



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity



Lao Chamber of Professional Accountants and Auditors

No 059/LCPAA

Regulation on Certified Public Accountant Practical Training

- Pursuant to the Law on Independent Audit No. 51/NA dated July 22, 2014
- Pursuant to the Agreement of the Minister of Finance No.3777 / MoF dated November 2, 2015 on the authorization for accountancy professional training of the Lao Chamber of Professional Accountants and Auditors.

Section I General Provisions

Article 1 Objective

This Regulation establishes the fundamental principles, policies and procedures governing the implementation and monitoring of the CPA Practical Training (The Practical Training) required to become a CPA, as referred to in Article 35 of the Law on Independent Audit.

Article 2 The Practical Training

The Practical Training is intended to provide CPA trainees opportunities to apply skills and knowledge gained during the Professional Training Program referred to in Article 34 of the Law on Independent Audit, in workplace settings as well as through activities that are relevant to acquiring professional competence and to develop and enhance their professional competencies necessary to perform a role of a CPA.

The Practical Training is a part of the lifelong learning that CPAs engage in to develop and maintain professional competence through CPD as changes in the working environment, career progression, or new roles may require that CPAs increase their level of professional competence and acquire new competences.

Article 3 Definitions

The terms used in this Regulation shall have the following meanings:

1. **Applicants** refers to individuals who have obtained the Certificate of Completion of the CPA Professional Training Program and wish to register as CPA trainees;
2. **Autonomy** refers to the degree of independence CPA trainees assume in carrying out a task.

3. ***Certified Public Accountants (CPAs)*** refers to individuals who have received a Certified Public Accountant certificate as stated in Article 37 of the Law on Independent Audit;
4. ***Continuing professional development (CPD)*** refers to learning and development that takes place after initial professional development, and which develops and maintains professional competence to enable CPAs to continue to perform their roles competently;
5. ***CPA trainees*** refers to individuals who have obtained the Certificate of Completion of the CPA Professional Training Program and have been registered as CPA trainees by a decision of the Education Committee;
6. ***Competency Framework of the Practical Training*** refers to a set of main technical areas of competency for which CPA trainees shall achieve the adequate proficiency level;
7. ***Complexity*** refers to the degree of difficulty associated with the individual level of proficiency;
8. ***Days and Months*** refers to Calendar days and months;
9. ***Education Committee*** refers to the Committee established by Article 18 of the LCPAA bylaw;
10. ***Employer*** refers to a person, legal entity or organization using employees for its activities by paying salary or wages, and providing other benefits as determined by law and the employment contract as stated in Article 3 of the Labor Law No. 43/NA, of December 24, 2013;
11. ***Firms*** refers to the Accounting and/or Audit firms as defined by Article 3 point 9 of the Law on Independent Audit;
12. ***International Accounting Education Standards Board (IAESB)*** refers to an independent standard-setting body under the auspices of IFAC that develops education standards, implementation support materials and application guidance for use by the IFAC members bodies and other interested stakeholders in professional accounting education;
13. ***International Education Standard (IES) 5*** refers to the International Education Standard issued by IAESB: Initial Professional Development - Practical Experience;
14. ***International Education Standard (IES) 6*** refers to the International Education Standard issued by IAESB: Initial Professional Development - Assessment of Professional Competence;
15. ***Internship*** refers to the position of a student or trainee who works in an organization, for less than 6 months with or without pay, in order to gain work experience or satisfy requirements for a qualification;
16. ***International Federation of Accountants (IFAC)*** refers to the global organization for the accountancy profession, members and associates of which are primarily national professional accountancy bodies;
17. ***Law on Independent Audit*** refers to the Law on Independent Audit No. 51/NA, of July 22, 2014;
18. ***LCPAA*** refers to the Lao Chamber of Professional Accountants and Auditors, the Professional Organization of accountants and auditors in the Lao PDR established by the Ministry of Finance in accordance with the provisions of Article 65 of the Law on Independent Audit;
19. ***LCPAA Bylaw*** refers to the Bylaw approved by the Ministry of the Finance and dated April 5, 2016;
20. ***Lao CPA Syllabus*** refers to the Lao CPA Qualification stated in Article 4 of the Regulation on Lao CPA, which comprises two levels — Fundamentals and professional: **The Fundamentals level** subdivided into two modules — Knowledge and Skills and the **Professional level** subdivided into two modules — Essentials and options;

