

PRACTICAL EXPERIENCE CERTIFICATE FOR INTERNATIONALLY TRAINED CANDIDATES

Please read the following information prior to completing the experience certification form as an applicant applying for admission to membership in the Chartered Professional Accountants of British Columbia. The information provided on the practical experience certificate will be used to determine whether you have fulfilled the prescribed practical experience requirements for admission to membership in CPABC and for the granting of the Chartered Professional Accountant designation in the province of British Columbia.

Qualifying Practical Experience

To become a Chartered Professional Accountant, an applicant must demonstrate:

- **Pervasive qualities and skills**, comprising Ethical Behaviour and Professionalism, Personal Attributes and Professional Skills; and
- **Specific competencies**, identified within each of the six competency areas:
 - Performance Measurement and Reporting
 - Governance, Strategy and Risk Management
 - Management Decision-Making
 - Assurance
 - Taxation
 - Finance

Qualifying practical experience is defined in terms of both the duration of the practical experience term (i.e. the minimum term of practical experience) and the depth and breadth of competency development during that term. The minimum term of practical experience in Canada is three years, including graduate-level professional education in Quebec. Qualifying practical experience must meet the following minimum requirements for depth and breadth of competency development:

- **Depth of experience** — the opportunity to gain sufficient direct working experience in ALL of the specific competencies of ANY ONE of the six specific areas of competence (referred to as the area of depth). For the majority of the competencies, the candidate is expected to demonstrate Level 2 proficiency. In addition, all candidates are expected to demonstrate an awareness of emerging topics in their area of depth, either independently or as part of a team, with little direction or supervision.
- **Breadth of experience** — the opportunity to gain sufficient direct working experience in at least half of the competencies in TWO additional areas of Specific Competency (referred to as areas of breadth) and demonstrate the ability to work at Level 2 proficiency in at least half of those. If the candidate's area of depth is not Performance Measurement and Reporting or Assurance, then one of the two areas of breadth must be Performance Measurement and Reporting and must provide the opportunity to gain sufficient direct working experience in the three competencies below and demonstrate the ability to work at Level 2 proficiency in all three:
 - Evaluates the impact of alternative and/or new accounting standards/policies
 - Reviews, proposes or accounts for the entity's transactions, including complex transactions
 - Prepares and/or reviews financial statements and accompanying notes

Levels of proficiency for qualifying practical experience are identified at two levels. It would not generally be expected that a candidate would obtain level 2 proficiency in all competency areas — a variety of proficiency is normal.

Level 1 (works under supervision): The applicant has the basic knowledge and skill required to complete the task assigned but does not complete the task without supervision or assume responsibility for its execution. The applicant requires supervision and direction in completing the tasks as he/she begins applying their education to practice.

Level 2 (works independently): The applicant can apply the underlying knowledge and skill in a practical setting and is able to complete tasks independently or as part of a team with minimal direction or supervision. The applicant assumes responsibility for execution of the task and performs all work with diligence and due care. The applicant treats each situation as an opportunity to further develop their professional judgment and/or expand their knowledge base.

Examples of evidence of proficiency in CA competencies

The following charts list the key work place competencies in each of the six competency areas, and provide examples of the kind of evidence that would be indicative of proficiency in that area.

PERFORMANCE MEASUREMENT AND REPORTING COMPETENCIES

Competency	Possible evidence of competence in the workplace
Identifies financial reporting information required by various stakeholders including regulatory requirements	Performs research, attends meetings with senior personnel and others, completes interviews and observes activities, to assess the needs of the users, and provides a summary of the analysis afterwards. (This can be for internal or external, financial or non-financial reporting.)
Develops (or evaluates) reporting processes to support the financial reporting infrastructure	Collaborates with others to develop or improve an existing chart of accounts or a database that generates financial information. (For other reporting needs, it could be "data fields".)
Performs procedures to ensure the accuracy and reliability of financial information	Works with others, and reviews processes to help develop (or improve) schedules that leave unexplained differences. i.e., bank reconciliation, customer or supplier accounts, general activity, etc.; reviews month end reconciliations prepared by others; provides input into being developed to generate financial information, ensuring the proper controls are built in.
Evaluates the impact of alternative and/or new accounting standards/policies	Completes research and analysis of issues, following GAAP where appropriate (<i>CICA Handbook – Accounting</i>), considering stakeholder needs and alternative approaches; Consults those within the entity with more expertise if necessary.
Reviews, proposes or accounts for the entity's transactions, including complex transactions	Prepares or reviews accounting entries, ensuring the reports provide information that complies with GAAP and considers the external and internal information (could be activities for non-financial reporting); For non-routine transactions assists in determining the proper accounting entries to be booked.
Prepares or reviews financial statements and accompanying notes	Prepares or reviews month-end, interim or year-end financial statements for reasonableness and follows up on any unusual balances; prepares adjusting entries where necessary; drafts accompanying financial statement notes; Ensures filing deadlines are met.
Analyzes and explains financial statement results and balances to stakeholders	Gathers material and prepares presentation; Orally presents and clearly explains the financial information at an appropriate level of sophistication.

