

CONFIRMATION OF PRACTICAL EXPERIENCE CERTIFICATE

Use this form if you started employment before September 1, 2009 AND you have left employment or you have completed your experience requirements.

If you are submitting this form to begin your application for membership with a provincial institute of Chartered Accountants, check with your provincial institute about any additional requirements. If you are governed by Manitoba or BC, you will also need to complete a Membership Application Record Confirmation Request.

EMAIL the completed form to generalregistrations@casb.com or MAIL it to CA School of Business Student & Support Services/301, 1253 91 Street SW/Edmonton, AB/T6X 1E9. Ensure your employer has signed the last page.

PRINT in capital letters or CLICK in the box to type.

1 Personal Information				
Student name	CASB student number			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">First</td> <td style="width: 33%;">Middle</td> <td style="width: 33%;">Last</td> </tr> </table>	First	Middle	Last	
First	Middle	Last		
Reporting CA Training Office	City			
Reason for submitting this form:				
<input type="checkbox"/> 1. I have completed the practical experience requirements <input type="checkbox"/> 2. I am leaving my position at a CA Training Office and <ul style="list-style-type: none"> <input type="checkbox"/> I have secured a position at a new CA Training Office (complete Section 4); <input type="checkbox"/> I have not secured a new position at a CA Training office, but I intend to register in the next available module offering and wish to maintain my CASB student registration; <input type="checkbox"/> I am a co-op or summer student returning to university to complete degree/pre-professional education program requirements; or <input type="checkbox"/> I want to cancel my CASB student registration as I am no longer pursuing the CA designation. <input type="checkbox"/> 3. Other: Please specify (e.g. out of province, international experience)				

2 Calculating Experience	
<p>Complete this section to calculate the amount of experience you have completed. Count 5 working days (maximum) in one calendar week and 21.75 working days (maximum) in one calendar month. Calculate time in total working days. See Section 6 for exclusions and information about overtime.</p>	
Employment type for reporting period:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (attach explanation)
Employment period	Explanation
A Employment start date (mm/dd/yy) <input style="width: 100px;" type="text"/>	A: This is the date you started working for this employer
B Employment end date (mm/dd/yy) <input style="width: 100px;" type="text"/>	B: This is either the date you completed 30 months experience <u>or</u> the last day you worked for this employer
C Total number of months worked <input style="width: 100px;" type="text"/>	C: Enter the total number of months you have worked
D Total number of working days (C x 21.75) <input style="width: 100px;" type="text"/>	D: Convert months to working days by multiplying C by 21.75 (the maximum number of working days in each month)
E Days excluded <input style="width: 100px;" type="text"/>	E: Calculate total number of days to be excluded (see Section 6)
F Total experience claimed (D - E) <input style="width: 100px;" type="text"/>	F: Calculate the experience you are claiming by subtracting E from D
G Previous experience reported to CASB <input style="width: 100px;" type="text"/>	G: Add any experience you have previously claimed
H Total period of experience to date <input style="width: 100px;" type="text"/>	H: You need 652.5 working days to meet 30 months experience

3 Chargeable Hours Calculation					
	Audit	Review	Taxation	Other	Total
In reporting CA Training Office	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
With previous CA Training Office (if available)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total chargeable hours completed to date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 CA Training Office Information		
Complete this section if you have not completed 30 months experience.		
1 I have left employment with the office listed on Page 1 and:		
<input type="checkbox"/> a. I am starting employment with a new approved CA Training Office (Continue to 2) <u>OR</u> <input type="checkbox"/> b. I do not have new approved CA Training Office employment arranged (continue to Section 5)		
2 Submit a Change of Training Office form to recognize experience from your new firm		
New CA Training Office	Start date (dd/mm/yyyy)	City

5 Certificate Declaration		
CA TRAINING OFFICE (completed by Training Principal)		
I confirm on behalf of _____ that _____		
was in our employ from (mm/dd/yy)_____ to (mm/dd/yy)_____ and completed our CA Training Program		
which is approved by the Institute of Chartered Accountants of _____.		
If the term of the practical experience is complete, please check here: <input type="checkbox"/>		
I recommend this student as being of good moral character and in my opinion he/she should be admitted to membership once he/she has satisfied all requirements to apply for CA membership.		
If the term of the practical experience is not yet complete, please check here: <input type="checkbox"/>		
I recommend this student as being of good moral character. During the above term of employment, nothing came to my attention to suggest that he/she should not be admitted to membership once he/she has completed his/her practical experience requirements. In my opinion he/she should be admitted to membership once he/she has satisfied all requirements to apply for CA membership.		
Training Principal Name (print)	Training Principal Signature	Date
Student (complete ONLY if the term of practical experience is complete)		
I believe that I have met the practical experience requirements of the CA profession as defined in the CA Practical Experience Requirements.		
I confirm that the experience and other information provided on this certificate is correct and in accordance with prescribed provincial institute student requirements.		
Student Signature	Date	

6 Exclusions

The employment start date is the first day you start working on activities recognized for experience credit according to the Practical Experience Requirements. This is usually the first day of employment. In most cases, all time receives credit, except as noted below.

Time excluded from experience calculation:

- paid or unpaid overtime hours (overtime can be used toward meeting minimum chargeable hour requirements for students in the external audit path);
- paid leaves of absence or other days not on the job taken in lieu of overtime hours;
- paid or unpaid vacation in excess of three weeks a year;
- paid or unpaid days for course(s), other than staff training programs required by the employer;
- paid or unpaid days for study leave or examination(s) except Fridays of face-to-face interactive sessions; and
- sickness, bereavement or other paid or unpaid leaves of absence in excess of a reasonable amount as established by the employer. As a guideline, we recommend that such leaves taken in excess of ten working days a year be excluded from experience calculation.

Accumulated excluded time is deducted from the employment period to determine the total experience claimed.

TYPES OF EXPERIENCE

Under the 30 month experience model, students in the external audit path must obtain the following minimum number of aggregate chargeable hours:

Minimum total chargeable hours	2,500
Minimum assurance (audit and review) hours	1,250
Minimum audit hours (within 1,250 assurance hours above)	625*
Minimum taxation hours	100

* The Institute of British Columbia allows for a reduction in the minimum audit hour requirement for certification purposes (please review the specific policies of the Institute of British Columbia).

Privacy Statement: The CA School of Business (CASB) has evolved into the CPA Western School of Business (CPAWSB). CPAWSB is committed to respecting your privacy and protecting your personal information. The personal information requested on this form is collected, used, and disclosed under applicable federal and provincial legislation and CPAWSB's policies and guidelines. The information will be reviewed by CPAWSB staff to evaluate completion of CA practical experience requirements and distributed to the appropriate provincial CPA body to allow CA students to be admitted to membership.