21. ***Practical Training Route*** refers to the set of technical areas in which CPA trainees shall acquire practical experience at the required proficiency level necessary to perform the role of a CPA they have selected;
22. ***Professional Training Program*** refers to the CPA Professional Training and the CPA Practical Training respectively, as referred to in Articles 34 and 35 of the Law on Independent Audit;
23. ***Proficiency levels*** refers to the three levels of technical experience to be achieved by the CPA trainee during their period of Practical Training;
24. ***Role of a CPA*** refers to one of the different activities CPAs may perform to a defined standard during their professional career.

Article 4 Principles Governing the Practical Training Required to Become a CPA

The Practical Training shall be governed by the following principles:

1. Complying with IES 5 and 6 published by the IAESB, and best practices in different selected jurisdictions;
2. Taking into consideration public expectations as well as obtaining a knowledge of the local social-economic environment and context;
3. Evaluating the needs of the CPA trainees, including an understanding of the roles that they are expected to undertake upon completion of the Professional Training Program;
4. Developing high quality technical capacities of CPA trainees in actual workplace settings, founded upon the skills and knowledge acquired during the Professional Training Program;
5. Facilitating the development of the profession's values, ethics, and attitudes while the CPA trainees develop their own professional identities;
6. Being proportionate and progressive, and evolving over time, thus enabling all future CPA trainees to effectively perform their Practical Training in the best possible conditions; and
7. Being cost-effective so as to be effectively implemented and sustainable over the years to come.

Section II The Practical Training

Article 5 Scope of the Practical Training

The Practical Training consists in carrying out professional work to enable CPA trainees to demonstrate that they have acquired the technical competence, professional skills, and professional values, ethics, and attitudes necessary for performing a role of a CPA.

The Practical Training is required to provide a professional environment in which CPA trainees develop competence by:

1. Becoming aware of the environment in which services are provided;
2. Enhancing their understanding of organizations, of how businesses operate, and of professional work relationships;
3. Being able to relate accounting work to other business functions and activities;
4. Developing the appropriate professional values, ethics and attitudes in practical, real-life situations; and
5. Having an opportunity to acquire ever higher levels of proficiency, as referred to in Article 32 of this Regulation, throughout the duration of the Practical Training.

Article 6 Professional Training Workshops Support Programs

Activities relevant to acquiring professional competence referred to in Article 2 of this Regulation are backed up by the organization of Professional Training Workshops Support programs. The contents, organization, implementation modalities and timing of these programs are defined each year by a decision of the Education Committee.

The objective of the activities relevant to acquiring professional competence consists in providing to CPA trainees the practical knowledge they cannot acquire in their working environment in the main technical areas of the Practical Training route they have selected.

Article 7 The Practical Training Competency Framework

A Competency Framework, consisting of the main technical competency areas, shall be used to define the skills that all CPA trainees are expected to achieve at the required proficiency levels, taking into consideration the Practical Training routes selected by the CPA trainees.

The main technical areas, covering the totality of the Lao CPA Syllabus in which practical experience shall be gained, are as follows:

1. Financial accounting;
2. Financial reporting;
3. Auditing and assurance;
4. Internal auditing and internal control;
5. Financial management;
6. Taxation;
7. Management Accounting; and
8. Strategy and Corporate Governance.

Taking into consideration the professional position of the CPA trainees and based on feedback resulting from the implementation of the provisions of this Practical Training Regulation, the Education Committee shall establish the Practical Training routes opened to election by the CPA trainees as well as the compulsory and optional technical areas corresponding to the Practical Training routes selected.

