

Board of Accountancy Experience Requirements

Experience must be obtained under the direct supervision of an active licensed CPA for either full-time or part-time employment.

Section 40-2-35(F) provides: An applicant may demonstrate experience as follows:

(1) Experience may be gained in either full-time or part-time employment. Two thousand (2,000) hours of part-time accounting experience is equivalent to one year. Experience may not accrue more rapidly than forty (40) hours per week.

(2) The five years of teaching experience provided for in Section 40-2-35(A)(4)(b) consists of five years of full-time teaching of accounting courses at a college or university accredited by the Southern Association of Colleges and Schools or another regional accrediting association having equivalent standards or an independent senior college in South Carolina certified by the State Department of Education for teacher training.

- (a) In order for teaching experience to qualify as full-time teaching, the applicant must have been employed on a full-time basis as defined by the educational institution where the experience was obtained; however, teaching less than twelve (12) semester hours per year, or the equivalent in quarter hours, must not be considered as full-time teaching experience.
- (b) Experience credit for teaching on a part-time basis qualifies on a pro rata basis based upon the number of semester hours required for full-time teaching at the educational institution where the teaching experience was obtained.
- (c) Teaching experience may not accrue more rapidly than elapsed chronological time.
- (d) An applicant must not be granted credit for full-time teaching completed in less than one academic year.
- (e) An applicant must not be granted more than one full-time teaching year credit for teaching completed within one calendar year.
- (f) Teaching experience must not be granted for teaching subjects outside the field of accounting. Subjects considered to be outside the field of accounting include, but are not limited to, business law, finance, computer applications, personnel management, economics, and statistics.
- (g) Of the five years of full-time teaching experience, credit for teaching accounting principles courses or fundamental accounting (below intermediate accounting) may not exceed two full-time teaching years and the remaining three full-time teaching years' experience must be obtained in teaching courses above accounting principles.
- (h) Accounting courses considered to be above accounting principles include, but are not limited to, intermediate accounting, advanced accounting, auditing, income tax, financial accounting, management accounting, and cost accounting.
- (i) Experience other than public accounting experience counts only in proportion to duties, which, in the opinion of the board, contribute to competence in public accounting.
- (j) The board may require other information as it considers necessary to determine the acceptability of experience including, but not limited to, review of work papers and other work products, review of time records, and interviews with applicants and supervisors.

THE FOLLOWING IS INTENDED TO PROVIDE GUIDANCE TO CPA CANDIDATES AND IS TAKEN FROM BOARD POLICY, PROCEDURES, AND PRIOR BOARD DECISIONS.

Experience must commence after twenty-four (24) semester hours of upper level accounting courses (which must include Managerial and Financial Accounting, Auditing and Tax courses.) If experience overlaps the required college courses, the time will not count.

SUPERVISION AND REVIEW

Q. My supervisor has a CPA certificate, but does not have a current license to practice since he has not completed the CPE requirements. Does my experience count?

A. No. The supervisor must have been licensed to practice during the entire time of the candidate's experience.

Q. My supervisor is licensed to practice in another state, not South Carolina. May he sign my certificate of experience form?

A. Yes, provided you are not working in a public accounting firm. If you are working for a public accounting firm in South Carolina, the supervisor must be licensed to practice in South Carolina since he may not lawfully practice in South Carolina without a South Carolina license.

Q. My supervisor is located in Atlanta, GA. I am working in Columbia, S.C.. Does my experience qualify?

A. It depends on the line of supervision. More than likely your Certificate of Experience will have to be reviewed by the Board.

Q. I work in industry and we have a CPA in the accounting department where I work. She reviews some of my work, but she is not in a management level above me. Will she be regarded as my supervisor?

A. No. The supervisor should have the power to direct the performance of the person being supervised which, generally, includes the power to hire, transfer, suspend, promote, or discharge the employee or to recommend such action through the proper chain of command.

Q. Where I work I do not have a CPA supervisor. However, I assist the outside auditors for about four weeks each year. May I count this experience?

A. No. The outside auditors do not have the power to direct your performance, such as the power to hire, transfer, suspend, promote or discharge.

