

CPA Alberta Public Accounting Chargeable Hours Submission Form

When to Complete:

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

How to Complete:

Sections 1, 2, 3 and 4 can be completed by the CPA candidate. Section 5 must be completed by the Designated Member/Pre-approved Program Leader at the registered firm. Once complete, please attach to the applicable experience report in PERT.

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:	CPA Member Number:
First Middle Last	

2 Employment Information			
Firm Name:			
Street Address:	City:	Province:	Postal Code:
Employment start date (dd/mm/yyyy):		Employment end date, if applicable (dd/mm/yyyy):	
Experience Route and Category:			
Pre-Approved Program Route		Experience Verification Route	
If you selected PPR, then please state the name of pre-approved program at above named employer:			
(see PERT if unsure)			
Type of Employment (select one):			
<ul style="list-style-type: none"> Full-time Part-time Co-op Summer 			
If any of the time reported above was on a secondment (in excess of four weeks), please submit an additional Summary of Chargeable Hours form signed by the appropriate Designated Member/Pre-approved Program Leader where you were seconded.			
<p><i>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.</i></p>			

3 Chargeable Hours Summary						
List the chargeable hours completed in current reporting period 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						
<small>*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)</small>						

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	
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/Pre-Approved Program Leader signature:	Designated Member/Pre-Approved Program Leader name:
Date (dd/mm/yyyy):	