The required proficiency levels are as follows:

1. Foundation: Learning outcomes at the foundation level relate to work environments that are characterized by low levels of ambiguity, complexity, and uncertainties:
 - a. Defining, explaining, summarizing, and interpreting the underlying principles and theories of relevant areas of technical competence to complete tasks while working under appropriate supervision;
 - b. Performing assigned tasks by using the appropriate professional skills;
 - c. Recognizing the importance of professional values, ethics, and attitudes in performing assigned tasks;
 - d. Solving simple problems, and referring complex tasks or problems to supervisors or those with specialized expertise; and
 - e. Providing information and explaining ideas in a clear manner, using oral and written communications
2. Intermediate: Learning outcomes at the intermediate level relate to work environments that are characterized by moderate levels of ambiguity, complexity, and uncertainty:

- a. Independently applying, comparing, and analyzing underlying principles and theories from relevant areas of technical competence to complete work assignments and make decisions;
 - b. Combining technical competence and professional skills to complete work assignments;
 - c. Applying professional values, ethics, and attitudes to work assignments; and
 - d. Presenting information and explaining ideas in a clear manner, using oral and written communications, to accounting and non-accounting stakeholders.
3. Advanced: Learning outcomes at the advanced level relate to work environments that are characterized by high levels of ambiguity, complexity, and uncertainty:
- a. Selecting and integrating principles and theories from different areas of technical competence to manage and lead projects and work assignments, and to make recommendations appropriate to stakeholder needs;
 - b. Integrating technical competence and professional skills to manage and lead projects and work assignments;
 - c. Making judgments on appropriate courses of action drawing on professional values, ethics, and attitudes;
 - d. Assessing, researching, and resolving complex problems with limited supervision;
 - e. Anticipating, consulting appropriately, and developing solutions to complex problems and issues; and
 - f. Consistently presenting and explaining relevant information in a persuasive manner to a wide-range of stakeholders.

Article 8 Duration of the Practical Training

Under the provisions of Article 35 of this Regulation, the duration of the Practical Training is three years i.e. 36 months.

Article 9 Inception of the Practical Training

Subject to approval of CPA trainees' registration, the Practical Training shall start the first day of the month following the date on which application for registration was lodged.

CPA trainees shall lodge their applications for registration no later than three years after the date of the end of their Professional Training referred to in Article 34 of the Law on Independent Audit.

Article 10 Calculation of the Practical Training Duration

For the calculation of relevant Practical Training, full-time employment or internship can be obtained in one or more of the following categories:

1. With a CPA in a firm;
2. In an accountancy role in industry, commerce or the public sector; or
3. In accounting or related services in government, quasi-governmental organizations, non-government organizations or other non-commercial establishments.

Part-time employment in one or more workplaces is allowed. For one workplace the minimum working time required to achieve the objective of Practical Training shall be established by the Practical Training Supervisor or Practical Training Supervisor Deputies.

Article 11 Practical Training Exemption

Under the provisions of Article 36 of the Law on Independent Audit the following individuals are exempted from the Practical Training:

1. Holders of an Accounting Consultant diploma or certificate, having practical experience in accounting and auditing of at least five years, with certified written evidence issued by the management of the Practical Training workplace, indicating tasks carried out by the person concerned, as defined in a separate LCPAA Regulation on Practical Training;
2. Holders of a CPA certificate from overseas who have completed Practical Training that may be accredited by the LCPAA. Certification of this Practical Training shall be in writing and issued by the professional accountancy body abroad of which the person is a member;
3. Teachers of accounting and audit for at least 10 years, who have followed the syllabus recognized by the LCPAA and have a certificate from the Institute at which they have taught;
4. Holders of masters or PhD degrees in accounting, finance and audit having at least 10 years of experience in accounting and auditing certified by the firm at which they worked; and
5. Professors and associate professors of accounting, finance and audit certified by the academic institution at which they are teaching.

