

Experience Certification Information For Applicants

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 Accountants 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

The competency requirements for CA qualification are grouped into six competency areas:

- Performance Measurement and Reporting
- Assurance
- Governance, Strategy and Risk Management
- Management Decision-Making
- Taxation
- Finance

Specific competencies have been identified within each of the six competency areas.

Qualifying practical experience is defined in terms of both the duration of the practical experience (i.e. the number of years) and the breadth and depth of competency development during the period(s) of practical experience. The minimum term of accounting experience that an applicant must have completed is thirty months. To meet the depth of competency development requirement, an applicant must demonstrate **ALL** of the specific competencies within **ONE** or the other of:

- Performance Measurement and Reporting, **OR**
- Assurance.

To meet the breadth of competency development requirement, an applicant must demonstrate at least one-half (50 per cent) of the specific competencies in at **least** two of the five other competencies.

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
Analyzes financial reporting needs and establishes the necessary systems (internal and/or external financial and non-financial)	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").
Develops reliable 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.
Develops/evaluates accounting 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.
Accounts for all the entity's transactions, including non-routine 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.
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.
Maintains awareness of emerging financial reporting topics	Stays abreast of current financial reporting matters and considers how they apply to the entity's particular circumstances.

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 that 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 and drafts a report	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.
Participates in a meeting with stakeholders	Helps prepare and present critical assignment findings in meeting(s) with the stakeholder(s)

TAXATION COMPETENCIES

Competency	Possible evidence of competence in the workplace
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 and/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.
Prepares information to file personal and/or corporate tax returns, respond to assessments, file 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. 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. Since tax topics can be complex, communicate one's ideas clearly and precisely, with clients, colleagues or tax authority representatives. Consider additional tax services that could be offered to existing or potential clients (internal or external to the entity).

GOVERNANCE, STRATEGY AND RISK MANAGEMENT COMPETENCIES

Competency	Possible evidence of competence in the workplace
Evaluates leadership processes of the board or other governing body	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.
Identifies and evaluates the audit committee's role in governance	Observes how the entity's audit committee fulfils its role and discusses it with colleagues/ client to assess where improvements can be made.
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.
Evaluates the entity's performance measurement strategy	As part of a team, observes and enquires to evaluate the approaches used by the entity/client to monitor performance; participates in meetings where the performance measurement strategy is discussed.
Helps evaluate an entity's plans for risk management	Works with colleagues/client to identify the impact of changes in the entity's operating environment on risk management policy; contributes to the development of new policies and procedures that help manage risk levels.
Helps develop or manage courses of action to manage risks	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.
Helps ensure the timely but safe access to information	Collaborates with colleagues to assess who currently has access to what information; as part of team, communicates to the appropriate level of management possible ways the entity can improve its access to information

MANAGEMENT DECISION-MAKING COMPETENCIES

Competency	Possible evidence of competence in the workplace
Participates in the identification of the key information needs of the entity	Reviews internal and external sources of information to assess needs, takes needs into account in developing an organizational chart/process chart.
Participates in the identification of the 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.
Identifies and/or evaluates acquisition or sourcing decision factors (IT or other)	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.
Monitors and evaluates product pricing and costing systems	Participates in the analysis and discussion of data gathered to determine the cost of a product – including the allocation of costs.
Evaluates make-or-buy decision factors	Collects data, assesses its reliability, prepares analysis, considering quantitative and qualitative factors – presents recommendation in report or orally.
Evaluates transfer-pricing options	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.
Analyzes variances within costing systems/budget	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 the entity's budget	Participates in the development and prepares a budget for a "unit" of the entity. Assists in presenting/defending the budget.
Prepares a cash flow projection	Helps gather data and assists in the preparation of a cash flow projection using the appropriate technological aids.
Improves the information gathering infrastructure	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
Establishes or evaluates financial objectives	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.
Analyzes 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 evaluates sources of funds, including 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 or analyzes 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.

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

Refer to detailed descriptions in the accompanying *Experience Certification Information for Applicants*. The *Experience Certification Information for Applicants* contains descriptions of the key work place competencies for each of the following six competency areas and examples of the kind of evidence that would indicate proficiency in each area.

