



CPA MATTERS

A Publication of the Wyoming Board of Certified Public Accountants

BOARD MISSION STATEMENT

The Board's mission is to ensure that consumers of accounting services are protected by requiring CPAs and CPA firms to meet the highest level of professional competence.

Governor Matthew H. Mead

BOARD MEMBERS

Seven R. Laird, Public Member, Chair
Robert B. Dickerson, CPA, Secretary
Vikki G. Nunn, CPA
Roxanne P. Ostlund, CPA
Elizabeth Ott, CPA

BOARD CALENDAR

ALL BOARD MEETINGS OPEN TO THE PUBLIC

July 23, 2019 - Casper, WY - 9:00 am
August 20, 2019 - Conference Call - 2:30 pm
September 17, 2019 - Casper, WY - 9:00 am
November 19, 2019 - Conference Call - 3:30 pm
December 17, 2019 - Conference Call - 2:30 pm

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Former Executive Director Pam Ivey with new Executive Director Jennifer Gorman

New Executive Director!

The Board recently hired Jennifer Gorman to serve as its Executive Director. Jennifer replaces Pam Ivey who is retiring from service to the Board and State at the end of May.

Jennifer has worked for the Board for nearly four and a half years as its Business Office Coordinator. During her service in that position, she has developed a deep background in office operations and licensing, and has devoted hundreds of hours to developing and implementing the Board's new licensing software. Her background in the office is a good foundation for her to transition seamlessly to her new position as Executive Director. We wish Jennifer well!

Pam Ivey Retires from Service

After nearly nine years in service to the Board as its Executive Director, Pam will retire on May 24th. She has been privileged to serve the Board and its constituents. Pam is grateful for the relationships she has been able to make in her role. She will miss everyone but finds it is time to move on to the next phase of her life.

Best of luck to Pam!



Pam with her husband Richard Ivey

Two Board Members Retire from Service on the Board.

After six years of service on the Board, Roxanne Ostlund, CPA and Steve Laird are retiring from service. Both Roxanne and Steve served as chairmen of the Board. The Board thanks them for their service.



Left to Right: Jennifer Gorman, Executive Director, Steve Laird, Public Member, and Roxanne Ostlund, CPA

New Business Office Coordinator

Holly Klink has been hired to replace Jennifer Gorman as the Business Office Coordinator for the Board office. She has over 10 years of experience in state government. Holly is coming to the Board office from another licensing agency. She is very knowledgeable about licensing and will be an asset to the Board.



Left to Right: Jennifer Gorman, Pam Ivey, and the new Business Office Coordinator Holly Klink.



RULE MAKING

During its meeting on May 14, 2019, the Board took action to adopt rules for promulgation.

In 2019 the Wyoming legislature revised the Board's practice act to clarify the Board's authority to assess fees; modify the definition of attest and compilation services; clarify expiration date of inactive status certificate; adopt "firm mobility," which allows nonresident CPA firms that meet all licensing requirements in their home states, including enrollment in the AICPA Peer Review Program, to practice in the state without obtaining Wyoming CPA firm permits; clarify reasons for the Board to investigate and discipline CPA certificates and CPA firm permits and those who are practicing in the state under practice privileges. See 2019 Wyo. Sess. Laws, Ch. 2.

Other changes throughout all chapters of the rules reflect the Board's attempt to streamline rules to the extent possible while also preserving the ease of reference and readability for the user.

Chapter 1

- Definitions in section 2 reflect statutory changes and attempts to streamline and reduce the chapter.
- The methodology the Board will use to set its meeting calendar is clarified. The Board wishes to set its meetings by resolution in order for its meetings to be "regular" meetings.
- The Board forms committees from time-to-time to effectuate its duties. New language is added to clarify appointment authority.
- Language has been added to allow the Board to delegate the authority to approve applications for temporary certificates and temporary firm permits subject to Board ratification. Delegation of authority to approve applications for temporary certificates and temporary firm permits allows for the licensure process to be streamlined and expedite the applicants' ability to engage in their profession as quickly as possible.
- Language clarifying the application process with respect to when applications may be denied is added to the rule and includes language that the Board shall not process incomplete applications. From time-to-time the Board office receives incomplete applications and there is no formal process for how to handle them.
- Modifications to the fee schedule reflect the Board using an online licensing management system; updates fees related to activation of certificates and firm permits from surrendered status, expired status and retired status to reflect the staff time devoted to conducting a continuing professional education (CPE) audit. Fees related to reactivation and the CPE audit required when a holder requests a 90-day extension to complete CPE are based upon approximately two to three hours of staff time to process reactivation applications and CPE audits.
- A fee related to 90-day CPE extension requests is being implemented to support the staff time related to conducting CPE audits for all holders who request 90-day CPE extensions.

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RULE MAKING CONTINUED

- Removal of language related to requests for public records since the Board will process requests for public records in accordance with requirements set forth by the Department of Administration & Information.

Moved language pertaining to “Reporting Convictions, Judgments, and Disciplinary Actions” from chapter 3 that pertains to certificates to chapter 1 which covers “General Provisions” that applies to certificates and firm permits.

Chapter 2

The rules add business data analytics as an additional topic that candidates can complete to meet minimum education requirements to sit for the Examination as a Wyoming candidate and to meet minimum education requirements to be issued an original Wyoming certificate. Adding the topic reflects the rapid changes in the profession and business climate in general. The rule provides the Board authority to modify examination schedules if test window limitations are eliminated. If those changes are made, examination candidates will benefit from a more permissive examination testing schedule.

