complete to properly transition to the new CPA Practical Experience Requirements (CPA PER). The described procedure needs to be followed if any of these three transitioning scenarios apply to you. If:

- You no longer work in a legacy CA Approved Training Office (or one that has transitioned to a CPA Pre-approved Program) and will gain the remainder of your practical experience through the Experience Verification route.
- You work in an organization that has transitioned to a CPA Pre-approved Program and you have jointly elected, with your employer, to transition to the CPA PER.
- If you now work in a pre-approved program that was approved after September 1, 2014.
- If you are unable to meet the legacy CA practical experience requirement prior to September 1, 2018.

## Transitioning Procedures:

If any of the above scenarios apply, you will need to complete the steps described below:

- 1. Experience Forms:** You must submit completed [6-4M form\(s\)](#) for work experience up to the transition date not previously reported to CPA Ontario. This includes dates of employment, leaves of absences and chargeable hours (if working in public accounting firms). These forms are to be submitted to [practicalexperience@cpaontario.ca](mailto:practicalexperience@cpaontario.ca).

If you are no longer working in a legacy CA Training office or a CPA

Pre-approved Program and will gain the remainder of your experience through the Experience Verification route, please indicate this in your email so that we can send you the required 6-4 to 6-1 Declaration, as you will no longer be eligible for dual designation.

- 2. Access PERT and create profile:** Log into the [Practical Experience Reporting Tool \(PERT\)](#) using your CPAO ID and password and follow the steps in the user guides below, based on if you are in a Pre-approved Program or following the Experience Verification Path:

[PERT User Guide for Students in the Pre-approved Program Route \(PPR\)](#)

[PERT User Guide for Students in the Experience Verification Route \(EVR\)](#)

- 3. Create the “Catchup” experience report:** Once you are set to “In Progress” in PERT and your PER Effective Date has been set, you will need to complete a “Catchup” CPA experience report. This report is used to identify the CPA technical and enabling competencies you have already developed and documented in the [RQE](#) and discussed with your Counselling Member. The “Catchup” report will require you to self-assess which CPA competencies you have obtained by adding detailed descriptions of the position duties you have performed in past, as well as what proficiency level you had reached based on your [RQE](#).
  - a. The following chart maps the legacy CA practical experience technical competencies to the CPA practical experience technical competencies. This is the starting point to identify your current technical competency development.

- b. The technical competencies are not a 1 to 1 ratio. For example, accounting standards/policies and complex transactions are now combined into one competency sub-area. Another example, is the Planning, Budgeting & Forecasting competency sub-area requires experience in understanding the inputs/process. Therefore, for each mapped technical competency, you will need to assess the autonomy, circumstance and complexity. Based on your self-assessment, conclude which proficiency level is appropriate for each competency sub-area (Level 0, 1 or 2).
- c. For assessing your enabling competency development, you should consider where you were in your Pervasive Qualities and Skills (page 5 of the RQE) and what situations helped you achieve them. Use the rubric in PERT to assist you. For enabling competencies that you have achieved a “yes” on page 4 of your RQE, simply put in “see RQE” in PERT. We will review the reasonability of your development in this area and will ask you to provide more details if required.
- d. Attach your most recent RQE, which is cumulative and should have been signed off by your Counselling Member. You have now prepared the “Catchup” experience report.
- e. Submit your “Catchup” experience report. By doing so, the status of your experience report will automatically change to “Admin Assess” which means that your provincial/regional body will need to review your “Catchup” report in conjunction with your attached RQE to ensure you have matched your CA competencies earned to date to the proper CPA competencies in a reasonable manner. After your provincial/regional body has reviewed your report, the status will change to “Verified.” You can then request a CPA mentor review through PERT.
- f. Discuss the “Catchup” experience report and your learning plan with your CPA mentor to outline how you will develop the remaining competencies. NOTE: If you are in a Pre-approved Program, discuss with your CPA mentor whether the remaining required competencies and proficiency levels can be obtained within your remaining duration of practical experience or whether your time may need to be extended to meet these exit requirements.

For additional resources on the CPA practical experience requirements, please visit the [CPA Ontario website](#).

