

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 Ontario. The information provided on the experience certification form will be used to determine whether the applicant has fulfilled the prescribed practical experience requirements for admission to membership in the Institute and for the granting of the Chartered Accountant designation in Ontario.

QUALIFYING PRACTICAL EXPERIENCE

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

- Performance Measurement and Reporting
- Assurance
- Taxation
- Governance, Strategy and Risk Management
- Management Decision-Making
- 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 depth and breadth of competency development during the period(s) of practical experience. The minimum term of accounting experience that an applicant must have completed is three years. To meet the depth of competency development requirement, an applicant must demonstrate that he or she has gained sufficient direct working experience in all of the specific competencies listed for any one of the competency areas listed above. For the majority of the competencies, the applicant is expected to demonstrate Level 2 proficiency (see below). Please note that if depth is achieved in Taxation, Governance, Strategy & Risk Management, Management Decision-Making or Finance; one of the breadth areas must be in Performance Measurement & Reporting. Within this breadth area, Level Two proficiency must be achieved in the following three specific competencies:

- Evaluates the impact of alternative and/or new accounting standards/policies
- Reviews, proposes or accounts for the entity's transactions, including complex transactions
- Prepares and/or reviews financial statements and accompanying notes

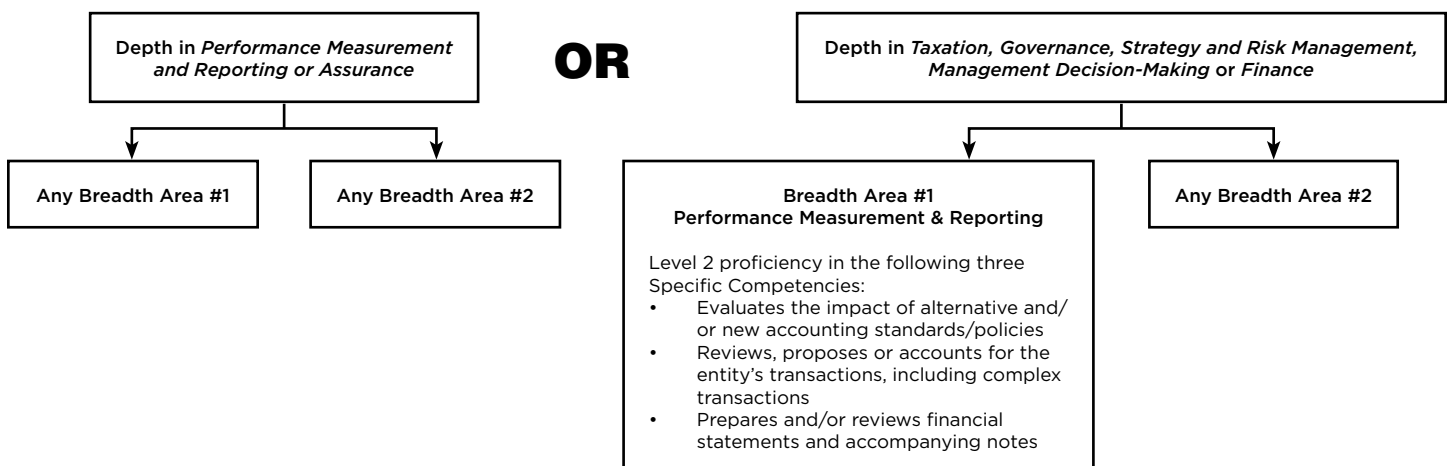
In addition, applicants are expected to demonstrate an awareness of emerging topics in their area of depth, either independently or as part of a team, with little direction or supervision.

To meet the breadth of competency development requirement, an applicant must demonstrate that he or she:

- has gained sufficient direct working experience in at least half of the specific competencies listed in two of the other competency areas, excluding the competency that fulfills the depth of competency requirement; and
- demonstrate the ability to work at a Level 2 proficiency in at least half of those

Level 1 (works under supervision): An applicant has the basic knowledge and skill required to complete the task assigned but does not complete the task without supervision or assume responsibility for its execution. The applicant requires supervision and direction in completing the tasks as he/she begins applying their education to practice.

