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COLORADO STATE BOARD OF ACCOUNTANCY

POLICIES

OPEN TO THE PUBLIC



DEPARTMENT OF REGULATORY AGENCIES

Colorado State Board of Accountancy

1560 Broadway, Suite 1370

Denver, Colorado 80202

(303) 894-7800

V/TDD (303) 894-7880

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**COLORADO BOARD OF ACCOUNTANCY
POLICIES
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**COLORADO STATE BOARD OF ACCOUNTANCY
POLICIES**

CHAPTER 10

Application Processing

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 10-01

POLICY STATEMENT TITLE: Review of Denied Certificate/Registration
Applications

CROSS REFERENCE:

DATE ADOPTED: June, 1987

DATE AMENDED: August 30, 1995

PURPOSE: To provide a review procedure for the denial of applications for a CPA certificate and firm registration.

The Board will honor one request from an applicant to reconsider a certificate application or firm registration that has previously been denied and will grant the applicant an opportunity to make a personal appearance before the Board.

After reconsideration and reaffirmation of a denial, the applicant will be informed of their option for a denial hearing pursuant to the provisions in the Administrative Procedure Act.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 10-02

POLICY STATEMENT TITLE: Notification to Certificate Holders When
Application to Register Firm is Denied

CROSS REFERENCE:

DATE ADOPTED: March, 1990

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To advise applicants to cease and desist using a firm name and/or practicing public accounting under a firm name when an application for firm registration has been denied.

When an application to register a firm name is denied and evidence exists which indicates that a certificate holder(s) is using a firm name without proper registration, the Board will include in each denial letter a statement advising that the certificate holder(s) immediately cease and desist practicing public accounting under a firm name which is not properly registered with the Board.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 10-03

POLICY STATEMENT TITLE: Timely Filing of Applications for Firm Registration

CROSS REFERENCE:

DATE ADOPTED: February 24, 1993

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To allow a grace period for firms to file applications for registration.

The Board will consider completed applications for firm registration to be timely filed if said application is received within 90 days from the date the registrant began providing public accounting services to the public for a fee. The application can be pre-approved by staff upon verification of compliance with all statutory/regulatory provisions and presented to the Board for final approval pursuant to standard administrative practice.

Firm applications which are filed beyond the 90-day time period must be presented to the Board as a specific item on its regular meeting agenda for its review and consideration.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 10-04

POLICY STATEMENT TITLE: Processing of Applications for Reciprocity
Applicants with Expired Certificates from Other
Jurisdictions

CROSS REFERENCE: 12-2-113

DATE ADOPTED: September 27, 1995

PURPOSE: To provide guidelines for reciprocity applicants whose certificate in another jurisdiction is not in good standing solely due to a failure to renew that certificate.

If a reciprocity applicant holds an expired certificate in another jurisdiction when he applies for certification in Colorado, and that certificate is deemed "not in good standing" by the other jurisdiction due to a failure to renew the certificate, the applicant may be certified in Colorado, providing all Colorado requirements have been met for original licensure and no disciplinary actions have been taken against the expired certificate.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 10-05

POLICY STATEMENT TITLE: Filing of Changes to a Firm Registration

CROSS REFERENCE:

DATE ADOPTED: June 26, 1996

DATE AMENDED:

DATE REAFFIRMED:

PURPOSE: To allow changes to a firm to be reported without requiring a separate registration and to set a time limit in which this must be completed.

The Board requires an immediate application to change a firm registration for a change in name, ownership or form of entity. The application may be approved by staff upon verification of compliance with all statutory/regulatory provisions.

Applications for a change to a firm registration which are filed beyond 90 days will be presented to the Board as a specific item on its regular meeting agenda for its review and consideration.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: *10-06*

POLICY STATEMENT TITLE: Timely Filing of Reciprocal Applications for Certification

CROSS REFERENCE:

DATE ADOPTED: July 31, 1996

DATE AMENDED:

DATE REAFFIRMED:

PURPOSE: To set a time limit for individuals transferring to Colorado to file reciprocity applications for certification.

All persons performing public accounting work as a Certified Public Accountant in Colorado must hold an active Colorado certificate. An application for certification based on reciprocity for persons licensed in another jurisdiction is to be submitted prior to the commencement of such work in Colorado.

The application for reciprocal certification may be pre-approved by staff upon verification of compliance with all statutory/regulatory provisions. Applications which are filed beyond 60 days after commencement of work will be presented to the Board as specific items on its regular meeting agenda for its review and consideration.