## Technical competency mapping (CA to CPA)

CA Competencies		CA to CPA Competency Mapping	CPA Competencies		CPA to CA Competency Mapping	Detailed Guidance		
Performance Measurement and Reporting (PM&R)		Financial Reporting (FR)	Financial Reporting (FR)		Performance Measurement and Reporting (PM&R)	Level 1	Level 2	Level 0
1	Identifies financial reporting information required by various stakeholders including regulatory requirements	FR #1	1	Financial Reporting Needs and Systems	PM&R #1 PM&R #2 PM&R #3	PMR#1 = Level 1 and PMR#2 or PMR#3 = Level 1 or Level 2	PMR#1 and PMR#2 or PMR#3 = Level 2	PMR#1 = Level 0, regardless if PMR#2 and/or PMR#3 is at any proficiency levels
2	Develops (or evaluates) financial reporting processes to support the financial reporting infrastructure	FR #1	2	Accounting Policies and Transactions	PM&R #4 PM&R #5 TAX #1	PMR#4, PMR#5 or Tax#1 = Level 1	PMR#4, PMR#5 or Tax#1 = Level 2	PMR#4, PMR#5 or Tax#1 = Level 0
3	Performs procedures to ensure the accuracy and reliability of financial information	FR #1	3	Financial Report Preparation	PM&R #6	PMR#6 = Level 1	PMR#6 = Level 2	PMR#6 = Level 0
4	Evaluates the impact of alternative and/or new accounting standards/policies*	FR #2	4	Financial Statement Analysis	PM&R #7	PMR#7 = Level 1	PMR#7 = Level 2	PMR#7 = Level 0
5	Reviews, proposes or accounts for the entity's transactions, including complex transactions*	FR #2						
6	Prepares and/or reviews financial statements and accompanying notes*	FR #3						
7	Analyzes and explains financial statement results and balances to stakeholders	FR #4						

CA Competencies		CA to CPA Competency Mapping	CPA Competencies	CPA to CA Competency Mapping	Detailed Guidance		
Management Decision-Making (MDM)		Management Accounting (MA)	Management Accounting (MA)	Management Decision-Making (MDM)	Level 1	Level 2	Level 0
1	Participates in identifying or evaluating key information needs of stakeholders within an entity	MA #1	1 Management reporting needs and systems	MDM #1 MDM #7	MDM#1 and MDM#7 = Level 1 or MDM#1 = Level 1 and MDM#7 = Level 2 or MDM#1 = Level 2 and MDM#7 = Level 1	MDM#1 and MDM#7 = Level 2	MDM#1 = Level 0 and MDM7 = Level 1 or MDM#1 = Level 1 and MDM#7 = Level 0 or both MDM#1 and MDM#7 = Level 0
2	Participates in identifying or evaluating an entity's key performance indicators	MA #4	2 Planning, budgeting and forecasting	MDM #4 MDM #5 MDM #6	MDM#4 = Level 1 and MDM#5 or MDM#6 = Level 1 or Level 2	MDM#4 = Level 2 and MDM#5 or MDM#6 = Level 2	MDM#4 = Level 0 and MDM#5 or MDM#6 = Level 1 or Level 2
3	Prepares, evaluates, or manages information within an entity for decision making e.g. acquisition vs. sourcing decisions, pricing and costing decisions, make-or-buy decisions, transfer pricing options	MA#3	3 Cost/Revenue/profitability management	MDM#3	MDM#3 = Level 1	MDM#3 = Level 2	MDM#3 = Level 0
4	Analyses and interprets variances against budget or other established targets	MA #2	4 Organizational / individual performance measurement	MDM #2	MDM#2 = Level 1	MDM#2 = Level 2	MDM#2 = Level 0
5	Prepares or reviews budget information	MA #2					
6	Prepares or reviews cash flow projections	MA #2					
7	Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks	MA #1					

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Assurance		Audit and Assurance	Audit and Assurance		Assurance	Level 1	Level 2	Level 0
1	Analyzes, evaluates and advises on assurance needs (external or internal)	Assurance #2	1	Internal Control	Assurance #4	Ass#4 = Level 1	Ass#4= Level 2	Ass#4 = Level 0
2	Considers issues related to accepting an assignment	Assurance #2	2	Internal audit or external assurance requirements, basis and risk assessment	Assurance #1 Assurance #2 Assurance #3	Ass#1 = Level 1 and Ass#2 or Ass#3 = Level 1 or Level 2	Ass#1 = Level 2 and Ass#2 or Ass#3 = Level 2	Ass#1 = Level 0 and Ass#2 or Ass#3 = Level 1 or Level 2
3	Evaluates the implications of key risks for the assignment	Assurance #2	3	Internal audit projects or external assurance engagements	Assurance #5 Assurance #6 Assurance #7	Ass#6 and Ass#7 = Level 1 or if any two of Ass#5, Ass#6 and Ass#7 = Level 1 and the other is at a Level 0 or Level 2	Ass#5 and Ass#6 and Ass#7 = Level 2	two of Ass#5, Ass#6 and Ass#7 or all of them = Level 0
4	Evaluates internal control (IT or other)	Assurance #1						
5	Designs a work plan and assurance procedures	Assurance #3						
6	Executes and evaluates the results of the work plan (IT or other)	Assurance #3						
7	Draws conclusions, documents findings, contributes to a summary report and participates in presentation to stakeholders	Assurance #3						