Q. I practice part-time on my own as an Accounting Practitioner. I have a CPA in the office next door who reviews my work and makes suggestions for improvement. Does this experience count for my CPA certificate?

A. No. The experience must include both direct supervision and review, not merely review. The supervisor should be involved in planning and organizing the work to be performed as well as reviewing the work.

QUANTITY OF EXPERIENCE

The standard by which the experience shall be measured is one year of experience employed on a full-time basis in public accounting, with diversified experience. Employment other than in public accounting may count only in proportion to duties contributing to competence in public accounting. Part-time employment shall be credited in part, based upon actual work hours. The board will consider 2,000 hours of such part-time experience as being equivalent to one year of the required experience. Part-time experience must not accrue more rapidly than elapsed chronological time. If you have part-time hours, you must submit a detailed schedule listing the hours worked by the week.

Prior to an applicant receiving a license, their Certificate of Experience is appraised for specific details that ensure the applicant has met the standards of professionalism expected by this Board and capable of holding himself/herself out to the public.

The Certificate of Experience is an opportunity to demonstrate to the Board that based on the information provided, you are capable and have acquired enough knowledge to hold yourself out independently to the public. Below are examples of questions about several areas that can be used toward your experience. Keep these types of questions in mind when describing other duties.

Audit

- What type of clients did you audit? Government entities? Non-profit organizations?
- What specific industries were your clients located in? Banks? Retailers?
- Were any of the audits you worked on for publicly traded companies?
- How did you function in the audit? Did you count inventory? Did you assist in planning? Did you supervise any aspect of the engagement? Were you ever responsible for communications with the client?
- Can you identify a specific pattern of increasing responsibility from the time you were hired? If so, what promotions did you receive?

Tax

- Did you prepare individual or corporate returns?
- How were your clients organized? S-Corporations? Limited Liability Companies? Partnerships? Where you responsible for doing tax research to support a position you took?

Q. I work in industry and have a licensed CPA supervisor. I perform certain secretarial type duties. In addition, I prepare the company checks and work on the monthly financial statement. Does any portion of my experience count?

A. Yes. The portion of your experience that is substantially equivalent to that obtained in a public accounting firm would, generally qualify. The qualifying experience would include working on the monthly financial statements. Preparation of the company checks and secretarial duties would not be of sufficient quality to qualify. The CPA supervisor should keep records and document the portion of your experience that would be of sufficient quality to contribute to competence in public accounting.

Q. I am a working mother and work for a CPA firm (full-time) during tax season and part-time during the remainder of the year. Does the part-time work count?

A. Yes. Part-time employment may be credited in part, based on actual work hours. The board considers 2,000 hours of part-time experience as being equivalent to one year of the required experience.

Q. I work for a CPA firm. During tax season, I often work 50 or more hours per week. May the overtime count toward the ,2000 hours per year?

A. No. Section 40-2-35(4)(a) requires one year of experience. Experience may not accrue more rapidly than elapsed chronological time. A week of experience is considered to be 40 hours. Submit a schedule of part-time hours listing the hours worked each week.

Q. May I count experience gained prior to passing the CPA examination?

A. Yes. Experience may be gained either before or after the examination provided all other requirements are met. You must complete 24 semester hours in accounting courses prior to obtaining your experience.

Q. How long do I have after passing the examination to obtain my experience?

A. There is no time limit specified in the law or regulations. However, the Board has authority to reject experience that it does not believe to be satisfactory.

SUBMISSION OF CERTIFICATE OF EXPERIENCE

The applicant must submit a separate Certificate of Experience (Board form 2102) signed by each supervisory CPA under whose supervision and review any part of the experience being claimed was gained. All of the questions and blanks on the form must be completed. The supervisor must have held both a certificate and a license or permit to practice public accounting at the time the experience was gained. If the supervising CPA holds a license from another jurisdiction other than South Carolina, you must also submit (Form 2102-A) to the state where the supervising CPA holds a license. For the convenience of the Board, please include a self-addressed, stamped envelope.

