

Practical Experience Certificate for Internationally Trained Candidates

Please read the following information prior to completing the experience certification form as an applicant applying for admission to membership in the Institute of Chartered Accountant of British Columbia. The information provided on the experience certification form will be used to determine whether you have fulfilled the prescribed practical experience requirements for admission to membership in the Institute and for the granting of the Chartered Accountant designation.

Qualifying Practical Experience

To become a Chartered Accountant, an applicant must demonstrate:

- **Pervasive qualities and skills**, comprising Ethical Behaviour and Professionalism, Personal Attributes and Professional Skills; and
- **Specific competencies**, identified within each of the six competency areas:
 - Performance Measurement and Reporting
 - Assurance
 - Governance ,Strategy and Risk Management
 - Management Decision-Making
 - Taxation
 - Finance

Qualifying practical experience is defined in terms of both the duration of the practical experience term (i.e. the minimum term of practical experience) and the depth and breadth of competency development during that term. The minimum term of practical experience in Canada is three years. Qualifying practical experience must meet the following minimum requirements for depth and breadth of competency development:

- Depth of experience — the opportunity to gain sufficient direct working experience in ALL of the specific competencies of ANY ONE of the six specific areas of competence (referred to as the area of depth). All candidates are expected to demonstrate an awareness of emerging topics in their area of depth, either independently or as part of a team, with little direction or supervision
- Breadth of experience - the opportunity to gain sufficient direct working experience in at least half of the competencies in TWO additional areas of Specific Competency (referred to as areas of breadth) and demonstrate the ability to work at Level 2 proficiency in at least half of those. If the candidate's area of depth is not Performance Measurement and Reporting or Assurance, then one of the two areas of breadth must be Performance Measurement and Reporting and must provide the opportunity to gain sufficient direct working experience in the three competencies below and demonstrate the ability to work at Level 2 proficiency in all three:
 - Evaluates the impact of alternative and/or new accounting standards/policies
 - Reviews, proposes or accounts for the entity's transactions, including complex transactions
 - Prepares and/or reviews financial statements and accompanying notes

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

Level 1 (works under supervision): The applicant has the basic knowledge and skill required to complete the task assigned but does not complete the task without supervision or assume responsibility for its execution. The applicant requires supervision and direction in completing the tasks as he/she begins applying their education to practice.

Level 2 (works independently): The applicant can apply the underlying knowledge and skill in a practical setting and is able to complete tasks independently or as part of a team with minimal direction or supervision. The applicant assumes responsibility for execution of the task and performs all work with diligence and due care. The applicant treats each situation as an opportunity to further develop their professional judgment and/or expand their knowledge base.

Examples of evidence of proficiency in CA competencies

The following charts list the key work place competencies in each of the six competency areas, and provide examples of the kind of evidence that would be indicative of proficiency in that area.

PERFORMANCE MEASUREMENT AND REPORTING COMPETENCIES

Competency	Possible evidence of competence in the workplace
Identifies financial reporting information required by various stakeholders including regulatory requirements	Performs research, attends meetings with senior personnel and others, completes interviews and observes activities, to assess the needs of the users, and provides a summary of the analysis afterwards. (This can be for internal or external, financial or non-financial reporting.)
Develops (or evaluates) reporting processes to support the financial reporting infrastructure	Collaborates with others to develop or improve an existing chart of accounts or a database that generates financial information. (For other reporting needs, it could be "data fields").
Performs procedures to ensure the accuracy and reliability of financial information	Works with others, and reviews processes to help develop (or improve) schedules that leave no unexplained differences. i.e., bank reconciliation, customer or supplier accounts, general ledger activity, etc.; reviews month end reconciliations prepared by others; provides input into systems being developed to generate financial information, ensuring the proper controls are built in.
Evaluates the impact of alternative and/or new accounting standards/policies	Completes research and analysis of issues, following GAAP where appropriate (CICA Handbook-Accounting), considering stakeholder needs and alternative approaches; Consults those within the entity with more expertise if necessary.
Reviews, proposes or accounts for the entity's transactions, including complex transactions	Prepares or reviews accounting entries, ensuring the reports provide information that complies with GAAP and considers the external and internal information (could be activities for non-financial reporting); For non-routine transactions assists in determining the proper accounting entries to be booked.
Prepares or reviews financial statements and accompanying notes	Prepares or reviews month-end, interim or year-end financial statements for reasonableness and follows up on any unusual balances; prepares adjusting entries where necessary; drafts accompanying financial statement notes; Ensures filing deadlines are met.
Analyzes and explains financial statement results and balances to stakeholders	Gathers material and prepares presentation; Orally presents and clearly explains the financial information at an appropriate level of sophistication.

