

COMPLETING THE PROFESSIONAL EXPERIENCE REQUIRED FOR CERTIFICATION (PERC) FOR YOUR EMPLOYEE ONLINE

INSTRUCTIONS FOR SUPERVISORS

1. You will receive an email with a link to your employee's employment file to review.
2. You will find six tabs across the top of the employment file. Here is a description of each tab, its function and relevance to your assessment as a supervisor.

File Details

This tab contains information specific to your organization and the employee's position. Please review this tab for accuracy before moving on to the Questionnaire tab.

Questionnaire

This tab contains specific examples for each of the competency requirements in the student's questionnaire. Click on each section containing responses for your review and approval. If you disagree with the student's statements provide an explanation in the "feedback to student(s)" box.

Attestation

In this tab you respond "yes" or "no" to each statement, in three areas as to whether or not the student is performing the necessary competency at a professional level. There are three professionalism forms to assess:

- Ethics and Trust
- Communication
- Professional Self-Evaluation

Notes

In this tab you can post non-removable comments on the student's file and view any notes the student has posted.

Attachments

This tab contains documents uploaded by the student to support their employment file.

Declaration

After reviewing and responding to the questionnaire and attesting to the professionalism forms, the declaration tab is the final step in the confirmation process. Here, you declare your relationship to the student as arms-length and professional and confirm the information you provided is true.

3. Confirm your designation if you are a professionally designated accountant.
4. Click "submit" to complete your review.