

Tuesday, January 11, 2022

Board Meeting Agenda

Board Room #2
2nd Floor Conference Center
9960 Mayland Drive
Henrico, VA 23233

To join meet.google.com/pur-jdsf-nba or dial in (US) +1 929-276-0458 PIN: 147 384 186#

Please note: For those attending the meeting virtually, any public comments must be emailed beforehand and received by January 7, to boa@boa.virginia.gov with the subject line: Board meeting public comments.

- 10 a.m. Call to Order – **Laurie A. Warwick, CPA, Chair**
Approve remote participation
Security Briefing – **Nicole Reynolds, Licensing and Operations Support**
Determination of Quorum
Approval of Jan. 11, 2022, Agenda
Approval of Nov. 30, 2021, Board meeting minutes
Approval of Consent Agenda:
 - Consent Orders:
 - 2020-045-016UPublic comment period*
- 10:15 a.m. 1. PROC 2021 Report – **Reza Mahbod, CPA, CISA, CGFM, CICA, CGMA, CDFM, CFE**
- 10:30 a.m. 2. Committee Updates – **Laurie A. Warwick, CPA, Chair**
 - NASBA Communications Committee – **D. Brian Carson, CPA, CGMA**
 - NASBA CPE Committee – **William R. Brown, CPA**
 - NASBA Administration and Finance Committee – **Laurie A. Warwick, CPA, Chair**
 - NASBA Education Committee – **Nadia A. Rogers, CPA**
 - AICPA’s Accounting and Review Services Committee – **Barclay Bradshaw, CPA**
- 10:45 a.m. 3. Executive Director’s Report – **Nancy Glynn, CPA, Executive Director**
 - General updates
 - Financial and Board Report update – **Renai Reinholtz, Deputy Director**
 - Enforcement update – **Matthew Ross, Enforcement Director**
- 11:15 a.m. 4. Board Discussion Topics – **Laurie A. Warwick, CPA, Chair**
 - Delegation of Authority Policy proposed revision – **Nancy Glynn, CPA, Executive Director**
 - CPE Violation Guidelines – **William R. Brown, CPA**
 - Use of the CPA title – **Nancy Glynn, CPA, Executive Director**
 - Presiding Officer/MOA – **Nancy Glynn, CPA, Executive Director**
 - S.M.A.R.T. Goals update – **Nancy Glynn, CPA, Executive Director**
 - Qualifying CPE revisions: Update and vote on changes January 2022
 - Revised VBOA Policy #4 – **Nadia Rogers, CPA**

- Peer Review Enforcement: March 2022
- Education Accreditation: May 2022
- Education for Licensure: May 2022
- Enforcement Process: Test drive changes with launch July 2022
- Education for Exam: August 2022
- Fee Structure: June 2023
- Upcoming Elections, bylaws and processes – **Nancy Glynn, CPA, Executive Director**

12:30 p.m. 5. Adjourn for lunch

1 p.m. 6. Board Discussion Topics, continued

1:30 p.m. 7. Additional Items for Discussion

- Sign Conflict of Interest forms
- Sign Travel Expense vouchers
- Future meeting dates
 - March 16, 2022
 - May 25, 2022 (planning meeting)
 - June 23, 2022

2 p.m. 8. Closed Session

- OAG updates
- Enforcement – Matthew Ross, Enforcement Director
- Presiding Officer Recommendation
 - 2020-026-008U (Brown and Warwick)
 - 2020-037-021D (Brown and Warwick)
- Revised Consent Order
 - 2019-250-023D (Bradshaw and Lewis)
 - 2020-039-013U
 - 2020-046-017U
 - 2020-011-004U
 - 2020-021-010D
- Personnel update and discussion

3 p.m. Adjournment

Persons desiring to attend the meeting and requiring special accommodations/interpretive services should contact the VBOA office at (804) 367-8505 at least five days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The VBOA fully complies with the Americans with Disabilities Act.



**Board Meeting
November 30, 2021
Draft/Unapproved minutes**

The Virginia Board of Accountancy met on Thursday, November 30, 2021, in in Kyle Hall, Room 340 Davis College of Business and Economics - 800-818 Howe Street Radford, VA 24141

MEMBERS PRESENT: Laurie A. Warwick, CPA, Chair
Wendy P. Lewis, CPA, Vice Chair
Jay Bernas
W. Barclay Bradshaw, CPA
D. Brian Carson, CPA, CGMA
Nadia A. Rogers, CPA

MEMBER APPEARING VIRTUALLY: William R. Brown, CPA

LEGAL COUNSEL: James Flaherty, Assistant Attorney General,
Office of the Attorney General

STAFF PRESENT: Nancy Glynn, CPA, Executive Director
Renai Reinholtz, Deputy Director
Kelli Anderson, Communications Manager
Nicole Reynolds, Licensing and Operations Support
Nicholas Tazza, Manager, Licensing and Examination

MEMBERS OF THE PUBLIC PRESENT: Emily Walker, CAE, Vice President, Advocacy, Virginia Society of Certified Public Accountants
Anna Bondy, Member, Virginia Society of Certified Public Accountants
Dr. Joy Bhadury, Dean, Davis College of Business and Economics, Radford University
Dr. Doug Brinckman, Chairman, Department of Accounting, Finance and Business Law, Radford University
More than 70 Radford University students and faculty

MEMBERS OF THE PUBLIC PARTICIPATING ELECTRONICALLY: Rushabh Shah

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CALL TO ORDER

Ms. Warwick called the meeting to order at 10 a.m.

SECURITY BRIEFING

Ms. Reynolds provided the emergency evacuation procedures.

DETERMINATION OF QUORUM

Ms. Warwick determined there was a quorum present.

APPROVAL OF AGENDA

Upon a motion by Ms. Lewis, and duly seconded, the members voted unanimously to approve the November 30, 2021, agenda, as amended. The members voting “AYE” were Ms. Warwick, Ms. Lewis, Mr. Bernas, Mr. Bradshaw, Mr. Brown, Mr. Carson and Ms. Rogers.

APPROVAL OF MINUTES

Upon a motion by Mr. Bradshaw and duly seconded, the members voted unanimously to approve the September 30, 2021, Board meeting minutes, as presented. The members voting “AYE” were Ms. Warwick, Ms. Lewis, Mr. Bernas, Mr. Bradshaw, Mr. Brown, Mr. Carson and Ms. Rogers.

APPROVAL OF CONSENT AGENDA

Upon a motion by Ms. Rogers, and duly seconded, the members voted unanimously to approve the Consent Agenda, as amended. The members voting “AYE” were, Ms. Warwick, Ms. Lewis, Mr. Carson, Mr. Bernas, Mr. Bradshaw, Mr. Brown, and Ms. Rogers.

PUBLIC COMMENT PERIOD

Mr. Shah addressed the Board concerning an enforcement matter to be discussed at the meeting.

COMMITTEE UPDATES

NASBA Communications Committee

Mr. Carson noted there were no updates for the NASBA Communications Committee.

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NASBA CPE Committee

Mr. Brown noted that he had transferred from the Enforcement Resources Committee to the NASBA CPE Committee.

NASBA Administration and Finance Committee

Ms. Warwick noted there were no updates for the NASBA Administration and Finance Committee.

NASBA Education Committee

Ms. Rogers noted that the NASBA Education Committee's Webinar for all boards of accountancy in November has been postponed until January.

AICPA's Accounting and Review Services Committee

Mr. Bradshaw provided updates regarding the AICPA Quality Management Exposure Draft. He noted comments were due to the AICPA.

EXECUTIVE DIRECTOR'S REPORT

General updates

- Ms. Glynn informed the Board regarding current VBOA personnel needs, open positions that have been approved for the hiring process, and the status of the Enforcement Director position.
- Ms. Glynn noted VBOA staff have an upcoming communications training scheduled.
- Ms. Glynn provided handouts and discussed the status of the developing Enforcement software tracking system.
- Ms. Glynn noted that CPA Evolution has technology repercussions for VBOA; specifically the need to update current software in order to accommodate additional test sections. A support request to meet the impending change requirements is planned for the January Board meeting.
- Ms. Glynn fielded questions regarding the status of the 2022 budget decision process.

Financial and Board Report update

Ms. Reinholtz presented the Financial and Board Report as of October 31, 2021.

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Enforcement update

Ms. Glynn provided handouts, led the discussion and fielded questions regarding Enforcement. She noted that aging cases are being resolved and that a new CPE audit pool had gone out. Potential timelines for future audits and compliance rates were discussed.

Board Discussion Topics

Use of the CPA title for expired licensees

Ms. Glynn led the discussion based on Virginia Code Title 54.1, regarding the issue of whether there is any scenario in which a former CPA may use the CPA title when that CPA's license has expired.

Ms. Glynn fielded questions and the Board discussed Code definitions, historical precedents and noted potential enforcement issues.

VSCPA provided comments during the discussion.

Ms. Glynn proposed instituting new advisory/enforcement communications from the Board and Mr. Bradshaw advised the issue could potentially be addressed through changes to VBOA Policies.

Ms. Glynn is to draft a policy for Board consideration.

Ethics: 2022 sponsor application

Ms. Anderson reported that an email had been sent to invite current VBOA ethics sponsors to apply for 2022. Additional information will be added to the website in December to invite others to apply who are not current sponsors.

Welcome VBOA and Students

Dr. Bhadury and Dr. Brinckman welcomed all attendees and thanked the Board for the opportunity to bring the world of business to the students of Radford University.

Board Member/Staff Introductions and VBOA Overview

Ms. Warwick facilitated a presentation on the authority and functions of the VBOA. Each Board member introduced themselves and shared their inspiration for serving on the Board.

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CPA Evolution: Changes to the CPA exam

Ms. Rogers led a presentation on the future of the accounting profession, the purpose and details of CPA Evolution. She explained how it will effect educational institutions and current and future CPA exam candidates.

RECESS FOR LUNCH 12 p.m.

RECONVENE 1 p.m.

Virginia Society of CPAs – Student resources

Ms. Walker and Ms. Bondy outlined the benefits for students to become members with the VSCPA.

BOARD DISCUSSION TOPICS (continued)

Additional S.M.A.R.T. goal topics include:

- Education for exam
- Peer Review enforcement
- Education accreditation
- Education for licensure
- Fee structure

Enforcement Process

Mr. Bradshaw led the discussion regarding the process of developing milestones for the adjudication of complaints filed with VBOA and the corresponding Enforcement and Board actions. Mr. Bradshaw recommended instituting the new benchmarks in VBOA software by July 1, 2022.

Qualifying CPE revisions

Ms. Rogers led the discussion regarding current CPE requirements, new limitations to be introduced and new language to be added to the VBOA website. The language is meant to clarify and define any changes to the requirements. Discussion ensued. Ms. Warwick suggested that changes could be defined in a new Board policy to be introduced at the January Board Meeting.

ADDITIONAL ITEMS FOR DISCUSSION

- Sign Conflict of Interest forms

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- Sign Travel Expense vouchers

FUTURE MEETING DATES

- January 11, 2022
- March 16, 2022
- May 25, 2022 – Planning Meeting
- June 23, 2022

Begin closed meeting

Upon a motion by Ms. Lewis, and duly seconded, the members approved by unanimous vote the meeting be recessed and the Virginia Board of Accountancy convene a closed meeting under the Virginia Freedom of Information Act to a matter lawfully exempted from open meeting requirements under the ‘Legal advice regarding specific legal matters’ and ‘personnel matters’ exemptions contained in Virginia Code §2.2-3711 (A)(8) and Code §2.2-3711 (A)(1).

The following non-member will be in attendance for the closed meeting to reasonably aid in the consideration of this topic: James Flaherty.

The following non-member will be in attendance for a portion of the closed meeting to reasonably aid in the consideration of this topic: Nancy Glynn.

CALL FOR VOTE:

Laurie A. Warwick, CPA – Aye
Wendy P. Lewis, CPA – Aye
Jay Bernas – Aye
William R. Brown, CPA – Aye
W. Barclay Bradshaw, CPA – Aye
D. Brian Carson, CPA, CGMA – Aye
Nadia A. Rogers, CPA – Aye

VOTE:

Ayes: Seven (7)
Nays: None

End closed meeting

Upon a motion by Ms. Lewis, and duly seconded, the Virginia Board of Accountancy convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the

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Virginia Freedom of Information Act; and WHEREAS, § 2.2-3712 (D) of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law; NOW THEREFORE, BE IT RESOLVED, that the VBOA hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia laws were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the VBOA.

CALL FOR VOTE:

Laurie A. Warwick, CPA – Aye
Wendy P. Lewis, CPA – Aye
Jay Bernas – Aye
William R. Brown, CPA – Aye
W. Barclay Bradshaw, CPA – Aye
D. Brian Carson, CPA, CGMA – Aye
Nadia A. Rogers, CPA – Aye

VOTE:

Ayes: Seven (7)
Nays: None

The following actions were taken as a result of the closed session:

Case #2019-117-008U (Rogers)

Ms. Rogers was not present and did not participate in the closed session.

