

## Instruction Sheet for Certificate of Experience

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- Complete the first page in its entirety. Make sure all boxes are checked appropriately.
- Only submit the work experience which qualifies you for licensure: Not less than one year and not more than three years, with a minimum of 1,800 hours completed within five years preceding the date of application. When providing the dates of employment, do not list anything that began or ended over five years ago. Please describe the time period in calendar years, with Year 1 being your most current year. You may only list the dates and qualifying hours for the last five years.
- Verifying CPA must have been active during entire period of employment being attested.
- Forward the form to your verifying CPA for completion.
- Verifier is to sign, date and return to applicant upon completion.
- Provide detailed job description signed by verifying CPA.
- Upon receipt of form, upload into your online application.

## Certificate of Experience

Applicant Section

First	Middle	Last
Address	City	State
Zip Code		
Employer:		
Address		
City	State	Zip Code
Telephone		

Firm Registration Number: \_\_\_\_\_

Position of Applicant: \_\_\_\_\_

In accordance with C.R.S. 18-8-503 and 18-8-501(2)(a)(I), false statements made herein are punishable by law. I state, under penalty of perjury as defined in C.R.S. 18-8-503, that the information contained in this application, to the best of my knowledge, is true and correct. I understand that under the Colorado Accountancy Law, providing false information to the Board is grounds for denial, suspension or revocation of a CPA certificate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### PLEASE ONLY VERIFY EXPERIENCE WITHIN 5 YEARS PRECEDING THE DATE OF APPLICATION

Dates of Employment : (mm/dd/yyyy) From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time Part Time  
(Only 5 years preceding date of application) (If part time, refer to 4.1.F of the Rules.)

Please provide the number of qualifying work hours for each individual calendar year for the time period stated above

Year 1 Most Current Year	Year 2 =>	Year 3 =>	Year 4 =>	Year 5 =>	Total Hours

I, as a verifier,

Have reviewed, agreed and signed the attached job description(s); and

Attest to having direct knowledge of work performed, as required by Colorado Rule 4.1.B, by the applicant during the entire dates of employment stated above. I performed periodic review and evaluation of the applicant's work, while holding an active status CPA license to practice public accountancy during the entire period of employment being verified.

Select one that applies.

Attest the applicant, as required by Colorado Rule 4.1.B, has the work experience that involves the application of appropriate technical and behavioral standards, such as the standards contained in the AICPA Code of Professional Conduct, U.S. Generally Accepted Accounting Principles (GAAP), U.S. Generally Accepted Auditing Standards (GAAS), Statements on Standards for Attestation Engagements (SSAE), Statements on Standards for Accounting and Review Services (SSARS), the Statements on Standards for Tax Services (SSTS), or the Statements on Standards for Management Consulting Services.

Attest the applicant has experience using the International Financial Reporting Standards (IFRS) in accordance with the International Accounting Standards Board (IASB).

Applicant has experience applying: Full IFRS Partial IFRS List  
the country under which these standards were applied: \_\_\_\_\_

Attest the applicant has experience using alternative standards; specify which standards and the country for which these standards were applied: \_\_\_\_\_

Am unable to attest to the standards used.

Verifier Section

Rule 4.2 - Experience in Public Accounting

In your opinion, did the applicant obtain sufficient experience to satisfy the requirement below:

YESNO

Qualifying public accounting experience shall consist of performing services for a client or potential client, including but not limited to any combination of services involving the use of accounting or attestation skills, the issuance of reports on financial statements, management advisory or consulting services, preparation of tax returns, or furnishing of advice on tax matters. Such work shall consist of employment by a CPA or Firm performing services primarily involving the application of the standards described in Rule 4.1.B.

Rule 4.3 - Experience in Industry

In your opinion, did the applicant obtain sufficient experience to satisfy the requirement below:

YESNO

Qualifying industry experience shall consist of performing services, including for an employer, primarily involving the application of the standards described in Rule 4.1.B. Such services may include, but are not limited to, internal audit, installation of internal control systems, preparation of financial statements, management advisory or consulting services, preparation of tax returns, or the furnishing of advice on tax matters.

Rule 4.4 - Experience in Government

In your opinion, did the applicant obtain sufficient experience to satisfy the requirement below:

YESNO

Qualifying government experience shall consist of employment by a federal, state, or local government entity. Such work shall consist of employment performing services primarily involving the application of the standards described in Rule 4.1.B. Such services may include, but are not limited to, internal or external audit, installation of internal control systems, preparation of financial statements, management advisory or consulting services, preparation of tax returns, or the furnishing of advice on tax matters.

Rule 4.5 -Experience in Academia

In your opinion, did the applicant obtain sufficient experience to satisfy the requirement below:

YESNO

Qualifying academic experience consists of teaching in the accounting discipline for academic credit at a regionally accredited college or university. The teaching must include at least two different upper-division courses involving the standards described in Rule 4.1.B. One year of experience shall consist of no less than 12 semester hours or the equivalent in quarter hours. Courses outside the field of accounting shall not count toward the experience requirement. A letter from each institution where the qualifying hours were taught, signed by the dean or department head at that institution must accompany this application. The letter must state: (a) the number of credit hours which the Applicant taught for the relevant years; (b) the names and academic level of the courses taught; and (c) a course description. The Verifier shall be the department chair or a faculty member who also shall be a CPA.

Verifier Information

Name: \_\_\_\_\_

State of Licensure: \_\_\_\_\_License Number: \_\_\_\_\_Expiration Date: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Current Position: \_\_\_\_\_

Please explain your relationship to the applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Verifier Attestation:

In accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state, under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S., that the information contained in this application, to the best of my knowledge, is true and correct. I understand that under the Colorado Accountancy Law, providing false information to the Board is grounds for denial, suspension, or revocation of a CPA certificate.

\_\_\_\_\_Signature

\_\_\_\_\_Date