



Summary of Chargeable Hours and Clients - Experience Verification

This form is for CPA Ontario students who are reporting practical experience through the CPA Practical Experience Reporting Tool (PERT) in the Experience Verification route (EVR) in a Public Accounting (Firm) environment.

Why Complete This Form

In order for CPA Ontario to complete the student's requested review in PERT, the additional information on this form is required to determine if the competencies self-assessed by the student are reasonable.

When to Complete This Form

- Complete this form prior to requesting a CPA Review.

Method of Submission

This form is to be attached to a PERT experience report for the entire duration spent at your employer.

The chargeable hours reported in this document are not being recognized towards the requirements for public accounting licensure eligibility. The chargeable hours provided here are only to give CPA Ontario additional information to support the reported depth, breadth and core technical competencies.

CPA Ontario Student ID:

Student Name:

Firm Name:

Provide number of billable/chargeable hours for the reported period by engagement type and broken down into the categories below:

These chargeable hours obtained during the period: (example: M A R / 1 6 / 2 0 1 6)

Date (MMM/DD/YYYY): / / to Date (MMM/DD/YYYY): / /

Estimate of billable/chargeable Hours Breakdown	# hours	%	
Audit of Historical Financial Information		%	A
Review of Financial Statements under ASPE/IFRS		%	B
Tax Services		%	C
Compilation Engagements*		%	D
Other		%	D
Total		%	

**These engagements typically provide opportunities to demonstrate level 1 proficiency in Financial Reporting competencies. Further development to level 2 Proficiency typically requires at minimum 425 chargeable hours on assurance engagements with sufficient complexity and diversity.*



CPA Ontario Student ID:

Detailed information regarding Engagements:

A. Audit Breakdown (if applicable)

Top 5 biggest audit clients - majority of where you have spent your time	Substantive testing-based audit approach or Combined (i.e. - some substantive and some internal controls reliance)	Type of business (Industry)	Estimate of billable/chargeable Hours
1			
2			
3			
4			
5			
All other audits - No. of clients:	Chargeable Hours		
	Total Audit Hours for CPA students		A

B. Review Hours Breakdown (if applicable)

Top 5 biggest review clients - majority of where you have spent your time	Type of business (Industry)	Estimate of billable/chargeable Hours
1		
2		
3		
4		
5		
All other reviews - No. of clients:	Chargeable Hours	
	Total Review Hours for CPA students	



CPA Ontario Student ID:

C. Breakdown of Tax Services

% of Time Performing the below

	Service Line Mix	% of time based on total time spent on tax work
1	Canadian Corporate Tax Services (CCTS*)	
2	Personal Tax Services (PTS)	
3	Other (SRED, Indirect tax, International Tax, Transfer Pricing, etc.)	
	Total	

* Total % of the corporations where tax services are provided whose financial statements are subsequently audited or reviewed:

Breakdown % of time spent on Taxation Competencies:

Income Tax Legislation and Research (TAX#1)	
Tax Compliance (TAX#2)	
Tax Planning (TAX#3)	
Total	

Please note a minimum of 500 chargeable hours is required to support a level 2 in each sub-competency area of Taxation.

D. Compilation Engagements and Other Chargeable Hours

Which of these "Other Chargeable Hours" services does your firm provide (if any):

- Outsourced accounting/controllership services
- Advisory services
- Risk management and controls
- Finance
- Consultancy
- Insolvency
- Valuations

Please summarize your top 5-10 clients (in size and/or hours spent) in the chart on page 4. See example.



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Client	Type of Service Provided	Type of GAAP applied	Total Assets	Total Revenues	Net Income (Loss)	Estimated Hours spent on file	Industry	Note Disclosures	Complex Financial statement line items	Are these financial statements subsequently audited/ reviewed by another firm?
#1	Compilation	ASPE	\$1,000,000	\$4,000,000	\$600,000	40	Manufacturing	Yes - prepare PP&E, inventory, and policy	Inventory, Investments, Long term debt, goodwill, deferred revenue, share compensation, foreign exchange transactions, business combinations, restricted revenues, restricted assets, leasehold improvements.	N

Does your firm have contacts at other firms who perform assurance engagements and where you could be seconded to that firm to help with busy season? This will help gain your required assurance hours. You will need a minimum of 425 chargeable assurance hours gained over two busy seasons.



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CPA Ontario Student ID:

Name of Supervisor _____ X _____ / /
Supervisor Signature Date (mmm/dd/yyyy)

Questions

For questions relating to this form please email practicalexperience@cpaontario.ca, and use the subject line "Summary of Chargeable Hours and Clients - Experience Verification"