**COLORADO STATE BOARD OF ACCOUNTANCY
POLICIES**

CHAPTER 20

Certificates

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 20-01

POLICY STATEMENT TITLE: Voluntary Surrender of Colorado CPA Certificate

CROSS REFERENCE:

DATE ADOPTED: August, 1988

DATE AMENDED: September 27, 1995

PURPOSE: To develop a procedure for certificate holders to voluntarily surrender CPA certificates.

The Board will accept the voluntary surrender of CPA certificates. Certificate holders who voluntarily surrender their certificates must enter into a voluntary surrender agreement with the Board. Certificate holders who opt to surrender said certificate will agree that they may no longer assume or use the title or designation "certified public accountant" or the abbreviation "C.P.A.", or any other title, designation, words, letters, abbreviation, sign, card, or device tending to indicate they are licensed in Colorado, and may no longer perform audit services, as audit services are defined in Section 12-2-120(6), C.R.S. A voluntary surrender agreement will generally not be accepted if a certificate holder has a complaint pending.

If a certificate holder surrenders his/her CPA certificate and subsequently applies for the granting of a certificate, he/she will be required to comply with the requirements for the granting of an original, new certificate.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 20-02

POLICY STATEMENT TITLE: Expiration Date For Certificates Granted in
January-May of Scheduled Renewal Year

CROSS REFERENCE:

DATE ADOPTED: February, 1990

DATE AMENDED:

DATE REAFFIRMED: July 26, 1995

PURPOSE: To facilitate the administration of renewing CPA certificates.

The Board will extend the expiration dates of certificates granted in January through May of a scheduled renewal year to the next succeeding renewal date.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 20-03

POLICY STATEMENT TITLE: Ethics Examination for Certification

CROSS REFERENCE: 12-2-108 and 12-2-109

DATE ADOPTED: December, 1986; May, 1988 and March, 1989

DATE AMENDED: July 26, 1995

DATE REAFFIRMED: July 26, 1995

PURPOSE: To clarify the requirement for the AICPA Ethics Examination.

The Board requires that all applicants applying for licensure by reciprocity successfully pass the AICPA ethics examination, unless the applicant has already successfully completed the AICPA ethics examination. (7/95)

The Board will accept the successful passage of the California State Board ethics examination as fulfilling the ethics examination requirement for Colorado CPA certification based on the fact that the California examination has the identical questions as the AICPA examination. (5/88)

The Board will accept the successful passage of the AICPA computer ethics examination as meeting the ethics examination requirement for Colorado CPA certification. (3/89)

**COLORADO STATE BOARD OF ACCOUNTANCY
POLICIES**

CHAPTER 30

Chapter 2 - Education Requirements

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 30-01

POLICY STATEMENT TITLE: Education - Requirements for Education in Lieu
of Experience for CPA Certification

CROSS REFERENCE: Rule 2.5

DATE REPEALED: November 16, 1994

DATE RE-WRITTEN & REVIEWED: August 30, 1995

DATE RE-ADOPTED: August 30, 1995

PURPOSE: To clarify the intent of the additional 30 hours of coursework required to comply with Rule 2.5.

The requirement for 30 additional hours of study shall be deemed to be met if the applicant has obtained a minimum of a baccalaureate degree and completed 45 semester hours in accounting subjects, 6 semester hours of which must be in audit, and 36 semester hours in business related subjects; and, further that neither the degree requirement nor the subject requirements need be obtained in any specific order.

**COLORADO STATE BOARD OF ACCOUNTANCY
POLICIES**

CHAPTER 40

Chapter 3 - Examinations and Re-Examinations

COLORADO BOARD OF ACCOUNTANCY

NUMBERS: 40.01 (40.01.2 - 40.01.8)

POLICY STATEMENT TITLE: Examination Issues

CROSS REFERENCE: Chapter 3 – Examinations and Re-Examinations

DATE(s) ADOPTED: October, 1985; March, 1986; December, 1988; September, 1989; and June, October and December, 1990

DATE REVIEWED, CONTINUED, REPEALED OR AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To provide guidelines with respect to the administration of the Uniform CPA Examination.

NUMBER 40.01.1 REPEALED: November 16, 1994

NUMBER 40.01.2 AMENDED: November 16, 1994

NUMBER 40.01.2 - The Board will require its examination vendor to make the following announcement to candidates at the 30-minute warning: remind candidates to transfer their answers from their answer booklet to their answer sheet.

