



Summary of Chargeable Hours and Clients - Experience Verification Assessment

This form is for CPA Ontario students who are reporting practical experience through the CPA Practical Experience Reporting Tool (PERT) in the Experience Verification route (EVR) in a Public Accounting (Firm) environment.

Why Complete This Form

In order for CPA Ontario to complete the student’s assessment in PERT, the additional information on this form is required to determine if the competencies self-assessed by the student are reasonable.

When to Complete This Form

- After satisfying all of the CPA Ontario practical experience requirements and when submitting a profession assessment with “Completion Assessment” selected in PERT.
- When submitting a profession assessment request for: a 12-month assessment, change of job, student requested reason, WITH any technical competency at level 2 proficiency being reported.

Method of Submission

This form is to be attached to a PERT experience report.

THIS IS NOT FOR LICENSURE PURPOSES. The chargeable hours reported in this document are not being recognized towards the requirements for public accounting licensure eligibility. Only chargeable hours gained in External Audit Pre-approved Programs are eligible for reporting to CPA Ontario for purposes of meeting the licensure requirements. The chargeable hours provided here are only to give CPA Ontario additional information to support the reported depth, breadth and core technical competencies.

CPA Ontario Student ID:

Student Name:

Firm Name:

Provide number of billable/chargeable hours for the reported period by engagement type and broken down into the categories below:

These chargeable hours obtained during the period: (example: M A R / 1 6 / 2 0 1 6)

Date (MMM/DD/YYYY): / / to Date (MMM/DD/YYYY): / /

Estimate of billable/chargeable Hours Breakdown	# hours	%	
Audit of Historical Financial Information		%	A
Review (of Financial Statements under ASPE/IFRS*)		%	B
Tax Services		%	C
Other		%	D
Total		%	

* if readily available, please exclude the tax hours associated with each engagement and allocate to “Tax”. If not, please indicate that tax hours are included with each engagement.



Detailed information regarding Engagements:

A Audit Breakdown (if applicable)

Top 5 biggest audit clients - majority of where you have spent your time	Substantive testing-based audit approach or Combined (i.e. - some substantive and some internal controls reliance)	Type of business (Industry)	Estimate of billable/chargeable Hours
1			
2			
3			
4			
5			
All other audits - No. of clients:	Chargeable Hours		
	Total Audit Hours for CPA students		A

B Review Hours Breakdown (if applicable):

Top 5 biggest review clients - majority of where you have spent your time	Type of business (Industry)	Estimate of billable/chargeable Hours
1		
2		
3		
4		
5		
All other reviews - No. of clients:	Chargeable Hours	
	Total Review Hours for CPA students	



C Breakdown of Tax Services

% of Time Performing the below

	Service Line Mix	% of time based on total time spent on tax work
1	Canadian Corporate Tax Services (CCTS)	
2	Personal Tax Services (PTS)	
3	Other (if more than 20% of time, provide additional details)	
	Total	

Breakdown % of time spent on Taxation Competencies:

Income Tax Legislation and Research (TAX#1)	
Tax Compliance (TAX#2)	
Tax Planning (TAX#3)	
Total	

D If Other is larger than 20% of your time, please summarize the main types (risk management and control, finance, consultancy, insolvency, valuations)

Name of Supervisor

X _____
Supervisor Signature

_____/_____/_____
Date (mmm/dd/yyyy)

Questions

For questions relating to this form please email practicalexperience@cpaontario.ca, and use the subject line "Summary of Chargeable Hours and Clients - EV Assessment"