

PRACTICAL EXPERIENCE REVIEW MOU APPLICANT

To become a Chartered Professional Accountant (CPA), candidates need to demonstrate a minimum of 30 months of qualifying practical experience and complete the education portion of the CPA program. As you have applied to the CPA Western School of Business (CPAWSB) under the International Designate Memorandum of Understanding (MOU), you may be exempt from the practical experience requirement; however, your file will need to be reviewed to determine the exemption.

Under the MOU, you are required to pass the Common Final Exam (CFE) and meet the practical experience requirements (term, depth, breadth and duration) to be eligible to apply to membership. If you satisfy one of the following criteria, you will be admitted with a partial review of your practical experience:

- With a recognized university degree plus two (2) years of post-designation accounting related experience, or
- Without a recognized university degree plus five (5) years of post-designation accounting related experience.

The partial review will determine if a full experience review is required. Please submit official copies of the documents listed below to start the partial review:

- Letter of good standing;
- Comprehensive resume (showing a detailed account of all related work experience); and
- Confirmation of degree (if applicable) through:
 - Letter of good standing; or
 - Request of Certification of Membership with ICAP form; or
 - Third-party documentation (WES, IQAS, etc.).

Once CPAWSB receives all documents and this signed consent, the Practical Experience Review Committee (PERC), comprised of a representative from each of the Western provincial CPA bodies, will review your reported experience to determine if it meets the criteria listed above or if a full review of your experience is required. Should a full review be required, CPAWSB will tell you what additional documents are required to proceed.

Should you wish to proceed with your MOU Applicant Practical Experience Review, please sign this form acknowledging that you understand the above and would like to proceed. Once all the documents have been received, your file will be prepared for the next PERC meeting, which are held every two months. The committee's decision will be communicated approximately four weeks after the meeting.

I, _____, would like to proceed with the MOU Applicant Practical Experience Review by the Practical Experience Review Committee.

Signature

Date