



EXPERIENCE VERIFICATION FORM for waiver of undergraduate degree requirement

The CPA Western School of Business (CPAWSB) requires the information requested by this form in order to assess the applicant's accounting practical experience. The applicant is responsible to forward this form, along with Experience Verification Information, to the employer(s) from which verification of experience is being sought. **Please ensure a separate form is used for each employer.** Please print clearly in **BLOCK LETTERS**.

Section 1 – To be completed by APPLICANT

Name in full
First name Middle Name(s) Last name

Previous name(s)
 (if applicable)

SECTIONS 2 through 8 must be confirmed by Employer

The individual confirming this form should be the applicant's direct supervisor who has adequate first-hand knowledge of the applicant's skills, tasks and competencies displayed while employed. If the person to whom the applicant directly reported or was directly accountable is no longer available to provide the verification, such verification may be made by

- a person who is currently an appropriately senior manager, executive, officer, partner or director of the place of employment, or
- a person who is in a management, executive or oversight role with the professional services practice,

- AND**
- has personal knowledge of the applicant's having held the position(s) reported on this form and the applicant's having held the responsibilities carried out or performed the functions indicated for such position(s), or
 - has access to the applicable records or documentation of the place of employment or practice and has verified following review or inspection of such records that the applicant held the position(s) reported on this form and carried out the responsibilities or performed the functions reported on this form.

In order to accurately assess competencies, the individual completing this form should hold a professional accounting designation. If the individual does not hold a professional accounting designation, they should be at a knowledgeable level to assess experience against the CPA competencies.

Section 2 – Employer Details

Employer Name

Postal address

City Province/State

Postal/Zip Country

Section 3 – Third Party providing verification on behalf of the Employer

Name in full
 First name Middle Name(s) Last name

Email

Phone Fax

Designation held (e.g. CPA) Membership no. Country of Designation

Relationship to Applicant Direct Supervisor Other (please describe)

Position/Title held with this employer

Section 4 – Nature of Business

Public accounting – Make selection(s) that best describe the nature of practice conducted by this firm

- Assurance engagements
- Business Advisory
- System Management
- Taxation
- Business valuation
- Mergers/Acquisitions
- Compilation
- Forensic/Litigation support
- Actuarial Services
- Internal Audit
- Insolvency
- SOX services

Non-public accounting – Make selection(s) that best describe the nature of practice conducted by this employer

- Financial Services
- Technology
- Manufacturing
- Real Estate/Construction
- Natural Resources
- Other (please describe)
- Retail

Please provide examples of the major clients, customers or recipients of the products or services

Section 5 – Corporate Structure and Size

Size of business or practice

Total number of staff Number of partners/owners Total annual revenue

Corporate structure – Make selection(s) that best describe the corporate structure

- For profit corporation
- Partnership
- Publicly listed
- Not-for-profit corporation
- Proprietorship
- Publicly traded
- Public sector
- Other (please describe)
- Privately owned/not listed

Other information or description of place of corporate structure or practice

Section 6 – Applicant's Employment Details

Employment Commenced:
(mm/dd/yy)

Employment Ended:
(mm/dd/yy)

Full-time

Part-time _____% of week

Extended leave of absence (in excess of 4 weeks per annum): Total working days absent:

Please indicate the title of each position held by the applicant and the level or seniority of the position within the overall management or governance structure. For example, indicate if the applicant was a senior accountant, intermediate accountant, controller or analyst.

1. Title /Position Held

Seniority Level Held position From To

2. Title /Position Held

Seniority Level Held position From To

Use additional paper as required

Section 7 – Applicant's Technical Competencies

For this section, it is very important that you refer to the accompanying *Experience Verification Information*. This accompanying document contains descriptions and examples of the key work-place competencies for the six practice areas (noted below). The information will assist you in understanding the kind of evidence that would indicate proficiency in each area.

Levels of proficiency for qualifying practical experience are identified at three levels. It would not generally be expected that an applicant would obtain level 2 proficiency in all areas of practice – a variety of proficiency is normal.

Level 0 Experience that is at an administrative or clerical level.

Level 1 Experience that is at the professional level but lower than that expected of a newly certified CPA. This can include experience with tasks that are routine in nature, of a low level of complexity, and/or are executed with little autonomy. Little difficulty is associated with a small number of straightforward and frequently encountered issues; may achieve competency relying on a routine approach. Works under supervision.