ASSURANCE COMPETENCIES

Competency	Possible evidence of competence in the workplace
Analyzes, evaluates and advises on assurance needs (external or internal)	As part of an assurance team, discusses the assurance services options that are available to an entity, given the circumstances, and then presents those options to the client (external or internal); explains to the client how the particular assignment will proceed.
Considers issues related to accepting an assignment	As part of an assurance team, ensures the assignment is staffed with people who are independent, competent and objective by making appropriate enquiries; contributes to the discussion of whether to accept a particular assignment through the discussion of particular risk factors, clearly explaining rationale; communicates with predecessor who worked on the assignment if appropriate.
Evaluates the implications of key risks for the assignment	Through observation, discussion and analysis, assesses the entity and identifies the specific risks that could result in material misstatement or fraud/illegal acts; assesses the impact of findings on the work to be performed
Evaluates internal control (IT or other)	Through observation, inquiry and analysis, documents the entity's key business process and key controls (including IT controls); as part of a team, evaluates the adequacy of the controls in place and suggests improvements where deficiencies are identified; assesses whether existing internal controls are functioning properly or if additional controls are needed and communicates ideas to supervisor.
Designs a work plan and assurance procedures	Through discussion with colleagues and the entity, plans the assignment, including documentation of the rules to be followed, the materiality level to be used, the staffing requirements, the timing, etc; presents the plan to the client (external or internal) for confirmation and acceptance; clearly explains steps to team members; designs (or reviews the design) of valid procedures.
Executes and evaluates the results of the work plan (IT or other)	Collaborates with the client and external parties to carry out the planned procedures (or monitors the performance by others) on an efficient, effective basis ensuring confidentiality of information is maintained; clearly documents the results and identifies issues where follow-up/extended work is suggested; draws conclusions on whether the procedure meets the stated objective; discusses with colleagues the impact of the findings on the work plan or the scope of the assignment.
Draws conclusions, documents findings, contributes to a summary report and participates in presentation to stakeholders	Reviews the assignment documentation, critically evaluating the conclusions drawn against the applicable criteria/rules/regulations; analyzes and discusses the impact of errors with senior staff and the need for additional work; drafts an appropriate report.

TAXATION COMPETENCIES

Competency	Possible evidence of competence in the workplace
Prepares or reviews the entity's taxation provisions and related financial reporting	Demonstrate a strong understanding of GAAP and apply it, so that the required journal entries and adjustments required for future income taxes and taxes payables can be reconciled.
Identifies and advises on compliance and filing requirements	Be aware of and meet all tax deadlines foreseeing the need for internal controls processes to be put in place, and allowing for the time required for the various revisions, etc. Informs or counsels the employer or colleagues on the breach of specific tax rules and regulations (ethical and professional requirement).
Prepares and files personal or corporate tax returns	Independently prepares basic tax returns for individuals and/or corporations, using the appropriate software; makes enquiries to obtain information where necessary to identify the tax treatments that apply to the situation; stays abreast of changes in the tax legislation and thinks about situations in the entity where the changes might apply.
Identifies personal or corporate tax planning opportunities	Consider additional tax services that could be offered to existing or potential clients (internal or external to the entity).
Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals	Collaborate with others in researching and in documenting relevant information, identifying valid sources of reference material, taking into account that others may be a valid source of information. Since tax topics can be complex, communicate one's ideas clearly and precisely, with clients, colleagues or tax authority representatives.
Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals	Collaborate with others in researching and in documenting relevant information, identifying valid sources of reference material, taking into account that others may be a valid source of information. Since tax topics can be complex, communicate one's ideas clearly and precisely, with clients, colleagues or tax authority representatives.