Upon a motion by Mr. Carson, and duly seconded, members voted to accept the presiding officer's recommendation as presented.

CALL FOR VOTE:

Laurie A. Warwick, CPA – Aye
Wendy P. Lewis, CPA – Aye
Jay Bernas – Aye
William R. Brown, CPA – Aye
W. Barclay Bradshaw, CPA – Aye
D. Brian Carson, CPA, CGMA – Aye
Nadia A. Rogers, CPA – Abstain

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VOTE:

Ayes: Six (6)

Abstain: One (1)

Nays: None

Case #2019-118-009U (Rogers)

Ms. Rogers was not present and did not participate in the closed session.

Upon a motion Ms. Warwick and duly seconded, members voted unanimously to accept, with grammatical edits, the presiding officer's recommendation.

CALL FOR VOTE:

Laurie A. Warwick, CPA – Aye

Wendy P. Lewis, CPA – Aye

Jay Bernas – Aye

William R. Brown, CPA – Aye

W. Barclay Bradshaw, CPA – Aye

D. Brian Carson, CPA, CGMA – Aye

Nadia A. Rogers, CPA – Abstain

VOTE:

Ayes: Six (6)

Abstain: One (1)

Nays: None

Case #2019-247-022D (Rogers)

Ms. Rogers was not present and did not participate in the closed session.

Upon a motion by Mr. Bradshaw and duly seconded, members voted unanimously to accept the presiding officer's recommendation as presented.

CALL FOR VOTE:

Laurie A. Warwick, CPA – Aye

Wendy P. Lewis, CPA – Aye

Jay Bernas – Aye

William R. Brown, CPA – Aye

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W. Barclay Bradshaw, CPA – Aye
D. Brian Carson, CPA, CGMA – Aye
Nadia A. Rogers, CPA – Abstain

VOTE:

Ayes: Six (6)
Abstain: One (1)
Nays: None

Case #2020-039-013U (Bradshaw and Saunders)

Mr. Bradshaw was not present and did not participate in the closed session.

Upon a motion by Ms. Rogers, and duly seconded, members voted unanimously to reject the presiding officer's recommendation.

CALL FOR VOTE:

Laurie A. Warwick, CPA – Aye
Wendy P. Lewis, CPA – Aye
Jay Bernas – Aye
William R. Brown, CPA – Aye
W. Barclay Bradshaw, CPA – Abstain
D. Brian Carson, CPA, CGMA – Aye
Nadia A. Rogers, CPA – Aye

VOTE:

Ayes: Six (6)
Abstain: One (1)
Nays: None

Case #2019-250-023D (Bradshaw and Lewis)

Mr. Bradshaw and Ms. Lewis was not present and did not participate in the closed session.

Upon a motion by Mr. Bernas and duly seconded, members voted unanimously to reject the Consent Order #2019-250-023D as written and return it to VBOA staff for review.

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CALL FOR VOTE:

Laurie A. Warwick, CPA – Aye
Wendy P. Lewis, CPA – Abstain
Jay Bernas – Aye
William R. Brown, CPA – Aye
W. Barclay Bradshaw, CPA – Abstain
D. Brian Carson, CPA, CGMA – Aye
Nadia A. Rogers, CPA – Aye

VOTE:

Ayes: Five (5)
Abstain: Two (2)
Nays: None

Case #2020-031-018D (Brown and Warwick)

Mr. Brown and Ms. Warwick were not present and did not participate in the closed session.

Upon a motion by Mr. Carson and duly seconded, members voted unanimously to accept the Consent Order #2020-031-018D as written.

CALL FOR VOTE:

Laurie A. Warwick, CPA – Abstain
Wendy P. Lewis, CPA – Aye
Jay Bernas – Aye
William R. Brown, CPA – Abstain
W. Barclay Bradshaw, CPA – Aye
D. Brian Carson, CPA, CGMA – Aye
Nadia A. Rogers, CPA – Aye

VOTE:

Ayes: Five (5)
Abstain: Two (2)
Nays: None

Case #2021-027-027C (Glynn)

Ms. Glynn was not present and did not participate in the closed session.

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Upon a motion by Mr. Carson and duly seconded, members voted unanimously to accept the presiding officer's recommendation as presented.

CALL FOR VOTE:

Laurie A. Warwick, CPA – Aye
Wendy P. Lewis, CPA – Aye
Jay Bernas – Aye
William R. Brown, CPA – Aye
W. Barclay Bradshaw, CPA – Aye
D. Brian Carson, CPA, CGMA – Aye
Nadia A. Rogers, CPA – Aye

VOTE:

Ayes: Seven (7)
Abstain: None (0)
Nays: None

ADJOURNMENT

There being no further business before the VBOA, Ms. Warwick adjourned the meeting at 3 p.m.

APPROVED:

Laurie A. Warwick, CPA, Chair

COPY TESTE:

Nancy Glynn, CPA, Executive Director

Peer Review Oversight Committee
Virginia Board of Accountancy
9960 Mayland Drive, Henrico, VA 23233

Reza Mahbod, CPA, Chair

Nicole R. Kint, CPA

Aimee D'Amato, CPA

Marco Fernandes, CPA

Members of the Board
Virginia Board of Accountancy
9960 Mayland Drive
Henrico, Virginia 23233

We have reviewed and evaluated, for the period January 1, 2021 through December 31, 2021, the policies and procedures of the Virginia Society of Certified Public Accountants (the VSCPA) and the National Peer Review Committee (the NPRC) of the American Institute of Certified Public Accountants (the AICPA) as those policies and procedures relate to the administration of the AICPA Peer Review Program (the Peer Review Program) for firms licensed by the Virginia Board of Accountancy (the Board).

Our review and evaluations were conducted for the purpose of determining the appropriateness of the Board's continued reliance on the VSCPA and the NPRC in the administration of the Peer Review Program for firms subject to the licensing requirements of the Virginia Board of Accountancy. Our oversight visits and participation in conference calls are summarized as Attachment A to this report.

Based upon our review and evaluations, we believe that peer reviews are being conducted and reported on consistently and in accordance with the Standards for Performing and Reporting on Peer Reviews (the Standards) promulgated by the AICPA Peer Review Board, and accordingly, the Virginia Board of Accountancy may rely upon the VSCPA and the NPRC in carrying out its responsibilities with respect to the licensing requirements of firms licensed by the Virginia Board of Accountancy for the period January 1, 2021 through December 31, 2021.

This report is intended solely for the information and use of the Virginia Board of Accountancy and is not intended to be and should not be used by anyone other than the specified party.

Peer Review Oversight Committee

Peer Review Oversight Committee
Virginia Board of Accountancy
January 11, 2022

Attachment A

Summary of Oversight Visits and Participation in Conference Calls:

The VSCPA typically holds five committee meetings per year wherein peer review reports and related documentation are considered for acceptance and other resolution by the VSCPA. A member of the Peer Review Oversight Committee (the Committee) observed meetings held on the following seven dates in 2021: January 7, 2021, February 3, 2021, May 20, 2021; June 17, 2021; August 19, 2021; October 21, 2021; December 16, 2021. The AICPA Peer Review Oversight Task Force performed oversight procedures in 2021 (biennial), including at the December 16, 2021 meeting.

Each meeting included a Committee member evaluation of the policies and procedures of the VSCPA and the AICPA by comparison to actions taken at the attended meeting including, but not limited to:

- An assessment of peer reviewer qualifications and ability to properly complete assigned reviews;
- Use of standardized AICPA materials;
- Appropriate resolution of issues by technical reviewers, review team captains, and VSCPA committee members;
- Results of each review were appropriately and consistently applied; and
- Independent acceptance or other resolution of a report acceptance body (RAB) of VSCPA members independent of engagement technical reviewers.

Furthermore, a member of the Committee participated in teleconferences held by the AICPA Peer Review Board on May 19, 2021, September 2, 2021, and October 6, 2021.

Financial Report
FY22 Budget vs. Actual Expenses
As of December 31, 2021

		<u>FY22 Operating</u>	<u>FY22 YTD</u>	<u>%</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>
		<u>Budget</u>	<u>Expenditures</u>	<u>Expended</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>
<u>Salaries & Benefits</u>							
1123	Salaries	1,051,533	458,939	43.6%	844,009	879,646	832,200
11XX	Benefits	460,631	181,864	39.5%	352,058	429,238	343,725
Total Salaries & Benefits		\$ 1,512,164	\$ 640,803	42.4%	\$ 1,196,067	\$ 1,308,884	\$ 1,175,925
<u>Contractual Services</u>							
1211	Express Services	150	214	142.8%	33	84	134
1214	Postal Services	15,500	9,216	59.5%	14,576	12,011	9,984
1215	Printing Services	7,500	4,407	58.8%	3,208	6,459	4,537
1216	Telecommunications - VITA	11,040	5,851	53.0%	10,921	9,609	12,539
1217	Telecommunications - Nonstate (CallFire)	2,000	-	0.0%	1,530	2,495	100
1219	Inbound Freight	300	4	1.4%	22	260	56
1221	Organization Memberships (primarily NASBA)	8,851	8,429	95.2%	7,674	8,327	7,625
1222	Publication Subscriptions	3,658	352	9.6%	3,655	3,655	1,271
1224	Training - Courses, Workshops, Conferences	7,561	1,704	22.5%	763	7,563	4,822
1225	Employee Tuition Reimbursement	-	-	---	-	-	1,618
1227	Training-Transportation, Lodging, Meals, Incidentals	13,000	1,798	13.8%	-	9,511	4,567
1228	Employee IT Training Courses/Workshops and Conferences	-	-	---	-	-	91
1242	Fiscal Services (Credit Card Merchant Fees)	60,000	17,150	28.6%	47,123	68,818	34,498
1243	Attorney Services	28,000	12,867	46.0%	26,217	48,624	62,020
1244	Mgmt. Services - NASBA/special accommodations	34,000	5,226	15.4%	9,012	28,061	33,808
1245	Personnel Management Services	-	-	---	-	-	79
1246	Public Info/Public Relations (subscriptions)	385	2,384	619.2%	439	4,484	3,470
1247	Legal Services (court reporting services)	5,500	4,835	87.9%	11,460	2,688	10,834
1252	Electrical Repair/Maintenance	-	-	---	3,681	-	-
1253	Equipment Repair/Maintenance	-	-	---	-	440	823
1264	Food and Dietary Services	3,500	929	26.5%	1,127	2,377	3,585
1265	Laundry & Linen Services	-	-	---	-	-	13
1266	Manual Labor Services (Includes shredding services)	1,500	80	5.3%	1,410	1,757	320
1268	Skilled Services	1,200	975	81.3%	-	600	1,138
1272	VITA - System Hosting, Maintenance, and Admin	295,680	92,226	31.2%	320,442	135,675	133,466
1272	VITA - Shared ISO Audit Services	17,405	-	0.0%	-	-	-
1272	VITA - ECOS fees	4,800	1,965	40.9%	-	-	-
1272	VITA - System Reporting Tool (implementation and training)	6,800	-	0.0%	-	-	-
1273	Info Mgmt Design and Development Services (IT Support)	38,000	19,450	51.2%	230,725	108,689	108,923
1275	Computer Software Maintenance (website hosting)	6,830	3,690	54.0%	7,235	6,435	-
1278	VITA Information Technology Infrastructure Services	55,200	18,190	33.0%	57,838	148,216	146,380
1279	Computer Software Development Services	-	-	---	-	-	234,015
1282	Travel - Personal Vehicle	5,500	3,193	58.0%	962	6,318	6,603
1283	Travel - Public Carriers	-	182	---	-	-	77
1284	Travel - State Vehicles	1,000	-	0.0%	-	243	200
1285	Travel - Subsistence and Lodging	1,500	1,403	93.5%	-	1,221	1,612
1288	Travel, Meal Reimburse - Not IRS Rpt	1,000	836	83.6%	-	723	824
Total Contractual Services		\$ 637,360	\$ 217,556	34.1%	\$ 760,054	\$ 625,343	\$ 830,032
<u>Supplies and Materials</u>							
1312	Office Supplies	2,500	308	12.3%	904	1,191	3,783
1313	Stationery and Forms	1,800	404	22.4%	644	997	1,844
1323	Gasoline (Enterprise vehicles)	250	-	0.0%	-	87	103
1335	Packaging and Shipping Supplies	800	369	46.1%	720	351	1,237
1342	Medical & Dental Supplies	50	-	0.0%	30	-	5

