

APPLICANT NAME: \_\_\_\_\_

**CERTIFICATE OF EXPERIENCE—CPA REINSTATEMENT**  
**Applicants whose certificates have been expired six years or more**

**APPLICANT:** This form is to be completed by individuals who are applying for the reinstatement of a Colorado Certified Public Accountant certificate that has been expired six (6) years or more (pursuant to C.R.S. 12-2-108 and the Accountancy Board rules regarding certificate status maintenance, available at [www.dora.state.co.us/accountants/licensing.htm](http://www.dora.state.co.us/accountants/licensing.htm)).

Complete Part A and forward the form to another individual for verification. The verifying individual should return it to you in a sealed envelope. Include the sealed envelope in your completed application packet and mail to the Office of Licensing. If your year of experience was obtained from more than one entity, make a copy of this form and complete a Certificate of Experience for each entity.

**PART A—TO BE COMPLETED BY CERTIFICATE HOLDER**

<b>Certificate Holder Name:</b> Last:	First:	Middle:	Suffix:
<b>Address:</b> PO Box, Street: City, State, Zip:			
As required by the Accountancy Board's rules regarding certificate status maintenance, I have worked for at least one (1) year within the two (2) years preceding the receipt date of this reinstatement application in the Division, in the following jurisdiction and capacity:			
<b>Jurisdiction:</b>	<b>Capacity</b> (describe business affiliation):		
<b>Job Description (if needed, attach additional sheet(s)):</b>			
In accordance with C.R.S. 18-8-503 and 18-8-501(2)(a)(I), false statements made herein are punishable by law. I state, under penalty of perjury as defined in C.R.S. 18-8-503, that the information contained in this application, to the best of my knowledge, is true and correct. I understand that under the Colorado Accountancy Law, providing false information to the Board is grounds for denial, suspension, or revocation of a CPA certificate.			
_____ Certificate Holder Signature		_____ Date	

**VERIFIER:** Complete Part B to verify the information in Part A. Send both pages of this form directly back to the applicant in a sealed and signed envelope.

**PART B—TO BE COMPLETED BY VERIFIER**

<b>Verifier Name:</b> Last:	First:	Middle:	Suffix:
<b>Name of Firm:</b>		<b>Telephone Number:</b> (     )	
<b>Firm Address:</b> PO Box, Street: City, State, Zip:			
<b>Position of Verifier:</b>	<b>State:</b>	<b>License Number:</b>	
<b>Applicant's exact dates of employment (mm/dd/yyyy):</b> From: _____ To: _____			
<b>Total number of qualifying work hours for the period stated above:</b> _____			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

**PART B—TO BE COMPLETED BY VERIFIER (Continued)**

**I, as a verifier:**

- Have reviewed, agreed, and signed the attached job description(s); and
- Attest to having direct knowledge of work performed, as required by Rule 4, by the applicant during the entire dates of employment stated on the previous page. I performed periodic review and evaluation of the applicant's work.

**Select one that applies:**

- I attest the applicant, as required by Rule 4, has the work experience that involves the application of appropriate technical and behavioral standards, such as the standards contained in the AICPA Code of Professional Conduct, U.S. Generally Accepted Accounting Principles (GAAP), U.S. Generally Accepted Auditing Standards (GAAS), Statements on Standards for Attestation Engagements (SSAE), Statements on Standards for Accounting and Review Services (SSARS), Statements on Standards for Tax Services (SSTS), Statements on Standards for Management Consulting Services, or other such standards as determined by the Board.
- I attest the applicant has experience using alternative standards; specify \_\_\_\_\_
- I am unable to attest to the standards used.

In your opinion, did the applicant obtain sufficient experience in **Public Accounting** to satisfy the following requirement?  YES  NO

- Qualifying public accounting experience shall consist of performing services for a client or potential client, including but not limited to any combination of services involving the use of accounting or attestation skills, the issuance of reports on financial statements, management advisory or consulting services, preparation of tax returns, or furnishing of advice on tax matters. Such work shall consist of employment by a CPA or Firm performing services primarily involving the application of the standards described in Rule 4.1.B.

In your opinion, did the applicant obtain sufficient experience in **Industry** to satisfy the following requirement?  YES  NO

- Qualifying industry experience shall consist of performing services, including for an employer, primarily involving the application of the standards described in Rule 4.1.B. Such services may include, but are not limited to, internal audit, installation of internal control systems, preparation of financial statements, management advisory or consulting services, preparation of tax returns, or the furnishing of advice on tax matters.

In your opinion, did the applicant obtain sufficient experience in **Government** to satisfy the following requirement?  YES  NO

- Qualifying government experience shall consist of employment by a federal, state, or local government entity. Such work shall consist of employment performing services primarily involving the application of the standards described in Rule 4.1.B. Such services may include, but are not limited to, internal or external audit, installation of internal control systems, preparation of financial statements, management advisory or consulting services, preparation of tax returns, or the furnishing of advice on tax matters.

In your opinion, did the applicant obtain sufficient experience in **Academia** to satisfy the following requirement?  YES  NO

- Qualifying academic experience consists of teaching in the accounting discipline for academic credit at a regionally accredited college or university. The teaching must include at least two different upper-division courses involving the standards described in Rule 4.1.B. One year of experience shall consist of no less than 12 semester hours or the equivalent in quarter hours. Courses outside the field of accounting shall not count toward the experience requirement.

**In accordance with C.R.S. 18-8-503 and 18-8-501(2)(a)(I), false statements made herein are punishable by law. I state, under penalty of perjury as defined in C.R.S. 18-8-503, that the information contained in this application, to the best of my knowledge, is true and correct. I understand that under the Colorado Accountancy Law, providing false information to the Board is grounds for denial, suspension, or revocation of a CPA certificate.**

\_\_\_\_\_  
Verifier Signature

\_\_\_\_\_  
Date