NUMBER 40.01.3 - In response to recommendations made by the NASBA CPA Examination Review Board, the Board resolved that the need to require photographs with the application form is an unnecessary burden on the candidate, as photographs are required to be presented at the examination site.

(12/88)

NUMBER 40.01.4 - The Board grants staff the authority to deny examination applications postmarked after September 1 and March 1 and to return the applications to the candidates. (9/89)

NUMBER 40.01.5 AMENDED: November 16, 1995

NUMBER 40.01.5 - The Board will not attach booklets to answer sheets for candidates who neglect to transfer their responses to the answer sheets.

NUMBER 40.01.6 REPEALED COMBINED WITH 40.01.2: November 16, 1994

NUMBER 40.01.7 - The Board authorizes its examination vendor to issue full refunds automatically to candidates who are called to active duty with the United States Armed Forces, provided the dates of required service coincide with Uniform CPA Examination dates and upon receipt of a copy of the official order. (10/90)

NUMBER 40.01.8 - The Board will accept receipt of supporting application documents from original examination candidates within 5 weeks after the examination deadline date and from re-examination candidates within 6 weeks after the examination deadline date. (12/90)

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 40-02

POLICY STATEMENT TITLE: AICPA Elijah Watt Sells Award & Medal Winners

CROSS REFERENCE: Chapter 3 – Examinations and Re-Examinations

DATE ADOPTED: September 22, 1993

DATE AMENDED:

DATE REAFFIRMED: July 26, 1995

PURPOSE: To establish a process for recognizing Colorado examination candidates who obtain awards for high scores on the Uniform CPA Examination because the AICPA discontinued the issuance of certificates for candidates who earn "Performance with High Distinction" awards.

Upon notification from the AICPA, the Board will inform the Colorado Society of CPA's of the Colorado examination candidates who earned the highest scores on the Uniform CPA Examination. In addition, the Board will recognize the respective Colorado candidates by sending them a letter of congratulations.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 40-03

POLICY STATEMENT TITLE: Cheating Policy

CROSS REFERENCE: Chapter 3 -- Examinations and Re-Examinations

DATE ADOPTED: January, 1986

DATE AMENDED:

DATE REVIEWED: November 16, 1994 -- to be re-written & readopted

PURPOSE: To set forth guidelines in regard to the penalties the Board will impose if it discovers instances of cheating during an examination. Such instances may include, but not be limited to: a) Communication between candidates inside or outside of the examination room, or copying another's answers; b) Communication with others outside of examination room; c) Substitution by a candidate of another person to sit in the examination room in his stead and write one or more of the examination papers for him; d) Reference to crib sheets, text books or other material inside or outside the examination room.

Cheating on the CPA examination will be considered as dishonesty related to the professional responsibilities of a CPA and as such will be cause for disqualification.

Penalties that may be imposed by the Board for cheating on the examination will be based upon the seriousness of the situation. Penalties may range from the entering of a failing grade on all parts of the examination in which cheating occurred, suspension of the right to sit for future examinations and/or immediate expulsion from the examination room.

When a candidate is suspected of cheating, the candidate may be moved to a position in the examination room away from other candidates. Any candidate suspected of cheating or who may have observed cheating may be requested to remain for a reasonable period of time following an examination session and

questioned by Board members or their representatives. These members or representatives shall report to the Board regarding this incident. The Board, after notice to the candidate, may schedule a hearing to determine the validity of the charge of cheating. The candidate shall be provided a written decision and order of the Board following this hearing.

If more than one candidate is knowingly involved in a connected offense of cheating, all persons so involved are subject to penalties, although not necessarily of the same severity.

Other jurisdictions to which a candidate may apply for the examination will be notified of the penalty levied in this state.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 40.04

POLICY STATEMENT TITLE: Disposition of Calculators

CROSS REFERENCE:

DATE ADOPTED: February 23, 1994

DATE AMENDED:

DATE REAFFIRMED: July 26, 1995

PURPOSE: To provide for the disposition of calculators used for the Uniform CPA Examination.

The Board will require candidates to turn in the calculators at the same time as his/her test paper. The Board will forward the calculators to State Surplus Properties with instructions strongly urging that the calculators be used for educational purposes.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 40.05

POLICY STATEMENT TITLE: CPA Examination Guidelines for Colorado
Certificates Expired Beyond Six Years

CROSS REFERENCE: 12-2-108(5) & 12-2-113, C.R.S.

DATE ADOPTED: March 27, 1996

DATE AMENDED:

DATE REAFFIRMED:

PURPOSE: To provide guidelines for compliance with the CPA examination requirement after a Colorado CPA certificate has been expired for more than six years.

