

# CPA Ontario – Practical Experience Information Gathering Document

The purpose of this document is to help you gather the required information you will need to document your co-op term or work experience from before you register as a CPA Ontario Student. Please note once you register as a student you should be taking the [required steps](#) to be registered in our Practical Experience Reporting Tool (PERT).

*Please note that this tool has been developed to help you gather the information you will require and does not replace completing an experience report in PERT. You must log this experience in our tool for it to count toward meeting your practical experience exit requirements.*

## Position Details

- Start Date:**
  
- End Date:**
  
- Leave Taken:**
  
- Supervisor First and Last Name:**
  
- Supervisor Title:**
  
- Supervisor Designation (if applicable):**
  
- Supervisor phone number:**
  
- Supervisor email:**

## Employer Information

- Employer address:
- # of employees at organization:
- # of employees in department
- # of CPAs employed:
- # of staff supervised by CPA Student:

## Attachments

- Job description on company letterhead
- [Chargeable hours form](#) for student in experience verification (if applicable)

## Technical Competencies

To document your competency development, you can do so by reviewing the [guiding questions](#) document. For any areas that apply to your co-op or prior experience, please roughly explain it in the provided boxes to help you fill out your PERT reports in the future.

Please note for a co-op role we would expect students to build foundational level experience in approximately 2-4 sub-competency areas. It is recommended you focus on the ones that are best suited for your role after reviewing the document.

Technical competencies include: **Audit and Assurance, Finance, Financial Reporting, Management Accounting, Strategy and Governance, Taxation**

Technical Competency: *	Sub-competency:
<p><i>Draft position duties</i></p>	
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