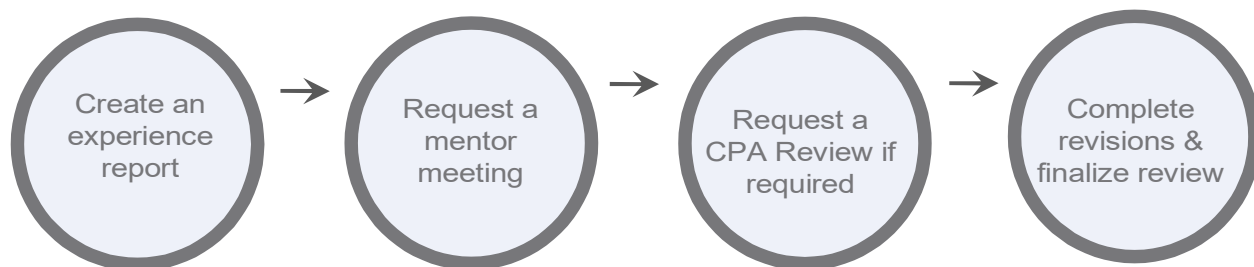


Reporting Under the Pre-Approved Program Route:



Create a current experience report. The start date cannot be earlier than your PER Start Date.

You are required to update and submit your current experience report **twice per year** in PERT. The submitted report's status will be "verified".

Some pre-approved programs require a new current experience report for each reporting period. For all other candidates, you can update and resubmit the same report **twice per year**.

Report work experience gained prior to your PER Start Date in a Prior experience report using the same process. Although duration for prior experience will be capped at 12 months, use the actual start and end date so that the reviewer has an accurate picture of the time in that position.

Request a mentor meeting. When your report status is "verified," request a mentor meeting in PERT.

At the meeting, discuss your experience reports and incorporate your mentor's feedback. Your mentor will document comments about the meeting in PERT.

The mentor meeting status will change from "requested" to "completed" once the meeting has been documented by your mentor in PERT.

Mentor meetings must be documented as "completed" in the PERT **twice per year**.

Submit a CPA Review if required. There are 2 situations in which a CPA Review is required:
1) **Within 90 days of your last day in the pre-approved position if changing jobs** and
2) when you have self-assessed that you have met the PER.

The status of the CPA Review will be "certification requested" until it is approved by your pre-approved program leader. Allow at least 6 weeks for CPA Saskatchewan to complete the initial review after the status of the CPA Review changes to "required".

Experience reports must be in "verified" status to be assessed. Required mentor meetings must be in "completed" status.

Reports in "reviewed" status have already been assessed and are finalized reports. No further changes can be made to these reports.

Complete revisions, if required (it is common for revisions to be requested). To complete a CPA Review, CPA Saskatchewan may require you to revise the self-assessed levels, your enabling competency responses, or make other corrections. You will be notified of the required revisions by email. The experience reports requiring updates will be set to "follow-up" status.

Once you have made the required updates, resubmit your CPA Review request.

Re-submit your CPA Review within 30 days or notify CPA Saskatchewan if you need an extension.

Checklist for Completing an Experience Report

- ☐ Is your style of communication professional and does it clearly demonstrate what you have accomplished?
 - Although one or two sentences are not sufficient to fully address the requirements, your responses need to be as clear and concise as possible. Remember that this is a formal report of your experience that is being submitted to the profession for assessment. You may be asked for revisions if your spelling and grammar are not at a professional level. You may find it useful to write and edit your responses in Word and then cut and paste the responses into the PERT.
 - The reviewer needs to understand from your description what you performed as an individual. Avoid phrases such as “My team performed...”; “My company”; “I assisted with...”; or “I am able to...” when referring to tasks that you completed even if your work was reviewed by someone else.
- ☐ Have you reviewed your report with your mentor and incorporated your mentor's feedback?
 - You should be reviewing your self-assessment of your technical competency development and your enabling competency responses with your mentor during your semi-annual meetings.

Technical Competencies

- ☐ Are you appropriately self-assessing your technical competency development?
 - Candidates only need to achieve eight competencies that meet core, depth, and breadth. Only four of the competencies must be Level 2. Candidates with 12 months of experience will typically develop three to four competencies at a Level 1. Only candidates with significant prior experience or an extremely robust position would typically report more or Level 2 competencies with 12 months of experience.
 - For more information on the core, depth, breadth, and progression requirements of the program, see the [CPA Competency Requirements](#).
- ☐ Have you self-assessed within the target levels?
 - The target levels are set by the program and CPA Saskatchewan and are designed to have candidates meet the requirements at the end of the period of practical experience. You should not self-assess above the target levels without substantial supporting evidence (e.g. mentor provides supporting evidence in mentor review for each exceeded target level). It is also important to recognize that there is no benefit to reporting above the target proficiency level.

Enabling Competencies

[Click here](#) to view a video on how to complete your enabling competency responses.

- ☐ The enabling competency questions are structured as “What”, “Now What” and “So What” to guide you through performing an analysis of your situation in the CPA Way. Section (c) of each question is intended to encourage you to reflect on your growth in that competency area. Identifying areas of weakness, as well as areas of strength, will help the reviewer see that you have considered your own professional growth and the implications of your actions.
- ☐ You must structure your responses to meet the requirements found in the [CPA Way assessment rubric](#) for the level that you have self-assessed. To view the rubric, click the “?” next to the title on the enabling competency page in PERT. For Level 2, **all** requirements in the rubric must be addressed.
- ☐ The list of CPA professional values is in Section 200 of the CPA Saskatchewan [Rules of Professional Conduct](#). Note that efficiency is not a CPA professional value although it might be an attribute that is appreciated by your employer.
- ☐ Are your examples unique to your position and did they occur during the time period being reported?
 - Responses and examples should not be generic and need to accurately reflect the duties that you performed in your position. **Submitting any provided examples or another's examples as your own is plagiarism and a violation of the [Plagiarism Policy](#).** If you need reporting help, please reach out to your mentor or to CPA Saskatchewan at practicalexperience@cpask.ca or 306-359-0272.

Pre-Approved Programs at CPA Firms

- ☐ If you are in a pre-approved program at a CPA firm, a signed CPA SK Chargeable Hours form must be attached to your final experience report.