Level 2 (works independently): An applicant can apply the underlying knowledge and skill in a practical setting and is able to complete tasks independently or as part of a team with minimal direction or supervision. The applicant assumes responsibility for execution of the task and performs all work with diligence and due care. The applicant treats each situation as an opportunity to further develop their professional judgement and/or expand their knowledge base.



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
Identifies financial reporting information required by various stakeholders including regulatory requirements	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) financial 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").
Performs procedures to ensure the accuracy and reliability of financial 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.
Evaluates the impact of alternative and/or new accounting standards/policies	Completes research and analysis of issues, following GAAP or IFRS where appropriate, considering stakeholder needs and alternative approaches; Consults those within the entity with more expertise if necessary.
Reviews, proposes or accounts for the entity's transactions, including complex transactions	Prepares or reviews accounting entries, ensuring the reports provide information that complies with GAAP or IFRS as appropriate 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 and/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.
Analyzes and 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.

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, documents findings, contributes to a summary report and participates in presentation to stakeholders	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. Helps prepare and present critical assignment findings in meeting(s) with the stakeholder(s).

TAXATION COMPETENCIES

Competency	Possible evidence of competence in the workplace
Prepares or reviews the entity's taxation provisions and related financial reporting	<p>Gathers recurring information necessary to prepare a complete income tax provision.</p> <p>Conducts quarterly tax update meetings with senior management to identify unusual transactions, changes in operations or circumstances or potential issues that may have an income tax impact.</p> <p>Provides for the accurate determination of current and/or deferred income tax expense and related balance sheet accounts.</p> <p>Ensures proper reporting of provision in the Financial Statements and detailed note disclosure of amounts and items.</p>
Identifies and advises on compliance and filing requirements	<p>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.</p> <p>Informs or counsels the employer or colleagues on the breach of specific tax rules and regulations (ethical and professional requirement).</p>
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.
Identifies personal or corporate tax planning opportunities	<p>Personal Analyzes the individual's tax profile to identify possible tax-planning opportunities.</p> <p>Identifies alternative courses of action and planning opportunities for employees and executives (e.g., salary versus fringe benefits, stock-based compensation, bonus plans, pension plans)</p> <p>Identifies and explains the impact of being an employee versus being self-employed.</p> <p>Suggests the ideal mix of tax strategies in relation to the individual's objectives and reporting needs.</p> <p>Corporate Identifies, analyzes and explains the impact of incorporating a non-incorporated business.</p> <p>Analyzes and advises on the tax consequences of the sale or acquisition of shares versus assets including the possible acquisition of control and the taxable wind-up of a corporation.</p> <p>Analyzes and advises on how to transfer property in order to meet tax-planning objectives in an existing corporate structure.</p>
<p>Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals</p> <p>Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals</p>	<p>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.</p> <p>Demonstrate a strong understanding of GAAP or IFRS, as appropriate and apply it, so that the required journal entries and adjustments required for future income taxes and taxes payables can be reconciled.</p> <p>Since tax topics can be complex, communicate one's ideas clearly and precisely, with clients, colleagues or tax authority representatives.</p> <p>Consider additional tax services that could be offered to existing or potential clients (internal or external to the entity).</p>

GOVERNANCE, STRATEGY AND RISK MANAGEMENT COMPETENCIES

Competency	Possible evidence of competence in the workplace
Analyzes the entity's governance structure and related policies, processes and codes	<p>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.</p> <p>Observes how the entity's audit committee fulfils its role and discusses it with colleagues/client to assess where improvements can be made.</p>
Prepares information and analysis to ensure entity remains compliant with regulatory and compliance requirements	<p>Monitors compliance with regulatory requirements and filings.</p> <p>Evaluates the adequacy of the entity's performance measurement and reporting strategy to meet the needs of internal and external stakeholders as well as legal and regulatory requirements.</p>
Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out	<p>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.</p>
Identifies and evaluates opportunities and risks within an entity	<p>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.</p>
Identifies the factors that impact the entity's financial strategies	<p>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.</p>
Helps develop or manage courses of action to manage risks, including information systems risk	<p>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.</p> <p>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.</p> <p>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.</p>

