

Title 4 WAC

ACCOUNTANCY, BOARD OF

Chapters
4-25

General provisions.

**DISPOSITION OF CHAPTERS FORMERLY
CODIFIED IN THIS TITLE**

**Chapter 4-04
GENERAL PROVISIONS**

- 4-04-010 Construction of "date of passage of the act." [Regulation 04.010, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-020 Use of titles relating to accountancy. [Regulation 04.020, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-030 Annual notice to renew an annual permit. [Regulation 04.030, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-040 Registration limited to individuals and partnerships—Assumed name prohibited. [Regulation 04.040, effective 2/5/60.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
- 4-04-050 Temporary practice by out-of-state accountants. [Regulation 04.110, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-060 Resident manager of public accounting office. [Regulation 04.130, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-070 Professional service corporations—Notification requirements. [Order PL-116, § 4-04-070, filed 12/14/71.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-080 Professional service corporations designation. [Order PL-116, § 4-04-080, filed 12/14/71.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
- 4-04-170 Educational and experience requirements. [Order 234, § 4-04-170, filed 12/17/75; Order, § 4-04-170, filed 7/15/69.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
- 4-04-180 Reexamination requirements. [Order PL-188, § 4-04-180, filed 5/8/75; Order, § 4-04-180, filed 7/15/69.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-190 Time of examination. [Statutory Authority: RCW 18.04.070. 80-05-033 (Order PL-341), § 4-04-190, filed 4/15/80; Order, § 4-04-190, filed 7/15/69.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-200 Fees for CPA examination. [Order PL-230, § 4-04-200, filed 11/17/75.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-210 Fees for permit to practice accounting. [Statutory Authority: RCW 18.04.070. 79-06-024 (Order PL 303), § 4-04-210, filed 5/15/79; Order PL-230, § 4-04-210, filed 11/17/75.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-220 Fee for registration as CPA partnership or PS. [Order PL-230, § 4-04-220, filed 11/17/75.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-230 Annual license fee for CPA partnership or PS. [Order PL-230, § 4-04-230, filed 11/17/75.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.

- 4-04-240 Annual fee for LPA license. [Order PL-230, § 4-04-240, filed 11/17/75.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
- 4-04-250 Fee for registration of LPA partnership or PS. [Order PL-230, § 4-04-250, filed 11/17/75.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-260 Annual license fee for LPA partnership or PS. [Order PL-230, § 4-04-260, filed 11/17/75.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-270 Annual fee for PA license. [Order PL-230, § 4-04-270, filed 11/17/75.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
- 4-04-280 Fee for registration of PA partnership or PS. [Order PL-230, § 4-04-280, filed 11/17/75.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-290 Annual license fee for public accountant partnerships or PS. [Order PL-230, § 4-04-290, filed 11/17/75.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-300 Educational requirements. [Statutory Authority: RCW 18.04.070. 80-02-140 (Order PL-320), § 4-04-300, filed 2/4/80.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-04-310 License requirements for public accounting partnerships or professional service corporations. [Statutory Authority: RCW 18.04.070. 80-02-140 (Order PL-320), § 4-04-310, filed 2/4/80.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.

**Chapter 4-08
PRACTICE AND PROCEDURE**

- 4-08-010 Appearance and practice before agency—Who may appear. [Regulation 08.010, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-030 Appearance and practice before agency—Solicitation of business unethical. [Regulation 08.030, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-040 Appearance and practice before agency—Standards of ethical conduct. [Regulation 08.040, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-050 Appearance and practice before agency—Appearance by former employee of board or former member of attorney general's staff. [Regulation 08.050, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-060 Appearance and practice before agency—Former employee as expert witness. [Regulation 08.060, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-070 Computation of time. [Regulation 08.070, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-080 Notice and opportunity for hearing in contested cases. [Regulation 08.080, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-090 Service of process—By whom served. [Regulation 08.090, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-100 Service of process—Upon whom served. [Regulation 08.100, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-110 Service of process—Service upon parties. [Regulation 08.110, effective 2/5/60.] Repealed by 88-22-056

