



# 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

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

## BOARD CALENDAR

ALL BOARD MEETINGS OPEN TO THE PUBLIC

September 24, 2018 – Casper, WY – 9:00 am  
November 20, 2018 – Conference Call – 1:30 pm  
December 18, 2018 – Conference Call – 1:30 pm

## CONTACT US

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<https://www.facebook.com/WyomingBoardofCPAs>



## Certificates and Firm Permits Due for Renewal Between October 1st and December 31st

Beginning October 1st, certificate and firm permit holders will be able to renew certificates and firm permits using the Board's improved online renewal system. The system was first introduced in October, 2017 and was, admittedly, a little "clunky." The Board staff gathered feedback from certificate and firm permit holders in order to implement improvements to make the user experience better.

The Board office will notify all certificate and firm permit holders via postcard

mailers and email messages by no later than October 1st.

Please note that all certificates and firm permits will be renewed using the Board's online renewal system. All payments must be made using either a Master Card or VISA credit card. There will be NO paper applications and payments may not be made with checks. The new system will provide receipts for payments. If you have questions regarding the new system, please contact the Board office.



## New Board Member Appointed

Elizabeth (Liz) Ott, CPA joined the Board earlier this summer after Governor Mead appointed her to serve on the Board. Liz has taught at Casper College since 1982. Prior to that date, she worked for nine years with national and local CPA firms while serving as an adjunct professor at the University of Wyoming. Welcome, Liz!

# ONLINE LICENSING SERVICES AVAILABLE TO HOLDERS

Over the course of this past year, the Board staff has worked closely with the licensing system vendor to complete a system that is easier and more intuitive for licensees to use and will be more efficient for the Board staff.

Once fully implemented, applicants for the Examination and all licenses and firm permits will be processed using online forms. Paper documents related to applications will be minimized making the process more streamlined and straightforward for applicants.

2019 Renewal fees for certificates and firm permits are listed below and must be paid via Master Card or Visa:

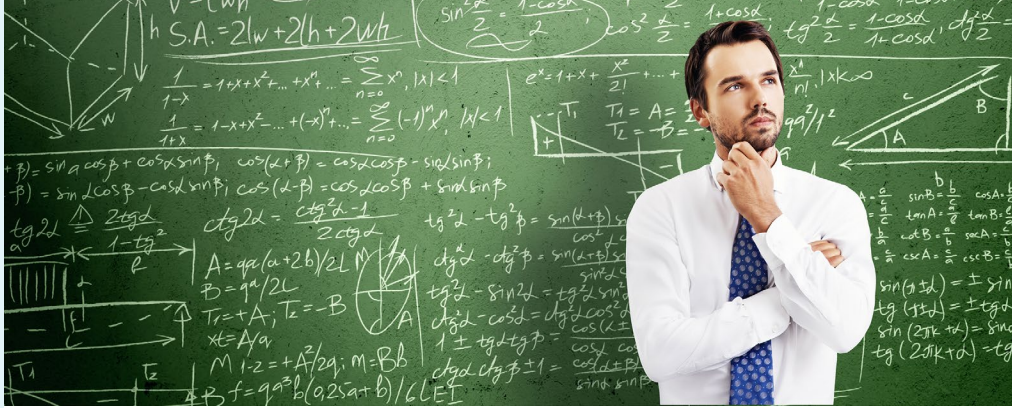
- Active Certificate - \$190.00
- Inactive Certificate - \$80.00
- Retired Certificate - One-Time \$50.00
- CPA Firm Permit - \$160.00



## TOP VIOLATIONS NOTED BY THE BOARD

- Untimely compliance with peer review requirements. CPA firms with scopes of practice found in chapter 9 of Board rules must comply with peer review requirements and must do so in a timely manner.
- Unlicensed practice by CPAs licensed in other states. Once an out-of-state CPA makes Wyoming his/her principal place of business, he/she must hold a Wyoming CPA certificate. There is no “grace period” for the licensure requirement.
- Inability to document CPE in the event of a CPE audit. Licensees need to

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## CONTINUING PROFESSIONAL EDUCATION REPORTING

Throughout the better part of 2018 certificate holders have had access to the Continuing Professional Education (CPE) Reporting tool to report CPE courses/credits and upload copies of certificates of completion. The process to follow to report and document CPE courses has been improved and new instructions can be found on the Board’s website.

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.

### Top CPE Findings

- 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.

### Peer Review

The Nevada Society of CPAs is the entity that administers the AICPA Peer Review Program for Wyoming firm permit holders. Please note; however, that the Nevada Society of CPAs is not in regular contact with the Board office. Any requests for extensions of the firm’s peer review date or any other anomalies regarding a firm’s peer review must also be reported to the Board since the Nevada Society of CPAs does not share the information with the Board.





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## Top Violations Noted by the Board

maintain agendas, in case a potential CPE deficiency is identified through the audit.

- Licensees practicing outside of his/her regular employment without the required CPA firm permit. CPAs providing accounting services as defined in W.S. § 33-3-109(c) outside of his/her regular employment must register a CPA firm permit. This requirement applies to all types of business entities under which a CPA firm is organized, including sole proprietorships.

## Recent Disciplinary Action

The R. K. Hudson, PLLC firm with a Fairfax, Virginia address is registered with the Board. The firm permit has included audits in its scope of practice since on or around September 13, 2012. Respondent completed the firm's last peer review on February 26, 2013 and was required to undergo a new peer review by September 30, 2016. By failing to undergo peer review at least once every three and a half years, Respondent violated chapter 9 § 1(a)(i) of the Board's rules. The firm's scope of practice was limited by a Settlement Agreement, Stipulation and Order found on the Board's website.

## Investigators and Expert Witnesses Wanted!

Investigators and expert witnesses are critical to the enforcement process. However, many Boards of Accountancy do not have experienced accounting investigators and experts affiliated with the boards.



In an effort to assist executive directors to locate the appropriate investigator or expert witness for their particular situation, National Association of State Boards of Accountancy (NASBA) maintains a database of investigators and expert witnesses. The larger the database of qualified investigators and expert witnesses, the more effective the enforcement process becomes. That's why NASBA is asking for your help in identifying individuals like yourself to add to the pool.

## WHAT YOU WILL NEED TO APPLY

To apply to be included in either pool, you will need the following information and materials:

- License information for each jurisdiction in which you are licensed
- A list of your areas of expertise, chosen from [these options](#)
- Your resume, in an uploadable format (pdf or Word file)
- Your hourly compensation rate
- Your expense policy

Be sure to read the NASBA Agreement prior to clicking Submit.

## APPLICATION LINKS

If you are interested in applying or know someone with excellent qualifications who should consider applying, here are links to the applications:

- [Investigator Application](#)
- [Expert Witness Application](#)

Note: Information on the individuals approved for inclusion in the database will be released to Board of Accountancy executive directors upon request.

## 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 Jennifer at the Board office to report changes or for answers to your questions at [Jennifer.gorman2@wyo.gov](mailto:Jennifer.gorman2@wyo.gov).