Individuals eligible for Practical Training exemption shall lodge their application with the LCPAA office, which shall provide applicants with a receipt mentioning the lodging date.

The Education Committee shall decide on the application as stated in Article 17 of this Regulation.

The application for Practical Training exemption template, content and evidence shall be submitted by the LCPAA office to the Education Committee for approval.

Article 12 Reduction in the Duration of the Practical Training

Upon examination by the Education Committee of an application for reduction in the duration of the Practical Training made by a CPA trainee, the Education Committee shall evaluate the evidence provided and submit a proposal for reduction in the Practical Training duration to the LCPAA Council. The reduction granted shall not exceed two years.

The CPA trainee shall provide verifiable evidence of professional experience, at least in the main technical areas of the Practical Training route he has selected. This experience must have been obtained over a 36-month period of time during the 60 months preceding the date of the Practical Training registration application.

The application for reduction in duration of the Practical Training template and content shall be submitted by the LCPAA office to the Education Committee for approval.

Evidence to be joined to the application for reduction in the duration of the Practical Training may include but is not limited to:

1. Employment Contracts;
2. Pay slips;
3. Job description certified by the employer; and
4. Employment attestations.

CPA Trainees having obtained a reduction in the duration of their Practical Training must fully comply with the provisions of this Regulation.

Article 13 Suspension or Invalidation of the Practical Training

Upon justified request made by CPA trainees, the Practical Training may be suspended by a decision of the Education Committee for a period of time of up to 36 months.

At the request of the Practical Training Supervisor or the mentor, the Education Committee may partly or totally invalidate the Practical Training in cases where the CPA trainees have not met their obligation within the established timeframe.

Article 14 Former Accounting Consultants

Former Accounting Consultants under the Requalification Training program are entitled to undergo their Practical Training only for the main technical areas of the Competency Framework set forth in Article 7 of this Regulation for which they have no practical experience, and are entitled to apply for a reduction in the duration of the Practical Training.

Upon the request of a former accounting consultant, the Education Commission shall decide on the duration necessary to acquire the necessary experience.

Joined to the application referred to in Article 12, §3 of this Regulation, former Accounting Consultants shall provide evidence of their practice in areas in which they claim to have the required technical proficiency.

Section III CPA Trainees

Article 15 CPA Trainees Registration Requirements

Eligible for registration as CPA trainees are applicants who have:

1. Obtained the certificate of completion of the CPA Professional Program referred to in Article 34 of the Law on Independent Audit;
2. Paid the required registration fee;
3. Obtained an acceptance letter from the mentor with whom the Practical Training will be performed, and in case of change, from the new mentor; and
4. Submitted a written commitment to strictly comply with all the requirements of this Regulation as well as to behave ethically, in any professional circumstances, in accordance with the provisions of the Code of Ethics.

Article 16 Application for Registration as CPA Trainees

The application for registration template and content shall be submitted by the LCPAA office to the Education Committee for approval.

Improvements to the application for registration may be submitted by the LCPAA office to the Education Committee for approval.

The application form shall be lodged with the LCPAA office, which shall provide applicants with a receipt mentioning the lodging date.

Article 17 Decision on Application for Registration

The Education Committee shall meet as many times as necessary to decide on applications for registration made by the applicants. The delay for making a decision shall not exceed 60 days from the date on which the applications for registration have been lodged.

The Decision of the Education Committee is served, within 30 days of the Decision, by email to the applicant, his mentor or remote mentor, and the Practical Training Supervisor.

In the case of a refusal of registration, registrants may appeal to the President of the LCPAA within 30 days of the decision. The President of the LCPAA shall decide within 60 days following reception of the appeal.

Appeals must be lodged by applicants with the LCPAA office, which shall provide applicants with a receipt mentioning the lodging date.