	(Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.		Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-120	Service of process—Method of service. [Regulation 08.120, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-320	Depositions and interrogatories in contested cases—Fees of officers and deponents. [Regulation 08.320, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-130	Service of process—When service complete. [Regulation 08.130, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-330	Depositions upon interrogatories—Submission of interrogatories. [Regulation 08.330, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-140	Service of process—Filing with agency. [Regulation 08.140, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-340	Depositions upon interrogatories—Interrogation. [Regulation 08.340, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-150	Subpoenas, where provided by law—Form. [Regulation 08.150, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-350	Depositions upon interrogatories—Attestation and return. [Regulation 08.350, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-160	Subpoenas, where provided by law—Issuance to parties. [Regulation 08.160, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-360	Depositions upon interrogatories—Provisions of the deposition rule. [Regulation 08.360, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-170	Subpoenas, where provided by law—Service. [Regulation 08.170, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-370	Official notice—Matters of law. [Regulation 08.370, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-180	Subpoenas, where provided by law—Fees. [Regulation 08.180, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-380	Material facts. [Regulation 08.380, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-190	Subpoenas, where provided by law—Proof of service. [Regulation 08.190, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-390	Presumptions. [Regulation 08.390, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-200	Subpoenas, where provided by law—Quashing. [Regulation 08.200, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-400	Stipulations and admissions of record. [Regulation 08.400, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-210	Subpoenas, where provided by law—Enforcement. [Regulation 08.210, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-410	Form and content of decisions in contested cases. [Regulation 08.410, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-220	Subpoenas, where provided by law—Geographical scope. [Regulation 08.220, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-420	Definition of issues before hearing. [Regulation 08.420, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-230	Depositions and interrogatories in contested cases—Right to take. [Regulation 08.230, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-430	Prehearing conferences—Authorized. [Regulation 08.430, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-240	Depositions and interrogatories in contested cases—Scope. [Regulation 08.240, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-440	Prehearing conferences—Record of conference action. [Regulation 08.440, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-250	Depositions and interrogatories in contested cases—Officer before whom taken. [Regulation 08.250, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-450	Submission of documentary evidence in advance. [Regulation 08.450, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-260	Depositions and interrogatories in contested cases—Authorization. [Regulation 08.260, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-460	Excerpts from documentary evidence. [Regulation 08.460, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-270	Depositions and interrogatories in contested cases—Protection of parties and deponents. [Regulation 08.270, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-470	Expert or opinion testimony and testimony based on economic and statistical data—Number and qualifications of witnesses. [Regulation 08.470, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-280	Depositions and interrogatories in contested cases—Oral examination and cross-examination. [Regulation 08.280, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-480	Expert or opinion testimony and testimony based on economic and statistical data—Written sworn statements. [Regulation 08.480, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-290	Depositions and interrogatories in contested cases—Recordation. [Regulation 08.290, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-490	Expert or opinion testimony and testimony based on economic and statistical data—Supporting data. [Regulation 08.490, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-300	Depositions and interrogatories in contested cases—Signing attestation and return. [Regulation 08.300, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.	4-08-500	Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 4-08-470 or 4-08-480. [Regulation 08.500, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
4-08-310	Depositions and interrogatories in contested cases—Use and effect. [Regulation 08.310, effective 2/5/60.]		

