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Pre-approved Program Candidate: what you need to know

As a candidate in a pre-approved program, your practical experience process has been streamlined with pre-populated work competencies the employer is expected to provide you over the course of 30 months.

If you are a candidate who is in a pre-approved program, please check with the program leader and manager for orientation and onboarding training at your organization.

Below are the steps to get started and the requirements over the 30 months:

01 Get approved to report in the Practical Experience Reporting Tool (PERT)

a. Set up your PERT Profile – PERT Access

b. Document your employment, indicating the experience route as Pre-approved Program

c. Add your mentor (provided by your program manager)

02 Report on your practical experience semi-annually

a. Create/update an experience report

b. Self-assess your experience to the pre-populated competency map and record any enabling examples over the reporting period

c. Meet and discuss progression with your mentor

03 Request a CPA review

a. Change of Job, if leaving the PPR before 30 months

b. CPA Completion Review, if all practical experience requirements are met

Before requesting a CPA Review, please verify:

- PERT report dates don't overlap
- Leave days are reported accurately
- All required mentor meetings are documented
- All technical self-assessments are reasonable and accurately reflect work completed
- Level 2 enabling competencies are completed
- If in public practice, the chargeable hours form is completed and attached to the final report in PERT