	FY22 Operating Budget	FY22 YTD Expenditures	% Expended	FY21 Expenditures	FY20 Expenditures	FY19 Expenditures
<u>Supplies and Materials, continued</u>						
1352 Custodian Repair & Maintenance	-	-	---	14	728	-
1362 Food & Dietary Supplies	500	29	5.8%	107	442	365
1363 Food Service Supplies	50	236	471.6%	35	16	56
1373 Computer Operating Supplies	2,500	374	15.0%	1,236	823	3,989
Total Supplies & Materials	\$ 8,450	\$ 1,721	20.4%	\$ 3,689	\$ 4,634	\$ 11,382
<u>Transfer Payments</u>						
1413 Awards & Recognition	150	37	24.8%	343	-	1,033
1415 Unemployment Compensation	-	-	---	216	-	-
1418 Incentives	1,300	-	0.0%	-	725	325
Total Transfer Payments	\$ 1,450	\$ 37	2.6%	\$ 559	\$ 725	\$ 1,358
<u>Continuous Charges</u>						
1512 Automobile Liability Insurance	231	-	0.0%	231	231	231
1516 Property Insurance	1,224	-	0.0%	1,224	1,224	1,224
1534 Equipment Rentals	12,137	2,670	22.0%	8,099	8,133	8,507
1539 Building Rentals - Non-State Owned Facilities	97,997	48,672	49.7%	95,005	95,161	93,416
1541 Agency Service Charges (shared services)	53,383	18,540	34.7%	52,373	37,675	37,335
1551 General Liability Insurance	328	-	0.0%	328	328	188
1554 Surety Bonds	40	-	0.0%	40	40	40
1555 Worker's Compensation	1,094	-	0.0%	1,094	1,023	1,044
Total Continuous Charges	\$ 166,434	\$ 69,883	42.0%	\$ 158,394	\$ 143,815	\$ 141,985
<u>Equipment</u>						
2216 Network Components	1,600	(5)	-0.3%	877	1,357	452
2217 Other Computer Equipment	200	155	77.5%	130	97	1,590
2218 Computer Software Purchases	-	-	---	50	428	419
2224 Reference Equipment	-	-	---	-	-	32
2233 Voice and Data Transmission Equipment	-	-	---	969	23	511
2238 Electronic and Photo Equipment Improvements	-	-	---	-	-	3,791
2261 Office Appurtenances (Blinds, Carpet, etc.)	-	-	---	-	687	348
2262 Office Furniture	-	347	---	-	385	5,666
2263 Office Incidentals	500	-	0.0%	345	658	109
2264 Office Machines	-	-	---	-	-	412
2283 Mechanical Equipment	-	-	---	-	2,338	-
2328 Construction, Building Improvements	-	-	---	150	44,209	-
Total Equipment	\$ 2,300	\$ 497	21.6%	\$ 2,521	\$ 50,182	\$ 13,330
Total Expenses	\$ 2,328,158	\$ 930,496	40.0%	\$ 2,121,284	\$ 2,133,583	\$ 2,174,012
Chapter 552 Appropriation	\$ 2,328,158					

Virginia Board of Accountancy Cash Balance Report

	Operating Fund		Trust Fund	
	FY2022	FY2021	FY2022	FY2021
	As of 12/31/21	As of 12/31/20	As of 12/31/21	As of 12/31/20
Beginning Cash Balance July 1	\$ 2,473,711	\$ 1,915,719	\$ 3,157,427	\$ 3,617,992
YTD Revenue Collected	222,634	215,056	-	-
Interest earnings*	2,177	5,204	3,247	9,170
Accounts Payable **	-	186	-	-
Cash Transfers In per Board Policy #1	-	481,940	177,280	-
Cash Transfers Out per Board Policy #1	(177,280)	-	-	(481,940)
YTD Expenditures	(930,496)	(1,070,521)	-	-
Cash Balance	\$ 1,590,745	\$ 1,547,584	\$ 3,337,954	\$ 3,145,222
Required Cash Transfers:				
Transfers to Central Service Agencies ***	\$ (13,366)	\$ (13,366)	-	-
Cash Balance after required transfers	\$ 1,577,379	\$ 1,534,218	\$ 3,337,954	\$ 3,145,222

* Interest Earnings - Per Virginia Acts of Assembly - Chapter 732 - §3-3.03 - Approved April 10, 2016, the State Comptroller shall allocate revenue for interest earnings effective FY2016. Interest Earnings had not been allocated since FY2010.

** Prior to October 1, 2014 and the implementation of the Commonwealth's new financial accounting and reporting system (Cardinal) all payments immediately reduced cash when processed (in CARS). The new Cardinal financial system operates on a modified accrual basis and cash balances are not affected until the voucher's due date. The Cardinal system generates an offsetting entry to a liability account (accounts payable) when the voucher is processed. Once the voucher due date arrives, the payment is made, the liability is relieved and cash is now reduced.

*** Non-general fund Transfers required by Virginia Acts of Assembly Part 3-1.01F for expenses incurred by central service agencies due on or before June 30.

**Virginia Board of Accountancy
Revenue by Fee Type Report**

Fee Type	FY2022 - YTD as of 12/31/21	FY2021 - YTD as of 12/30/20	Fiscal Year Ending 6/30/21	Fiscal Year Ending 6/30/20	Fiscal Year Ending 6/30/19
Exam Application Fee	\$ 59,040	\$ 68,355	\$ 149,430	\$ 171,105	\$ 194,370
Individual License Application Fee	42,375	48,900	83,100	93,300	99,825
Firm License Application Fee	2,600	2,500	4,500	7,300	6,700
(a) Re-Exam Application	37,360	41,200	83,420	80,240	95,420
(b) Renewal Fee	780	33,345	1,824,315	1,824,475	2,328,986
Reinstatement Fee	70,900	40,300	63,150	63,500	63,600
Duplicate Wall Certificate Fee	1,200	550	1,700	1,800	1,850
License Verification Fee	10,950	8,275	16,625	16,175	18,950
CPA Exam Score Transfers	450	775	1,325	1,750	1,950
Administrative Fee	44	-	646	-	-
Bad Check Fee	-	236	50	313	50
Total Revenue	\$ 225,699	\$ 244,436	\$ 2,228,261	\$ 2,259,958	\$ 2,811,701
(c) Net Revenue per Cardinal	\$ 222,634	\$ 215,056	\$ 2,199,041	\$ 2,220,553	\$ 2,870,760
(d) Difference	\$ 3,065	\$ 29,380	\$ 29,220	\$ 39,405	\$ (59,059)

NOTES:

- (a) Effective January 5, 2016, VBOA implemented the Re-Exam Application fee.
- (b) Renewal Fee also includes associated late fees prior to FY19.
- (c) Net Revenue per Cardinal reported above includes only revenue received from regulatory fees.
- (d) Revenue Totals from the VBOA Licensing System (MLO) will not always match Revenue collected and reported on the VBOA Cash Report (Cardinal), due to timing differences in dates transactions are posted into each system and pending adjustments.

**Virginia Board of Accountancy
Financial Report
Accounts Receivable Report**

	FY2022 - YTD as of 12/31/21	FY2021 - YTD as of 12/30/20	Fiscal Year Ending 6/30/21	Fiscal Year Ending 6/30/20	Fiscal Year Ending 6/30/19
Fines levied	\$ 67,250	\$ 77,550	\$ 128,042	\$ 107,725	\$ 221,273
Fines collected	\$ 51,297	\$ 81,500	\$ 138,947	\$ 112,760	\$ 191,199
Outstanding Current fines receivable (< 365 Days)	\$ 41,355	\$ 29,750	\$ 29,041	\$ 49,975	\$ 60,230
Outstanding Written-off receivables (=> 365 Days)	\$ 672,981	\$ 675,587	\$ 669,342	\$ 659,313	\$ 654,093

NOTE:

All accounts uncollected after one year are deemed uncollectible, are written off of the VBOA's financial account records, and are no longer recognized receivables for financial reporting purposes; however, the legal obligation to pay the debt still remains.

**Individual and firm license activity
December 31, 2021**

<i>Fiscal Period</i>	Period ending 12/31/2021	Period ending 12/31/2020	Year ending 6/30/2021	Year ending 6/30/2020	Year ending 6/30/2019
REGULANTS					
Individuals					
Active, licensed CPAs	27,361	27,308	26,715	26,666	26,282
Inactive, licensed CPAs	2,100	2,033	2,003	1,915	1,784
Total Licensed CPAs	29,461	29,341	28,748	28,581	28,066
Out-of-state licensees	9,853	9,765	9,572	8,935	8,435
Reinstatements - Individuals	185	109	170	170	162
New CPA licenses issued	670	635	1,069	1,241	1,133
Expired/voluntarily surrendered licenses	38	41	119	861	871
Exam Candidates					
Number of first time exam candidates	511	569	1,193	1,673	1,624
Firms					
Total active, licensed CPA firms	1,165	1,173	1,125	1,157	1,126
Reinstatements - Firms	13	5	8	8	10
New CPA firm licenses issued	26	20	38	37	38
Expired/voluntarily surrendered licenses	2	5	12	81	79



January 2022 Enforcement Report

Open Cases for Non-CPE Cases

Investigation Ongoing	44
Pending Investigative Report or review of report	36
Pending Probable Cause Review	2
Pending IFF	2
Pending Presiding Officer recommendation/Consent Order	45
Pending Signed Consent Order	3
Pending Board Approval	8
	<hr/>
	140

Types of Open Cases

Disciplinary	53
Unlicensed Activity	85
Peer Review	2
Eligibility	0
	<hr/>
	140

CPE Audit Report as of December 31, 2022

	Year Ending 12/31/2021	Year Ending 6/30/2021	Year ending 6/30/2020	Year Ending 6/30/2019	Year Ending 6/30/2018
CPE Audits Selected	190	752	697	1366	1938
CPE Audits Passed	43	564	541	1139	1526
CPE Audits Deficient	0	123	140	227	412
CPE Audits Pending	147	65	16	0	0
CPE Deficiency Rate		18%	21%	17%	21%

Additional Audit Work Performed in Calendar Year 2021

	Reinstatement Audits	Self-Report Audits	Inactive to Active Audits	Enforcement Audits	Total Audits
Audits Selected	238	285	40	26	589
CPE Audits Passed	183	10	37	8	238
CPE Audits Deficient	0	49	0	15	64
CPE Audits Pending	55	226	3	3	287

January 2022 Open Cases

Case No.	Notes	Next Action	Received	Opened	Closed	Days Open
2019-223-019D	Due Professional Care	Presiding Officer Recommendation on March 2022 agenda	2019/10/21	2019/12/06	2022/01/09	580
2019-250-023D	Due Professional Care	Proposed revised consent order on January 2022 agenda	2019/12/23	2020/02/07	2022/01/09	535
2020-011-004U	Offering, Advertising or Performing Services Restricted to CPA firm licensure without a valid CPA firm license and without peer review enrollment	Consent Order on January 2022 agenda	2020/02/11	4/24/2020	2022/01/09	499
2020-020-006U	Offering, Advertising or Performing Services Restricted to CPA firm licensure without a CPA firm license	IFF scheduled	2020/04/08	2020/04/15	2022/01/09	458
2020-021-010D	Due Professional Care	Consent Order on January 2022 agenda	2020/04/09	2020/05/06	2022/01/09	457
2020-026-008U	Unlicensed Activity	POR on January 2022 agenda	2020/04/30	2020/05/08	2022/01/09	442
2020-030-017D	Due Professional Care	Probable Cause Review	2020/05/25	2020/06/05	2022/01/09	425
2020-032-019D	Due Professional Care	Pending Review of Investigative Report	2020/06/11	2020/07/02	2022/01/09	412
2020-033-020D	Due Professional Care	Pending Review of Investigative Report	2020/06/16	2020/07/02	2022/01/09	409
2020-035-010U	Unlicensed Use of CPA Title	Pending Report of Investigation	2020/06/29	2020/07/06	2022/01/09	400
2020-036-011U	Unlicensed Use of CPA Title	Pending IFF	2020/06/30	2020/07/06	2022/01/09	399
2020-037-021D	Due Professional Care	POR on January 2022 agenda	2020/07/22	2020/07/22	2022/01/09	383
2020-039-013U	Offering Advertising or Performing Services Restricted to CPA firm licensure without a CPA firm license	Consent Order on January 2022 agenda	2020/07/22	2020/08/05	2022/01/09	383
2020-049-018U	Unlicensed Use of CPA Title	Probable Cause Review pending	2020/08/05	2020/09/03	2022/01/09	373
2020-047-025D	Due Professional Care	Pending Review Investigative Report	2020/08/16	2020/09/01	2022/01/09	365
2020-045-016U	Unlicensed Use of CPA Title	Consent Order on January 2022 agenda	2020/08/21	2020/08/24	2022/01/09	361
2020-046-017U	Unlicensed Use of CPA Title	Consent Order on January 2022 agenda	2020/08/27	2020/08/31	2022/01/09	357
2020-048-026D	Due Professional Care	Pending Review Investigative Report and adobe case file	2020/08/27	2020/09/01	2022/01/09	357
2020-067-026U	Unlicensed Activity	Pending Pre-IFF Consent Order (PC reviewer Brown) Possible mailing 10/18/21	2020/09/01	2021/01/05	2022/01/09	354
2020-051-027D	Due Professional Care	Pending Presiding Officer Recommendation/Pre-IFF Consent Order	2020/09/03	2020/09/09	2022/01/09	352
2020-056-021U	Unlicensed Use of CPA Title	Pending Review of Investigative Report	2020/10/01	2020/10/01	2022/01/09	332
2020-068-027U	Unlicensed Activity	Consent Order pending	2020/11/17	2021/01/07	2022/01/09	299
2020-077-039D	Due Professional Care	Pending Report of Investigation and Adobe Case File	2020/12/03	2021/04/20	2022/01/09	287
2020-072-029D	Due Professional Care	Pending Report of Investigation and Adobe Case File	2020/12/10	2021/01/20	2022/01/09	282
2020-069-037D	Due Professional Care	Pending Review of Report of Investigation	2020/12/21	2021/01/19	2022/01/09	275
2020-073-030D	Due Professional Care	Pending Report of Investigation and Adobe Case File	2020/12/21	2021/01/20	2022/01/09	275
2020-065-025U	Unlicensed Use of CPA Title	Pending Report of Investigation and Adobe Case File	2020/12/25	2021/01/19	2022/01/09	271
2020-070-038D	Due Professional Care	Pending Review Investigative Report	2020/12/29	2021/01/19	2022/01/09	269
2021-008-004U	Unlicensed Use of CPA Title	Pending Review Investigative Report	2021/01/08	2021/04/13	2022/01/09	261
2020-071-028U	Unlicensed Activity	Pending Review of Report of Investigation	2021/01/14	2021/01/19	2022/01/09	257
2021-003-001D	Due Professional Care	Pending Review of Report of Investigation	2021/01/16	2021/03/05	2022/01/09	255
2021-015-006D	Due Professional Care	Pending Review of Report of Investigation	2021/01/26	2021/04/13	2022/01/09	249
2021-009-005D	Due Professional Care	Pending Review of Report of Investigation and Adobe Case File	2021/02/16			234

