

Chargeable Hours Form – Students in External Audit Reporting in PERT

Applicability:

This form is only to be used by CPA students who are:

- in an external audit pre-approved program and need to report chargeable hours for the eligibility to obtain a licence to practise public accounting; and
- reporting practical experience through the online CPA Practical Experience Reporting Tool (PERT).

When to complete this form:

Completing this form is required when a CPA student:

- switches employment from one pre-approved program to another pre-approved program within the same or a different firm;
- ends a co-op or summer term;
- switches from a pre-approved program route to the experience verification route;
- terminates employment; or
- believed to have satisfied all of the CPA practical experience requirements for membership

Questions:

For questions relating to PERT email practicalexperience@cpaontario.ca. Please use the subject line “Chargeable Hours Submission”

Method of Submission:

This form is to be attached to a CPA student experience report and submitted to CPA Ontario within PERT.

A. Demographic Information

CPA Student No.:

Student Name:

CPA Firm No.:

Firm Name:

Reporting Chargeable Hours

To be completed by the Pre-Approved Program Leader

This individual was trained as a student on (select one and enter exact dates):

(example: / /)

Please select the **ONE** that applies:

Full-time basis from date (mmm/dd/yyyy): / /

to date (mmm/dd/yyyy): / /

Part-time basis from date (mmm/dd/yyyy): / /

to date (mmm/dd/yyyy): / /

Average weekly hours:

Summer Intern from date (mmm/dd/yyyy): / /

to date (mmm/dd/yyyy): / /

Co-op work term from date (mmm/dd/yyyy): / /

to date (mmm/dd/yyyy): / /

A separate form is required to be submitted for each co-op work term

CPA PER S. 4.3: CPA students may work on more than one secondment assignment; however, no more than twelve months of the total 30-month duration will be recognized towards the fulfillment of CPA practical experience requirements.

During the time reported above, if this student was on secondment please indicate the dates:

Date from (mmm/dd/yyyy): / / to date (mmm/dd/yyyy): / /

B. Chargeable Hours

(complete only for students training in External Audit Pre-approved Program)

Chargeable Hours	Hours
Review procedures (minimum 100 hours)	
Audit of historical financial information (minimum 625 hours)	
Other assurance engagements (excluding tax in assurance engagements)	
Taxation in assurance engagements*	
Total Assurance Procedures (minimum 1250 hours)	

Chargeable Hours	Hours
Tax services*	
Other (e.g., Hours in Notice to Reader, performance measurement, forensic accounting, research on the interpretation or application of accounting and assurance standards). For further details on eligible hours refer to Regulation 9-1.	
TOTAL (minimum 2500 hours)	

* Combination of Taxation in Assurance Engagements and/or Tax Services (minimum 100 hours).

Practical Experience will count towards the chargeable hour requirement for external audit pre-approved programs if the secondment is within a registered firm with a recognized external audit pre-approved program. Otherwise, it will not be recognized towards the chargeable hour requirements for public accounting.

I confirm that the student has obtained the above chargeable hours under the overall supervision of a licensed public accountant.

Supervising Licensee Name

CPA Member No.

Ontario Licence No.

X _____

/ /

Signature

Date (mmm/dd/yyyy)

C. Confirmation

I declare that all the information given in this form is true and correct (please ensure section A and B are complete, prior to this section).

CPA Student Name

X _____

Signature

/ /

Date (mmm/dd/yyyy)