Article 18 List and Title of CPA Trainees

Approved applicants are registered on the list of CPA trainees in accordance with the provisions of Article 22, §2.2 of the LCPAA bylaw. Registered applicants take the title of CPA trainees. They are required to comply with the provisions of Article 23 of the LCPAA Bylaw and the provisions of this Regulation.

Section IV The Mentors

Article 19 Statute and Role of the Mentors

Mentors are CPAs or any person member of a Professional Accountancy Organization which holds IFAC full membership and who provides guidance on the competency development of CPA trainees, and facilitates the development of the profession's values, ethics and attitudes.

They shall cooperate closely with the CPA trainees and be familiar with the quality of the CPA trainees' work.

They shall be located in the workplace settings of CPA trainees either in one or more countries.

Article 20 Mentors List

The Education Committee shall agree mentors identified by applicants and establish a list of CPAs qualified to perform mentor duties. The list shall be updated annually and made public by the office of the LCPAA.

Article 21 Mentors' Duties

Mentors shall have the following duties:

1. Collaborating with CPA trainees to determine a strategy for acquiring the necessary level of proficiency referred to in Article 32 of this Regulation over the entire term of their Practical Training;
2. Determining the adequate amount of time they are able to allot for guiding the CPA trainee in acquiring the required levels of proficiency in the main technical areas of the Practical Training route referred to in Article 7 of this Regulation;
3. Meeting as many times as necessary with CPA trainees to discuss competency development as recorded in the Annual Practical Training Forms referred to in Article 33 of this Regulation;
4. Cooperating and coordinating with the Practical Training Supervisor and his Deputies;
5. Confirming relevant time to be taken into consideration for the calculation of the required 36 months of Practical Training; and
6. Helping CPA trainees to benefit from building professional connections through their experience and comprehension of the environment.

Article 22 Mentor Changes

CPA trainees may change their mentors during the term of their Practical Training if they consider it necessary for achieving the adequate level of proficiency in the main technical areas of the Competency Framework referred to in Article 7 of this Regulation.

Changes of mentors must not result in interrupting the Practical Training.

Prior to the effective date of the change of mentors, CPA trainees shall report their change of mentors to the Practical Training Supervisor. They shall indicate in the report the reasons for the change of mentors and the date of the change. The report shall be sent 60 days before the effective date of the change.

Article 23 Identifying Mentors, List of Remote Mentors

Applicants for registration as CPA trainees are responsible for identifying their own mentors.

If, after demonstrating reasonable efforts, applicants hoping to be CPA trainees cannot find a mentor, they may apply to be trained under the mentoring of one of the Practical Training Supervisor Deputies playing the role of remote mentor.

Remote mentors shall be selected from the list established by the Education Committee. In these circumstances, the CPA trainees shall determine with their remote mentor a strategy tailored for gaining the necessary level of technical proficiency in their working context.

Article 24 Maximum Number of CPA Trainees per Mentor

The Maximum Number of CPA Trainees per mentor or remote mentor shall be periodically set by the Education Committee based on an assessment of the development of the Accountancy Profession as well as of the national economy and on feedback resulting from implementation of the provisions of this Practical Training Regulation.

Section V The Practical Training Supervisor

Article 25 Statute and Role of the Practical Training Supervisor

The Practical Training Supervisor is a CPA, member of the Education Committee and appointed by it for a three-year renewable term.

He shall provide mentoring support for CPA trainees by directing, advising, and assisting them in acquiring sufficient practical experience.

The Practical Training Supervisor shall assess the practical experience acquired by the CPA trainees at the required three levels of technical proficiency referred to in Article 7 of this Regulation.

CPA Trainees must report to the Practical Training Supervisor.

The Practical Training Supervisor shall ensure that all components and operations required for an effective and efficient performance of the Practical Training are functioning properly.

Article 26 Practical Training Supervisor Deputies

In order to assist the Practical Training Supervisor to adequately perform his duties, the Education Committee can appoint one or several Practical Training Supervisor Deputies for the same term of office as the Practical Training Supervisor.