Case No.	Notes	Next Action	Received	Opened	Closed	Days Open
2021-014-009U	Unlicensed Use of CPA Title	Pending Report of Investigation and Adobe Case File	2021/02/04	2021/04/20	2022/01/09	242
2021-013-001PR	Unlicensed Activity	Pending Report of Investigation and Adobe Case File	2021/02/18	2021/04/20	2022/01/09	232
2021-006-003U	Offering, Advertising, or Performing Services Restricted to CPA Firm Licensure	Pending Report of Investigation and Adobe Case File	2021/02/24	2021/04/13	2022/01/09	228
2021-014-008U	Unlicensed Use of CPA Title	Pending Review of Report and Adobe Case File	2021/03/15	2021/04/20	2022/01/09	215
2021-019-007D	Due Professional Care	Investigation Ongoing	2021/03/15		2022/01/09	215
2021-012-002PR	Unlicensed Activity	Pending Report of Investigation and Adobe Case File	2021/03/23	2021/04/20	2022/01/09	209
2021-0159	Due Professional Care	Investigation - Ongoing	2021/03/23		2022/01/09	209
2021-017-006D	Due Professional Care	Investigation Ongoing	2021/03/23		2022/01/09	209
2021-007-004D		Pending Report of Investigation	2021/03/30	2021/04/13	2022/01/09	204
2021-018-011U	Unlicensed Use of CPA Title	Pending Report of Investigation	2021/04/08		2022/01/09	197
2021-020-008D	Acts Discreditable	Investigation Ongoing	2021/04/08		2022/01/09	197
2021-010-005U	Unlicensed Use of CPA Title	Pending Review of Report and Adobe Case File	2021/04/14	2021/04/20	2022/01/09	193
2021-014-005D	Due Professional Care	Pending Review of Report and Adobe Case File	2021/04/18		2022/01/09	190
2021-013-008U	Unlicensed Use of CPA Title	Pending Report of Investigation and Adobe Case file	2021/04/21	2021/05/05	2022/01/09	188
2021-011-006U	Unlicensed Use of CPA Title	Pending Report of Investigation and adobe case file	2021/04/28	2021/04/29	2022/01/09	183
2021-012-007U	Due Professional Care	Pending Report of Investigation and adobe case file	2021/05/04	2021/05/05	2022/01/09	179
2021-015-009U	Unlicensed Activity	Pending Report of Investigation and adobe case file	2021/05/05	2021/05/06	2022/01/09	178
2021-016-010U	Unlicensed Activity	Pending Report of Investigation and adobe case file	2021/05/05	2021/05/06	2022/01/09	178
2021-022-010D	Due Professional Care	Pending Investigative Report and adobe case file	2021/05/14		2022/01/09	171
2021-023-011D	Due Professional Care	Pending Investigative Report and adobe case file	2021/05/17		2022/01/09	170
2021-026-012U	Unlicensed Use of CPA Title	Pending Investigative Report and adobe case file	2021/05/18		2022/01/09	169
2021-026-014D	Due Professional Care	Pending Investigative Report and adobe case file	2021/05/19		2022/01/09	168
2021-025-013D	Due Professional Care	Investigation Ongoing	2021/05/20		2022/01/09	167
2021-024-012D	Due Professional Care	Pending Investigative Report and adobe case file	2021/05/22		2022/01/09	165
2021-027-013U	Unlicensed Use of CPA Title	Investigation Ongoing	2021/06/08		2022/01/09	154
2021-0074	Due Professional Care	Investigation - Ongoing	2021/06/11		2022/01/09	151
2021-0075	Unlicensed Activity	Investigation - Ongoing	2021/06/14		2022/01/09	150
2021-0076	Due Professional Care	Investigation - Ongoing	2021/06/29		2022/01/09	139
2021-0077	Due Professional Care	Investigation - Ongoing	2021/07/17		2022/01/09	125
2021-033-015U	Unlicensed Use of CPA Title	Investigation Ongoing	2021/07/29		2022/01/09	117
2021-0082	Due Professional Care	Investigation - Ongoing	2021/08/18		2022/01/09	103

Case No.	Notes	Next Action	Received	Opened	Closed	Days Open
2021-0083	Unlicensed Activity	Investigation - Ongoing	2021/08/20		2022/01/09	101
2021-0084	Due Professional Care	Investigation - Ongoing	2021/08/22		2022/01/09	100
2021-0085	Due Professional Care	Investigation - Ongoing	2021/08/23		2022/01/09	100
2021-0086	Due Professional Care	Investigation - Ongoing	2021/08/25		2022/01/09	98
2021-0006	Unlicensed Activity	Open Case	2021/08/27		2022/01/09	96
2021-0087	Unlicensed Activity	Investigation - Ongoing	2021/08/28		2022/01/09	95
2021-0089	Unlicensed Activity	Entered / Intake	2021/09/05		2022/01/09	90
2021-0090	Peer Review	Entered / Intake	2021/09/07		2022/01/09	89
2021-0091	Due Professional Care	Investigation - Ongoing	2021/09/08		2022/01/09	88
2021-0021	Unlicensed Activity	Open Case	2021/09/14		2022/01/09	84
2021-0094	Due Professional Care	Entered / Intake	2021/09/25		2022/01/09	75
2021-0026	Due Professional Care	Investigation - Ongoing	2021/09/30		2022/01/09	72
2021-0095	Due Professional Care	Investigation - Ongoing	2021/10/01		2022/01/09	71
2021-0027	Unlicensed Activity	Consent Order - Sent	2021/10/04		2022/01/09	70
2021-0096	Due Professional Care	Consent Order - Sent	2021/10/06		2022/01/09	68
2021-0029	Unlicensed Activity	Consent Order - Draft	2021/10/06		2022/01/09	68
2021-0030	Unlicensed Activity	Consent Order - Draft	2021/10/06		2022/01/09	68
2021-0031	Unlicensed Activity	Consent Order - Draft	2021/10/06		2022/01/09	68
2021-0032	Unlicensed Activity	Consent Order - Draft	2021/10/06		2022/01/09	68
2021-0033	Unlicensed Activity	Consent Order - Draft	2021/10/06		2022/01/09	68
2021-0034	Unlicensed Activity	Consent Order - Draft	2021/10/06		2022/01/09	68
2021-0035	Unlicensed Activity	Consent Order - Draft	2021/10/06		2022/01/09	68
2021-0036	Unlicensed Activity	Consent Order - Draft	2021/10/06		2022/01/09	68
2021-0037	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0038	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0039	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0040	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0041	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0042	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0043	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0044	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0045	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0046	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0047	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0049	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0050	Unlicensed Activity	Consent Order - Draft	2021/10/07		2022/01/09	67
2021-0052	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0053	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0054	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0055	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0056	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0057	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0058	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0059	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0060	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0061	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0063	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0064	Unlicensed Activity	Advisory Letter - Draft	2021/10/07		2022/01/09	67
2021-0097	Due Professional Care	Investigation - Ongoing	2021/10/08		2022/01/09	66
2021-0098	Due Professional Care	Entered / Intake	2021/10/13		2022/01/09	63
2021-0067	Unlicensed Activity	Advisory Letter - Draft	2021/10/13		2022/01/09	63
2021-0099	Unlicensed Activity	Investigation - Ongoing	2021/10/14		2022/01/09	62
2021-0072	Unlicensed Activity	Investigation - Ongoing	2021/10/15		2022/01/09	61

Case No.	Notes	Next Action	Received	Opened	Closed	Days Open
2021-0073	Unlicensed Activity	Consent Order - Draft	2021/10/15		2022/01/09	61
2021-0078	Due Professional Care	Investigation - Ongoing	2021/10/15		2022/01/09	61
2021-0088	Unlicensed Activity	Investigation - Ongoing	2021/10/18		2022/01/09	60
2021-0101	Unlicensed Activity	Consent Order - Draft	2021/10/21		2022/01/09	57
2021-0103	Due Professional Care	Entered / Intake	2021/10/26		2022/01/09	54
2021-0104	Unlicensed Activity	Consent Order - Draft	2021/10/26		2022/01/09	54
2021-0106	Due Professional Care	Entered / Intake	2021/10/28		2022/01/09	52
2021-0107	Unlicensed Activity	Consent Order - Draft	2021/10/28		2022/01/09	52
2021-0108	Unlicensed Activity	Entered / Intake	2021/10/29		2022/01/09	51
2021-0111	Unlicensed Activity	Investigation - In Review	2021/11/01		2022/01/09	50
2021-0126	Unlicensed Activity	Consent Order - Draft	2021/11/18		2022/01/09	37
2021-0127	Unlicensed Activity	Entered / Intake	2021/11/18		2022/01/09	37
2021-0128	Due Professional Care	Entered / Intake	2021/11/23		2022/01/09	34
2021-0129	Due Professional Care	Entered / Intake	2021/11/23		2022/01/09	34
2021-0130	Unlicensed Activity	Consent Order - Draft	2021/11/24		2022/01/09	33
2021-0134	Due Professional Care	Entered / Intake	2021/12/03		2022/01/09	26
2021-0135	Due Professional Care	Entered / Intake	2021/12/03		2022/01/09	26
2021-0143	Unlicensed Activity	Advisory Letter - Draft	2021/12/08		2022/01/09	23
2021-0145	Unlicensed Activity	Investigation - Ongoing	2021/12/10		2022/01/09	21
2021-0149	Unlicensed Activity	Investigation - Ongoing	2021/12/13		2022/01/09	20
2021-0152	Due Professional Care	Entered / Intake	2021/12/15		2022/01/09	18
2021-0156	Due Professional Care	Entered / Intake	2021/12/22		2022/01/09	13
2021-0160	Due Professional Care	Open Case	2021/12/28		2022/01/09	9

Policy name: Delegations of Authority

Effective date: ~~December 1, 2020~~ **January 11, 2022**

Authority: Code of Virginia § 54.1-4400 et seq.

Policy: The Virginia Board of Accountancy delegates to staff and its committees the authority to act without requiring prior approval from the full Board under the following circumstances.

Procedures: The VBOA Executive Director has the authority to:

- Sign Consent Orders that involve CPE deficiencies and any associated false statements on renewal applications.
- **Sign Consent Orders under the guidance from Disposition of Cases Involving Unlicensed Use of the CPA Title by Previously Licensed Individuals.**
- **Sign Closing and Advisory letters in all matters as instructed by the Board.**
- Sign Orders Permitting Reinstatement for those applicants who have fully complied with the terms and conditions of disciplinary orders where the VBOA suspended their Virginia CPA license for CPE deficiencies.
- In the event of circumstances beyond the control of the licensee, waive all or part of a licensee's CPE requirements for a calendar year or a reporting period.
- Examine and determine on a case-by-case basis if hours of CPE will be granted for forums not otherwise specified in VBOA regulations.
- Deny complaints if it is clear that the VBOA lacks subject matter jurisdiction, the complaint has been untimely filed, or both.
- Preside over proceedings held pursuant to Code of Virginia § 2.2-2019 for matters involving:
 - CPE deficiencies and any associated false statements on renewal applications
 - Eligibility matters where reinstatement applicants have not fully complied with the terms and conditions of disciplinary orders wherein their Virginia CPA license was suspended for CPE deficiencies
- Close enforcement cases involving alleged CPE deficiencies and any associated false statements on renewal applications if the Executive Director determines there is no finding of fact to indicate the VBOA has cause to impose discipline or if the violation is so minor that disciplinary action is not in the public's best interest.