CA Competencies		CA to CPA Competency Mapping	CPA Competencies		CPA to CA Competency Mapping	Detailed Guidance		
Finance		Finance	Finance		Finance	Level 1	Level 2	Level 0
1	Develops (or evaluates) the entity's financial objectives or strategy	FIN #1	1	Financial analysis and planning	FIN #1 FIN #2 FIN #6	FIN#1 or FIN#2 or FIN#6 = Level 1	FIN#1 or FIN#2 or FIN#6 = Level 2	Level 0 FIN#1 and FIN#2 and FIN#6 = Level 0
2	Performs financial analysis, interprets the results and draws conclusions on the entity's financial situation	FIN #1	2	Treasury Management	FIN #3 FIN #4 FIN #5	FIN#3 and FIN#4 and FIN#5 = Level 1 or any two of the three = Level 1	FIN#3 and FIN#4 and FIN#5 = Level 2	two of FIN#3, Fin#4 and FIN#5 or all of them = Level 0
3	Monitors cash flow	FIN #3	3	Capital budgeting/ valuation/corporate finance	FIN #6 FIN #7	FIN#6 or FIN#7 = Level 1	FIN#6 or FIN#7 = Level 2	FIN#6 and FIN#7 = Level 0
4	Analyzes the entity's working capital	FIN #3						
5	Identifies and performs analysis or evaluation of the entity's financing alternatives, which could include the use of financial instruments	FIN #3						
6	Develops, constructs or analyzes financial models, business plans or financial proposals	FIN #1 FIN #3						
7	Analyzes the purchase, expansion, or sale of a business	FIN #3						

CA Competencies		CA to CPA Competency Mapping	CPA Competencies	CPA to CA Competency Mapping	Detailed Guidance		
Taxation		Taxation	Taxation	Taxation	Level 1	Level 2	Level 0
1	Prepares or reviews the entity's taxation provisions and related financial reporting * Mapped to Financial Reporting #2.	FR #2	1 Income tax legislation and research	New competency in CPA	<i>competency didn't exist under CA PER</i>		
2	Identifies and advises on compliance and filing requirements	TAX #2	2 Tax compliance: corporate or personal	TAX #2 TAX #3 TAX #5 TAX #6	TAX#2 = Level 1 and any of TAX#5 or TAX#6 = Level 1 or Level 2. Note TAX#3 is not required to meet CPA definition.	TAX#2 = Level 2 and any of TAX#3, TAX#5 or TAX#6 = Level 2	TAX#2 = Level 0 and any of TAX#3, TAX#5 or TAX#6 = Level 1 or Level 2
3	Prepares and files personal or corporate tax returns	TAX #2	3 Tax planning: corporate or personal	TAX #4	TAX#4 = Level 1	TAX#4 = Level 2	TAX#4 = Level 0
4	Identifies personal or corporate tax planning opportunities	TAX #3					
5	Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals	TAX #2					
6	Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals	TAX #2					

CA Competencies		CA to CPA Competency Mapping	CPA Competencies		CPA to CA Competency Mapping	Detailed Guidance		
Governance Strategy & Risk Management (GS&RM)		Strategy & Governance (S&G)	Strategy & Governance (S&G)		Governance Strategy & Risk Management (GS&RM)	Level 1	Level 2	Level 0
1	Analyzes the entity's governance structure and related policies, processes and codes	S&G #1	1	Governance, mission, vision, values and mandate	GS&RM #1 GS&RM #2 GS&RM #3	GSRM#1 and GSRM#2 = Level 1 or GSRM#3 = Level 1	GSRM#1 and GSRM#2 = Level 2 or GSRM#3 = Level 2	GSRM#1 = Level 0 and GSRM#2 = Level 1 or Level 2 or GSRM#3 = Level 0
2	Prepares information and analysis to ensure entity remains compliant with regulatory and compliance requirements	S&G #1	2	Strategy development/ implementation	GS&RM #4 GS&RM #5	GSRM#4 or GSRM#5 = Level 1	GSRM#4 or GSRM#5 = Level 2	GSRM#4 and GSRM#5 = Level 0
3	Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out	S&G #1	3	Enterprise risk management	GS&RM #6	GSRM#6 = Level 1	GSRM#6 = Level 2	GSRM#6 = Level 0
4	Identifies and evaluates opportunities and risks within an entity	S&G #2						
5	Identifies the factors that impact the entity's financial strategies	S&G #2						
6	Helps develop or manage courses of action to manage risks, including information systems risk	S&G #3						