

CPA Alberta Public Accounting Chargeable Hours Submission Form

When to complete:

Completing the form is required whenever a CPA candidate is requesting a review for experience gained in a public accounting role.

How to complete:

Sections 1, 2, 3 and 4 can be completed by the CPA candidate. For *Experience Verification Route* candidates, section 5 must be completed by the Designated Member at the registered firm. For *Pre-approved Program Route* candidates, section 5 will be completed by the Pre-approved Program Leader during certification directly in PERT, no physical signature on this form is required. Once complete, please attach to the applicable experience report in PERT.

If any of the time reported below was on a secondment (in excess of four weeks), please submit an additional Chargeable Hours Submission Form signed by the appropriate Designated Member/Pre-approved Program Leader where you were seconded.

CPA PER S. 4.3 states that CPA 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 questions on how to complete this form and/or how to complete/submit an experience report through PERT, please contact practicalexperience@cpaalberta.ca.

1 Personal Information	
Legal Name: First Middle Last	CPA Member Number:

2 Employment Information			
Firm Name:			
Street Address:	City:	Province:	Postal Code:
Experience Route: Pre-Approved Program Route Experience Verification Route			
If you selected PPR, please state the name of pre-approved program at above named employer: (See PERT if unsure)			
Type of Employment (select one) Full-time Part-time Co-op Summer			

3 Chargeable Hours Summary					
Reporting start date (dd/mm/yyyy):	Reporting end date (dd/mm/yyyy):				
List the chargeable hours completed in the reporting period noted below in the appropriate category. Hours reported cannot be from more than five years prior to employment.					
Audit HFI*	Review HFI*	Assurance (other)	Compilation	Tax	Other
Hours Completed					
*HFI refers to assurance engagements that are performed on Historical Financial Information as set out in the prevailing CPA Canada Handbook – Assurance (formerly the CICA Handbook – Assurance. Click here to read the Chargeable Hours Guidance Fact Sheet.					

4 CPA Candidate Confirmation	
I declare that all the information given in this form is true and correct.	
CPA Candidate Signature:	Date (dd/mm/yyyy):

5 Employer Confirmation (Experience Verification Route candidates only)	
I confirm that the CPA candidate named above has obtained the chargeable hours for the purposes of practicing public accounting as indicated above.	
Designated Member Signature:	Designated Member Name:
Date (dd/mm/yyyy):	