ASSURANCE COMPETENCIES

Competency	Possible evidence of competence in the workplace
Analyzes, evaluates and advises on assurance needs (external or internal)	As part of an assurance team, discusses the assurance services options that are available to an entity, given the circumstances, and then presents those options to the client (external or internal); explains to the client how the particular assignment will proceed.
Considers issues related to accepting an assignment	As part of an assurance team, ensures the assignment is staffed with people who are independent, competent and objective by making appropriate enquiries; contributes to the discussion of whether to accept a particular assignment through the discussion of particular risk factors, clearly explaining rationale; communicates with predecessor who worked on the assignment if appropriate.
Evaluates the implications of key risks for the assignment	Through observation, discussion and analysis, assesses the entity and identifies the specific risks that could result in material misstatement or fraud/illegal acts; assesses the impact of findings on the work to be performed
Evaluates internal control (IT or other)	Through observation, inquiry and analysis, documents the entity's key business process and key controls (including IT controls); as part of a team, evaluates the adequacy of the controls in place and suggests improvements where deficiencies are identified; assesses whether existing internal controls are functioning properly or if additional controls are needed and communicates ideas to supervisor.
Designs a work plan and assurance procedures	Through discussion with colleagues and the entity, plans the assignment, including documentation of the rules to be followed, the materiality level to be used, the staffing requirements, the timing, etc; presents the plan to the client (external or internal) for confirmation and acceptance; clearly explains steps to team members; designs (or reviews the design) of valid procedures.
Executes and evaluates the results of the work plan (IT or other)	Collaborates with the client and external parties to carry out the planned procedures (or monitors the performance by others) on an efficient, effective basis ensuring confidentiality of information is maintained; clearly documents the results and identifies issues where follow-up/extended work is suggested; draws conclusions on whether the procedure meets the stated objective; discusses with colleagues the impact of the findings on the work plan or the scope of the assignment.
Draws conclusions, documents findings, contributes to a summary report and participates in presentation to stakeholders	Reviews the assignment documentation, critically evaluating the conclusions drawn against the applicable criteria/rules/regulations; analyzes and discusses the impact of errors with senior staff and the need for additional work; drafts an appropriate report.

TAXATION COMPETENCIES

Competency	Possible evidence of competence in the workplace
Prepares or reviews the entity's taxation provisions and related financial reporting	Demonstrate a strong understanding of GAAP and apply it, so that the required journal entries and adjustments required for future income taxes and taxes payables can be reconciled.
Identifies and advises on compliance and filing requirements	Be aware of and meet all tax deadlines foreseeing the need for internal controls processes to be put in place, and allowing for the time required for the various revisions, etc. Informs or counsels the employer or colleagues on the breach of specific tax rules and regulations (ethical and professional requirement).
Prepares and files personal or corporate tax returns	Independently prepares basic tax returns for individuals and/or corporations, using the appropriate software; makes enquiries to obtain information where necessary to identify the tax treatments that apply to the situation; stays abreast of changes in the tax legislation and thinks about situations in the entity where the changes might apply.
Identifies personal or corporate tax planning opportunities	Consider additional tax services that could be offered to existing or potential clients (internal or external to the entity).
Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals	Collaborate with others in researching and in documenting relevant information, identifying valid sources of reference material, taking into account that others may be a valid source of information. Since tax topics can be complex, communicate one's ideas clearly and precisely, with clients, colleagues or tax authority representatives.
Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals	Collaborate with others in researching and in documenting relevant information, identifying valid sources of reference material, taking into account that others may be a valid source of information. Since tax topics can be complex, communicate one's ideas clearly and precisely, with clients, colleagues or tax authority representatives.

