

## INTERNATIONAL DESIGNATE EXPERIENCE RECOGNITION

To become a CPA, candidates need to demonstrate a minimum of 30 months of qualifying practical experience in addition to completing the education portion of the program. As an international designate you are eligible to have your prior international experience reviewed to determine if it can be used towards this 30-month requirement. Please note: this review is **ONLY** for international experience; any Canadian experience must be reviewed through the CPA Practical Experience Reporting Tool (PERT).

For your international experience to be reviewed, one of your previous international positions must have ended within the last 7 years. If this is the case all prior experience can be reviewed towards the 30-month requirement. Should the experience be over 7 years old, you will not be eligible full review as full review experience is only valid for 7 years from the last date worked internationally.

### **For Partial Review:**

For designates uninterested in submitting for full review or with international experience that concluded 7 or more years ago you do have the option to submit this form, providing your consent for your file to be reviewed by your governing provincial body to receive up to 12 months duration recognized towards your 30-month experience completion requirement.

\_\_\_\_\_ **Initial here if you would like to be assessed for partial review.**

Qualifying applicants will receive 12 months of experience awarded with no competencies.

### **For Full Review:**

International designates have the option of submitting for a full review of all international experience.

Full reviews require you to submit this form along with an IPEV form from each employer listed and the enabling competencies form. Candidates that submit for full review must have held at least one international position that concluded within the last 7 years. Provided that at least one position concluded within the last 7 years, any internationally held positions may be reported on and used towards experience verification requirements.

Full reviews may result in awarding of 12 to 30 months of recognized experience and recognition of competencies and level of proficiency, depending on the strength of the submission.

Please note, all experience approved will expire 7 years from the date of completion of your last recognized international experience and would require you to complete the education portion of the program and go to membership by this expiry date to have the approved international experience remain valid.

\_\_\_\_\_ **Initial here if you would like to be assessed for the full review.**

All employers listed on this form will be required to submit an IPEV form on your behalf and you will be required to submit the enabling competencies form in order to have any experience recognized.

### **Review Process:**

Once all documents have been received, CPAWSB will provide them to your governing provincial body who will review, and a decision will be communicated to you.

The full review will be looking at all of your prior experience to see if it would meet the current CPA Practical Experience Requirements including:

1. Minimum duration of 30 months
2. Competency and level of proficiency
  - a. Competency  
The competency requirements for CPA certification in Canada are grouped into six specific areas.
    - Financial Reporting
    - Audit and Assurance
    - Finance
    - Taxation
    - Strategy and Governance
    - Management Accounting

- b. Level of proficiency  
The level of proficiency expected of an entry-level CPA for a specific competency includes knowledge of the specific task, the skill to perform it, either independently or as a team member, and the proven ability to assume responsibility for its execution personally and/or through a team. Candidates must meet the core, depth and breadth provisions in order to meet the CPA Practical Experience Requirements for certification.

For additional information on the competencies and levels of proficiency, please see CPA Canada’s practical experience requirements overview found at <https://www.cpacanada.ca/en/become-a-cpa/cpa-designation-practical-experience-requirements-overview/cpa-practical-experience-overview-for-studentscandidates>.

To have your experience reviewed we would require additional forms completed and submitted to our office. These forms would be:

- Employer Listings (included at the end of this form below)
- IPEV Employer Detail Form from each international employer
- Enabling Competencies

Should you wish to proceed with this international experience review, please sign this form acknowledging that you understand the above and would like to proceed forward.

I, \_\_\_\_\_ would like to proceed forward with the review of my international experience.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INTERNATIONAL PRACTICAL EXPERIENCE VERIFICATION  
Employer Listing  
(Only complete if you are completing a full review)**

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Full Name:  CPA Number:

Address:

Please list **EVERY** employer that will be providing an IPEV form on your behalf.  
The practical experience assessment will commence only once all IPEV forms from all employers listed are received.

**1.** Name of Employer

City  Country

Contact  Employed From   
To

**2.** Name of Employer

City  Country

Contact  Employed From   
To

**3.** Name of Employer

City  Country

Contact  Employed From   
To

**4.** Name of Employer

City  Country

Contact  Employed From   
To

**5.** Name of Employer

City  Country

Contact  Employed From   
To