Level 2 The experience level expected of a newly certified CPA. This can include experiences with tasks that are non-routine in nature and a combination of low-to-moderate complexity with high level autonomy or high level of complexity with low autonomy. Medium to considerable difficulty is associated with a number of variables and circumstances that must be considered simultaneously; circumstances may be less clear and often requires approaches that are not practiced frequently. Works independently.

Please reflect on the Applicant's employment experience with your organization and indicate a proficiency level obtained in each of the following:

Competency Area	Competency Sub-Area	Competency Statements and illustrative examples for LEVEL 2 proficiency	Competency Statements and illustrative examples for LEVEL 1 proficiency	Competency Statements for LEVEL 0 proficiency
Financial Reporting				
1.	<i>Financial Reporting Needs and Systems</i>	<p>Analyze/identify financial reporting information required by various stakeholders, including regulatory requirements (can include specialized financial reporting requirements); plus</p> <p>(a) Evaluate/review the appropriateness of the basis of financial reporting; or</p> <p>(b) Evaluate/review reporting processes to support reliable financial reporting</p>	<p>Explain the financial reporting information required by various stakeholders, including regulatory requirements (can include specialized financial reporting requirements); plus</p> <p>Analyze/identify the appropriateness of the basis of financial reporting; or</p> <p>(a) Analyze the accuracy and reliability of financial information</p> <p>(b) Analyze the accuracy and reliability of financial information</p>	<p>Use the accounting system to process transactions and/or generate reports.</p> <p>Verify mathematical accuracy of financial information (sub-totals, totals).</p> <p>Perform simple reconciliations.</p>
	Level Obtained			
2.	<i>Accounting Policies and Transactions</i>	<p>Evaluate/review appropriate accounting policies and procedures; or</p> <p>Evaluate/review treatment for routine and non-routine transactions; or</p> <p>Analyze/research treatment for complex events/transactions.</p>	<p>Analyze/research the appropriate accounting policies and procedures (or explains the basis in which they were selected and applied to an organization); or</p> <p>Analyze/research treatment for routine transactions.</p>	<p>Record accounting entries for routine transactions.</p> <p>Roll-forward provisions from prior years.</p>
	Level Obtained			
3.	<i>Financial Report Preparation</i>	<p>Analyze/prepare financial statements, including note disclosures.</p>	<p>Explain financial statements, including note disclosures</p>	<p><i>Verify mathematical accuracy of the financial statements and note disclosures.</i></p>
	Level Obtained			
4.	<i>Financial Statement Analyses</i>	<p>Analyze/prepare management communication (e.g., MD&A), or</p> <p>Analyze/prepare financial reporting results for stakeholders (internal or external), or</p> <p>Analyze/prepare/predict the impact of strategic, and operational decision on financial results (external or internal).</p>	<p>Explain the management communication (e.g., MD&A), or</p> <p>Explain financial reporting results for stakeholders (external or internal), or</p> <p>Explain the impact of strategic and operational decision on financial results (external or internal).</p>	<p>Calculate ratios and/or % changes in account balances.</p>
	Level Obtained			

