

CPA ONTARIO PRACTICAL EXPERIENCE REQUIREMENTS

Change of Job in the Pre-approved Program Route (PPR)

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;
- 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. Assistant Manager, Audit to Manager, Audit); or
- You are changing office locations (i.e. your job may be the same, but you are moving physical locations).

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.
 - a. If you are departing an External Audit program, attach a [Chargeable Hours Form – Students in External Audit Reporting in PERT](#) form to your experience report.
2. Select **SUBMIT** in the report details tab to put the report to a **VERIFIED** status.
3. Select **REQUEST ASSESSMENT** in the Profession Assessment tab.
4. Select “Change of Job Assessment” from the assessment reason drop down menu.
5. Select the Program Leader from the drop down list.
6. Check off the declarations and select **CREATE**.

Upon review by CPA Ontario, your PER status and experience path will be set to Unemployed. Please allow six weeks for your assessment to be completed. You will not be able to change your path until your experience reports are in a **REVIEWED** status.

Complete the following steps to become part of your new Pre-approved Program Route (PPR) roster:

1. Edit your PERT Profile.
2. Select new organization/location/program.
3. Add your CPA Ontario Mentor to your profile.
4. Create an initial experience report; include your job start date and your employment type (co-op, full time, part time).
 - 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.