

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. As you have been accepted into CPA PEP, you are able to begin fulfilling both education and experience requirements (there is no specific order they are to be completed). We do recommend completing your experience review early to prevent delays in going 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:

- Experience review consent form (this document)
- Up-to-date comprehensive resume (showing a detailed account of all related work experience)
- Third-party documentation (WES, IQAS, etc) if required (see above)

Once CPAWSB receives all documents CPAWSB will provide them to your governing provincial body who will review, and a decision will be communicated to you. Should a full review be required, CPAWSB will inform 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.

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

Signature

Date