Competency Area	Competency Sub-Area	Competency Statements and illustrative examples for LEVEL 2 proficiency	Competency Statements and illustrative examples for LEVEL 1 proficiency	Competency Statements for LEVEL 0 proficiency
Audit & Assurance				
1	<i>Internal control</i>	<p>Evaluate/review the entity's risk assessment processes; or</p> <p>Evaluate/review the information system, including related processes.</p>	<p>Analyze/prepare the entity's risk assessment processes; or</p> <p>Analyze the information system, including related processes.</p>	Execute procedures that relates to existing internal controls.
	Level Obtained			
2.	<i>Internal audit or external assurance requirements, basis and risk assessment</i>	<p>Analyze an entity's assurance needs or explain the implications of pending changes in assurance standards, plus</p> <p>Basis: Analyze which set of criteria to apply to the subject matter being evaluated, or analyze which standards/guidelines to apply based on the nature and expectations of the assurance engagement/project, plus</p> <p>Risk assessment: Evaluate issues related to the undertaking of the engagement or project, or evaluate materiality for the assurance engagement/project, or Evaluate the risks of the project (for audit engagements, evaluate the risks of material misstatement at the financial statement level and at the assertion level for classes of transactions, account balances, and disclosures).</p>	<p>Explain an entity's assurance needs or explain the implications of pending changes in assurance standards, plus</p> <p>Basis: Explain which set of criteria to apply to the subject matter being evaluated, or explain which standards/guidelines to apply based on the nature and expectations of the assurance engagement/project, plus</p> <p>Risk assessment: Explain issues related to the undertaking of the engagement or project, explain/calculate materiality for the assurance engagement/project, or explain the risks of the project (for audit engagements, explain the risks of material misstatement at the financial statement level and at the assertion level for classes of transactions, account balances, and disclosures).</p>	Assemble information about the business (external), or department (internal).
	Level Obtained			
3.	<i>Internal audit projects or external assurance engagements</i>	<p>Work plan: Evaluate/develop/review appropriate procedures based on the identified risk of material misstatement, analyze/perform the work plan, evaluate the evidence and results of analysis, documents the work performed and its results, plus</p> <p>Draw conclusions, communicate results, and contribute to a report for stakeholders.</p>	<p>Work plan: Analyze/perform the work plan on less complex/riskier areas, evaluate the evidence and results of analysis, documents the work performed and its results, plus</p> <p>Draw conclusion, communicate results, and contribute to a report for stakeholders.</p>	Compile planning documentation. Coordinate third party confirmations; identify outstanding items.
	Level Obtained			

Competency Area	Competency Sub-Area	Competency Statements and illustrative examples for LEVEL 2 proficiency	Competency Statements and illustrative examples for LEVEL 1 proficiency	Competency Statements for LEVEL 0 proficiency
Finance				
1.	<i>Financial analysis & planning</i>	<p>Evaluate/review the entity's financial state, or</p> <p>Evaluate/review financial proposals and financing plans</p>	<p>Analyze the entity's financial state, or</p> <p>Analyze/prepare financial proposals and financing plans</p>	Perform calculations to support analysis (ratios and/or % changes in account balances).
	Level Obtained			
2.	<i>Treasury management</i>	<p>Analyze the entity's cash flow and working capital, plus</p> <p>Evaluate/review the entity's investment portfolio, or</p> <p>Evaluate/review sources of financing and decisions affecting capital structure, or</p> <p>Evaluate/review the entity's cost of capital, or</p> <p>Evaluate/review decisions related to distribution of profits</p>	<p>Explain/calculate the entity's cash flow and working capital, plus</p> <p>Analyze/research the entity's investment portfolio (less complex), or</p> <p>Analyze/research sources of financing and decisions affecting capital structure, or</p> <p>Analyze/research the entity's cost of capital, or</p> <p>Analyze/research decisions related to distribution of profits</p>	<p>Record investment/FX transactions based on confirmations; update market values from third-party sources, if applicable.</p> <p>Reconcile differences between records and third-party statements.</p>
	Level Obtained			
3.	<i>Capital budgeting Valuation Corporate finance</i>	<p>Analyze/prepare financial models or business plans as part of or in addition to:</p> <p>Evaluate/review capital budgeting processes and decisions, or</p> <p>Evaluate/review the value of a tangible asset or</p> <p>analyze/estimate the value of an intangible asset, or</p> <p>Analyze/estimate the value of a business, or</p> <p>Evaluate/review financial risk management policies, or</p> <p>Analyze the use of derivatives as a form of financial risk management, or</p> <p>Evaluate/review the purchase, expansion or sale of a business, or</p> <p>Evaluate/advise a financially troubled entity.</p>	<p>Analyze/prepare information to aid in the capital budgeting processes and related decisions, or</p> <p>Analyze/estimate the value of a tangible asset, or</p> <p>Explain/calculate value of a business, or</p> <p>Explain financial risk management policies, or</p> <p>Explain the use of derivatives as a form of financial risk management, or</p> <p>Analyze the purchase, expansion or sale of a business, or</p> <p>Analyze possible solutions to aid a financially troubled entity.</p>	<p>Coordinate the capital budgeting process.</p> <p>Calculate market value of publicly-traded security.</p> <p>Calculate/collect multiples for market-based valuations.</p>
	Level Obtained			