- 4-08-510 Continuances. [Regulation 08.510, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-520 Rules of evidence—Admissibility criteria. [Regulation 08.520, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-530 Tentative admission—Exclusion—Discontinuing cumulative evidence—Objections. [Regulation 08.530, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-540 Petitions for rule making, amendment or repeal—Who may petition. [Regulation 08.540, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-550 Petitions for rule making, amendment or repeal—Requisites. [Regulation 08.550, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-560 Petitions for rule making, amendment or repeal—Agency must consider. [Regulation 08.560, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-570 Petitions for rule making, amendment or repeal—Notice of disposition. [Regulation 08.570, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-580 Declaratory rulings. [Regulation 08.580, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- 4-08-590 Forms. [Regulation 08.590, effective 2/5/60.] Repealed by 88-22-056 (Order ACB-158), filed 11/1/88. Statutory Authority: RCW 18.04.055.
- Chapter 4-12**
QUALIFICATIONS AND EXAMINATION OF CANDIDATES
FOR CERTIFIED PUBLIC ACCOUNTANT
- 4-12-010 Examinations, times and places. [Regulation 04.050, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-020 Applications for examinations. [Statutory Authority: RCW 18.04.070. 79-06-024 (Order PL 303), § 4-12-020, filed 5/15/79; Order PL-116, § 4-12-020, filed 12/14/71; Regulation 04.060, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-030 Examination specified in RCW 18.04.120(5) means examination by the board. [Regulation 04.070, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-040 Construction of RCW 18.04.120 (6)(b) as to graduation from established resident school of business or accounting. [Regulation 04.140, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-050 Construction of RCW 18.04.120 (6)(c) as to equivalent education. [Regulation 04.080, effective 2/5/60.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
- 4-12-060 Construction of RCW 18.04.120 as to graduate of college or university. [Regulation 04.100, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-070 Construction of RCW 18.04.170 as to college enrollment. [Regulation 04.120, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-080 Credit for parts of examination passed. [Regulation 04.150, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-090 Giving or receiving aid at examination. [Regulation 04.090, effective 2/5/60.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-100 Minimum accounting experience. [Order 9, § 4-12-100, filed 8/23/68, effective 9/1/69.] Amended by Order, filed 7/15/69 as § 4-12-160. See WAC 4-12-160.
- 4-12-110 Equivalent examination. [Statutory Authority: RCW 18.04.070. 80-02-140 (Order PL-320), § 4-12-110, filed 2/4/80.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-160 Minimum accounting experience. [Order, § 4-12-160, filed 7/15/69. Formerly: Order 9, § 4-12-100, filed 8/23/68, effective 9/1/69.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
- 4-12-170 Applicants for initial permits to practice public accounting. [Statutory Authority: RCW 18.04.070. 79-06-024 (Order PL 303), § 4-12-170, filed 5/15/79.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-180 Renewal of permits to practice public accounting. [Statutory Authority: RCW 18.04.070. 79-06-024 (Order PL 303), § 4-12-180, filed 5/15/79.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-12-190 Applicants for permits to practice public accounting from other status. [Statutory Authority: RCW 18.04.070. 79-06-024 (Order PL 303), § 4-12-190, filed 5/15/79.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- Chapter 4-16**
RULES OF PROFESSIONAL CONDUCT OF
CERTIFIED PUBLIC ACCOUNTANTS,
LICENSED PUBLIC ACCOUNTANTS
AND PUBLIC ACCOUNTANTS
- 4-16-010 Preamble. [Rule 04.500, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-015 Integrity and dignity in the profession. [Rule 04.501, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-020 Conformance to laws, rules, and regulations. [Rule 04.502, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-025 Independence. [Rule 04.503, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-030 Confidential relationship. [Rule 04.504, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-035 Contingent fee. [Rule 04.505, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-050 Expressing opinions. [Rule 04.601, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-055 Use of name with estimate of earnings. [Rule 04.602, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-070 Advertising. [Rule 04.701, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-075 Solicitation. [Rule 04.702, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-080 Competitive bidding. [Rule 04.703, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-085 Fee splitting and commissions. [Rule 04.704, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-100 Use of name by others. [Rule 04.801, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-105 Employees' services. [Rule 04.802, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-110 Incompatible occupation. [Rule 04.803, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-115 Simultaneous practice of other occupations. [Rule 04.804, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-125 Encroachment. [Rule 04.901, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-130 Engagements referred by another. [Rule 04.902, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-135 Offers to another's employees. [Rule 04.903, filed 5/22/62.] Repealed by Order PL 174, filed 9/24/74.
- 4-16-200 Definitions. [Order PL 174, § 4-16-200, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-205 Applicability of rules. [Order PL 174, § 4-16-205, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-210 Independence—Rule 101. [Order PL 174, § 4-16-210, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-215 Integrity and objectivity—Rule 102. [Order PL 174, § 4-16-215, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-220 Competence—Rule 201. [Order PL 174, § 4-16-220, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-225 Auditing standards—Rule 202. [Order PL 174, § 4-16-225, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.

- 4-16-230 Accounting principles—Rule 203. [Order PL 174, § 4-16-230, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-235 Forecasts—Rule 204. [Order PL 174, § 4-16-235, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-240 Confidential client information—Rule 301. [Order PL 174, § 4-16-240, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-245 Contingent fees—Rule 302. [Order PL 174, § 4-16-245, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-250 Encroachment—Rule 401. [Order PL 174, § 4-16-250, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-255 Offers of employment—Rule 402. [Order PL 174, § 4-16-255, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-260 Acts discreditable—Rule 501. [Order PL 174, § 4-16-260, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-265 Solicitation and advertising—Rule 502. [Order PL 174, § 4-16-265, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-270 Commissions—Rule 503. [Order PL 174, § 4-16-270, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-275 Incompatible occupations—Rule 504. [Order PL 174, § 4-16-275, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-280 Form or practice and name—Rule 505. [Order PL 174, § 4-16-280, filed 9/24/74.] Repealed by Order PL-280, filed 12/29/77.
- 4-16-300 Preamble. [Order PL-280, § 4-16-300, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-310 Definitions. [Order PL-280, § 4-16-310, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-320 Rule 101—Independence. [Order PL-280, § 4-16-320, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-325 Rule 102—Integrity and objectivity. [Order PL-280, § 4-16-325, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-330 Rule 103—Commissions. [Order PL-280, § 4-16-330, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-335 Rule 104—Contingent fees. [Order PL-280, § 4-16-335, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-340 Rule 105—Incompatible occupations. [Order PL-280, § 4-16-340, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-345 Rule 201—Competence. [Order PL-280, § 4-16-345, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-350 Rule 202—Auditing standards. [Order PL-280, § 4-16-350, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-355 Rule 203—Accounting principles. [Order PL-280, § 4-16-355, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-360 Rule 204—Forecasts. [Order PL-280, § 4-16-360, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-370 Rule 301—Confidential client information. [Order PL-280, § 4-16-370, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-375 Rule 302—Records. [Order PL-280, § 4-16-375, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-380 Rule 401—Discreditable acts. [Order PL-280, § 4-16-380, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-385 Rule 402—Acting through others. [Order PL-280, § 4-16-385, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-390 Rule 403—Advertising. [Order PL-280, § 4-16-390, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-395 Rule 404—Solicitation. [Order PL-280, § 4-16-395, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-400 Rule 405—Form of practice. [Order PL-280, § 4-16-400, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-405 Rule 406—Firm names. [Order PL-280, § 4-16-405, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-16-410 Rule 407—Communications. [Order PL-280, § 4-16-410, filed 12/29/77.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.

