



CA Student Experience Certification Report - Pre-Registration Experience

THE TRAINING PRINCIPAL MUST INITIAL ANY CHANGES OR CORRECTIONS MADE ON THIS FORM

This form is to be completed for any experience gained with a CA training office prior to the date of registration with the Institute of Chartered Accountants of Ontario. Pre-registration experience gained prior to September 1, 2011 may be claimed to a maximum of 8 months. Pre-registration experience gained subsequent to September 1, 2011 is limited to the 3 months immediately prior to the registration date. A confirmation letter will be mailed to the student. Submit original forms only, faxes or photocopies will not be processed.

ICAO No.:

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CA Training Office (CATO) No.:

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Student Name: _____ CATO Name: _____
 Address: _____ Address: _____

The above student completed: summer experience other

From: _____ to _____ From: _____ to _____ (please enter exact date e.g. mm/dd/year)

Name of business unit, if applicable, student was trained in: _____

This student was trained in the (please select the one that applies):

- External audit (public accounting licensable) career path Outside external audit (non-licensable) career path

Chargeable Hours	
Review Procedures* (*minimum 100 hours applicable to students registered after Sept. 1, 2001)	hours
Financial Auditing (minimum 625 hours)	hours
Other Assurance Engagements (excluding tax in assurance engagements)	hours
Taxation in Assurance Engagements (counts once towards total hours)	hours
Total Assurance Procedures (minimum 1250 hours)	hours
Tax Services (minimum 100 hours)	hours
Elective (e.g. risk management and control, information technology, finance, consultancy, insolvency and valuations, notice to reader)	hours
TOTAL (minimum 2500 hours)	hours

Leaves of Absence	Office Use	
Note: All absences are to be reported in weeks with five days equalling one week. Report one day as .2, two days as .4, three days as .6, four days as .8 (i.e. one week and three days should be reported as 1.6 weeks)		
Vacation (maximum 8 weeks. Exclude statutory holidays)	weeks	
Staff Training/Job Training (maximum 5 weeks)	weeks	
Illness/bereavement/compassionate leave (maximum 5 weeks)	weeks	
Any other paid/unpaid leave of absence (Exclude School of Accountancy, UFE and co-operative degree academic terms)	weeks	
SOA and UFE attempts (Four weeks added per SOA attempt One week added per UFE attempt)	weeks	
TOTAL	weeks	

I certify that the information provided above is correct in all respects. I recommend him/her as being of good moral character and, in my opinion, he/she should be admitted to membership in the Institute if he/she has satisfied all requirements to apply for CA membership, as outlined in the *ICAO Member's handbook, Regulation 4-1*.

X

Print name & ICAO # of training principal Signature of training principal Date (MM/DD/YYYY)