Competency Area	Competency Sub-Area	Competency Statements and illustrative examples for LEVEL 2 proficiency	Competency Statements and illustrative examples for LEVEL 1 proficiency	Competency Statements for LEVEL 0 proficiency
Taxation				
1.	<i>Income tax legislation and research</i>	Analyze/research treatment for transactions/events, plus Draw conclusion and communicate results.	Explain the relevant section of the Income Tax Act, tax conventions and/or treaties, as it relates to specific transactions/events.	Use Income Tax Act to assemble rates, filing deadlines and requirements.
	Level Obtained			
2.	<i>Tax compliance: corporate or personal</i>	Analyze the general tax issues (can include assessments, notice of objection and appeals), plus Analyze/prepare a tax return	Explain the general tax issues (can include assessments, notice of objections and appeals), plus Explain tax return or analyze/prepare information to support the preparation of the tax return	Assemble information for tax return and explains required information. Use tax software to process tax returns. Prepare schedule of due dates.
	Level Obtained			
3.	<i>Tax planning: corporate or personal</i>	Analyze/estimate tax consequences or specific tax-planning opportunities for: (a) shareholders and/or their corporations, or (b) complex corporate transactions, or (c) individuals (excluding estate-planning), or Analyze/estimate the tax consequences of other corporate and partnership restructuring transactions, or Analyze/prepare estate-planning opportunities for individuals.	Explain/calculate the tax consequences or specific tax planning opportunities for: (a) shareholders and/or their corporations, or (b) individuals (excluding estate planning), or Explain/calculate the tax consequences of other corporate and partnership restructuring transactions, or Explain/calculate the tax Estate planning opportunities for individuals.	Use information prepared internally/externally to explain changes arising from Federal or Provincial budgets. Use tax software to calculate pro-forma taxes payable under various tax planning opportunities.
	Level Obtained			

Competency Area	Competency Sub-Area	Competency Statements and illustrative examples for LEVEL 2 proficiency	Competency Statements and illustrative examples for LEVEL 1 proficiency	Competency Statements for LEVEL 0 proficiency
Strategy & Governance				
1.	<i>Governance Mission, vision, values & mandate</i>	Analyze/prepare the entity's governance policies, processes, and/or code, and analyze/prepare information and analysis to ensure entity remains compliant with regulatory/compliance requirements, or Evaluates whether management decisions align with the entity's mission, vision and values.	Explain describes the entity's governance policies, processes, and/or code, and prepares information to aid in the analysis to ensure entity remains compliant with regulatory/compliance requirements, or Analyze management decisions to the entity's mission, vision and values.	Describe the entity's governance policies, processes, and/or code.
	Level Obtained			

2.	Strategy development/implementation	<p>Analyze the entity's strategic objectives and evaluate related performance measures, or</p> <p>Evaluate the entity's internal and external environment and analyze its impact on strategy development; analyze strategic alternatives, or</p> <p>Analyze the key operational issues and analyzes alignment with strategy.</p>	<p>Explain the entity's strategic objectives and analyze related performance measures, or</p> <p>Analyze the entity's internal and external environment and explain its impact on strategy development; explain strategic alternatives, or</p> <p>Explain the key operational issues and explains the alignment with strategy</p>	<p>Explain the entity's strategic objectives.</p> <p>Collect information on the entity's internal and external environment.</p>
	Level Obtained			
3.	Enterprise risk management	<p>Evaluate/review components of an effective risk management program and evaluate its impact on shareholder value.</p>	<p>Analyze/research components of a risk management program and analyze its impact on shareholder value</p>	Record risk responses.
	Level Obtained			