Chapter 4-20

ACCOUNTANCY CONTINUING EDUCATION RULES

- 4-20-010 Citation of rules and purpose. [Order PL-148, § 4-20-010, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-20-020 Basic requirements—Amount. [Statutory Authority: RCW 18.04.070, 83-09-049 (Order PL 432), § 4-20-020, filed 4/20/83; 79-06-024 (Order PL 303), § 4-20-020, filed 5/15/79; Order PL-148, § 4-20-020, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-20-030 Basic requirements—Effective date of requirement. [Statutory Authority: RCW 18.04.070, 79-06-024 (Order PL 303), § 4-20-030, filed 5/15/79; Order 233, § 4-20-030, filed 12/17/75; Order PL-148, § 4-20-030, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-20-040 Basic requirements—Exceptions. [Order PL-148, § 4-20-040, filed 9/25/73.] Repealed by Order PL-175, filed 9/24/74. Later promulgation, see WAC 4-20-045.
- 4-20-045 Basic requirements—Exceptions. [Statutory Authority: RCW 18.04.070, 79-06-024 (Order PL 303), § 4-20-045, filed 5/15/79; Order PL-175, § 4-20-045, filed 9/24/74. Formerly Order PL-148, WAC 4-20-040, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-20-100 Qualification of program—Primary consideration. [Order PL-148, § 4-20-100, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-20-110 Qualification of program—Basic requirements. [Order PL-148, § 4-20-110, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-20-120 Qualification of program—Approved by board. [Order PL-148, § 4-20-120, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-20-130 Qualification of program—Individual study. [Order PL-148, § 4-20-130, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-20-140 Instructor or discussion leader. [Statutory Authority: RCW 18.04.070, 80-05-033 (Order PL-341), § 4-20-140, filed 4/15/80; Order PL-175, § 4-20-140, filed 9/24/74; Order PL-148, § 4-20-140, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-20-150 Qualification of program—Published articles and books. [Statutory Authority: RCW 18.04.070 and 18.04.290(2), 82-14-052 (Order PL 401), § 4-20-150, filed 6/30/82; Order PL-148, § 4-20-150, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.

4-20-200 Controls and reporting—Statement of completion. [Order PL-148, § 4-20-200, filed 9/25/73.] Repealed by 91-01-057, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.

Chapter 4-24

PUBLIC RECORDS—DISCLOSURE

- 4-24-010 Purpose. [Order 257, § 4-24-010, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-020 Definitions. [Order 257, § 4-24-020, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-021 Definitions. [Statutory Authority: RCW 18.04.070. 83-22-033 (Order ACB 106), § 4-24-021, filed 10/26/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-030 Description of central and field organization of the board. [Order 257, § 4-24-030, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-040 Operations and procedures. [Order 257, § 4-24-040, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-041 Operations and procedures. [Statutory Authority: RCW 18.04.070. 83-22-033 (Order ACB 106), § 4-24-041, filed 10/26/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-050 Public records available. [Order 257, § 4-24-050, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-060 Public records officer. [Order 257, § 4-24-060, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-070 Office hours. [Order 257, § 4-24-070, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-080 Requests for public records. [Order 257, § 4-24-080, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-090 Copying. [Order 257, § 4-24-090, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-100 Exemptions. [Order 257, § 4-24-100, filed 11/16/76.] Repealed by 91-01-055, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-24-101 Exemptions. [Statutory Authority: RCW 18.04.070. 83-22-033 (Order ACB 106), § 4-24-101, filed 10/26/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-110 Review of denials of public requests. [Order 257, § 4-24-110, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-120 Protection of public records. [Order 257, § 4-24-120, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-130 Index of public records available. [Order 257, § 4-24-130, filed 11/16/76.] Repealed by 91-01-055, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.055.
- 4-24-131 Index of public records available. [Statutory Authority: RCW 18.04.055. 91-01-055, § 4-24-131, filed 12/13/90, effective 1/13/91. Statutory Authority: RCW 18.04.070. 83-22-033 (Order ACB 106), § 4-24-131, filed 10/26/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-140 Address where requests to be directed. [Order 257, § 4-24-140, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-24-150 Adoption of form—Appendix A. [Order 257, § 4-24-150, filed 11/16/76.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.