Administrative Policy and Procedure

- Designate, in writing, a staff member to have the same authority in the event of the Executive Director's absence.
- Examine and approve applications for initial licensure, renewal of licensure, and reinstatement of licensure when a criminal conviction has been reported if it is determined bona fide that when considering the nature of the crime for which the individual is convicted, it is presumed not to affect the individual's ability to faithfully and ethically perform the duties of a CPA at the time of the application.

All crimes which are financial in nature or which involve actions that may reasonably affect the individual's ability to faithfully and ethically perform the duties of a CPA, including, but not limited to, bribery, criminal contempt of court, extortion, and perjury, will be brought to the Board for review.

VBOA staff have the authority to:

- Examine and approve applications for initial licensure, renewal of licensure, and reinstatement of licensure, provided no information is disclosed or discovered that calls into question an applicant's suitability to use the CPA title in Virginia.
- Examine and approve eligibility for taking the CPA exam and examine and grant requests for necessary and reasonable exam accommodations under the Americans with Disabilities Act.
- Examine and make the initial determination to approve or deny requests changing the status of a Virginia CPA license.
- Examine and approve or deny requests to become an approved sponsor or instructor of the current year's Virginia-Specific Ethics Course.
- Examine a licensee's compliance with the continuing professional education requirements and suspend such review if the licensee voluntarily surrenders their Virginia individual CPA license.
- Collect payments of fees and monetary penalties, to request additional appropriation, and to prepare its financial statements.
- Prepare and submit the biennial report prescribed by Code of Virginia § 54.1-4421.

BOA investigators are persons appointed by the Executive Director who are sworn to enforce the statutes and regulations of the VBOA through investigations into alleged violations and who are vested with the authority to engage in those acts identified in Code of Virginia § 54.1-4407.

Administrative Policy and Procedure

Scope:	<p>VBOA investigators have the authority to:</p> <ul style="list-style-type: none"> • Initiate or receive complaints concerning compliance with any statutes or regulations pertaining to the VBOA or any of the programs that may be in another title of the Code of Virginia for which the VBOA has regulatory responsibility. • Initiate a complaint if a firm receives “pass with deficiency,” “fail,” or any combination thereof more than once in the past three peer review periods for review and determination as to whether there has been any violation of the VBOA’s statutes and/or regulations. • Offer Consent Orders for CPE deficiencies and any associated false statements on renewal applications in conformity with the guidelines set by the VBOA. • Suspend proceedings for CPE deficiencies and any associated false statements on renewal applications if the licensee voluntarily surrenders their Virginia individual CPA license. <p>The policy and procedures provided herein apply to classified and hourly-wage employees, contractors, and at-will appointees of the VBOA.</p>
Policy review:	<p>This policy was reviewed on December 1, 2020. January 11, 2022.</p>
Staff awareness:	<p>Employees are made aware of this policy through initial orientation and staff meeting review.</p>
Supersession:	<p>This policy replaces the Delegations of Authority policy which was effective on December 4, 2018 December 1, 2020.</p>
Executive Director:	<p>Nancy Glynn, CPA</p>
Date approved/reviewed:	<p>December 1, 2020. January 11, 2022</p>

CPE Violation Penalties

Guidelines

Approved September 30, 2021

I. STATEMENT OF INTENT

To assist in the efficient, effective, and fair resolution of continuing professional education (“CPE”) deficiencies, these guidelines have been provided to the Virginia Board of Accountancy’s (“VBOA”) Enforcement Division staff. A “case” as used in the guidelines below includes both failed CPE compliance reviews and disciplinary investigations where CPE deficiencies are discovered.

These guidelines are intended to serve as an aid in assigning appropriate penalties for CPE violations.

II. NON-COMPOUNDING PENALTIES

Penalties listed in this chart do not combine or “stack” with one another, though they may be combined with one or more of the penalties listed in the chart under Part III, “Compounding Penalties.” All monetary penalties and CPE hours due under this chart must be submitted to the VBOA within 90 days of the entry date of the Consent Order.

Deficiency	1st Case (self-report)	1st Case (all others)	2nd Case (all)	3rd Case (all)
Deficient < 10 hours in a reporting period (other than ethics and/or A&A)	<ul style="list-style-type: none"> Advisory Letter 	<ul style="list-style-type: none"> Reprimand 	<ul style="list-style-type: none"> \$500 monetary penalty Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement Subject to CPE compliance review for subsequent 3-year reporting period that begins in the year disciplinary action is taken 	<ul style="list-style-type: none"> \$750 monetary penalty Suspension of license for 1 year Subject to CPE compliance review for subsequent 3-year reporting period following reinstatement
Deficient 10-20 hours in a reporting period	<ul style="list-style-type: none"> \$250 monetary penalty Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement Subject to CPE compliance review for subsequent 3-year reporting period that begins in the year disciplinary action is taken 	<ul style="list-style-type: none"> \$500 monetary penalty Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement Subject to CPE compliance review for subsequent 3-year reporting period that begins in the year disciplinary action is taken 	<ul style="list-style-type: none"> \$750 monetary penalty Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement Subject to CPE compliance review for subsequent 3-year reporting period following reinstatement 	<ul style="list-style-type: none"> \$1,000 monetary penalty Suspension of license for 1 year Subject to CPE compliance review for subsequent 3-year reporting period following reinstatement

Deficiency	1st Case (self-report)	1st Case (all others)	2nd Case (all)	3rd Case (all)
Deficient 20.1-40 hours in a reporting period	<ul style="list-style-type: none"> • \$500 monetary penalty • Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement • Subject to CPE compliance review for subsequent 3-year reporting period that begins in the year disciplinary action is taken 	<ul style="list-style-type: none"> • \$750 monetary penalty • Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement • Subject to CPE compliance review for subsequent 3-year reporting period that begins in the year disciplinary action is taken 	<ul style="list-style-type: none"> • \$1,000 monetary penalty • Suspension of license for 1 year • Subject to CPE compliance review for subsequent 3-year reporting period that following reinstatement 	<ul style="list-style-type: none"> • \$2,000 monetary penalty • Revocation of license • May apply for reinstatement no sooner than 5 years after date of disciplinary action • Subject to CPE compliance review for subsequent 3-year reporting period following reinstatement
Deficient 40.1-90 hours in a reporting period	<ul style="list-style-type: none"> • \$625 monetary penalty • Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement • Subject to CPE compliance review for subsequent 3-year reporting period that begins in the year disciplinary action is taken 	<ul style="list-style-type: none"> • \$875 monetary penalty • Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement • Subject to CPE compliance review for subsequent 3-year reporting period that begins in the year disciplinary action is taken 	<ul style="list-style-type: none"> • \$1,125 monetary penalty • Suspension of license for 1 year • Subject to CPE compliance review for subsequent 3-year reporting period following reinstatement 	<ul style="list-style-type: none"> • \$2,000 monetary penalty • Revocation of license • May apply for reinstatement no sooner than 5 years after date of disciplinary action • Subject to CPE compliance review for subsequent 3-year reporting period following reinstatement

Deficiency	1st Case (self-report)	1st Case (all others)	2nd Case (all)	3rd Case (all)
Deficient > 90 hours in a reporting period	<ul style="list-style-type: none"> • \$750 monetary penalty • Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement • Subject to CPE compliance review for subsequent 3-year reporting period that begins in the year disciplinary action is taken 	<ul style="list-style-type: none"> • \$1,000 monetary penalty • Suspension of license for 1 year • Subject to CPE compliance review for subsequent 3-year reporting period that begins in the year disciplinary action is taken 	<ul style="list-style-type: none"> • \$2,000 monetary penalty • Suspension of license for 3 years • Must come before the VBOA to be considered for reinstatement • Subject to CPE compliance review for subsequent 3-year reporting period that following reinstatement 	<ul style="list-style-type: none"> • \$3,000 monetary penalty • Revocation of license • May apply for reinstatement no sooner than 5 years after date of disciplinary action • Must come before the VBOA to be considered for reinstatement • Subject to CPE compliance review for subsequent 3-year reporting period following reinstatement

III. COMPOUNDING PENALTIES

Penalties listed in this chart may be imposed individually, or may be combined with each other or with any single penalty listed in the chart under Part II, “Non-Compounding Penalties.” All monetary penalties and CPE hours due under this chart must be submitted to the VBOA within 90 days from the entry date of the Consent Order.

Deficiency	1st Case (self-report)	1st Case (all others)	2nd Case (all)	3rd Case (all)
Failure to take VBOA-approved ethics course only in any given calendar year(s)	<ul style="list-style-type: none"> Reprimand 	<ul style="list-style-type: none"> \$250 monetary penalty 	<ul style="list-style-type: none"> \$500 monetary penalty 	<ul style="list-style-type: none"> \$750 monetary penalty
Failure to meet the annual minimum 20 CPE hours in any given calendar year(s)	<ul style="list-style-type: none"> Reprimand 	<ul style="list-style-type: none"> \$250 monetary penalty 	<ul style="list-style-type: none"> \$500 monetary penalty 	<ul style="list-style-type: none"> \$750 monetary penalty
Failure to take 8 hours of Auditing and Attestation in any given calendar year(s)	<ul style="list-style-type: none"> Reprimand Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement 	<ul style="list-style-type: none"> \$250 monetary penalty Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement If deficient A&A for more than 1 calendar year: May not release or authorize the release of reports on attest, compilation, or financial statement preparation services for 1 year 	<ul style="list-style-type: none"> \$750 monetary penalty Must make up deficient CPE for each year of reporting period, which does not count towards the current year requirement If deficient A&A for more than 1 calendar year: May not release or authorize the release of reports on attest, compilation, or financial statement preparation services for 2 years 	<ul style="list-style-type: none"> \$1,250 monetary penalty If deficient A&A for more than 1 calendar year: May not release or authorize the release of reports on attest, compilation, or financial statement preparation services for 3 years
Failing to meet any CPE requirement for a given calendar year or for the reporting period	<ul style="list-style-type: none"> Submit proof of completion of the current year’s VBOA-approved ethics course 	<ul style="list-style-type: none"> Submit proof of completion of the current year’s VBOA-approved ethics course 	<ul style="list-style-type: none"> Submit proof of completion of the current year’s VBOA-approved ethics course 	<ul style="list-style-type: none"> Submit proof of completion of the current year’s VBOA-approved ethics course

Deficiency	1st Case (self-report)	1st Case (all others)	2nd Case (all)	3rd Case (all)
Failure to respond to audit notification prior to enforcement action	<ul style="list-style-type: none"> • \$250 monetary penalty 	<ul style="list-style-type: none"> • \$300 monetary penalty 	<ul style="list-style-type: none"> • \$350 monetary penalty 	<ul style="list-style-type: none"> • \$400 monetary penalty
False certification of CPE compliance during renewal process – deficiency > 60 hours	<ul style="list-style-type: none"> • \$250 monetary penalty 	<ul style="list-style-type: none"> • \$300 monetary penalty 	<ul style="list-style-type: none"> • \$350 monetary penalty 	<ul style="list-style-type: none"> • \$400 monetary penalty
Failure to update mailing or email address	<ul style="list-style-type: none"> • \$100 monetary penalty 	<ul style="list-style-type: none"> • \$100 monetary penalty 	<ul style="list-style-type: none"> • \$200 monetary penalty 	<ul style="list-style-type: none"> • \$300 monetary penalty
Failure to comply with terms and conditions of VOA disciplinary action	<ul style="list-style-type: none"> • Suspension of license • Must come before the VBOA to be considered for reinstatement 	<ul style="list-style-type: none"> • Suspension of license • Must come before the VBOA to be considered for reinstatement 	<ul style="list-style-type: none"> • Suspension of license • Must come before the VBOA to be considered for reinstatement 	<ul style="list-style-type: none"> • Suspension of license • Must come before the VBOA to be considered for reinstatement
Failure to respond at all to a CPE compliance review	<ul style="list-style-type: none"> • Proceeding under Code of Virginia §2.2-4019 	<ul style="list-style-type: none"> • Proceeding under Code of Virginia §2.2-4019 	<ul style="list-style-type: none"> • Proceeding under Code of Virginia §2.2-4019 	<ul style="list-style-type: none"> • Proceeding under Code of Virginia §2.2-4019

Use of the CPA title

A person must be currently licensed by the VBOA in order to call themselves a CPA and use the CPA title in Virginia.

As defined in [§ 54.1-4400](#) of the Code of Virginia, holding a current Active Virginia CPA license provides the privilege of using the CPA title. A licensee who meets the criteria for the Inactive status granted in writing by the VBOA, as defined in [18VAC5-22-90 \(C\)](#), is considered to hold a current license and is also allowed the privilege to use the CPA title. Individuals who hold a current license in another state and meet the substantial equivalency as defined in [§ 54.1-4411](#) of the Code of Virginia may also use the CPA title.