Chapter 3

The chapter amendments clarify that certificate applicants must document lawful presence in the United States which is required by federal law and is a similar process to the I-9 process required by all employers. The provision related to “Foreign Reciprocity” clarifies that qualified applicants must meet minimum age and residency requirements. The change to the rule makes certain that the same minimum age and residency requirements apply to international as well as domestic applicants. Language is amended to reflect the Board using an electronic online licensing management and CPE reporting system. Section 7, “Reporting Convictions, Judgments, and Disciplinary Actions,” is moved to chapter 1, which covers “General Provisions” that apply to certificates and firm permits. Language regarding fee refunds is included in the chapter. Fee refund processes have not been driven by rule in the past. This new language provides rule language that supports the processes.

Chapter 4

Changes to the chapter reflect changes to the statutes effective July 1, 2019 that remove the requirement that nonresident CPA firms must register in Wyoming. So long as nonresident CPA firms are properly registered in their home states and are compliant with the AICPA Peer Review Program they need not register with the Board. This “firm mobility” provision is similar to the individual certificate mobility provisions adopted in statutory changes in 2009. There are language modifications to reflect the Board using an electronic online licensing management system. The rules clarify that CPA firms must provide ownership data as well as a list of CPA associates for the Board office to determine whether ownership and firm name requirements are met. Language regarding fee refunds is included in the chapter. Fee refund processes have not been driven by rule in the past. This new language provides rule language that supports the processes.

Chapter 5

The Board is adopting the Statement on Standards for Continuing Professional Education that will serve to homogenize CPE requirements for all certificate holders. The rules also clarify that qualified CPE must maintain or improve the holder’s professional competence as a CPA. Certificate holders must use the Board’s online CPE reporting system to report and document CPE records. The new CPE reporting system is designed to support improved compliance with CPE requirements and allows holders a single repository to store all of their CPE records to help them streamline the annual certificate renewal process. The rules limit holders from earning CPE credits by repeating the same course during a renewal year. Repeating the same CPE course work typically does not enhance a holder’s professional competence. Program standards are being replaced by Board incorporating the Statement on Standards for Continuing Professional Education by reference. The concept of “nano” learning is being incorporated into the rule. “Nano” learning is CPE designed to be offered in ten-minute increments to meet holders’ contemporary continuing education needs. Holders requesting 90-day CPE extensions will be assessed a fee to cover staff time expenses related to the required CPE audit. CPE audits typically take an average of two to three hours of staff time to process.

Chapter 8

Much of the chapter is removed since “Petitions for Rule Making” is driven by statute. There is no reason to restate the statute in the rule. Language clarifying how persons could request the Board to consider changes to its rules.

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RULE MAKING CONTINUED

Chapter 10

Changes to the chapter include adding a section for “Authority” and minor changes to the language in the chapter.

The official Statement of Principal Reasons, rules packet, and proposed rule changes can be found on the Wyoming Administrative Rules website at <https://rules.wyo.gov/>, as well as on the Wyoming Board of Certified Public Accountants website at <https://sites.google.com/a/wyo.gov/wyoming-cpa/board-rules-regulations>.

The Board is accepting comments from the public until August 2, 2019. Comments must be in writing and can be sent via email to wycpaboard@wyo.gov or to the Board office at 325 W 18th St., Ste. 4, Cheyenne, WY 82002.

Moving or Changing Employers?



Please report address, telephone number and employment changes to the Board office within 60 days of the change. All materials and messages from the Board office to certificate and firm permit holders will be sent to the mailing address and/or the email address on record. All name changes must also be reported to the Board office within 60 days of the change.

Please contact Holly at the Board office to report changes or for answers to your questions at Holly.Klink3@wyo.gov.



CPE Reporting

As you complete your CPE course work requirements, remember you can report courses and upload certificates of completion by accessing your online portal sign in link found at: <https://online.wycpaboard.org/#/User/Loginwemail>

The instructions have been carefully prepared to provide clear step-by-step guidance for using the system. Certificate holders are strongly encouraged to begin reporting CPE and uploading certificates of completion right away. The annual certificate renewal process will be easier if CPE that is completed throughout the year is added to the CPE reporting tool as it is completed. The CPE Reporting Tool is intended to be helpful to certificate holders as well as improve efficiency in the Board office.

Things to keep in mind:

- Courses valued at less than one full credit are not acceptable. Courses that are completed as modules of a larger course, must be grouped under a single certificate of completion for the total CPE value of at least one full credit.
- Completing training or other education that is not designed or compliant with program standards found in chapter 5 of Board rules. Documentation to support the holder’s report of CPE credits may be requested in order for the Board staff to verify the training is qualified CPE and that the CPE value is calculated based upon a 50-minute hours.
- Assuming a course is acceptable if it does not meet requirements found in chapter 5 of Board rules. CPE must contribute to the holder’s professional knowledge as a CPA in order for it to be qualified. Please bear in mind that all CPE course credits reported are examined regarding whether they meet requirements under chapter 5 of Board rules. The Board staff will make every attempt to assist a holder with respect to how to remedy a deficiency found in an audit prior to disqualifying the course; however, the responsibility is on the holder to select and document course work that qualifies as acceptable CPE in order to be compliant with licensing laws in Wyoming.

RECENT DISCIPLINARY ACTIONS

- Shannon Lundvall, certificate number 2620 issued August 17, 2009. Per the Settlement Agreement, Stipulation and Order accepted by the Board May 14, 2019 for violations of the Board’s Rules and Regulations Chapter 6 §§ 3(a) and 5(a) (the competence rule and the discreditable acts rule) and 4(b) (records rule) of the Board’s rules.