Individuals who allow their Colorado CPA Certificate to expire beyond six years will not be subject to the requirement of retaking and passing the CPA Examination set forth in Section 12-2-108(5), C.R.S., if the individuals meet the requirements set forth in Section 12-2-113, C.R.S. for issuance of a certificate by reciprocity.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 40.06

POLICY STATEMENT TITLE: Exception to Requirement for Baccalaureate Degree to
be Posted on Official Transcript to Sit for CPA Exam

CROSS REFERENCE: 12-2-109, C.R.S.; Rules 2.3 & 3.3

DATE ADOPTED: April 30, 1997

DATE AMENDED:

DATE REAFFIRMED:

PURPOSE: To deem an affidavit attesting to the conference of a Bachelor's degree attached to an official transcript from an accredited college or university in Colorado to be bona fide proof of a conferred degree for purposes of taking the CPA examination.



Individuals who are enrolled in the accounting program at an accredited college or university in Colorado during the transition from a bachelor's degree program to a combined bachelor/master degree program, shall not be required to have the awarding of the baccalaureate degree posted on an official transcript prior to sitting for the CPA examination. Rather, they shall submit an official transcript which indicates all courses taken and credit earned. In addition, an official verification from the school must accompany the transcript relating that the requirements for the award of a baccalaureate degree have been met, and will be posted following completion of the combined program.



**COLORADO STATE BOARD OF ACCOUNTANCY
POLICIES**

CHAPTER 50

Chapter 4 - Experience



COLORADO BOARD OF ACCOUNTANCY

NUMBER: 50-03

POLICY STATEMENT TITLE: Experience Obtained Outside United States and
Verified by a Chartered Accountant

CROSS REFERENCE: Chapter 4 - Experience

DATE ADOPTED: July, 1989

DATE AMENDED: November 16, 1994; July 26, 1995

DATE REAFFIRMED: July 26, 1995

PURPOSE: To authorize acceptance of public accounting experience obtained outside of the United States.

The Board authorizes staff to routinely approve applications for certification which contain public accounting experience from countries previously accepted by the Board and verified by either a chartered accountant or a certified public accountant in good standing.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 50-06

POLICY STATEMENT TITLE: Corroboration of Experience by Candidate's
Supervisor

CROSS REFERENCE: Chapter 4 - Experience

DATE ADOPTED: July 26, 1995

DATE AMENDED:

PURPOSE: To minimize the possibility of falsification of a description of duties and experience to obtain a CPA certificate.

When the Board has requested additional information to supplement an application for certification, it shall be the policy to request such additional information from both the candidate and the candidate's supervisor, to provide for corroboration of the candidate's stated duties.

**COLORADO STATE BOARD OF ACCOUNTANCY
POLICIES**

CHAPTER 60

Chapter 5 - Continuing Education

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 60-03

POLICY STATEMENT TITLE: Continuing Education Audit

CROSS REFERENCE:

DATE ADOPTED: April, 1991

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To establish a tickler system to monitor future continuing education reports by certificate holders who are disciplined for failure to meet the continuing education requirements as a result of a continuing education audit.

The Staff will maintain a tickler system to monitor future continuing education credits reported by certificate holders who have undergone an audit of their continuing education for renewal of a certificate and who have been disciplined for failure to meet the continuing education requirements.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 60-05

POLICY STATEMENT TITLE: Time Period to Obtain Acceptable Continuing Education Requirements for New Certificate Holders

CROSS REFERENCE: Rule 5.6B -- Continuing Education

DATE ADOPTED: October 27, 1993

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To determine when required continuing education credits can be earned for individuals receiving their original certificates during the two-year reporting period preceding renewal.

When an individual receives his/her original certificate during the two-year continuing education reporting period preceding renewal, he/she will be permitted to use continuing education obtained at any time during the two-year reporting period to renew their certificate. The continuing education must comply with established rules and regulations set forth in Chapter 5. However, an individual who has completed college/university education during the two-year reporting period for the purpose of becoming eligible for the CPA examination, for the purpose of applying for certification or for the purpose of obtaining certification via the education option, may not again use those college or university courses to meet the continuing education requirement.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 60-06

POLICY STATEMENT TITLE: Minimum Required Number of Ethics Hours in
Colorado Statutes and Board Rules/Regulation

CROSS REFERENCE: Chapter 5 - Continuing Education Requirements-Rules 5.2 C and
D and 5.4

DATE ADOPTED: August 25, 1993

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

DATE REPEALED: JUNE 25, 1997

**REPEAL IS DUE TO THE CHANGE IN REQUIREMENTS AND
ELIMINATION OF MORE THAN TWO HOURS OF ETHICS OR CR&R TO
REACT, REINSTATE OR CHANGE STATUS.**

PURPOSE: To clarify the minimum number of hours required to be obtained over the
Colorado Statutes and Board Rules and Regulations when more than 2 hours of ethics is
required to reactivate, reinstate or change the status of a certificate.