Q. Does the board specify records that should be maintained to document experience?

A. No. The board does not have specific recordkeeping requirements. However, the candidate and the CPA supervisor must be able to document the experience through time records, work papers and the like. It is suggested that the CPA candidate maintain his/her own records to assist the supervisor in completing the experience forms.

Q. I work for a large CPA firm and have several supervisors within the firm. How should records be kept and which supervisor should sign my Certificate of Experience form?

A. In most cases, the managing partner of the office signs the Certificate of Experience forms. Some firms use an internal office form. As each audit engagement is completed, the CPA candidate completes the form, showing the elements of the audit he/she worked on and the time. The CPA supervisor of the engagement reviews and signs the form. After meeting the experience requirements, the CPA candidate submits the individual engagement forms and the completed Certificate of Experience form to the managing partner for his/her review and signature.

Q. My former employer has delayed completing my Certificate of Experience form. What can I do to get it completed and signed?

A. Supply needed information to your former employer. If you are a CPA candidate, maintain a file of your work experience and have your Certificate of Experience form completed and signed at the time you change employers.

Q. I have worked for several different employers. May I submit one Certificate of Experience form that covers all of my experience?

A. No. A separate form should be completed for each employer.

Q. I have completed about several months of my experience. May I submit a certificate of experience so the Board can approve the portion I have completed and let me know how much more I need?

A. No. The board considers only the overall experience after the requirements have been met.

Q. When should I submit the Certificate of Experience form?

A. After completing the one year experience requirement. After the experience has been approved, form 2101 (Application for CPA Certificate) will be mailed to the candidate.

TEACHING EXPERIENCE

Board form 2101-T must be submitted to document teaching experience.

OTHER

Q. My Certificate of Experience form was rejected by the board. May I appeal the board's decision?

A. Yes. You may submit a written petition to the Board requesting a review of its decision. In the petition, you may request permission to appear before the Board and explain special circumstances. You will be notified as to time and place of the Board meeting.

Q. Does the board verify the information on the Certificate of Experience form?

A. Yes. The Board will take a random sampling of the licensees and review their experience. The Board also has the latitude to request working papers, if deemed necessary.



South Carolina Board of Accountancy

P.O. Box 11329 Columbia, SC 29211-1329

110 Centerview Dr, Columbia SC, 29210-8432

Phone: (803) 896-4770 FAX: (803) 896-4554 www.llronline.com/POL/Accountancy

Email: accthelp@llr.sc.gov



CERTIFICATE OF EXPERIENCE

NOTE: Effective June 16, 2008, only one year of experience is required.

ALL FIELDS MUST BE COMPLETED. Enter "N/A" where information is not applicable. Prior to completing this form please read Board form 2202 for details of Experience Requirements to be licensed as a Certified Public Accountant.

PLEASE TYPE OR PRINT CLEARLY.

YOU MUST HAVE COMPLETED THE REQUIRED ACCOUNTING COURSES & HOURS BEFORE YOUR EXPERIENCE WILL QUALIFY

APPLICANT INFORMATION:

1. Please check one: Male Female

2. Full Name: First Middle Last (If different, name at time of exam)

3. Mailing Address:

4. Telephone Number: Home: Office:

5. E-mail Address:

6. Check Certificate Applying for: Original CPA Certificate Reciprocity Transfer of Credit

7. Date Passed Exam: Indicate the State Where You Passed Exam:

EMPLOYER INFORMATION:

Use a separate form for each employer (Note: Please complete 2102T for reporting TEACHING experience)

1. Firm Name:

2. Address:

3. What was your job title/position?

4. Is Employer a Public Accounting Firm? Yes No Other:

5. What address are the records and work papers supporting this experience located?

SUPERVISOR INFORMATION:

1. Name:

2. Mailing Address:

3. Telephone Number:

4. Position or Job Title:

5. Certificate Number: Licensed to Practice as (Check One): CPA PA

6. Issued by Which State? Date Issued:

If the supervising CPA is not licensed in South Carolina, also submit Form 2102A

7. Were the applicant and supervisor employed by the same company? YES NO

If no, please explain in a separate statement

QUANTITY OF EXPERIENCE:

1. Full-Time Employment, (Enter actual dates. Do not use terms like, "Present" or "Current". Failure to use actual dates will delay application.