Those not currently licensed cannot use the CPA title. According to the Code of Virginia [§ 54.1-4400](#), “using the CPA title” means using the words “CPA,” “Certified Public Accountant,” or “public accountant” in any form of written or verbal communication.

The following are some examples of written or verbal communication:

- **Business cards.** The license must be a current licensee in good standing to carry business cards with the title CPA.
- **Advertising.** A person must hold a current CPA license to use the CPA title in promotional material, including biographies.
- **Social media.** If the CPA license has lapsed, it must be removed from all social media sites, including LinkedIn. The CPA title cannot be used in any manner
- **Signatures.** Email signatures must remain up-to-date and only include the CPA title if the license is in good standing.
- **Resumes.** CPA may not be included on a resume if the license is not up-to-date. It must not be included even if it is factually correct a CPA license was previously held.

Improper use of the CPA title will result in disciplinary action.

The terms accountant and bookkeeper can be used. According to the Code of Virginia [§ 54.1-4401](#), an individual who is not licensed as a CPA can still practice accounting or bookkeeping and perform services involving the use of accounting skills. Those skills can include rendering tax services, management advisory services, consulting services, or preparing financial statements without providing assurance.

However, once a licensee becomes known as a CPA, they are expected to live up to a more rigorous set of professional responsibilities. Anyone who uses the CPA title in Virginia is bound by the standards of conduct and practice outlined in [§ 54.1-4413.3](#). These standards exist to promote the integrity of the profession.

Presiding Officers for non-CPE cases

Research on the topic

The Board may designate presiding officers subject to two caveats.

The Virginia Code does not create any special qualifications for presiding officers (who are not hearing officers). However, § 2.2-4024.1 does create disqualifications for both hearing officers and presiding officers. From § 2.2-4024.1:

A. An individual who has served as investigator, prosecutor, or advocate at any stage in a contested case or who is subject to the authority, direction, or discretion of an individual who has served as investigator, prosecutor, or advocate at any stage in a contested case may not serve as the presiding officer or hearing officer in the same case. An agency head who has participated in a determination of probable cause or other preliminary determination in an adjudication may serve as the presiding officer in the adjudication unless a party demonstrates grounds for disqualification under subsection B.

B. A presiding officer or hearing officer is subject to disqualification for any factor that would cause a reasonable person to question the impartiality of the presiding officer or hearing officer, which may include bias, prejudice, financial interest, or ex parte communications; however, the fact that a hearing officer is employed by an agency as a hearing officer, without more, is not grounds for disqualification. The presiding officer or hearing officer, after making a reasonable inquiry, shall disclose to the parties all known facts related to grounds for disqualification that are material to the impartiality of the presiding officer or hearing officer in the proceeding. The presiding officer or hearing officer may self-disqualify and withdraw from any case for reasons listed in this subsection.

Potential Qualification requirements

Presiding Officers will be a current Board member, or a former board member, or designee appointed by the Board Chair through a Memorandum of Agreement.

Presiding Officers must be an actively licensed Virginia CPA working within (a) specific practice areas such as, tax, assurance, or industry.

Presiding Officers must have no disciplinary history with VBOA, other state boards, or standard setting bodies.

Safeguards

New presiding officers would train with a current board member.

All disciplinary recommendations; Consent Orders or Presiding Officer recommendations would come before the board for approval.

Recommendations for case closure or advisory letters would be subject to a current board member's review and approval.



**Memorandum of Agreement (MOA) between
The Virginia Board of Accountancy and
XXX, CPA**

This AGREEMENT by and between XXX, CPA (hereinafter “XXX, CPA”) and the Virginia Board of Accountancy (hereinafter “VBOA”) is for assistance rendered as an Informal Fact Finding (“IFF”) Conference Presiding Officer serving at the pleasure of the board.

XXX, CPA agrees to provide assistance to the VBOA in the following areas:

1. Presiding Officer - XXX, CPA shall provide the VBOA assistance as a Presiding Officer designated by the Board Chair to preside over selected enforcement-related administrative proceedings.
2. IFF Conferences - The Board Chair, in consultation with the Executive Director and/or the Enforcement Director, will assign the Presiding Officer to appropriately administer IFF Conferences. The full Board will provide guidance on the types of cases to be heard.
3. Administration - Responsibilities of the Presiding Officer as they relate to the enforcement-related administrative proceedings shall be communicated to XXX, CPA by the Board Chair, in consultation with the Executive Director and/or Enforcement Director, with authorization provided by the Code of Virginia, federal and state regulations, and policies/procedures established by the VBOA.
4. Enforcement Processes - XXX, CPA shall provide the VBOA assistance by reviewing enforcement cases and make determinations regarding cases. XXX, CPA will also assist other members of the board on enforcement cases as requested by the Board Chair, Executive Director and/or Enforcement Director,
5. Performance - Performance as a Presiding Officer requires agreement to maintain confidentiality with respect to all reports, documentation, informational materials, general information, names of any and all individuals/firms and statements that receive consideration during the course of providing assistance to the VBOA. All documentation furnished for consideration to XXX, CPA during his performance of this agreement shall be returned to the VBOA within a reasonable time after the administrative proceeding.
6. Disqualification - A Presiding Officer is subject to disqualification for any factor that would cause a reasonable person to question the impartiality of the Presiding Officer. If a Respondent were to object to the presence of a Presiding Officer in an IFF conference, that Presiding Officer would recuse him/herself, if it is reasonable to do so to avoid any semblance of partiality or bias.



- 7. Travel Expense Reimbursement - XXX, CPA shall be reimbursed for pre-approved travel expenses in accordance with state travel regulations.

Period of Agreement and Amendments

This Agreement shall cover the period between 12/1/2021 and 11/30/2022. This Agreement shall continue in force until terminated by either of the parties in writing. Amendments to this Agreement shall become effective upon written approval by both parties.

EXECUTED AND AGREED ON THE DATES SET FORTH BELOW.

XXX, CPA

Nancy J. Glynn, CPA, Executive Director
Henrico, VA 23233
Tel: (804) 367-8540
Fax: (804) 527-4409

XXX, CPA

Nancy J. Glynn, CPA

Date: _____

Date: _____

GOAL: Enforcement Process

Board members: Bill Brown, Barclay Bradshaw and Wendy Lewis

S	Specific	Create timeline benchmarks for each milestone within the enforcement life cycle. Ensure the system upgrade includes ability to track the completion of milestones and compare to the established benchmarks.
M	Measurable	Fairly automated report is delivered to the Board for review.
A	Achievable	Yes
R	Relevant	Very relevant
T	Time-based	1. Identify enforcement life cycle: August 2021/completed 2. Comparing the life cycle to the benchmarks: September 2021/completed 3. Revisions to benchmarks: November 2021 4. Demo of tracking tool: January 2022 5. Functioning tracking tool to use: June 2022

Status Update	
Status Date	January 11, 2022
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	Yes
Unresolved Significant Risks/Contingencies	None
Resources Needed	None
Board Decisions Needed	None
Significant Actions Completed	Revisions to the benchmarks completed and will test drive them until the official launch July 1, 2022.
Significant Actions Not Completed	

GOAL: Peer Review Enforcement

Board members: Nadia Rogers and Barclay Bradshaw

S	Specific	Create and automate a process that will identify firms who should be enrolled in peer review and an enforcement process for those who are not enrolled and/or are enrolled but receiving subpar results or untimely submissions. Develop a communications plan to inform firms.
M	Measurable	Execute the automatic monitoring
A	Achievable	Yes
R	Relevant	Very relevant
T	Time-based	March 2022

Status Update

Status Date	January 11, 2022
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	Yes
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	none
Significant Actions Completed	none
Significant Actions Not Completed	none

GOAL: Education Accreditation

Board members: Nadia Rogers and Wendy Lewis

S	Specific	Continue to assess the impact of the model rules in the statutes, VBOA regulations and VBOA polices as it relates to accreditation.
M	Measurable	Upon implementation and approved in statutes, VBOA regulations and VBOA Policy
A	Achievable	Yes
R	Relevant	Very relevant
T	Time-based	Draft in May 2022

Status Update

Status Date	January 11, 2022
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	Yes
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	none
Significant Actions Completed	none
Significant Actions Not Completed	none

GOAL: Education for Licensure

Board members: Nadia Rogers and Wendy Lewis

S	Specific	Consider the impact of the Model Curriculum, Practice Analysis, and Blueprint on VBOA regulations, VBOA Policy, and the VBOA Education Handbook (i.e., additional 30 credit hours required for CPA licensure). Once decided, include outreach and communications of the VBOA decisions.
M	Measurable	Upon implementation and approved in VBOA regulations, VBOA Policy and VBOA Education Handbook
A	Achievable	Yes
R	Relevant	Very relevant
T	Time-based	Education guidelines and Education Handbook: Draft in May 2022

Status Update

Status Date	January 11, 2022
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	yes
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	none
Significant Actions Completed	none
Significant Actions Not Completed	none

GOAL: Education for Exam

Board members: Nadia Rogers and Wendy Lewis

S	Specific	Consider the impact of the model curriculum, Practice Analysis, and Blueprint on VBOA regulations, VBOA Policy, and VBOA education guidelines (i.e., composition of the 24 credit hours of upper-level accounting and 24 credit hours of business courses). Once decided, include outreach and communications of the VBOA decisions, while considering the model curriculum and practice analysis.
M	Measurable	Upon implementation and approved in VBOA regulations, VBOA Policy and VBOA Education Handbook
A	Achievable	Yes
R	Relevant	Very relevant
T	Time-based	Interim updates to VBOA Education guidelines and Education Handbook to reflect acknowledgement of CPA Evolution: Draft, review and approved in August 31, 2021, Board meeting. Draft communications plan available in October 2021. Draft updates to VBOA regulation, Policy, Education Handbook following release of Practice Analysis and Blueprint for public comment in mid-2022: August 2022. Final updates to VBOA regulation, Policy, Education Handbook following Practice Analysis and Blueprint: February 2023. Communications plan available: April 2023. *Continuous assessment throughout evolution is imperative

Status Update	
Status Date	January 11, 2022
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	yes
Unresolved Significant Risks/Contingencies	Draft model curriculum and draft transition plan released, June 2021, by NASBA and AICPA.
Resources Needed	none
Board Decisions Needed	none
Significant Actions Completed	Draft communications plan discussed at Sept. 30, 2021, Board meeting.
Significant Actions Not Completed	none

GOAL: CPE Credits

Board members: Nadia Rogers and Laurie Warwick

S	Specific	Updating existing VBOA Policy (and VBOA regulations, if necessary) by adding a standardized formula for awarding CPE for publications, presentations, professional designations/exams, and training programs.
M	Measurable	Through a developed standardized formula and approved by the Board.
A	Achievable	Yes
R	Relevant	Very relevant
T	Time-based	1/1/2022

Status Update

Status Date	January 11, 2022
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	Yes
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	none
Significant Actions Completed	Vote on qualifying guidelines during Jan. 11, 2022, Board meeting.
Significant Actions Not Completed	none

GOAL: Fee Structure

Board members: Jay Bernas and Brian Carson

S	Specific	Have a reasonable fee structure that will fund all of our expenditures for a minimum of the next 10 years while maintaining a minimum contingency fund in line with our VBOA Policy.
M	Measurable	It's approved by the Governor's Office and the General Assembly, if needed.
A	Achievable	Yes
R	Relevant	Very relevant
T	Time-based	June 2023

Status Update

Status Date	January 11, 2022
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	yes
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	none
Significant Actions Completed	Initial 10-year forecast has been completed. Preliminary discussions held with the Department of Planning and Budget, and Secretary of Finance.
Significant Actions Not Completed	none

VBOA Policy #4

TITLE:

Continuing Professional Education Guidelines for CPAs

EFFECTIVE DATE:

~~August 19, 2020~~ January 14, 2022

AUTHORITY:

Code of Virginia §§ 54.1-4409.2 and 54.1-4413.2 and VBOA regulations 18VAC5-22-90 and 18VAC5-22-140

POLICY STATEMENT:

Specific CPE requirements of the Virginia Board of Accountancy (VBOA) are listed in the authority sections named above. This policy details the CPE guidelines approved by the VBOA.

General guidelines

Persons who hold a Virginia license must obtain 120 hours of CPE during a rolling three-calendar-year reporting period. For each calendar year within the reporting period, the person must obtain a minimum of 20 hours of CPE that must include a VBOA-approved ethics course of at least 2 hours. If the person releases or authorizes the release of reports on attest services, compilation services, or financial statement preparation services during the calendar year, the person must obtain a minimum of 8 hours of CPE related to those services in that same calendar year, which are included as part of the annual minimum and reporting period minimum.

CPE requirements for persons who have been newly issued a Virginia license can be found in VBOA regulation 18VAC5-22-90(B). CPE requirements for a person wishing to reinstate a Virginia license or wishing to transition the status of their Virginia license from Inactive back to Active can be found in VBOA regulation 18VAC5-22-90(C).