They shall report on their activities to the Practical Training Supervisor in a timely manner.

Training Supervisor Deputies may play the role of remote mentor as stated in Article 23 of this regulation. In this case, they cannot be in charge of monitoring the CPA Trainees of whom they are the remote mentor, so as to avoid conflicts of interest and impairment of their independence.

Excepting those who are remote mentors, Practical Training Supervisor Deputies are not required to be CPAs or members of the Education Committee but must have a demonstrated in-depth knowledge of the:

1. Work of a CPA; and
2. Main technical competency areas of the Competency Framework set forth in Article 7 of this Regulation.

Article 27 Duties of the Practical Training Supervisor

The Practical Training Supervisor duties include the following:

1. Assessing the design and organization of the CPA trainees Practical Training;
2. Monitoring the CPA trainees compliance with their obligations;
3. Assessing the quality, scope and diversity of the work performed by the CPA trainees;
4. Evaluating the level and quality of the proficiency achieved;
5. Meeting with CPA trainees and their mentors to resolve issues that may arise in the course of the performance of the Practical Training;
6. Verifying attendance of the CPA trainees at the training courses as required by Article 6 of this Regulation;
7. Checking the timely submission of the Annual Practical Training forms and annual Practical Training reports and related documents.

The Practical Training Supervisor may delegate his duties to his Deputies. In this case they shall report to him on the work performed in the framework of this delegation of duties.

Article 28 Periodic Meetings with the CPA Trainees

The Practical Training Supervisor shall convene periodic meetings to:

1. Encourage the pooling of experience among the CPA trainees;
2. Identify issues in the performance of the Practical Training; and
3. Complement the knowledge acquired during the performance of the professional training courses referred to in Article 6 of this Regulation by providing real-world examples.

CPA trainees shall be notified 30 days before the periodic meetings are held.

Article 29 CPA Trainees Personal Interviews

The Practical Training Supervisor or/and his Deputies shall convene each CPA trainee, at least once a year, in order to:

1. Evaluate the design and organization of the Practical Training proposed by the CPA trainee, taking into account the main professional theme selected by the CPA trainee;
2. Update the progress of the Practical Training;
3. Assess the practical experience acquired by the CPA trainees at the required three levels of technical proficiency referred to in Article 32 of this Regulation;
4. Advise the CPA trainees and answer their questions; and
5. If necessary, call for reorienting the Practical Training.

CPA trainees shall be notified 30 days before the Personal Interview.

A record of the CPA trainees' personal interviews shall be drafted and sent by a simple letter to the mentors and CPA trainees 30 days from its occurrence.

Article 30 Practical Training Supervisor Report

The Practical Training Supervisor shall draft a report annually on the supervisory activities of the Practical Training.

The report shall describe the activities performed, list issues raised and make recommendations. The report shall be sent to the Education Committee within 180 days from the end of the year for which the report has been established.

After approval by the Education Committee, the report shall be submitted to the Council for information and publication on the LCPAA website.

Section VI Practical Training Performance

Article 31 Progressive Proficiency Acquisition

CPA trainees shall design and organize their Practical Training in a way that ensures progression in proficiency over the period of the Practical Training term.

The design and organization of the Practical training shall demonstrate that CPA trainees will obtain or have obtained, during the term of the practical training, the level of proficiency in the technical areas of the Technical Competency Framework referred to in Article 7 of this Regulation, which are required by the Practical Training route they have selected.

Article 32 Assessment of the Proficiency Levels

To assess the levels of proficiency acquired by CPA trainees, complexity, circumstances and autonomy corresponding to the three levels of proficiency of the Practical Training Competency Framework referred to in Article 7 of this Regulation shall be taken into consideration.

