

Supervisors: what you need to know

As a supervisor, you must:

- Hold a position senior to your CPA candidate (direct supervision is preferred); and
- Be able to accurately verify a candidate's reported job duties during the time period covered in their experience report.

Supervisor verification process:

- When creating an experience report, a candidate will input your email address in the 'Supervisor Email' field of the report details.
- After completing the report, the candidate will submit it for verification. At this point you will receive an email containing step-by-step instructions and a link to access the experience report in PERT.
- You then need to click on the link, and agree or disagree with the contents of the report. Your review should cover details such as leave, start, and end dates, as well as what the candidate reported in both the technical and enabling competencies.
 - If you disagree with anything in the report, please explain your objections in the 'supervisor comments' field. Note that the candidate will have to resubmit their report to you for verification once they have made the required changes.
- Once you complete your review, the report status will change from 'Verification Requested' to 'Verified.' The candidate will then be able to complete required tasks like Profession Assessments and Mentor Reviews in PERT.

Supervisor Verification Checklist

When verifying experience reports, supervisors are required to confirm the accuracy of:

Start and end dates

Leave taken

- Leave is defined by time away from work for any reason, including vacation, sickness, professional development, or study time.

Candidate's position title

Average hours worked per week

Employer address

Employer profile

Supervisor information (name, title, designation, contact info)

Position duties as reported under all technical sub-competencies; do they properly represent the candidate's level of involvement?

Responses to enabling competency questions; do they provide examples that happened at this position and do they properly represent the candidate's role in those events?

Remember:

- As a supervisor, the profession relies on you to help ensure we assess a candidate's experience appropriately.
- You do not need to be a CPA or verify a candidate's proficiency in a particular competency. You only need to verify that the duties and scenarios presented by candidates are represented accurately. Candidates have a CPA mentor they can discuss their competency development with in detail.
- If you do not currently work at the same organization that the candidate is reporting experience from or if it is not immediately clear that you were the candidate's direct supervisor, CPA Alberta may contact you for more information.