The VBOA recognizes that 50 minutes of CPE participation equals one hour of CPE. Conversion of semester hours or quarter hours from an accredited college or university into hours of CPE can be found in VBOA regulations. CPE requirements may be adjusted depending upon when a person who holds a Virginia license begins or ceases to provide services to the public or to or on behalf of an employer in accordance with VBOA regulation 18VAC5-22-90. Specific questions may be addressed by contacting the VBOA. All persons who hold a Virginia license have until January 31 to complete the previous calendar year's CPE requirements.

VBOA-approved ethics course (beginning with the 2021 course)

The VBOA requires that all people who hold a Virginia license complete on an annual basis a VBOA-approved ethics course of at least 2 hours, which includes the VBOA Segment as defined in VBOA Policy #2, unless the person has been granted the Inactive status for their Virginia license or the VBOA has granted a waiver of this requirement.

The VBOA-approved ethics course of at least 2 hours is a separate and distinct annual requirement from the one-time American Institute of Certified Public Accountants ethics course needed for initial licensure.

People who hold a Virginia license must complete the VBOA-approved course, which includes the VBOA Segment no later than January 31 of each year to meet the previous calendar-year requirement. No sponsor may provide the annual ethics course later than January 31 for the previous calendar year.

The VBOA-approved ethics course must include the specific VBOA Segment. Licensees must complete a VBOA-approved ethics course annually.

It is the responsibility of a person who holds a Virginia license to ensure that sponsors providing the VBOA-approved ethics course are listed on the VBOA's website as an approved sponsor of this course. A person who holds a Virginia license will not be deemed to have met the annual ethics requirement if they complete an ethics course from a non-approved sponsor.

People who hold a Virginia license must also ensure that sponsors provide a certificate of completion or some other form of documentation that includes the sponsor's name, participant's name, course/content name, date taken and hours of CPE earned.

If the person also holds the license of another state and Virginia is not his principal place of business, the ethics course taken to comply with this subsection either shall conform [to](#)with the requirements prescribed by the VBOA or shall be an ethics course acceptable to the board of accountancy of another state in which the person holds a license.

Qualifying CPE other than the VBOA-approved ethics course

It is the intent of the VBOA that all CPE (1) meet the requirements of VBOA regulations 18VAC5-22-90 and 18VAC5-22-140; (2) provide course content pertinent to the profession; and (3) assist the person who holds a Virginia license in becoming a better accounting professional. The VBOA accepts CPE obtained through a variety of forums, [providing that as long as](#) the person who holds a Virginia license is able to [demonstrate provide the required CPE documentation](#) that [demonstrate the](#) learning objectives were met.

A variety of continuing professional education is acceptable, as specified in VBOA regulations.

Accepted professional education credits

[The VBOA has approved, in addition to continuing professional education \(CPE\) credits, they will accept Continuing Education \(CE\), Continuing Education Units \(CEU\), Continuing Legal Education \(CLE\), Quality Assurance Service \(QAS\) and semester and quarter-hour credits as CPE credits.](#)

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The VBOA will determine on a case-by-case basis the acceptability of other forums for CPE not otherwise specified in regulation. Restrictions on specific forums for CPE are found in VBOA regulations. Acceptance of hours of CPE is at the discretion of the VBOA.

In addition to CPE, the VBOA will accept The VBOA has also approved that Continuing Education (CE), Continuing Education Units (CEU), Continuing Legal Education (CLE), Continuing Medical Education (CME), and Quality Assurance Service (QAS) are acceptable as hours of CPE, and semester and quarter-hour credits as CPE credits.

With the exception of the VBOA-approved ethics course, the VBOA does not currently require people who hold a Virginia license to obtain CPE from specific or approved sponsors.

Subject Matter Experts

Acceptable CPE must be instructed, developed or peer reviewed by subject matter experts. These are individuals or teams having expertise in the subject matter. Expertise may be demonstrated through practical experience or education, or both.

Acceptable CPE

- Attending a seminar or educational conference. Instructors must have up-to-date knowledge of the subject matter and use appropriate teaching materials.
- Earning course credit at an accredited college or university. One semester-hour of credit for completion of courses at an accredited college or university constitutes 15 hours of CPE and one quarter-hour of credit constitutes 10 hours of CPE.
- Completing a course through nano-learning or incremental CPE. Nano-learning is known as learning and absorbing information in smaller increments of time. The VBOA accepts nano-learning CPE. Nano-learning are tutorial programs designed to permit a participant to learn a given subject in a no less than 10-minute time frame through the use of electronic media (including technology applications and processes and computer-based or web-based technology) and without interaction with a real-time instructor. The learning activities must be reviewed and approved by subject matter experts. Nano-learning certificates are required and no less than 10 minutes is accepted. A 10-minute nano-learning program certificate would reflect: .2 CPE
- Completing a self-study course. The learning activities must be reviewed and approved by subject matter experts and supported with documentation that meets VBOA requirements:
 - Earning course credit at an accredited college or university. One semester-hour of credit for completion of courses at an accredited college or university constitutes 15 hours of CPE and one quarter-hour of credit constitutes 10 hours of CPE.
 - Making a presentation. The licensee may present at a professional seminar, educational conference or classroom setting, if up-to-date knowledge of the subject matter is demonstrated and appropriate teaching materials are used. Licensees may

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receive CPE credit for both preparation and presentation. The topic must be relevant to the development of being a CPA. The first time a program is presented, credit can be received for up to two times the number of contact hours. For example, if a program is presented for four contact hours, the instructor could receive up to 12 hours of credit (eight preparation and four contact hours). Repeat presentations will not be counted as additional CPE.

~~Teaching courses at an accredited college or university. College and university instructors, at accredited institutions, may count first time preparation and presentation of a course for CPE. CPE is only permitted the first time the course is prepared and offered by the instructor. One semester-hour of credit constitutes 15 hours of CPE; one quarter-hour of credit constitutes 10 hours of CPE. A copy of the syllabus and a statement certifying it was the licensee's first time preparing and teaching the section is required. During each 3-year period, a maximum of 30 hours for preparing and presenting courses is allowable.~~

~~During each rolling 3-year period, a maximum of 30 hours for preparing and making presentations is allowable.~~

The definition of presentations made in a classroom setting includes teaching courses at an accredited college or university. College and university instructors, at accredited institutions, may count first time preparation and presentation of a course for CPE. CPE is only permitted the first time the course is prepared and offered by the instructor. One semester-hour of credit constitutes 15 hours of CPE; one quarter-hour of credit constitutes 10 hours of CPE. A copy of the syllabus and a statement certifying it was the licensee's first time preparing and teaching the section is required. Documentation needs to include a letter from the Department Head or Chair confirming that information.

During each rolling 3-year period, a maximum of 30 hours for preparing and making presentations is allowable.

During each 3-year period, a maximum of 30 hours for preparing and making presentations or teaching courses is allowable.

- **Published articles, books, or CPE programs.** Licensees may receive CPE credit for their research and writing time to the extent it maintains or improves their professional competence. Topics must be relevant to the development of CPAs performing professional services or improve their professional competence. Materials must be formally reviewed by an authoritative independent party and must be published in a book, magazine or similar publication. CPE can be claimed upon publication. Revisions of published materials are not eligible for additional CPE.

Self-study guides and training materials that are produced for a training library and written by a licensee may be counted as CPE. The curriculum must contribute to the accounting profession in providing services to the public or to or on behalf of an employer. As a rule, training materials written and presented by a licensee will be considered for CPE under the presentation guidelines and cannot be claimed under

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this provision. An independent party, who is a subject matter expert, must formally review all written materials.

During each rolling 3-year period, a maximum of 30 hours CPE is permitted for published materials. CPAs must document the actual time spent.

- ***CPE credit for certifications/exams/licensures. VBOA has approved CPE hours for studying and passing certain exams and professional certifications or licenses. CPE is awarded based on the length of the exam with five CPE awarded for each hour of the exam. For example, a one-hour exam would constitute five hours of CPE. As a general rule, licensees cannot earn additional CPE for passing c***
ertifications/exams/licensures if they were awarded CPE by the sponsor of an exam preparation course.

During each rolling 3-year period, a maximum of 640 hours for preparing and making presentations/certifications/exams/licensures is allowable.

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CPE reporting period

The VBOA uses a rolling three calendar-year period to determine CPE compliance. This period includes the three calendar years prior to the current calendar year. For example, if asked by the VBOA to produce evidence of CPE compliance, submit such evidence for the three calendar years prior to the current calendar year.

CPE compliance reviews

On a monthly basis, the VBOA randomly selects people who hold a Virginia license for CPE compliance. The VBOA will notify licensees selected for a CPE compliance review. If selected, a person will be required to submit acceptable CPE documentation to verify compliance through a means determined by the VBOA. As a function of this CPE review process, a person may be required to provide additional documentation as requested by the VBOA to support compliance.

In addition to the random selection process, people who hold a Virginia license will also be selected for a CPE compliance review as a component of any open investigation or enforcement case or in situations where the VBOA believes that a CPE compliance review is warranted.

CPE documentation requirements

Required documentation can generally be satisfied by providing:

- Certificates of completion ~~or some other form of documentation~~ from the CPE sponsor ~~(s)~~ including the sponsor ~~(s)~~' name, participant's name, course/content name, date taken and hours of CPE earned.
- Official transcript of the college or university for earning course credit at an accredited college or university.
- Official syllabus/agenda and signed statement indicating the length of the presentation when making a presentation.

- [A statement certifying it was the licensee's first time preparing and teaching the section is required and a letter from the Department Head or Chair confirming that information.](#)
- [A statement from the writer supporting the number of CPE hours claimed. The name and contact information of the independent reviewer\(s\) or publisher. A copy of the published article, book or written material \(or proof of publication\), or in the case of a CPE program, the final course documentation. Copies of materials must list the name of the licensee as author or contributor.](#)
- ~~Copy of published article, book or written material (or proof of publication) when producing written material relevant to CPAs who provide services to the public or to or on behalf of an employer.~~

The VBOA has restrictions on the types of documentation it regards as acceptable. The VBOA will not accept receipts, registration confirmations, canceled checks, outlines, PowerPoint presentations or sign-in sheets, etc., as valid CPE documentation.

Retention requirements for CPE documentation

People who hold a Virginia license must retain CPE documentation for the four calendar years preceding the current calendar year.

CPE violations

As the result of a CPE compliance review, the VBOA may find that a person who holds a Virginia license has violated the CPE requirements during the reporting period. In such cases, enforcement action may be taken and the person will generally be offered a Consent Order and be subject to disciplinary action.

A person who holds a Virginia license may also determine on their own, outside of a CPE compliance review, that they are deficient in CPE for a specific reporting period. The person should notify the VBOA immediately when it is determined that a CPE deficiency has occurred.

In accordance with VBOA regulations, depending on the facts and circumstances, the VBOA may waive all or part of the CPE requirement for one or more calendar years or grant additional time for complying with the CPE requirement, provided that the waiver or deferral is in the public interest. However, requests for a waiver or a deferral must generally be received in advance of the deadline for CPE completion. It is the policy of the VBOA that such waivers or deferrals generally be considered only in situations resulting from extreme medical hardship or active military deployment.

Requests for a waiver or deferral made under this section will be considered on a case-by-case basis. Such approvals are rare.

This VBOA policy was reviewed [and approved](#) on ~~June 23, 2020~~ [January 11, 2022](#).

[Changes related to maximum hours for published materials will be effective July 1, 2022.](#)

APPROVAL AND REVIEW:

SUPPRESSION:

This VBOA policy replaces Board Policy #4 that was approved on ~~September 19, 2019~~June 23, 2020.

**VBOA CHAIR AT
LAST REVIEW:**

~~Laurie A. Warwick, CPA, Chair~~ ~~D. Brian Carson, CPA, CGMA, Chair~~

**VBOA MEMBERS AT
LAST REVIEW:**

~~Laurie A. Warwick, CPA~~ Wendy P. Lewis, CPA, Vice Chair
~~Matthew P. Boshert~~ Jay Bernas
W. Barclay Bradshaw, CPA
William R. Brown, CPA
D. Brian Carson, CPA, CGMA
Nadia A. Rogers, CPA
~~Stephanie S. Saunders, CPA~~

EXECUTIVE DIRECTOR:

Nancy J. Glynn, CPA

VBOA Policy #4

Continuing Professional Education Guidelines for CPAs

TITLE:**EFFECTIVE DATE:**

July 1, 2022

AUTHORITY:

Code of Virginia §§ 54.1-4409.2 and 54.1-4413.2 and VBOA regulations 18VAC5-22-90 and 18VAC5-22-140

POLICY STATEMENT:

Specific CPE requirements of the Virginia Board of Accountancy (VBOA) are listed in the authority sections named above. This policy details the CPE guidelines approved by the VBOA.

General guidelines

Persons who hold a Virginia license must obtain 120 hours of CPE during a rolling three-calendar-year reporting period. For each calendar year within the reporting period, the person must obtain a minimum of 20 hours of CPE that must include a VBOA-approved ethics course of at least 2 hours. If the person releases or authorizes the release of reports on attest services, compilation services, or financial statement preparation services during the calendar year, the person must obtain a minimum of 8 hours of CPE related to those services in that same calendar year, which are included as part of the annual minimum and reporting period minimum.

