



PERC

Professional  
Experience  
Required for  
Certification



CERTIFIED  
GENERAL  
ACCOUNTANTS

We see more than numbers.

### Employment experience essential for certification

Before students can qualify for certification, they must demonstrate that their work experience has progressed to a high degree of knowledge and experience. To meet this requirement, it's recommended that every student be concurrently employed, full-time in a related position.

Experience is assessed on the basis of demonstrated CGA competencies. The CGA Competency Framework can be found at [cga.org/canada/competency](http://cga.org/canada/competency)

For more information, visit [cga.org/canada/experience](http://cga.org/canada/experience) or contact your local affiliate.

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[cga-bc.org](http://cga-bc.org)

CGA Northwest Territories/Nunavut  
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[cga-nb.org](http://cga-nb.org)

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# About PERC – Professional Experience Required for Certification

PERC is the professional experience reporting process for students in the CGA program. Using PERC, students document their experience online and submit it annually. This ensures they have the opportunity to:

- record their professional experience as it's gained;
- know what experience needs to be developed on a continuous basis; and
- reliably track their progress to the successful completion of the process.

PERC requires a student's workplace supervisor to be involved early on in the reporting process. The two of them should meet at least annually to discuss the student's development. The benefits of early and regular involvement mean the student's skills can be immediately put to work, and he or she will be provided with greater responsibilities along the way.

## Detailed tracking

Students use a competency-based scoring model and self-assessment tool to monitor their progress. These also assist supervisors in verifying the student's development and help CGA affiliates who must ultimately assess and confirm the experience. This detailed tracking ensures students meet the professional experience requirements by the time they complete the program, so certification isn't delayed. And they are able to fully realize the advantages that come from working and learning at the same time. The experience must be verified by a qualified professional accountant.

## Growth through responsibility

Students begin documenting their professional experience when they have 10 or fewer courses remaining. To earn the CGA designation, students normally require 36 months of supervised work experience, but in all cases require a minimum of 24 months. They may meet the experience requirement in any business sector and in a variety of fields. During the course of their studies, many students change their employment position, moving not only from one industry to another, but from one branch of the profession to another.

## Leadership, professionalism and professional knowledge

Professional experience criteria are rooted in the CGA competency framework. The competencies, grouped under Leadership, Professionalism and Professional Knowledge, are updated periodically to reflect the contemporary demands of clients, employers and the public. PERC ensures that students develop the depth and breadth of competencies required by the working world.

