

Instruction Sheet for Certificate of Experience

- ☐ If the space provided for your job description is not large enough, you may attach an additional sheet or sheets. The supervisor is REQUIRED to sign each additional sheet containing your job description.
- ☐ Only submit work experience which qualifies you for licensure: One year, minimum of 2,000 hours completed not more than one year preceding the date of application. You do not need to provide experience gained more than one year ago.
- ☐ On the second page of the Certificate of Experience form, the supervisor should only mark ONE of the four boxes, not all four.
- ☐ If you are reciprocal applicant and do not have recent experience (within the last one year) completed under the supervision of a licensed CPA, in lieu of this Certificate of Experience form, you will need to submit a resume detailing your accounting experience.
- ☐ Upon completion, upload this form into your online application.

*** We advise that you thoroughly read the experience requirements in Rule 20-3-.08 on the Georgia Board of Accountancy's website: <http://rules.sos.state.ga.us/docs/20/3/08.pdf>.*

Certificate of Experience

_____ First	_____ Middle	_____ Last	
_____ Address	_____ City	_____ State	_____ Zip Code

Employer: _____

Address

City

State

Zip Code

Telephone

Firm Registration Number: _____ (Required for PUBLIC accounting experience gained in Georgia)

Position of Applicant: _____

Name of Supervisor: _____

Exact Dates of Employment: From: _____ To: _____ (Cannot use "Present")

Total Hours Worked for the period stated above: _____ Total Number of Months Worked _____

Full, detailed job description of the kind of work performed for each position, along with the dates and duties for each position. If more space is needed, supervisor must sign EACH additional page.

Absences from work (other than routine illness and annual leave). For any breaks in employment for more than one year, documentation must be provided to support that it is an acceptable break.

From _____ To _____ Reason: _____

I hereby solemnly swear, under penalties of perjury, that all statements made by me are true and correct.

Signature of Supervisor

Signature of Applicant

Public Accounting Experience

In your opinion, did the applicant obtain sufficient experience to demonstrate satisfactory knowledge of current practice standards and pronouncements of the profession for each of the following elements of experience?

A. Effective for applications received after June 30, 2009. One year of continuous experience immediately preceding the date of application for the certificate or within a reasonable time prior to the date of such application as provided herein by rule.

☐ YES ☐ NO

B. Qualifying experience of a candidate for certification must be meaningful with respect to qualifying the candidate for the practice of public accounting. The experience may consist of any type of services or advice using accounting, attest, compilation, management advisory, financial advisory, tax or consulting skills.

☐ YES ☐ NO

Signature of Supervisor

Supervisor Certificate/License Number

Industry/Business Experience

In your opinion, did the applicant obtain sufficient experience to demonstrate satisfactory knowledge of current practice standards and pronouncements of the profession for each of the following elements of experience?

A. Effective for applications received after June 30, 2009. One year of continuous experience immediately preceding the date of application for the certificate or within a reasonable time prior to the date of such application as provided herein by rule.

☐ YES ☐ NO

B. Qualifying experience of a candidate for certification must be meaningful with respect to qualifying the candidate for the practice of accountancy in industry or business the candidate must (a) have been employed by a person or entity in the performance of duties primarily involving the use of financial accounting and auditing skills, which follow GAAP. The candidate may have performed duties involving 1) the installation of internal control systems, or 2) the use of management advisory, financial advisory, or consulting skills; or compliance with accounting aspects of tax or regulatory laws.

☐ YES ☐ NO

Signature of Supervisor

Supervisor Certificate/License Number

Government Experience

In your opinion, did the applicant obtain sufficient experience to demonstrate satisfactory knowledge of current practice standards and pronouncements of the profession for each of the following elements of experience?

A. Effective for applications received after June 30, 2009. One year of continuous experience immediately preceding the date of application for the certificate or within a reasonable time prior to the date of such application as provided herein by rule.

☐ YES ☐ NO

B. Candidate must have been employed by a federal, state or local government agency which is appropriated public funds and whose employees are considered public employees and which is recognized by the Board as having the responsibility and organizational structure for performing auditing and accounting functions.

☐ YES ☐ NO

Signature of Supervisor

Supervisor Certificate/License Number

Teaching Experience

In your opinion, did the applicant obtain sufficient experience to demonstrate satisfactory knowledge of current practice standards and pronouncements of the profession for each of the following elements of experience?

A. Effective for applications received after June 30, 2009. One year of continuous experience immediately preceding the date of application for the certificate or within a reasonable time prior to the date of such application as provided herein by rule.

☐ YES ☐ NO

B. Qualifying teaching experience for a candidate shall consist of teaching in the accounting discipline for academic credit at an accredited four year college/university. The teaching must include at least two different courses of accounting above the introductory or elementary level. One year of experience shall consist of no less than 24 semester hours, or the equivalent in quarter hours, taught in a period consisting of not less than 12 months and not more than 36 months.

☐ YES ☐ NO

Signature of Supervisor

Supervisor Certificate/License Number