When more than 2 hours of ethics are required, a minimum of 2 hours must be in the area
of Colorado Statutes and Board Rules and Regulations and the remaining balance may be
in other areas of ethics.

LEG 5/20.5

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 60-07

POLICY STATEMENT TITLE: Ethics Reporting Requirement for 1998 Renewal

CROSS REFERENCE: Chapter 5 - Continuing Education Requirements-Rules 5.2 J
and K and 5.3 A

DATE ADOPTED: June 25, 1997

DATE AMENDED:

DATE REAFFIRMED:

PURPOSE: To clarify the renewal requirements of ethics and/or CR&R for the 1998 renewal covering the 1996-1997 reporting period.

Effective August 1, 1997, the Accountancy Board Rules and Regulations require either two hours of CR&R or two hours of ethics for renewal. For the purpose of the 1998 renewal, either course taken at any time during the reporting period (1996-1997) will be deemed to satisfy the requirement.



**COLORADO STATE BOARD OF ACCOUNTANCY
POLICIES**

CHAPTER 70

Complaints



COLORADO BOARD OF ACCOUNTANCY

NUMBER: 70-01

POLICY STATEMENT TITLE: Confidentiality

CROSS REFERENCE: Section 12-2-126(1)(b), C.R.S.

DATE(s) ADOPTED: August, 1990; January, August, September, 1991

DATE AMENDED: August 30, 1995

PURPOSE: To provide guidelines for compliance with Section 12-2-126(1)(b), C.R.S.

The Board will, during the investigative process and until a complaint is dismissed, settled by stipulated agreement or until Charges are served on an applicant or certificant, deem such complaint of record and the results of investigation, including the report of investigation, closed to inspection by the complainant, the respondent and the public—except that the report of investigation will be made available to the respondent or his representative at the time the Board finds reasonable grounds to believe that a violation has occurred and refers the complaint to the Attorney General's office for hearing.

The Board will not disclose, discuss or comment with regard to whether complaints are pending during the investigative stage of a complaint. The Board will disclose such information when a complaint is dismissed, settled by stipulated agreement or Charges are filed.

Fully executed stipulations and consent agreements are public records.

The Board will allow other governmental agencies access to complaints of record during the investigatory process subject to an understanding that it is to be used for law enforcement purposes only and that the information is not to be released to the public.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 70-03

POLICY STATEMENT TITLE: Responses to Complaints

CROSS REFERENCE:

DATE ADOPTED: October 27, 1993

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To advise respondents named in complaints that responses to complaints must be authored by either the respondent, or the respondent's attorney

The Board will not accept or consider a response from anyone other than the respondent the complaint is filed against or the respondent's attorney.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 70-05

POLICY STATEMENT TITLE: Procedures to Seek Information from Non-Colorado CPA Supervisors of Certificate Applicants

CROSS REFERENCE:

DATE ADOPTED: April 27, 1994

DATE AMENDED:

DATE REAFFIRMED: July 26, 1995

PURPOSE: To establish procedures for seeking information from non-Colorado CPA supervisors who verify experience for certificate applicants.

The Board authorizes staff to routinely send letters of inquiry to non-Colorado CPA supervisors who verify supervision of an applicant's work performed in Colorado. The purpose of the inquiry will be to obtain information from the supervisors concerning whether or not they have been holding out and practicing public accounting in Colorado without proper licensure.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 70-06

POLICY STATEMENT TITLE: Procedures for Handling Complaints Involving
Partnerships, Professional Corporations and
Limited Liability Companies

CROSS REFERENCE: 12-2-115, 117, 120, 122, 123, and 125

DATE ADOPTED: July 27, 1994

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To establish guidelines to facilitate the uniform processing of complaints involving public accounting firms.

Upon receipt or initiation of a complaint against a firm that practices as a firm composed of certified public accountants wherein it is not clear who the managing partner or responsible managing person is, a letter will be directed to all resident partners, shareholders or Limited Liability Company (LLC) members for a single response regarding which partner(s), shareholder(s) or LLC member(s) is responsible for management decisions.

