

Experience Verification Candidate: what you need to know

As a candidate in the experience verification route, practical experience is self-directed where you determine the areas of depth, breadth and core competencies you will achieve.

Candidates may complete the requirements within one position and organization, or across multiple roles and organizations.

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. Add your mentor. Your mentor must be a CPA but does not need to work in the same organization. If you are having trouble finding a mentor, please contact practicalexperience@cpaalberta.ca
- c. Document your employment, indicating the experience route as Experience Verification Route
- d. Request a pre-assessment in PERT each time you change jobs. The report documentation should provide a job description and employment start date.

02 Report on your practical experience semi-annually

- a. Create a new PERT report
- b. Enter the required information and examples for each of the applicable sub-competency areas you have gained proficiency in. For information on the appropriate proficiency level to select, click the blue button  within the PERT report.
- c. Use the technical and enabling templates and videos to report on your experience (*found under Candidate > Practical Experience Guides & Resources*)
- d. Meet and discuss progression with your mentor

03 Request supervisor verification and submit a CPA review

- a. **12-month review:** After 12 months in a role, your experience reports must be submitted to CPA Alberta for review and approval of competencies achieved.
- b. **Profession Requested Review:** When the CPA reviewer has specifically requested for you to submit a CPA Review outside of a regular review cycle.
- c. **Change of Job Review:** If leaving the organization before meeting all practical experience requirements you will want to have all your experience and competencies reviewed and approved.
- d. **Completion Review:** If all practical experience requirements are met.

Before submitting a CPA Review, please verify:

- PERT report dates don't overlap
- Leave days are reported accurately
- All mentor meetings are documented (missed mentor meetings may extend duration required)
- All technical self-assessments are reasonable and accurately reflect work completed
- Level 2 enabling competencies are completed if applicable
- If in public practice, the chargeable hours form is completed and attached to the final report in PERT
- Your supervisor has verified the factual accuracy of all completed PERT reports
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