

Program leader declaration – Pre-approved program

If you are completing a period of practical experience in a pre-approved program, you must attach this form to your application when you fill in one of the following declarations in your online file:

- Declaration of prior practical experience (practical experience period completed before the beginning of your CPA Professional Education Program [PEP]): Fill in **Part 2**.
- Declaration of practical experience (practical experience period started after the beginning of your CPA PEP): Fill in **Part 3**.
- Declaration of the end of a practical experience period: Fill in **Part 4**.

Instructions

Candidate for the practice of the profession

- With your program leader, complete **Part 1**, as well as **parts 2, 3 or 4**, depending on the type of declaration you wish to make.

If you would like to make more than one type of declaration, you can fill in a single form and attach it to each one, but **only if the periods of practical experience are part of the same pre-approved program with the same program leader**.

For example, if you would like to declare a practical experience period completed prior to your PEP and a practical experience period that started after the beginning of your PEP, you must fill in **parts 1, 2 and 3**, and attach the same form to both declarations in your online file.

- Send the form to your program leader, who will confirm the information and fill in **Part 5**.
- If you would like to declare a part-time practical experience period, do not complete this form; contact us at stages@cpaquebec.ca.

Program leader

- Please review the information provided by the candidate and fill in **Part 5**.

Part 1 Personal and professional information

Candidate identification

CPA client No. First name Last name

Email address (required)

Employer identification

Company/firm name

Address Apt.

City Province Postal code Country

Part 2 Declaration of prior practical experience (practical experience period completed before the beginning of your CPA PEP)

The Order may recognize up to eight months of practical experience completed before the beginning of your PEP, if you meet the following conditions:

- You completed 30 undergraduate credits before the practical experience period.
- You are registered with the Order.
- The practical experience period was part of a pre-approved program.

As soon as you begin your PEP, declare all prior practical experience to the Order in your online file and attach this form to your application.

If your periods of practical experience were with more than one employer, you must complete a declaration for each period. You must therefore fill in one form per period.

I am registered in a pre-approved program in:

- Audit
- Review
- Taxation
- Other (specify): _____

PEP start date	Start date of practical experience period	End date of practical experience period	Number of days absent during practical experience period
[YYYY] [MM] [DD]	[YYYY] [MM] [DD]	[YYYY] [MM] [DD]	[] days*
[YYYY] [MM] [DD]	[YYYY] [MM] [DD]	[YYYY] [MM] [DD]	[] days*

As part of my audit or review program, during this period, I accumulated:

- ▶ [] audit engagement hours
- ▶ [] review engagement hours

* Including education leaves, sick days, parental leave and vacation, but excluding statutory holidays and weekends.

Part 3 Declaration of practical experience (practical experience period started after the beginning of your CPA PEP)

Under your PEP, when you start a practical experience period, you have a **maximum of 60 days** after your first day at work to make a declaration to the Order in your online file. Be sure to attach this form to your application.

I am registered in a pre-approved program in:

- Audit
- Review
- Taxation
- Other (specify): _____

PEP start date	Start date of practical experience period
[YYYY] [MM] [DD]	[YYYY] [MM] [DD]

