

4 Pre-licensing experience requirements

- (1) An authorized designated body shall provide for pre-licensing experience requirements that specify that each student seeking to qualify as a public accountant must complete a minimum period of 30 months of full-time structured and monitored practical experience in public accounting and other accounting services acquired in an approved training office:
 - (a) under the supervision of a licensee as prescribed in the applicable competency map(s) and any related resources, or
 - (b) under the supervision of a person providing public accounting services and who is exempted from the requirement to be licensed under Section 3(2) of the Act.
- (2) An authorized designated body shall provide for pre-licensing experience requirements of sufficient breadth and depth of experience and of appropriate nature and quality in respect of all of the public accounting services defined in the Act. The pre-licensing experience requirements must seek to develop in students the core competencies of an entry-level public accountant and their ability to perform the requisite roles and tasks to the proficiency levels prescribed in the applicable competency map(s) and any related resources.
- (3) An authorized designated body's pre-licensing experience requirements shall be structured to expose students to a variety of professional engagements and special assignments in public accounting services in one or more related competencies through engagements performed for a variety of clients. The requirements shall also provide for ongoing discussions with licensee-approved mentors and client management in order to develop an understanding of professional responsibilities.
- (4) An authorized designated body shall also require that each student fulfill, within the 30-month training period referred to in Section 4(1), a minimum of 2,500 chargeable hours in public accounting and other accounting services, which shall include:
 - (a) a minimum of 1,250 chargeable hours in assurance work in a wide range of applications within which the student must have spent:
 - (i) a minimum of 625 chargeable hours in financial statement audit procedures in accordance with the *CPA Canada Handbook – Assurance*; and
 - (ii) a minimum of 100 chargeable hours of review procedures in review and other assurance engagements, in accordance with the *CPA Canada Handbook – Assurance*; and
 - (b) a minimum of 100 chargeable hours in taxation matters involving providing advice on corporate or personal income tax matters associated with auditing and review engagements and the preparation of the related tax returns.
- (5) (a) A minimum of 50 percent of each of the chargeable hour requirements set out in Section 4(4)(a) and (b) must be gained alongside or after the professional program in public accounting. The balance of these requirements may be gained

in the five years immediately prior to commencing the professional program in public accounting provided the experience is verifiable.

- (b) Verifiable experience gained in the five years immediately prior to commencing the professional program in public accounting may also be taken into account in satisfying the pre-licensing experience requirements of Section 4 other than those specified in Sections 4(4)(a) and (b).

For the purpose of Sections 4(5)(a) and (b), “verifiable experience” means experience in professional accounting verified by a licensed public accountant to the satisfaction of the licensed public accountant’s licensing body or by a person under Section 4(1)(b). Where the experience of the student is not deemed verifiable by the licensed public accountant’s licensing body, that body must prepare a full report on its assessment of the student’s experience and the reason for its decision.

- (6) Practical experience gained in environments other than an approved training office and under the supervision of other than licensees can satisfy the pre-licensing experience requirements other than those specified in Sections 4(4)(a) and (b) provided that the authorized designated body is satisfied that the work environment and the competencies and capabilities acquired within the work environment are equivalent to the applicable competency map(s) and any related resources.
- (7) An authorized designated body shall require that the appropriate licensee in the approved training office sign a declaration that a student being presented for licensure has completed the duration and the chargeable-hour requirements and that the student has been exposed to a reasonable cross-section of the competencies set out in the applicable competency map(s) and any related resources.