CPE requirements for persons who have been newly issued a Virginia license can be found in VBOA regulation 18VAC5-22-90(B). CPE requirements for a person wishing to reinstate a Virginia license or wishing to transition the status of their Virginia license from Inactive back to Active can be found in VBOA regulation 18VAC5-22-90(C).

The VBOA recognizes that 50 minutes of CPE participation equals one hour of CPE. Conversion of semester hours or quarter hours from an accredited college or university into hours of CPE can be found in VBOA regulations. CPE requirements may be adjusted depending upon when a person who holds a Virginia license begins or ceases to provide services to the public or to or on behalf of an employer in accordance with VBOA regulation 18VAC5-22-90. Specific questions may be addressed by contacting the VBOA. All persons who hold a Virginia license have until January 31 to complete the previous calendar year's CPE requirements.

VBOA-approved ethics course (beginning with the 2021 course)

The VBOA requires that all people who hold a Virginia license complete on an annual basis a VBOA-approved ethics course of at least 2 hours, which includes the VBOA Segment as defined in VBOA Policy #2, unless the person has been granted the Inactive status for their Virginia license or the VBOA has granted a waiver of this requirement.

The VBOA-approved ethics course of at least 2 hours is a separate and distinct annual requirement from the one-time American Institute of Certified Public Accountants ethics course needed for initial licensure.

People who hold a Virginia license must complete the VBOA-approved course, which includes the VBOA Segment no later than January 31 of each year to meet the previous calendar-year requirement. No sponsor may provide the annual ethics course later than January 31 for the previous calendar year.

The VBOA-approved ethics course must include the specific VBOA Segment. Licensees must complete a VBOA-approved ethics course annually.

It is the responsibility of a person who holds a Virginia license to ensure that sponsors providing the VBOA-approved ethics course are listed on the VBOA's website as an approved sponsor of this course. A person who holds a Virginia license will not be deemed to have met the annual ethics requirement if they complete an ethics course from a non-approved sponsor.

People who hold a Virginia license must also ensure that sponsors provide a certificate of completion or some other form of documentation that includes the sponsor's name, participant's name, course/content name, date taken and hours of CPE earned.

If the person also holds the license of another state and Virginia is not his principal place of business, the ethics course taken to comply with this subsection either shall conform to the requirements prescribed by the VBOA or shall be an ethics course acceptable to the board of accountancy of another state in which the person holds a license.

Qualifying CPE other than the VBOA-approved ethics course

It is the intent of the VBOA that all CPE (1) meet the requirements of VBOA regulations 18VAC5-22-90 and 18VAC5-22-140; (2) provide course content pertinent to the profession; and (3) assist the person who holds a Virginia license in becoming a better accounting professional. The VBOA accepts CPE obtained through a variety of forums, as long as the person who holds a Virginia license is able to provide the required CPE documentation that demonstrate the learning objectives were met.

A variety of continuing professional education is acceptable, as specified in VBOA regulations.

Accepted professional education credits

The VBOA has approved, in addition to continuing professional education (CPE) credits, they will accept Continuing Education (CE), Continuing Education Units (CEU), Continuing Legal Education (CLE), Quality Assurance Service (QAS) and semester and quarter-hour credits as CPE credits.

The VBOA will determine on a case-by-case basis the acceptability of other forums for CPE not otherwise specified in regulation. Restrictions on specific forums for CPE are found in VBOA regulations. Acceptance of hours of CPE is at the discretion of the VBOA.

With the exception of the VBOA-approved ethics course, the VBOA does not currently require people who hold a Virginia license to obtain CPE from specific or approved sponsors.

Subject Matter Experts

Acceptable CPE must be instructed, developed or peer reviewed by subject matter experts. These are individuals or teams having expertise in the subject matter. Expertise may be demonstrated through practical experience or education, or both.

Acceptable CPE

- **Attending a seminar or educational conference.** Instructors must have up-to-date knowledge of the subject matter and use appropriate teaching materials.
- **Earning course credit at an accredited college or university.** One semester-hour of credit for completion of courses at an accredited college or university constitutes 15 hours of CPE and one quarter-hour of credit constitutes 10 hours of CPE.
- **Completing a course through nano-learning or incremental CPE.** Nano-learning is known as learning and absorbing information in smaller increments of time. The VBOA accepts nano-learning CPE. Nano-learning are tutorial programs designed to permit a participant to learn a given subject in a no less than 10-minute time frame through the use of electronic media (including technology applications and processes and computer-based or web-based technology) and without interaction with a real-time instructor. The learning activities must be reviewed and approved by subject matter experts. Nano-learning certificates are required and no less than 10 minutes is accepted. A 10-minute nano-learning program certificate would reflect: **.2 CPE**
- **Completing a self-study course.** The learning activities must be reviewed and approved by subject matter experts and supported with documentation that meets VBOA requirements
- **Making a presentation.** The licensee may present at a professional seminar, educational conference or classroom setting, if up-to-date knowledge of the subject matter is demonstrated and appropriate teaching materials are used. Licensees may receive CPE credit for both preparation and presentation. The topic must be relevant to the development of being a CPA. The first time a program is presented, credit can be received for up to two times the number of contact hours. For example, if a program is presented for four contact hours, the instructor could receive up to 12 hours of credit (eight preparation and four contact hours). Repeat presentations will not be counted as additional CPE.

The definition of presentations made in a classroom setting includes teaching courses at an accredited college or university. College and university instructors, at

accredited institutions, may count first time preparation and presentation of a course for CPE. CPE is only permitted the first time the course is prepared and offered by the instructor. One semester-hour of credit constitutes 15 hours of CPE; one quarter-hour of credit constitutes 10 hours of CPE. A copy of the syllabus and a statement certifying it was the licensee's first time preparing and teaching the section is required. Documentation needs to include a letter from the Department Head or Chair confirming that information.

During each 3-year period, a maximum of 30 hours for preparing and making presentations or teaching courses is allowable.

- **Published articles, books, or CPE programs.** Licensees may receive CPE credit for their research and writing time to the extent it maintains or improves their professional competence. Topics must be relevant to the development of CPAs performing professional services or improve their professional competence. Materials must be formally reviewed by an authoritative independent party and must be published in a book, magazine or similar publication. CPE can be claimed upon publication. Revisions of published materials are not eligible for additional CPE.

Self-study guides and training materials that are produced for a training library and written by a licensee may be counted as CPE. The curriculum must contribute to the accounting profession in providing services to the public or to or on behalf of an employer. As a rule, training materials written and presented by a licensee will be considered for CPE under the presentation guidelines and cannot be claimed under this provision. An independent party, who is a subject matter expert, must formally review all written materials.

During each rolling 3-year period, a maximum of 30 hours CPE is permitted for published materials. CPAs must document the actual time spent.

- **CPE credit for certifications/exams/licensures.** VBOA has approved CPE hours for studying and passing certain exams and professional certifications or licenses. CPE is awarded based on the length of the exam with five CPE awarded for each hour of the exam. For example, a one-hour exam would constitute five hours of CPE. As a general rule, licensees cannot earn additional CPE for passing certifications/exams/licensures if they were awarded CPE by the sponsor of an exam preparation course.

During each rolling 3-year period, a maximum of 60 hours for certifications/exams/licensures is allowable.

CPE reporting period

The VBOA uses a rolling three calendar-year period to determine CPE compliance. This period includes the three calendar years prior to the current calendar year. For example, if asked by the VBOA to produce evidence of CPE compliance, submit such evidence for the three calendar years prior to the current calendar year.

CPE compliance reviews

On a monthly basis, the VBOA randomly selects people who hold a Virginia license for CPE compliance. The VBOA will notify licensees selected for a CPE compliance review. If selected, a person will be required to submit acceptable CPE documentation to verify compliance through a means determined by the VBOA. As a function of this CPE review process, a person may be required to provide additional documentation as requested by the VBOA to support compliance.

In addition to the random selection process, people who hold a Virginia license will also be selected for a CPE compliance review as a component of any open investigation or enforcement case or in situations where the VBOA believes that a CPE compliance review is warranted.

CPE documentation requirements

Required documentation can generally be satisfied by providing:

- Certificates of completion from the CPE sponsor including the sponsor' name, participant's name, course/content name, date taken and hours of CPE earned.
- Official transcript of the college or university for earning course credit at an accredited college or university.
- Official syllabus/agenda and signed statement indicating the length of the presentation when making a presentation.
- A statement certifying it was the licensee's first time preparing and teaching the section is required and a letter from the Department Head or Chair confirming that information.
- A statement from the writer supporting the number of CPE hours claimed. The name and contact information of the independent reviewer(s) or publisher. A copy of the published article, book or written material (or proof of publication), or in the case of a CPE program, the final course documentation. Copies of materials must list the name of the licensee as author or contributor.

The VBOA has restrictions on the types of documentation it regards as acceptable. The VBOA will not accept receipts, registration confirmations, canceled checks, outlines, PowerPoint presentations or sign-in sheets, etc., as valid CPE documentation.

Retention requirements for CPE documentation

People who hold a Virginia license must retain CPE documentation for the four calendar years preceding the current calendar year.

CPE violations

As the result of a CPE compliance review, the VBOA may find that a person who holds a Virginia license has violated the CPE requirements during the reporting period. In such

cases, enforcement action may be taken and the person will generally be offered a Consent Order and be subject to disciplinary action.

A person who holds a Virginia license may also determine on their own, outside of a CPE compliance review, that they are deficient in CPE for a specific reporting period. The person should notify the VBOA immediately when it is determined that a CPE deficiency has occurred.

In accordance with VBOA regulations, depending on the facts and circumstances, the VBOA may waive all or part of the CPE requirement for one or more calendar years or grant additional time for complying with the CPE requirement, provided that the waiver or deferral is in the public interest. However, requests for a waiver or a deferral must generally be received in advance of the deadline for CPE completion. It is the policy of the VBOA that such waivers or deferrals generally be considered only in situations resulting from extreme medical hardship or active military deployment.

Requests for a waiver or deferral made under this section will be considered on a case-by-case basis. Such approvals are rare.

APPROVAL AND REVIEW:

This VBOA policy was reviewed and approved on January 11, 2022.

Changes related to maximum hours for published materials will be effective July 1, 2022.

SUPPRESSION:

This VBOA policy replaces Board Policy #4 that was approved on June 23, 2020.

**VBOA CHAIR AT
LAST REVIEW:**

Laurie A. Warwick, CPA, Chair

**VBOA MEMBERS AT
LAST REVIEW:**

Wendy P. Lewis, CPA, Vice Chair
Jay Bernas
W. Barclay Bradshaw, CPA
William R. Brown, CPA
D. Brian Carson, CPA, CGMA
Nadia A. Rogers, CPA

EXECUTIVE DIRECTOR:

Nancy J. Glynn, CPA



VIRGINIA BOARD OF ACCOUNTANCY BYLAWS FEBRUARY 2020

Article I – Members

The appointment and limitations of service of the members shall be in accordance with Section 54.1-4402-54.1-4404 of the Code of Virginia.

Article II - Officers of the Board

Officers of the Board shall consist of Chair and Vice Chair. The terms of office of the Chair and Vice Chair shall be for 12 months or until succeeded. The term of each office shall begin July 1 of each year. No officer shall be eligible to serve more than two consecutive terms in the same office unless serving an unexpired term.

- A. Chair: The Chair shall preserve order and preside at all meetings according to parliamentary rules, the Virginia Administrative Process Act, and the Virginia Freedom of Information Act. The Chair shall sign his or her name as Chair to the certificates authorized to be signed by the Chair.
- B. Vice Chair: The Vice Chair shall act as Chair in the absence of the Chair.
- C. Order of succession: In the event of a vacancy in the office of Chair, the Vice Chair shall assume the office of Chair for the remainder of the term. In the event of a vacancy in the office of Vice Chair, a special election will be held.

Article III - Election of Officers

The Board shall elect officers for a term of one year. The term of each office shall begin July 1 of each year.

Board members may nominate fellow Board members for Chair and Vice Chair at the first scheduled Board meeting following April 1 of each year. The election of officers shall occur at this meeting. The elected officers shall assume their duties July 1 of each year.

- A. Officers shall be elected at a meeting of the Board with a quorum present.
- B. Voting shall be by voice vote, roll call or show of hands. A simple majority shall prevail with the current Chair casting a vote only to break a tie.
- C. The election shall occur in the following order: Chair, Vice-Chair.

Article IV – Committees

- A. The Board may establish committees as deemed necessary to assist the Board in its work.



- B. The Board shall approve the members of the committees. The Board may appoint members to a committee who are not members of the Board when it serves the purpose of the committee.
- C. The work of committees shall be outlined in policy and be advisory to the board unless otherwise specified.

Amendments to Bylaws

Amendments to these bylaws may be proposed by presenting the amendments in writing to all Board members seven calendar days prior to any scheduled Board meeting.