GOVERNANCE, STRATEGY AND RISK MANAGEMENT COMPETENCIES

Competency	Possible evidence of competence in the workplace
Analyzes the entity's governance structure and related policies, processes and codes	Discusses the structure of the board with colleagues/the client to obtain an understanding of how the entity governs itself; help identify where processes can be improved.
Prepares information and analysis to ensure entity remains compliant with regulatory and compliance requirements.	Collaborate with others in researching and in documenting relevant information, identifying valid sources of reference material, taking into account that others may be a valid source of information.
Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out	Based on a good understanding of the high level structure of the entity, discusses with colleagues/client whether the entity's strategic plan is missing any critical elements; helps identify inconsistencies between the stated mission, vision and strategies and the entity's actual operating environment and processes.
Identifies and evaluates opportunities and risks within an entity	Researches and gathers internal and external information to help identify the risks and opportunities that exist within the entity's operating environment and helps assess whether certain courses of action should be pursued (e.g. evaluate a proposed deal); discusses potential risks and opportunities with colleagues/ client; presents findings.
Identifies the factors that impact the entity's financial strategies	Researches and identifies the factors that affect the entity's strategy; discusses findings with colleagues/ client and assists in a making a presentation on the factors identified.
Helps develop or manage courses of action to manage risks, including information systems risk	As part of a team, presents suggested methods to manage risk; watches for information suggesting that risk level should be reviewed and reports unexpected findings from ongoing monitoring of information to someone more senior; collaborates with colleagues in the management of specific risks.

MANAGEMENT DECISION-MAKING COMPETENCIES

Competency	Possible evidence of competence in the workplace
Participates in identifying or evaluating key information needs of stakeholders within an entity	Reviews internal and external sources of information to assess needs, takes needs into account in developing an organizational chart/process chart.
Participates in identifying or evaluating an entity's key performance indicators	Working alone or with others, performs external and internal research, interview, data collection to identify the key indicators or review existing indicators to ensure still appropriate.
Prepares, evaluates, or manages information within an entity for decision making e.g. acquisition vs. sourcing decisions, pricing and costing decisions, make-or-buy decisions, transfer pricing options	Participates in the preparation of a "business case" for an acquisition or sourcing of inputs, considering needs, cost/ benefit analysis quantitative and qualitative factors. Participates in the presentation for approval (oral or written), including the change process, if necessary, and the follow-up evaluation. Participates in the analysis and discussion of data gathered to determine the cost of a product –including the allocation of costs. Collects data, assesses its reliability, prepares analysis, considering quantitative and qualitative factors –presents recommendation in report or orally. Assists others in evaluating the transfer pricing options within divisions or across separate entities by preparing relevant reports or discussing the implications of various approaches.
Analyses and interprets variances against budget or other established targets	Analyzes, interprets the findings from the analysis of variances in a complete and understandable form (oral and written). Seeks information from others to explain variances. Prepares and presents a report that documents the analysis. Assists in developing a plan to address unfavourable variances that can be improved or eliminated.
Prepares or reviews budget information	Participates in the development and prepares a budget for a "unit" of the entity. Assists in presenting/defending the budget.
Prepares or reviews cash flow projections	Helps gather data and assists in the preparation of a cash flow projection using the appropriate technological aids.
Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks	Taking into account current trends in managerial accounting, identifies possible improvements to the information gathering infrastructure that exists or assists in the development of a new system.