Section VII Reporting Requirements for CPA Trainees

Article 33 Recording Practical Experience

CPA trainees shall record acquired experience and levels of proficiency referred to in Article 32 of this Regulation. They shall record this information in the practical experience sheet designed by the Education Committee and provided by the office of the LCPAA.

CPA trainees shall record:

1. The duration of their experience in the main technical areas of the Practical Training route they have selected,
2. Information about their employer;
3. Their working position and title; and
4. A self-assessment of the level of proficiency achieved.

The CPA trainees shall submit their practical experience sheet to the Practical Training Supervisor and/or his deputies during their personal interview referred to in Article 28 of this Regulation in order to serve as the basis for talks between them.

Article 34 Annual Practical Training Forms

CPA trainees are requested to fill out their annual practical training forms as designed by the Education Committee and distributed by the LCPAA office.

The training forms list and describe the work performed during the reporting years as well as the practical courses the CPA trainees attended. Annexes explaining the work performed can be joined to the form.

The training forms must be signed both by the mentors and the CPA trainees who will send them to the LCPAA office for forwarding to the Practical Training Supervisor or to the Deputy concerned within 90 days after the end of the year during which the forms have been submitted.

In the circumstances referred to in Article 23.2 of this Regulation, the training forms must be signed both by the remote mentors and the CPA trainees. In this case, the filled-in forms are deemed to have been received by the Practical Training Supervisor or by his Deputies.

Article 35 Annual Practical Training Reports

In order to evaluate the level of technical proficiency to be achieved, CPA trainees must report annually on one or several specific professional engagements or work activities they performed during the year for which they report.

This report must be signed both by the mentors and the CPA trainees who will send it to the LCPAA office for forwarding to the Practical Training Supervisor or to the Deputy concerned within the same time limit as that indicated in the third paragraph of Article 34.

In the circumstances referred to in Article 23.2 of this Regulation, the process shall be the same as for the Annual Practical Training Report as mentioned in the last paragraph of Article 34.

Section VIII

Issuing the Certificate of Completion of the CPA Practical Training

Article 36 Decision on the Completion of the CPA Practical Training

After the termination of the three years of the CPA Practical Training period, the Education Committee shall assess the quality and conformity of the CPA Practical Training. It may decide to:

1. Validate the CPA Practical Training with a view to issuing the Certificate of Completion of the CPA Practical Training;
2. Extend the length of the CPA Practical Training for the period of time it considers necessary to obtain a sufficient level of quality and conformity;
3. Completely invalidate the CPA Practical Training. In this case the CPA trainee shall be allowed to restart a complete term, not later than three years from the date of the Decision of the Education Committee.

CPA trainees may appeal to the President of the LCPAA within 30 days of the Education Committee decision. The President of the LCPAA shall decide within 60 days following the receipt of the appeal.

Appeals must be lodged by CPA trainees with the LCPAA office, which shall provide CPA trainees with a receipt mentioning the lodging date.

Article 37 Issuing the Certificate of Completion of the CPA Practical Training

Once the Practical Training has been validated by the Education Committee, the LCPAA office shall issue the certificate of completion of the CPA Practical Training as stated in Article 35 of the Law on Independent Audit.

Section IX Final provisions

Article 38 Implementation

The Council, LCPAA office, Education Committee, CPA trainees, and concerned parties shall acquire, respect and strictly abide by the provisions of this Regulation.

All regulations and provisions published by the LCPAA that are contrary to this Regulation are repealed.

Article 39 Interpretation

In the case where implementation of the provisions of this Regulation raises interpretative issues, these cases should be submitted to the Education Committee for a ruling on these issues.

Article 40 Effective Date

This Regulation is effective on the date of its signing by the president of the LCPAA.