Enter inclusive dates From: To:

Enter cumulative time frame Months: Days: Years:

Example: Months 6, Days 15, Years 4

2. Part-Time Employment

Enter inclusive dates From: To:

Number of hours worked (may not exceed 2000 hours for a year or 40 hours per week):

Attach and submit a schedule detailing, for each week, the total hours worked.

SPECIAL INSTRUCTIONS TO CERTIFIED PUBLIC ACCOUNTANTS SIGNING THIS FORM

Describe in a separate attachment, the accounting experience which, in your opinion, was of a type and quality to demonstrate competence by the applicant for holding out to the public as a Certified Public Accountant and to practice as such. Please provide adequate details to allow the experience to be evaluated. Sign the statement for authentication.

Certified Public Accountants signing this form as direct supervisors are reminded of the definition of "direct supervision". One CPA may sign for other CPA's who are employed by the same firm; however, the signer is held responsible for determining that supervision was, in fact, both direct and by a properly licensed CPA.

SUPERVISION: Has jurisdiction (i.e. oversight, authority) over the process of planning, coordinating, guiding, inspecting, controlling, and/or evaluating on a continuous basis the activities and accomplishments of the employees under his/her command, has the power of direction and decision in implementing activities to meet the objectives of his or her stewardship, has authority delegated by higher management to hire, transfer, suspend, recall, promote, assign, or discharge an employee under his/her charge or to recommend such action.

DIRECT: The person supervised is next below in the usual line of authority or is in a staff position reporting to the supervisor. "Direct supervision" is defined as a clear-cut personal connection to the employee being supervised, marked by a firsthand association without an intervening position of influence.

CERTIFICATION BY APPLICANT'S SUPERVISOR

I certify that the applicant named herein obtained the experience described in this report under my supervision and review. Such work experience was of a type and quality to demonstrate competence by the applicant for holding out to the public as a Certified Public Accountant and to practice as such.

Signature of Supervisor

Date Signed

The Board reserves the option of reviewing the work papers, reports and time records for work submitted for credit as qualifying experience. The Board may require an interview with applicants. Inspections and interviews may be on a selective or a random basis.



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Accountancy

P.O. Box 11329 Columbia, SC 29211-1329

110 Centerview Dr, Columbia SC, 29210-8432

Phone: (803) 896-4770 FAX: (803) 896-4554 www.llronline.com/POL/Accountancy

Email: accthelp@llr.sc.gov



Form 2102A Rev 8/2011

OUT-OF-STATE EMPLOYERS LICENSURE VERIFICATION

APPLICANTS: Complete Section A of this form if your supervising CPA(s) holds a license form a jurisdiction other than South Carolina. Please ensure that this section is completed in its entirety. FORWARD TO THE JURISDICTION WHERE THE SUPERVISING CPA HOLDS A LICENSE. Request that the Board return the form to you. Ask the Board if there is a fee for verification. Please refer to www.nasba.org for the State Board address and telephone number. Please include a self addressed, stamped envelope for their convenience in returning the form to you.

STATE BOARDS: South Carolina Board of Accountancy, requests that you verify the information presented in Section A by answering all questions in Section B. This form serves the purpose of verify that the person noted was licensed by your jurisdiction during the dates of employment listed. Upon completion of this form, return it to the applicant.

SECTION A: APPLICANT INFORMATION

1. Full Name: First Middle Last
2. Mailing Address:
3. Telephone Number: Home: Office:
4. E-mail Address:
5. Duration of supervision: From: To:

SUPERVISOR INFORMATION:

1. Name:
2. Firm Name:
3. Mailing Address:
4. Telephone Number:

SECTION B: STATE BOARDS COMPLETE THIS SECTION.

Did the supervising CPA named above hold an active license to practice public accounting during the entire duration of supervised experience? YES NO Certificate #: _____

I solemnly affirm, to the best of my knowledge, that the above information is true and correct.

State

(Board Seal)

Official signature of Board Representative

Title

Date