Please identify the responsibilities carried out or the functions performed for each position with reference to the following six competency areas:

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

Competency	Please check if the responsibilities carried out or the engagements involved this specific competency
Performance Measurement and Reporting Competencies – 8	
Analyzes financial reporting needs and establishes the necessary systems (internal and/or external financial and non-financial)	<input type="checkbox"/>
Develops (or evaluates) reporting processes to support the financial reporting infrastructure	<input type="checkbox"/>
Develops reliable information	<input type="checkbox"/>
Develops/evaluates accounting policies	<input type="checkbox"/>
Accounts for all entity's transactions, including non-routine transactions	<input type="checkbox"/>
Prepares or reviews financial statements and accompanying notes	<input type="checkbox"/>
Explains financial statement results and balances to stakeholders	<input type="checkbox"/>
Maintains awareness of emerging financial reporting topics	<input type="checkbox"/>
Assurance Competencies – 8	
Analyzes, evaluates and advises on assurance needs (external or internal)	<input type="checkbox"/>
Considers issues related to accepting an assignment	<input type="checkbox"/>
Evaluates the implications of key risks for the assignment	<input type="checkbox"/>
Evaluates internal control (IT or other)	<input type="checkbox"/>
Designs a work plan and assurance procedures	<input type="checkbox"/>
Executes and evaluates the results of the work plan (IT or other)	<input type="checkbox"/>
Draws conclusions and drafts a report	<input type="checkbox"/>
Participates in a meeting with stakeholders	<input type="checkbox"/>
Taxation Competencies – 3	
Identifies and advises on compliance and filing requirements	<input type="checkbox"/>
Prepares and files personal and/or corporate tax returns	<input type="checkbox"/>
Prepares information to file personal and/or corporate tax returns, respond to assessments, file objections or appeals	<input type="checkbox"/>

Competency	Please check if the responsibilities carried out or the engagements involved this specific competency
Governance, Strategy and Risk Management Competencies – 9	
Evaluates leadership processes of the board or other governing body	<input type="checkbox"/>
Identifies and evaluates the audit committee's role in governance	<input type="checkbox"/>
Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out	<input type="checkbox"/>
Identifies and evaluates opportunities and risks within an entity	<input type="checkbox"/>
Identifies the factors that impact the entity's financial strategies	<input type="checkbox"/>
Evaluates the entity's performance measurement strategy	<input type="checkbox"/>
Helps evaluate an entity's plans for risk management	<input type="checkbox"/>
Helps develop or manage courses of action to manage risks	<input type="checkbox"/>
Helps ensure the timely but safe access to information	<input type="checkbox"/>
Management Decision-Making Competencies – 10	
Participates in the identification of the key information needs of the entity	<input type="checkbox"/>
Participates in the identification of the entity's key performance indicators	<input type="checkbox"/>
Identifies and/or evaluates acquisition or sourcing decision factors (IT or other)	<input type="checkbox"/>
Monitors and evaluates product pricing and costing systems	<input type="checkbox"/>
Evaluates make-or-buy decision factors	<input type="checkbox"/>
Evaluates transfer-pricing options	<input type="checkbox"/>
Analyzes variances within costing systems/budget	<input type="checkbox"/>
Prepares the entity's budget	<input type="checkbox"/>
Prepares a cash flow projection	<input type="checkbox"/>
Improves the information gathering infrastructure	<input type="checkbox"/>
Finance Competencies - 7	
Establishes or evaluates financial objectives	<input type="checkbox"/>
Analyzes the entity's financial situation	<input type="checkbox"/>
Monitors cash flow	<input type="checkbox"/>
Analyzes the entity's working capital	<input type="checkbox"/>
Identifies and evaluates sources of funds, including financial instruments	<input type="checkbox"/>
Develops or analyzes business plans or financial proposals	<input type="checkbox"/>
Analyses the purchase, expansion, or sale of business.	<input type="checkbox"/>



D. 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 either directly on this form in the place indicated below, or in a separate currently dated letter or document appearing on the letterhead of the place of employment or practice. The third party verifier must identify himself or herself by name and title of position held and must sign and date this certification form or the separate letter or other document.

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.

Print Name	Signature	Date (mm/dd/yy)
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Title of position held: _____

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 experience certification form.

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: _____

E. Declaration and Signature of Applicant:

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)
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*** **WHEN COMPLETE, RETURN THE FORM TO: Stephanie Langley, B.Sc., Registrar, at the address noted above.** ***