MANAGEMENT DECISION-MAKING COMPETENCIES

Competency	Possible evidence of competence in the workplace
Participates in identifying or evaluating key information needs of stakeholders within an entity	Reviews internal and external sources of information to assess needs, takes needs into account in developing an organizational chart/process chart.
Participates in identifying or evaluating an 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.
Prepares, evaluates, or manages information within an entity for decision making e.g. acquisition vs. sourcing decisions, pricing and costing decisions, make-or-buy decisions, transfer pricing options	<p>Collects data, assesses its reliability, prepares analysis, considering quantitative and qualitative factors.</p> <p>Participates in the preparation of a "business case" for an acquisition or sourcing of inputs, considering needs, cost/ benefit analysis quantitative and qualitative factors.</p> <p>Participates in the analysis and discussion of data gathered to determine the cost of a product – including the allocation of costs.</p> <p>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.</p>
Analyses and interprets variances against budget or other established targets	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 or reviews budget information	Participates in the development or review of a budget for a "unit" of the entity. Assists in presenting/defending the budget.
Prepares or reviews cash flow projections	Helps gather data and assists in the preparation of a cash flow projection using the appropriate technological aids.
Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks	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) the entity's financial objectives or strategy	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.
Performs financial analysis, interprets the results and draws conclusions on 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 performs analysis or evaluation of the entity's financing alternatives which could include the use of 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, constructs or analyzes financial models, 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.

REQUIREMENTS TO BE MET TO QUALIFY FOR A PUBLIC ACCOUNTING LICENCE FOLLOWING ADMISSION TO MEMBERSHIP IN THE INSTITUTE

Please note that admission to membership in the Institute of Chartered Accountants of Ontario and the granting of the right to use the designation Chartered Accountant and the initials, CA, does not automatically qualify a member to be licensed as a public accountant. Members of the Institute who seek to be licensed as public accountants must fulfill the specific requirements set out below:

Admission to membership and completion of prescribed public accounting experience

Within the immediate past five years of the date of applying for the public accounting licence, the member must have:

- Passed the Uniform Evaluation (UFE) or the Chartered Accountants Reciprocity Examination (CARE), as applicable; and
- Been admitted to membership in the Institute; and
- Completed prescribed public accounting experience of three years including a minimum of 2,500 chargeable hours in the development of specific competencies, of which
 - at least 1,250 chargeable hours must have been in assurance services assignments that include a minimum of 625 chargeable hours in financial statement audit procedures;
 - a minimum of 100 chargeable hours must have been completed in review procedures in review and other assurance engagements.A further 100 chargeable hours within the total of 2500 chargeable hours must have been spent in taxation.
- Competency depth must be assurance

Completion of mandatory professional development in public accounting

Within the preceding **three** years of the date of applying for the public accounting licence, the member must have completed the Institute's mandatory professional development requirement in learning activities directly related to the practice of public accounting (a minimum of 20 hours annually of which at least 10 hours must be verifiable, and a minimum of 120 hours in the last three-year period, of which at least 60 hours must be verifiable).

Practice inspection requirement

The member must be an employee, partner or sole proprietor of an existing public accounting practice that has been the subject of a practice inspection resulting in a determination that the practice has maintained an appropriate level of professional standards. Alternatively, a member who is an employee, partner or sole proprietor of a newly established or soon-to-be established firm or practising office that accordingly has not been the subject of a practice inspection shall be eligible to be granted a licence if he or she has successfully completed all of the other prescribed requirements for licensing as set out above. The licence may be granted on the condition that the firm or practising office is the subject of a practice inspection not later than 12 months following the date of issuance of the licence and the inspection results in a determination that the practice has maintained an appropriate level of professional standards.



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
- 2. Assurance
- 3. Taxation
- 4. Governance, Strategy and Risk Management
- 5. Management-Decision Making
- 6. Finance

D DEPTH AND BREADTH:

Please indicate the areas in which you have achieved depth and breadth of competency development:

