

CPA ONTARIO PRACTICAL EXPERIENCE REQUIREMENTS

Change of Job in the Experience Verification Route (EVR)

As part of the CPA Ontario Practical Experience Requirements, you are required to report a change of job within the Practical Experience Reporting Tool (PERT). You must document your change of job within 90 days of the date of your job change. Failure to do so may result in your practical experience not being approved by CPA Ontario.

When to Submit a Change of Job Assessment

- You are terminating employment with your current employer; or
- You are changing roles at your current employer (i.e. External Audit to Taxation).
- Please note that you are not required to submit a change of job assessment if you are being promoted within your role (i.e. Analyst to Senior Analyst).

Submission Instructions

1. Create/update a current experience report for the proficiency achieved for the technical and enabling competencies achieved during your time at your employer.
2. Select **SUBMIT** in the report details tab to put the report to a **VERIFICATION REQUESTED** status; **PLUS**
3. Create an initial experience report for your new role that includes your job start date and attach a job description on company letterhead. Update your CPA Ontario Mentor only if they have changed. Please note that you are not required to change your Mentor if you change jobs.
4. Select **SUBMIT** in the report details tab to put the report to a **VERIFICATION REQUESTED** status.
5. Upon supervisor approval, your report will be in **VERIFIED** status. Select **REQUEST ASSESSMENT** in the Profession Assessment tab.
6. Select “Change of Job Assessment” from the assessment reason drop down menu.
7. Check off the Candidate Declaration and select **CREATE**.
 - i. Review pages 8 to 12 of [PERT User Guide](#) for guidance.

Questions?

If you have any questions regarding changing your job status, please email practicalexperience@cpaontario.ca.