FINANCE COMPETENCIES

Competency	Possible evidence of competence in the workplace
Develops (or evaluates) the entity's financial objectives or strategy	Obtains a clear understanding of the entity's strategic direction (obtained through discussion and research); ensures, as part of discussion with colleagues/client that the financial goals align with the strategic direction; monitors the financial situation and cash flow forecasts to see if they reflect what senior management is expecting and communicating clearly when they don't.
Performs financial analysis, interprets the results and draws conclusions on the entity's financial situation	Provides insight into how the entity is operating and helps explain why the entity is in the position it is; participates in a presentation of the analysis.
Monitors cash flow	Gathers necessary data and prepares a cash flow analysis to ensure sufficient liquidity; discusses when there may be a cash shortfall or excess funds and discusses possible action plans with others.
Analyzes the entity's working capital	Analyzes and monitors the entity's current working capital position or components of it (accounts receivable or payable management); provides advice on optimizing the level of working capital.
Identifies and performs analysis or evaluation of the entity's financing alternatives, which could include the use of financial instruments	As part of a team, discusses possible sources of liquidity based on the needs of the entity, identified through the cash flow analysis; assesses the role, if any, of futures or forwards; participates in discussions with outside investors or lenders.
Develops, constructs or analyzes financial models, business plans or financial proposals	Participates in the development and presentation of a business plan (could be a capital project or smaller decision) which includes strategic fit/financial benefits and cost/alternative analysis/high-level risk analysis/ and a recommendation; critically reviews a business plan to ensure the assumptions are correct, that the information is complete and provide a recommendation on whether to accept or reject the plan.
Analyzes the purchase, expansion, or sale of a business	As part of a team, helps assess the risks and implications to the entity of a proposed acquisition, divestiture, etc.; Participates in the presentation of the findings to senior management.

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

• **The 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 <input type="text"/>	Not-for-profit corporation <input type="text"/>	Public sector <input type="text"/>
Partnership <input type="text"/>	Proprietorship <input type="text"/>	Other (please describe) _____
Publicly listed/traded <input type="text"/>	Privately owned/not listed <input type="text"/>	_____

Other information or description of place of corporate structure or practice

Position(s) held by the applicant:

Please indicate the title of each position held by the applicant and the level or seniority of the position within the place of employment or practice, with reference to such matters as to whom (position) the applicant directly reported or was accountable and the placement of such position within the overall management or governance structure. Please indicate if the applicant was a senior executive, director or officer. Please also indicate the commencement and ending dates for the time spent in each position.

Title(s) of position(s) held: _____

Level of seniority: _____

C. Position Responsibility

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

Level 1 (works under supervision): The applicant has the basic knowledge and skill required to complete the task assigned but does not complete the task without supervision or assume responsibility for its execution. The applicant requires supervision and direction in completing the tasks as he/she begins applying their education to practice.

Level 2 (works independently): The applicant can apply the underlying knowledge and skill in a practical setting and is able to complete tasks independently or as part of a team with minimal direction or supervision. The applicant assumes responsibility for execution of the task and performs all work with diligence and due care. The applicant treats each situation as an opportunity to further develop their professional judgment and/or expand their knowledge base.

Please reflect on the applicant's employment experience with your organization and indicate a proficiency level in each of the following six competency areas:

1. Performance Measurement and Reporting
2. Assurance
3. Taxation
4. Governance, Strategy and Risk Management
5. Management Decision Making
6. Finance

