

Prior Experience: What you need to know

As a candidate, you can claim up to 12 months of experience prior to your PER Effective Date.

Your PER Effective Date is the date at which you have:

- Registered with CPAWSB;
- Secured a qualifying position; and
- Obtained a CPA Mentor.

You can see your PER Effective Date in your profile in PERT.

For prior experience to be assessed:

- You have to have worked in that position for at least three months; and
- You must have achieved at least one technical sub-competency at a level 1 proficiency.

How to report prior experience:

1. Create a prior experience report instead of a current experience report in PERT.

- You can claim prior experience verification (EVR) and/or pre-approved program (PPR). You just have to make sure you select the correct report type: prior EVR vs. prior PPR.
- If you are claiming more than 12 months of experience in one position, make sure your report reflects your competency development from the most recent 12 months you spent in that position.
- If you are claiming more than 12 months of experience in multiple positions, we will start by assessing the most recent experience first.

2. Submit the report for verification to either your supervisor (EVR experience) or Pre-approved Program Leader (PPR) from the previous position(s).

Remember:

- Experience gained outside of Canada can be claimed as prior experience.
- All reports need to be verified by your previous employer, so it is important that you are able to get in contact with them.
- Verified prior experience reports are assessed at your next scheduled profession assessment.
- When you apply for membership as a CPA, all of your experience has to be from positions you held within the last 7 years.
- If you were not a registered candidate with the CPA Western School of Business (CPAWSB) during the period for which you are claiming prior experience, you may be charged a fee by CPAWSB when you are ready to apply for membership.
 - For more details on this fee, please see the PEP Administrative Fee Schedule found on the CPA Western School of Business website: www.cpaawsb.ca/cpa-pep/fees-and-forms.