Depth: _____

Breadth: _____

Breadth: _____

COMPETENCY	Please check if the responsibilities carried out or the engagements involved this specific competency	
	Level 1 (under supervision)	Level 2 (independently)
Performance Measurement and Reporting Competencies		
Identifies financial reporting information required by various stakeholders including regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>
Develops (or evaluates) financial reporting processes to support the financial reporting infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
Performs procedures to ensure the accuracy and reliability of financial information	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates the impact of alternative and/or new accounting standards/policies	<input type="checkbox"/>	<input type="checkbox"/>
Reviews, proposes or accounts for the entity's transactions, including complex transactions	<input type="checkbox"/>	<input type="checkbox"/>
Prepares and/or reviews financial statements and accompanying notes	<input type="checkbox"/>	<input type="checkbox"/>
Analyzes and explains financial statement results and balances to stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
Assurance Competencies		
Analyzes, evaluates and advises on assurance needs (external or internal)	<input type="checkbox"/>	<input type="checkbox"/>
Considers issues related to accepting an assignment	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates the implications of key risks for the assignment	<input type="checkbox"/>	<input type="checkbox"/>
Evaluates internal control (IT or other)	<input type="checkbox"/>	<input type="checkbox"/>
Designs a work plan and assurance procedures	<input type="checkbox"/>	<input type="checkbox"/>
Executes and evaluates the results of the work plan (IT or other)	<input type="checkbox"/>	<input type="checkbox"/>
Draws conclusions, documents findings, contributes to a summary report and participates in presentation to stakeholders	<input type="checkbox"/>	<input type="checkbox"/>

COMPETENCY	Please check if the responsibilities carried out or the engagements involved this specific competency	
	Level 1 (under supervision)	Level 2 (independently)
Taxation Competencies		
Prepares or reviews the entity's taxation provisions and related financial reporting	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and advises on compliance and filing requirements	<input type="checkbox"/>	<input type="checkbox"/>
Prepares and files personal and/or corporate tax returns	<input type="checkbox"/>	<input type="checkbox"/>
Identifies personal or corporate tax planning opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals	<input type="checkbox"/>	<input type="checkbox"/>
Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals	<input type="checkbox"/>	<input type="checkbox"/>
Governance, Strategy and Risk Management Competencies		
Analyzes the entity's governance structure and related policies, processes and codes	<input type="checkbox"/>	<input type="checkbox"/>
Prepares information and analysis to ensure entity remains compliant with regulatory and compliance requirements	<input type="checkbox"/>	<input type="checkbox"/>
Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and evaluates opportunities and risks within an entity	<input type="checkbox"/>	<input type="checkbox"/>
Identifies the factors that impact the entity's financial strategies	<input type="checkbox"/>	<input type="checkbox"/>
Helps develop or manage courses of action to manage risks, including information systems risk	<input type="checkbox"/>	<input type="checkbox"/>
Management Decision-Making Competencies		
Participates in identifying or evaluating key information needs of stakeholders within an entity	<input type="checkbox"/>	<input type="checkbox"/>
Participates in identifying or evaluating an entity's key performance indicators	<input type="checkbox"/>	<input type="checkbox"/>
Prepares, evaluates, or manages information within an entity for decision making e.g. acquisition vs. sourcing decisions, pricing and costing decisions, make-or-buy decisions, transfer pricing options	<input type="checkbox"/>	<input type="checkbox"/>
Analyzes and interprets variances against budget or other established targets	<input type="checkbox"/>	<input type="checkbox"/>
Prepares or reviews budget information	<input type="checkbox"/>	<input type="checkbox"/>
Prepares or reviews cash flow projections	<input type="checkbox"/>	<input type="checkbox"/>
Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks	<input type="checkbox"/>	<input type="checkbox"/>
Finance Competencies		
Establishes (or evaluates) the entity's financial objectives or strategy	<input type="checkbox"/>	<input type="checkbox"/>
Performs financial analysis, interprets the results and draws conclusions on the entity's financial situation	<input type="checkbox"/>	<input type="checkbox"/>
Monitors cash flow	<input type="checkbox"/>	<input type="checkbox"/>
Analyzes the entity's working capital	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and performs analysis or evaluation of the entity's financing alternatives which could include the use of financial instruments	<input type="checkbox"/>	<input type="checkbox"/>
Develops, constructs or analyzes financial models, business plans or financial proposals	<input type="checkbox"/>	<input type="checkbox"/>
Analyzes the purchase, expansion, or sale of a business	<input type="checkbox"/>	<input type="checkbox"/>



E. 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.

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.

_____ X _____
Print Name Signature Date (mm/dd/yy)

Title of position held: _____

OR

- Third party verification is provided in a separate letter or document attached to this experience certification form.

F. 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.

_____ X _____
Print Name Signature Date (mm/dd/yy)