Vientiane, Date 14 August 2020

President of the LCPAA

[Signed and sealed]

CONTENTS

SECTION I GENERAL PROVISIONS	1
ARTICLE 1 OBJECTIVE	1
ARTICLE 2 THE PRACTICAL TRAINING	1
ARTICLE 3 DEFINITIONS	1
ARTICLE 4 PRINCIPLES GOVERNING THE PRACTICAL TRAINING REQUIRED TO BECOME A CPA	3
SECTION II THE PRACTICAL TRAINING	3
ARTICLE 5 SCOPE OF THE PRACTICAL TRAINING	3
ARTICLE 6 PROFESSIONAL TRAINING WORKSHOPS SUPPORT PROGRAMS	4
ARTICLE 7 THE PRACTICAL TRAINING COMPETENCY FRAMEWORK	4
ARTICLE 8 DURATION OF THE PRACTICAL TRAINING	5
ARTICLE 9 INCEPTION OF THE PRACTICAL TRAINING	5
ARTICLE 10 CALCULATION OF THE PRACTICAL TRAINING DURATION	5
ARTICLE 11 PRACTICAL TRAINING EXEMPTION	5
ARTICLE 12 REDUCTION IN THE DURATION OF THE PRACTICAL TRAINING	6
ARTICLE 13 SUSPENSION OR INVALIDATION OF THE PRACTICAL TRAINING	6
ARTICLE 14 FORMER ACCOUNTING CONSULTANTS	7
SECTION III CPA TRAINEES	7
ARTICLE 15 CPA TRAINEES REGISTRATION REQUIREMENTS	7
ARTICLE 16 APPLICATION FOR REGISTRATION AS CPA TRAINEES	7
ARTICLE 17 DECISION ON APPLICATION FOR REGISTRATION	7
ARTICLE 18 LIST AND TITLE OF CPA TRAINEES	8
SECTION IV THE MENTORS	8
ARTICLE 19 STATUTE AND ROLE OF THE MENTORS	8
ARTICLE 20 MENTORS LIST	8
ARTICLE 21 MENTORS' DUTIES	8
ARTICLE 22 MENTOR CHANGES	8
ARTICLE 23 IDENTIFYING MENTORS, LIST OF REMOTE MENTORS	9
ARTICLE 24 MAXIMUM NUMBER OF CPA TRAINEES PER MENTOR	9
SECTION V THE PRACTICAL TRAINING SUPERVISOR	9
ARTICLE 25 STATUTE AND ROLE OF THE PRACTICAL TRAINING SUPERVISOR	9
ARTICLE 26 PRACTICAL TRAINING SUPERVISOR DEPUTIES	9
ARTICLE 27 DUTIES OF THE PRACTICAL TRAINING SUPERVISOR	10
ARTICLE 28 PERIODIC MEETINGS WITH THE CPA TRAINEES	10
ARTICLE 29 CPA TRAINEES PERSONAL INTERVIEWS	10
ARTICLE 30 PRACTICAL TRAINING SUPERVISOR REPORT	11
SECTION VI PRACTICAL TRAINING PERFORMANCE	11
ARTICLE 31 PROGRESSIVE PROFICIENCY ACQUISITION	11
ARTICLE 32 ASSESSMENT OF THE PROFICIENCY LEVELS	11
SECTION VII REPORTING REQUIREMENTS FOR CPA TRAINEES	11
ARTICLE 33 RECORDING PRACTICAL EXPERIENCE	11
ARTICLE 34 ANNUAL PRACTICAL TRAINING FORMS	12
ARTICLE 35 ANNUAL PRACTICAL TRAINING REPORTS	12
SECTION VIII ISSUING THE CERTIFICATE OF COMPLETION OF THE CPA PRACTICAL TRAINING	12
ARTICLE 36 DECISION ON THE COMPLETION OF THE CPA PRACTICAL TRAINING	12
ARTICLE 37 ISSUING THE CERTIFICATE OF COMPLETION OF THE CPA PRACTICAL TRAINING	13
SECTION IX FINAL PROVISIONS	13
ARTICLE 38 IMPLEMENTATION	13
ARTICLE 39 INTERPRETATION	13
ARTICLE 40 EFFECTIVE DATE	13