GOVERNANCE, STRATEGY AND RISK MANAGEMENT COMPETENCIES

Competency	Possible evidence of competence in the workplace
Analyzes the entity's governance structure and related policies, processes and codes	Discusses the structure of the board with colleagues/the client to obtain an understanding of how the entity governs itself; help identify where processes can be improved.
Prepares information and analysis to ensure entity remains compliant with regulatory and compliance requirements	Collaborate with others in researching and in documenting relevant information, identifying valid sources of reference material, taking into account that others may be a valid source of information.
Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out	Based on a good understanding of the high level structure of the entity, discusses with colleagues/client whether the entity's strategic plan is missing any critical elements; helps identify inconsistencies between the stated mission, vision and strategies and the entity's actual operating environment and processes.
Identifies and evaluates opportunities and risks within an entity	Researches and gathers internal and external information to help identify the risks and opportunities that exist within the entity's operating environment and helps assess whether certain courses of action should be pursued (e.g. evaluate a proposed deal); discusses potential risks and opportunities with colleagues/client; presents findings.
Identifies the factors that impact the entity's financial strategies	Researches and identifies the factors that affect the entity's strategy; discusses findings with colleagues/client and assists in a making a presentation on the factors identified.
Helps develop or manage courses of action to manage risks, including information systems risk	As part of a team, presents suggested methods to manage risk; watches for information suggesting that risk level should be reviewed and reports unexpected findings from ongoing monitoring of information to someone more senior; collaborates with colleagues in the management of specific risks.

MANAGEMENT DECISION-MAKING COMPETENCIES

Competency	Possible evidence of competence in the workplace
Participates in identifying or evaluating key information needs of stakeholders within an entity	Reviews internal and external sources of information to assess needs, takes needs into account in developing an organizational chart/process chart.
Participates in identifying or evaluating an entity's key performance indicators	Working alone or with others, performs external and internal research, interview, data collection to identify the key indicators or review existing indicators to ensure still appropriate.
Prepares, evaluates, or manages information within an entity for decision making e.g. acquisition vs. sourcing decisions, pricing and costing decisions, make-or-buy decisions, transfer pricing options	Participates in the preparation of a "business case" for an acquisition or sourcing of inputs, considering needs, cost/benefit analysis quantitative and qualitative factors. Participates in the presentation for approval (oral or written), including the change process, if necessary, and the follow-up evaluation. Participates in the analysis and discussion of data gathered to determine the cost of a product — including the allocation of costs. Collects data, assesses its reliability, prepares analysis, considering quantitative and qualitative factors —presents recommendation in report or orally. Assists others in evaluating the transfer pricing options within divisions or across separate entities by preparing relevant reports or discussing the implications of various approaches.
Prepares or reviews budget information	Participates in the development and prepares a budget for a "unit" of the entity. Assists in presenting/defending the budget.
Analyses and interprets variances against budget or other established targets	Analyzes, interprets the findings from the analysis of variances in a complete and understandable form (oral and written). Seeks information from others to explain variances. Prepares and presents a report that documents the analysis. Assists in developing a plan to address unfavourable variances that can be improved or eliminated.
Prepares or reviews cash flow projections	Helps gather data and assists in the preparation of a cash flow projection using the appropriate technological aids.
Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks	Taking into account current trends in managerial accounting, identifies possible improvements to the information gathering infrastructure that exists or assists in the development of a new system.

FINANCE COMPETENCIES

Competency	Possible evidence of competence in the workplace
Develops (or evaluates) the entity's financial objectives or strategy	Obtains a clear understanding of the entity's strategic direction (obtained through discussion and research); ensures, as part of discussion with colleagues/client that the financial goals align with the strategic direction; monitors the financial situation and cash flow forecasts to see if they reflect what senior management is expecting and communicating clearly when they don't.
Performs financial analysis, interprets the results and draws conclusions on the entity's financial situation	Provides insight into how the entity is operating and helps explain why the entity is in the position it is; participates in a presentation of the analysis.
Monitors cash flow	Gathers necessary data and prepares a cash flow analysis to ensure sufficient liquidity; discusses when there may be a cash shortfall or excess funds and discusses possible action plans with others.
Analyzes the entity's working capital	Analyzes and monitors the entity's current working capital position or components of it (accounts receivable or payable management); provides advice on optimizing the level of working capital.
Identifies and performs analysis or evaluation of the entity's financing alternatives, which could include the use of financial instruments	As part of a team, discusses possible sources of liquidity based on the needs of the entity, identified through the cash flow analysis; assesses the role, if any, of futures or forwards; participates in discussions with outside investors or lenders.
Develops, constructs or analyzes financial models, business plans or financial proposals	Participates in the development and presentation of a business plan (could be a capital project or smaller decision) which includes strategic fit/financial benefits and cost/alternative analysis/high-level risk analysis and a recommendation; critically reviews a business plan to ensure the assumptions are correct, that the information is complete and provide a recommendation on whether to accept or reject the plan.
Analyzes the purchase, expansion, or sale of a business	As part of a team, helps assess the risks and implications to the entity of a proposed acquisition, divestiture, etc. Participates in the presentation of the findings to senior management.

Requirements to be met to qualify for a Public Accounting License following admission to membership in CPABC

Please note that admission to membership in CPABC and the granting of the right to use the designation Chartered Professional Accountant and the initials, CPA, does not automatically qualify a member to be licensed as a public accountant. Members of CPABC who seek to be licensed as public accountants must fulfill the specific requirements set out by the Public Practice department.