**COLORADO STATE BOARD OF ACCOUNTANCY
POLICIES**

CHAPTER 80

Grounds for Denial & Sanctions

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 80-01

POLICY STATEMENT TITLE: Convictions Disclosed by Examination Applicants

CROSS REFERENCE:

DATE ADOPTED: October 31, 1990

DATE AMENDED:

DATE REAFFIRMED: July 26, 1995

PURPOSE: To establish procedures for reviewing convictions disclosed by examination applicants.

The Board requires disclosure by examination applicants of convictions and directs staff to flag the respective files and bring the information to the Board's attention at the time the individual applies for certification.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 80-02

POLICY STATEMENT TITLE: Administrative Action Concerning Misdemeanor
Convictions

CROSS REFERENCE: Section 12-2-123, C.R.S.

DATE ADOPTED: April 26, 1993

DATE AMENDED: August 30, 1995

PURPOSE: To provide guidelines for staff in processing applications for CPA certification when an application reflects disclosure of a misdemeanor conviction.

The Board will automatically grant the application of applicants who otherwise meet the requirements for certification and who report a conviction of a misdemeanor five years or more prior to certification, with the exception of misdemeanors involving drugs and/or alcohol. Applications with misdemeanors involving the use of drugs and/or alcohol will be reviewed by the Board.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 80-03

POLICY STATEMENT TITLE: Maintenance of Original Certificates Obtained in
Other States

CROSS REFERENCE:

DATE ADOPTED: May, 1991

DATE AMENDED:

DATE REAFFIRMED: July 26, 1995

PURPOSE: To clarify the Board's position concerning the maintenance of original certificates from other jurisdictions after obtaining a reciprocal certificate in Colorado.

The Board will not impose disciplinary sanctions on a certificate holder if they voluntarily choose not to renew their certificate in another jurisdiction as long as the choice not to renew was not as a result of a disciplinary proceeding.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 80-05

POLICY STATEMENT TITLE: Peer Review

CROSS REFERENCE:

DATE ADOPTED: July, 1990

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To identify acceptance of peer review programs.

The Board will accept on-site peer reviews conducted in accordance with standards established by the AICPA Peer Review Board and conducted under the auspices of the Colorado Society of Certified Public Accountants.

**COLORADO STATE BOARD OF ACCOUNTANCY
POLICIES**

CHAPTER 90

General

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 90-02

POLICY STATEMENT TITLE: Questions From The Press

CROSS REFERENCE:

DATE ADOPTED: October 31, 1990

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To establish protocol for responding to the press.

The Board members will not respond to questions regarding board matters from the press and will refer questions from the press to the Program Administrator.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 90-04

POLICY STATEMENT TITLE: Delegation of Authority to Program Administrator

CROSS REFERENCE:

DATE ADOPTED: February, 1986 and September, 1989

DATE AMENDED: November 16, 1994; July 26, 1995

DATE REAFFIRMED: July 26, 1995

PURPOSE: To provide formal written authorization for the Program Administrator to act on behalf of the Board.

The Board grants its administrator the authority to sign routine subpoenas necessary in the course of investigations or routine hearings on behalf of the Board. (2/86)

The Board delegates to the Program Administrator the authority to execute Stipulations, the terms of which were previously approved by the Board, and notices of hearing and charges.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 90-05

POLICY STATEMENT TITLE: Delegation of Authority to President to Rule on
Pre & Post-Hearing Motions

CROSS REFERENCE: 24-4-105, C.R.S.

DATE ADOPTED: February 24, 1993

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To provide formal written authorization for the Board President to rule on pre and post-hearing motions in order to facilitate the hearing process.

The Board grants its President the authority to rule on all pre and post-hearing motions pursuant to Section 24-4-105 of the Administrative Procedure Act.

COLORADO BOARD OF ACCOUNTANCY

NUMBER: 90-06

POLICY STATEMENT TITLE: Peer Review Reports -- Confidential Documents

CROSS REFERENCE: 24-72-201, et seq C.R.S.

DATE ADOPTED: July 27, 1994

DATE AMENDED: November 16, 1994

DATE REAFFIRMED: July 26, 1995

PURPOSE: To establish guidelines for preserving the confidentiality of peer review reports which contain confidential, commercial, financial information.

Peer review reports which contain confidential, commercial, financial information are closed to public inspection and will be reviewed by the Board in Executive Session.