Competency Area	Competency Sub-Area	Competency Statements and illustrative examples for LEVEL 2 proficiency	Competency Statements and illustrative examples for LEVEL 1 proficiency	Competency Statements for LEVEL 0 proficiency
Management Accounting				
1.	Management reporting needs and systems	<p>Analyze management information requirements, plus</p> <p>Evaluate/review the types of information systems used and the role they play in an organization or evaluate/recommend improvements to existing reporting systems to meet information needs, plus</p> <p>Analyze/research ethical and privacy issues related to information technology.</p>	<p>Explain management information requirements, plus</p> <p>Analyze the types of information systems used and the role they play in an organization or analyze potential improvements to existing reporting systems to meet information needs, plus</p> <p>Explain ethical and privacy issues related to information technology.</p>	<p>Use existing information systems to generate management reports.</p> <p>Recognize ethical and privacy issues related to information technology.</p>
	Level Obtained			
2.	Planning, budgeting and forecasting	<p>Evaluate/review information inputs (including assumptions) for operational plans, budgets and forecasts, plus</p> <p>Analyze/prepare operational plans, budgets, and forecasts, plus</p> <p>Analyze implications of variances</p>	<p>Analyze/prepare information inputs for operational plans, budgets and forecasts, plus</p> <p>Explain/calculate operational plans, budgets, and forecasts, plus</p> <p>Explain/calculate variances</p>	Verify mathematical accuracy of plans, budgets and/or forecasts.
	Level Obtained			

3.	Cost / revenue / profitability management	<p>Cost management: <i>Explain/apply</i> appropriate cost classifications and costing methods for management of ongoing operations, and <i>explain/apply</i> cost management techniques appropriate for specific decisions, and <i>evaluate/recommend</i> either: (a) change identified by applying process improvement methodologies or (b) cost management improvements across the entity; or</p> <p>Revenue management: <i>evaluate/review</i> sources and drivers of revenue growth; or</p> <p>Profitability management: <i>analyze/prepare</i> sensitivity analysis, <i>evaluate/review</i> sustainable profit maximization and capacity management performance.</p>	<p>Cost management: <i>Explain/apply</i> the appropriate cost classifications and costing methods for management of ongoing operations, <i>explain/apply</i> cost management techniques appropriate for specific decisions, and <i>analyze</i> potential changes identified by applying process improvement methodologies; or</p> <p>Revenue management: <i>analyze/prepare</i> information to understand the sources/drivers of revenue growth; or</p> <p>Profitability management: <i>explain/calculate</i> the sensitivity analysis, and <i>analyze</i> alternatives for sustainable profit maximization/capacity performance.</p>	Collect information to assist with cost, revenue or profitability management.
	Level Obtained			
4.	Organizational / individual performance measurement	<p><i>Evaluate/review</i> root causes of performance issues through one of:</p> <p><i>Analyze/research</i> the implications of management incentive schemes and employee compensation methods, or</p> <p><i>Evaluate/review</i> performance using accepted frameworks or KPIs, or</p> <p><i>Evaluate/review</i> performance of responsibility centers</p>	<p><i>Analyze</i> possible root causes of performance issues, through one of:</p> <p><i>Explain</i> the implications of management incentive schemes and employee compensation methods, or</p> <p><i>Analyze</i> performance using accepted frameworks or KPIs; or</p> <p><i>Analyze</i> performance of responsibility centers.</p>	Calculate/prepare performance scorecard/KPI based on information supplied by units.
	Level Obtained			

Section 8 – Third Party Declaration

The third-party verifier must be a person to whom the applicant directly reported or was otherwise directly accountable in the applicant's carrying out of his or her responsibilities or in the performance of his or her job functions described on this experience verification form. If the person to whom the applicant directly reported or was directly accountable is no longer available to provide the verification, such verification may be made by

- a person who is currently an appropriately senior manager, executive, officer, partner or director of the place of employment, or
- a person who is in a management, executive or oversight role with the professional services practice,

AND

- has personal knowledge of the applicant's having held the position(s) reported on this form and the applicant's having held the responsibilities carried out or performed the functions indicated for such position(s), or
- has access to the applicable records or documentation of the place of employment or practice and has verified following review or inspection of such records that the applicant held the position(s) reported on this form and carried out the responsibilities or performed the functions reported on this form.

Print Name _____

Signature _____

Date (mm/dd/yy) _____

Title of position held: _____

Section 9 – Next Steps

1.

Submit the completed *Experience Verification (EV)* form to:

CPA Western School of Business

Student & Support Services
 301, 1253 – 91 Street SW
 Edmonton, AB T6X 1E9 Canada

Email transcriptassessment@cpawsb.ca
 Phone 780 420-2350 or 1 866 420-2350
 Website www.cpawsb.ca

2.

The EV form must be submitted directly back to the CPAWSB office by the individual who completed the form to be considered official. The EV form cannot be submitted by the applicant. The document may be **mailed** to the above address or submitted electronically by **email to transcriptassessment@cpawsb.ca**.