

Experience Affidavit

Board of Accountancy Washington State



YOUR CONTACT INFORMATION

Full Name: _____

Washington CPA # if applicable: _____

Mailing Address (including city, state, zip code):

Daytime Phone: (____) _____

Email Address: _____

Date of Birth: _____

SSN#: _____

YOUR CERTIFICATION SECTION

I certify that:

The information on this application is true and accurate.

Signature

Date

YOUR REQUIRED SKILL AREAS

List the organization(s) where you obtained your work experience (attach additional sheets if necessary):

Dates Worked

From: _____ To: _____

Organization: _____

Industry: _____

Address: _____

Title or Key Job Responsibilities: _____

Total Number of Hours Worked at this Organization

(Not total hours per week or month): _____

Experience at this organization included the following skill areas. At a minimum you must check one of the following or your experience with this organization does not qualify:

- ___ Accounting
- ___ Issuing Reports on Financial Statements
- ___ Financial Advisory
- ___ Tax or Tax Advisory
- ___ Consulting Skills
- ___ Management Advisory

Dates Worked

From: _____ To: _____

Organization: _____

Industry: _____

Address: _____

Title or Key Job Responsibilities: _____

Total Number of Hours Worked at this Organization

(Not total hours per week or month): _____

My experience at this organization included the following skill areas. At a minimum you must check one of the following or your experience with this organization does not qualify:

- ___ Accounting
- ___ Issuing Reports on Financial Statements
- ___ Financial Advisory
- ___ Tax or Tax Advisory
- ___ Consulting Skills
- ___ Management Advisory

Total number of hours worked in all organizations: _____ (Must be a minimum of 2,000 hours)

Total number of months worked in all organizations: _____ (Must be a minimum of 12 Months)

YOUR REQUIRED COMPETENCIES

For each ability (1.1, 1.2, 1.3, 1.4, 2.1, 2.2, etc.) listed under the following 7 competencies, you must have had experience supporting your attainment of the ability. "Supporting your attainment of the ability" means you have an understanding of the ability; you know what standards or rules to access to support your work in this area; or you have participated in a program, procedures, etc., that entails these activities. It does not require "mastery" of the competency or ability.

Entity includes: programs, projects, divisions, or an entire organization.

Each box must be checked under all competencies.

Competency 1 - Understand the Profession's Code of Conduct

- 1.1 Understand the laws and regulations governing CPAs.
- 1.2 Demonstrate the ability to work with integrity, objectivity, professional skepticism, and due professional care.
- 1.3 Make appropriate judgments to undertake only those tasks that can reasonably be expected to be completed with professional competence and seek advice and supervision when confronted with challenges beyond your immediate expertise.
- 1.4 Understand the need for independence in providing attest services.

Competency 2 - Assess the Achievement of an Entity's Objectives

- 2.1 Plan an engagement or work program.
- 2.2 An understanding of an entity's* business (organization, objectives, goals, and operating characteristics) and matters affecting the entity's industry (economic conditions, government regulations, changes in technology, or other critical factors) is obtained and considered in determining the scope of the work program or services to be performed.
- 2.3 Design and effectively perform analytical procedures.
- 2.4 Identify conditions that may require the extension or modification of a work program or professional services.
- 2.5 Evaluate the reasonableness of estimates and representations by others such as management.

Competency 3 - Develop Documentation and Sufficient Data to Support Analysis and Conclusions

- 3.1 Sufficient, relevant data is obtained, analyzed and documented to provide a reasonable basis for the conclusion(s) expressed in a report or other document.

Competency 4 - Understand Transaction Streams & Information Systems

- 4.1 Obtain and document an understanding of an entity's* internal controls, transaction streams and information systems.
- 4.2 Make appropriate decisions about the nature, timing, and extent of procedures that support an analysis or conclusion.

Competency 5 - Assess Risk and Designing Appropriate Procedures

- 5.1 Assess the risk of misstatement of the underlying data.
- 5.2 Identify and assess factors that may indicate the presence of fraud.
- 5.3 Evaluate or design policies or procedures to reduce the risk that financial information would be misstated. Or participate in designing tests or procedures to obtain a reasonable level of assurance, that financial statements properly present the following management assertions: completeness, existence and occurrence, rights and obligations, valuation and allocation, and presentation and disclosure.

Competency 6 - Make Decisions, Solving Problems, and Thinking Critically in the Context of Analysis

- 6.1 Assess the appropriateness of conclusions based on sufficient, relevant data.
- 6.2 Evaluate the appropriateness of financial information, disclosures, or transactions in accordance with the appropriate basis of accounting, or applicable rules and regulations.

Competency 7 - Communicate Scope of Work, Findings and Conclusions Effectively

- 7.1 Comply with appropriate reporting standards for professional services undertaken or draft appropriate communications expressing scope of work, findings, and conclusions.

VERIFYING CPA CERTIFICATION SECTION

If more than one CPA is verifying the experience, please submit additional sheets.

CPAs Full Name: _____ License #: _____ State of Issuance: _____

Mailing Address (including city, state, zip code): _____ Daytime Phone: (____) _____

Email Address: _____

I certify that (each box must be checked):

- I currently hold a valid license to practice public accounting.
- I have held a valid CPA license to practice public accounting in a US jurisdiction for a minimum of five years.
- That the individual I am verifying has had experience supporting the attainment of the following competencies (each box must be checked):
 - Understanding the Rules of Professional Conduct Contained in Chapter 4-30 WAC
 - Assessing the Achievement of an Entity's Objectives
 - Preparing Documents that Contain Sufficient Data to Support Analysis and Conclusions
 - Understanding Transaction Streams and Information Systems
 - Assessing Risk and Designing Appropriate Procedures
 - Making Decisions, Solving Problems, and Thinking Critically in the Context of Analysis
 - Communicating Scope of Work, Findings and Conclusions Effectively

Verifying CPA's Signature

Date

Please submit your experience affidavit with your license application, or Mail To: PO Box 9131, Olympia, WA 98507

THE BOARD ADVISES YOU TO KEEP DETAILED COPIES OF ALL DOCUMENTATION SUBMITTED FOR YOUR RECORDS.

Please be advised: The Washington State Board of Accountancy is required to comply with the Public Records Act, [Chapter 42.56 RCW](#). The information you submit to the Board may ultimately be subject to disclosure as a public record.

Revised September 2011