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## Documenting Your Pre-Registration Work Term

This document will help you gather the required information needed to document your co-op term or work experience from before you registered as a CPA Ontario student. Please note that once you register as a student you should take the required steps to begin reporting in our Practical Experience Reporting Tool (PERT).

This form has been developed to help you gather the information you will require in the future and does not replace completing an experience report in PERT. You must log this experience in PERT for it to count toward meeting your practical experience exit requirements and duration. Please note that if you are in the Experience Verification Route (EVR) - your supervisor will need to verify everything reported once you are in PERT. For Pre-Approved Program (PPR) students, your Program Leader will have to sign off on your CPA Review in PERT.

### Position Details

Start date:

End date:

Leave taken:

Supervisor first and last name:

Supervisor title:

Supervisor designation, if applicable:

Supervisor phone number:

Supervisor email:

### Employer information

Employer address:

No. of employees at organization:

No. of employees in department:

No. of CPAs employed:

No. of staff supervised by CPA Student:

### Attachments

- Job description on company letterhead (only applicable for EVR students)
- Chargeable hours form, if applicable:
  - [Chargeable hours form](#) for students in the Experience Verification Route, working in a firm environment
  - [Chargeable hours form](#) for students in the Pre-Approved Program Route, employed in an External Audit Program

### Technical Competency:

Document your competency development by reviewing the [guiding questions](#) document. Please roughly explain any areas that apply to your co-op or prior experience in the provided boxes to help you complete your PERT reports in the future. If you are in a PPR, please ask your Program Manager for a copy of your approved Competency Map for guidance as to which sub-competencies you should be targeting at the beginning of your co-op term.

Review the [Practical Experience Requirements](#) and familiarize yourself with the competency areas and requirements. We expect students in a co-op role to build foundational level experience in approximately two to four sub-competency areas. It is recommended that you focus on the technical sub-competency areas best suited to your role after reviewing the [guiding questions](#) document.

Technical Competency:	Sub-Competency:
Draft notes on position duties:	

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