

# WELCOME TO PRACTICAL EXPERIENCE

Greetings from the CPA Ontario Practical Experience team! We are so excited that you have decided to pursue your CPA designation and look forward to guiding you on your professional journey.

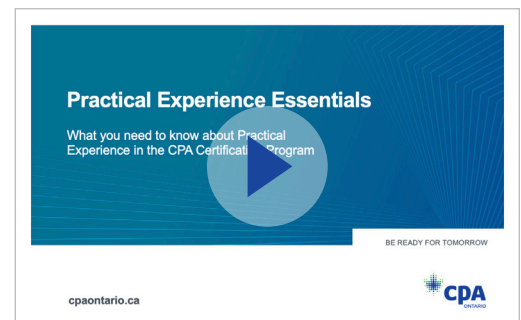
The CPA Certification Program consists of the Professional Education Program (PEP) and the Practical Experience Requirements (PER). You must complete both components in order to be eligible for the admission to membership process.

This package will provide you with all the information you need to begin and complete your practical experience requirements. Good luck!

## GETTING STARTED

### 1. Practical Experience Introduction Video

Before embarking on your journey, watch the [Practical Experience Essentials video](#) for an overview of the practical experience requirements. It will provide you with key information and answer any questions you might have.



### 2. Your Practical Experience Checklist

With the help of a checklist, navigating the practical experience process is simple. The checklist will help you capture important milestones throughout your journey, guiding you every step of the way. It includes the following:

- link to PERT login
- information about our monthly webinars
- Frequently Asked Questions
- helpful resources

Download and save your [checklist](#), then get started!

## WHAT YOU NEED TO KNOW

We suggest you start reporting in PERT right away. Before you do, please note the following:

- Eligible experience in PERT must be reported semi-annually as it is gained. We refer to this as current experience.
- You can report eligible experience from the last 5.5 years before you began reporting in PERT, with a limit of 12 months of duration. We refer to this as prior experience. To be eligible to report it, you must be currently employed in a position approved by CPA Ontario as relevant. See CPA [Ontario Practical Experience Requirements section 2.5.9](#).
- Prior and current experience are defined by your PER Effective Date, which begins once you have added your mentor in PERT and your employment is confirmed/approved in PERT.

Please remember that you cannot report all your experience at the end of the program, as eligible experience can expire if you wait too long.

## UNAUTHORIZED PRACTICES

Members and students are prohibited from providing accounting services to the public, unless working for a firm registered with CPA Ontario (see [Bylaw section 11.53](#)).

If you are working for an organization that provides services such as financial statement preparation, tax preparation/planning (excluding mechanical processing of tax returns), forecasting, or advice on the treatment of accounting transactions, all of which are considered as providing accounting services to the public, please consult our [Firm Directory](#) to ensure it is registered with CPA Ontario. If it is not, we will not be able to recognize your work experience towards the CPA designation. See [CPA Ontario Practical Experience Requirements section 2.5.10.3](#).

For example, organizations acting as part-time CFOs/controllers for their clients may be considered unauthorized. If you are working for such a company, we strongly encourage you to submit a pre-assessment as soon as possible.

## CONTACT US

If you have any questions along the way, we are here to help. Feel free to contact us at [practicalexperience@cpaontario.ca](mailto:practicalexperience@cpaontario.ca) or use the chat function at [cpaontario.ca](https://cpaontario.ca). We wish you a successful and rewarding experience!