Competency	Level 1	Level 2
Performance Measurement and Reporting Competencies – 7		
Identifies financial reporting information required by various stakeholders including regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>
Develops (or evaluates) reporting processes to support the financial reporting infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
Performs procedures to ensure the accuracy and reliability of financial information	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates the impact of alternative and/or new accounting standards/policies	<input type="checkbox"/>	<input type="checkbox"/>
Reviews, proposes or accounts for the entity's transactions, including complex transactions	<input type="checkbox"/>	<input type="checkbox"/>
Prepares and/or reviews financial statements and accompanying notes	<input type="checkbox"/>	<input type="checkbox"/>
Analyzes and explains financial statement results and balances to stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
Assurance Competencies – 7		
Analyzes, evaluates and advises on assurance needs (external or internal)	<input type="checkbox"/>	<input type="checkbox"/>
Considers issues related to accepting an assignment	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates the implications of key risks for the assignment	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates internal control (IT or other)	<input type="checkbox"/>	<input type="checkbox"/>
Designs a work plan and assurance procedures	<input type="checkbox"/>	<input type="checkbox"/>
Executes and evaluates the results of the work plan (IT or other)	<input type="checkbox"/>	<input type="checkbox"/>
Draws conclusions, documents findings, contributes to a summary report and participates in presentation to stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
Taxation Competencies - 6		
Prepares or reviews the entity's taxation provisions and related financial reporting	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and advises on compliance and filing requirements	<input type="checkbox"/>	<input type="checkbox"/>
Prepares and files personal or corporate tax returns	<input type="checkbox"/>	<input type="checkbox"/>
Identifies personal or corporate tax planning opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals	<input type="checkbox"/>	<input type="checkbox"/>
Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals	<input type="checkbox"/>	<input type="checkbox"/>
Governance, Strategy and Risk Management Competencies – 6		
Analyzes the entity's governance structure and related policies, processes and codes	<input type="checkbox"/>	<input type="checkbox"/>
Prepares information and analysis to ensure entity remains compliant with regulatory and compliance requirements	<input type="checkbox"/>	<input type="checkbox"/>
Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and evaluates opportunities and risks within an entity	<input type="checkbox"/>	<input type="checkbox"/>
Identifies the factors that impact the entity's financial strategies	<input type="checkbox"/>	<input type="checkbox"/>
Helps develop or manage courses of action or manage risks, including information systems risks	<input type="checkbox"/>	<input type="checkbox"/>
Management Decision-Making Competencies - 7		
Participates in identifying or evaluating key information needs of stakeholders within an entity	<input type="checkbox"/>	<input type="checkbox"/>
Participates in identifying or evaluating an entity's key performance indicators	<input type="checkbox"/>	<input type="checkbox"/>
Prepares, evaluates, or manages information within an entity for decision making e.g. acquisition vs. sourcing decisions, pricing and costing decisions, make-or-buy decisions, transfer pricing options	<input type="checkbox"/>	<input type="checkbox"/>
Analyses and interprets variances against budget or other established targets	<input type="checkbox"/>	<input type="checkbox"/>
Prepares or reviews budget information	<input type="checkbox"/>	<input type="checkbox"/>
Prepares or reviews cash flow projections	<input type="checkbox"/>	<input type="checkbox"/>
Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks	<input type="checkbox"/>	<input type="checkbox"/>
Finance Competencies - 7		
Develops (or evaluates) the entity's financial objectives or strategy	<input type="checkbox"/>	<input type="checkbox"/>
Performs financial analysis, interprets the results and draws conclusions on the entity's financial situation	<input type="checkbox"/>	<input type="checkbox"/>
Monitors cash flow	<input type="checkbox"/>	<input type="checkbox"/>
Analyzes the entity's working capital	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and performs analysis or evaluation of the entity's financing alternatives, which could include the use of financial instruments	<input type="checkbox"/>	<input type="checkbox"/>
Develops, constructs or analyzes financial models, business plans or financial proposals	<input type="checkbox"/>	<input type="checkbox"/>
Analyses the purchase, expansion, or sale of a business.	<input type="checkbox"/>	<input type="checkbox"/>

D. Estimated number of hours – Public Accounting Firm only

Please identify the estimated number of chargeable hours spent in each of the following fields during the period of employment: Chargeable hours are defined as:

Hours accumulated while providing services in the practice of public accounting and are normally chargeable to clients. Chargeable hours do not include work of a routine or clerical nature.

FIELDS	ESTIMATED NUMBER OF HOURS
Audit engagement	
Review engagement	
Compilation engagement	
Taxation	
Financial accounting	
Management accounting	
Information system management	
Finance	
Other fields	

E. Third party verification:

Third-party verification is required of the previous experience position(s) held, the description of the place of employment or practice and the specific responsibilities carried out or functions performed. Such verification must be made directly on this form in the place indicated below.

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 certification 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 by the applicant on this certification 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 certification form and carried out the responsibilities or performed the functions reported on this certification form.

P	rint Name	Signature	Date (mm/dd/yy)
Title of position held: _____		Accounting designation, if any _____	

OR

If there is no person who would be available to provide the verification, the applicant may, in lieu of such verification, provide an affidavit sworn before a notary public or commissioner for oaths attesting to the truthfulness and accuracy of the information provided on this practical experience certificate. Please explain why there is no person available.

AFFIDAVIT

Applicant - please sign below before a Notary Public

I, _____ the above named applicant:

Attest that the foregoing information is correct to the best of my knowledge.

Applicant Signature

Signed or attested to before me on: _____

NOTARY SEAL

By _____
Notary Signature

My appointment expires: _____

F. Declaration and Signature of Candidate:

I declare that the information provided on this experience certification form and on any documents attached to this experience certification is true and correct.

Print Name

Signature

Date (mm/dd/yy)