

# **Verification of Supervisor's Licensure**

## **Institute of Chartered Accountants of Scotland**

In those cases where ICAS is not able to confirm the candidate has completed the additional 2 years of relevant work experience, the experience may be verified by a direct supervisor using the Verification of Experience form. The Verification of Supervisor's Licensure form must be submitted to confirm the supervisor's valid license as a CA or U.S. CPA. The candidate's application for the IQEX is incomplete until both forms have been submitted.

This Verification of Supervisor's Licensure is valid for the IQEX only. After you pass the IQEX and are ready to apply for licensure as a Certified Public Accountant in the U.S., you will need to follow the licensure application process for the state to which you apply for licensure. This may include a new verification of experience.

### **Part 1 - To be completed by the candidate:**

1. Applicant's Name: \_\_\_\_\_ 2. Date of Birth: \_\_\_\_\_  
First Middle Last mm/dd/yyyy

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### **Part 2 – To be completed by the supervisor:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
First Middle Last

CA in good standing with ICAS Membership number: \_\_\_\_\_  
 licensed CPA in the U.S. Jurisdiction: \_\_\_\_\_ Certificate/License Number: \_\_\_\_\_

Duration of Supervised Experience: From: \_\_\_\_\_ To: \_\_\_\_\_

I hereby request and authorize ICAS to provide any and all pertinent information requested in this form to the National Association of State Boards of Accountancy (NASBA).

\_\_\_\_\_  
Signature Date

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### **Part 3 – To be completed by ICAS or the U.S. State Board:**

I certify the person identified in Part 2 above, held an active permit/license to engage in the practice of public accounting during the entire "Duration of Supervised Experience" as specified above.

Comments: \_\_\_\_\_

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\_\_\_\_\_  
Board/Institute

\_\_\_\_\_  
Official Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

RETURN THIS FORM TO:

NASBA – IQEX  
P.O. Box 198469  
Nashville, TN 37219-8469

FAX: 615-880-4266  
Email: iqex@nasba.org