Please provide examples of the major clients, customers or recipients of the product or services: _____

• The corporate structure and size

Size of business or practice

Total number of staff _____ Number of partners/owners _____ Total annual revenue _____

Corporate structure — Make selection(s) that best describe the corporate structure

- For profit corporation Not-for-profit corporation Public sector Partnership
 Publicly listed / traded Proprietorship Privately owned / not listed
 Other (please describe): _____

Other information or description of place of corporate structure or practice _____

Position(s) held by the applicant:

Please indicate the title of each position held by the applicant and the level or seniority of the position within the place of employment or practice, with reference to such matters as to whom (position) the applicant directly reported or was accountable and the placement of such position within the overall management or governance structure. Please indicate if the applicant was a senior executive, director or officer. Please also indicate the commencement and ending dates for the time spent in each position.

Title(s) of position(s) held: _____

Level of seniority: _____

Time spent in each position: _____

C. Position Responsibility

Levels of proficiency for qualifying practical experience are identified at two levels. It would not generally be expected that a candidate would obtain level 2 proficiency in all competency areas - a variety of proficiency is normal.

Level 1 (works under supervision): The applicant has the basic knowledge and skill required to complete the task assigned but does not complete the task without supervision or assume responsibility for its execution. The applicant requires supervision and direction in completing the tasks as he/she begins applying their education to practice.

Level 2 (works independently): The applicant can apply the underlying knowledge and skill in a practical setting and is able to complete tasks independently or as part of a team with minimal direction or supervision. The applicant assumes responsibility for execution of the task and performs all work with diligence and due care. The applicant treats each situation as an opportunity to further develop their professional judgment and/or expand their knowledge base.

Please reflect on the applicant's employment experience with your organization and indicate a proficiency level in each of the following six competency areas:

1. Performance Measurement and Reporting
2. Assurance
3. Taxation
4. Governance, Strategy and Risk Management
5. Management Decision Making
6. Finance

Competency	Level 1	Level 2
Performance Measurement and Reporting Competencies		
Identifies financial reporting information required by various stakeholders including regulatory requirements		
Develops (or evaluates) reporting processes to support the financial reporting infrastructure		
Performs procedures to ensure the accuracy and reliability of financial information		
Evaluates the impact of alternative and/or new accounting standards/policies		
Reviews, proposes or accounts for the entity's transactions, including complex transactions		
Prepares or reviews financial statements and accompanying notes		
Analyzes and explains financial statement results and balances to stakeholders		
Assurance Competencies		
Analyzes, evaluates and advises on assurance needs (external or internal)		
Considers issues related to accepting an assignment		
Evaluates the implications of key risks for the assignment		
Evaluates internal control (IT or other)		
Designs a work plan and assurance procedures		
Executes and evaluates the results of the work plan (IT or other)		
Draws conclusions, documents findings, contributes to a summary report and participates in presentation to stakeholders		
Taxation Competencies		
Prepares or reviews the entity's taxation provisions and related financial reporting		
Identifies and advises on compliance and filing requirements		
Prepares and files personal or corporate tax returns		
Identifies personal or corporate tax planning opportunities		
Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals		
Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals		
Governance, Strategy and Risk Management Competencies		
Analyzes the entity's governance structure and related policies, processes and codes		
Prepares information and analysis to ensure entity remains compliant with regulatory and compliance requirements		
Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out		
Identifies and evaluates opportunities and risks within an entity		
Identifies the factors that impact the entity's financial strategies		
Helps develop or manage courses of action to manage risks, including information systems risk		
Management Decision-Making Competencies		
Participates in identifying or evaluating key information needs of stakeholders within an entity		
Participates in identifying or evaluating an entity's key performance indicators		
Prepares, evaluates, or manages information within an entity for decision making. e.g. acquisition vs. sourcing decisions, pricing and costing decisions, make-or-buy decisions, transfer pricing options		
Prepares or reviews budget information		
Analyses and interprets variances against budget or other established targets		
Prepares or reviews cash flow projections		
Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks		

OR

If there is no person who would be available to provide the verification, the applicant may in lieu of such verification provide an affidavit sworn before a notary public or commissioner for oaths attesting to the truthfulness and accuracy of the information provided on this experience certification form. Please explain why there is no person available.

AFFIDAVIT

Applicant – Please sign below before a Notary Public

I, _____

attest that the foregoing information is correct to the best of my knowledge.

Applicant Signature

Signed or attested to before me on: _____
Date (mm/dd/yy)

NOTARY SEAL

By: _____
Notary Signature

My appointment expires: _____
Date (mm/dd/yy)

F. Declaration and Signature of Candidate

I declare that the information provided on this experience certification form and on any documents attached to this experience certification is true and correct.

Print Name

Signature

Date (mm/dd/yy)