**Chapter 4-25 WAC
GENERAL PROVISIONS**

WAC

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- 4-25-400 What is the authority for and the purpose of the board's rules?
- 4-25-410 Definitions.

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- 4-25-520 What public records does the board maintain?
- 4-25-521 Description of central and field organization of the board.
- 4-25-530 Fees.
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- 4-25-721 CPA examination—Cheating policy.
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- 4-25-746 How do I apply for a Washington state CPA license and/or certificate if I hold a valid CPA certificate, license or permit in another state?
- 4-25-750 What are the CPA firm licensing requirements?
- 4-25-755 Temporary permits.
- 4-25-781 What are the rules governing reciprocity for accountants from foreign countries?
- 4-25-782 How do I apply for an initial Washington state license and/or certificate through foreign reciprocity?
- 4-25-783 How do I renew a Washington CPA certificate and/or license granted through foreign reciprocity?
- 4-25-790 How do I renew my CPA license and/or certificate?
- 4-25-791 If I hold a certificate under the reasonable cause exemption to the CPE requirements, how do I apply to return to my previous status as a licensee or a certificate holder?
- 4-25-792 How do I apply for reinstatement of a lapsed CPA license and/or certificate?
- 4-25-795 How do I apply for reinstatement of a revoked or suspended CPA license and/or certificate?

CONTINUING COMPETENCY

- 4-25-820 Quality assurance review (QAR) program.
- 4-25-830 What are the CPE requirements?
- 4-25-831 What are the program standards for CPE?
- 4-25-832 How do I report my CPE to the board?
- 4-25-833 What documentation must I retain to support my eligibility for CPE credits?

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- 4-25-910 What are the bases for the board to impose discipline?

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER			
		4-25-180	Permits to practice—Individual. [Statutory Authority: RCW 18.04.070. 83-22-032 (Order ACB 105), § 4-25-180, filed 10/26/83.] Repealed by 89-03-062 (Order ACB-165), filed 1/17/89.
4-25-010	Preamble. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-010, filed 10/10/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.	4-25-181	Experience. [Statutory Authority: RCW 18.04.070. 83-22-032 (Order ACB 105), § 4-25-181, filed 10/26/83.] Repealed by 88-06-021 (Order ACB-146), filed 2/25/88. Statutory Authority: RCW 18.04.215 (1)(a).
4-25-020	Definitions. [Statutory Authority: RCW 18.04.055(11). 92-20-103, § 4-25-020, filed 10/6/92, effective 11/6/92. Statutory Authority: RCW 18.04.055. 84-06-021 (Order ACB 107), § 4-25-020, filed 2/29/84. Statutory Authority: RCW 18.04.070. 83-22-032 (Order ACB 105), § 4-25-020, filed 10/26/83.] Repealed by 94-23-079, filed 11/16/94, effective 12/17/94. Statutory Authority: RCW 18.04.055 (1) and (2).	4-25-182	Continuing professional education. [Statutory Authority: RCW 18.04.070. 83-22-032 (Order ACB 105), § 4-25-182, filed 10/26/83.] Repealed by 87-19-118 (Order ACB-136), filed 9/21/87. Statutory Authority: RCW 18.04.105 (9)-(11) and 18.04.215.
4-25-030	Unlawful acts. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-030, filed 10/10/83.] Repealed by 94-23-079, filed 11/16/94, effective 12/17/94. Statutory Authority: RCW 18.04.055 (1) and (2).	4-25-183	Program standards. [Statutory Authority: RCW 18.04.070. 83-22-032 (Order ACB 105), § 4-25-183, filed 10/26/83.] Repealed by 87-19-118 (Order ACB-136), filed 9/21/87. Statutory Authority: RCW 18.04.105 (9)-(11) and 18.04.215.
4-25-040	Board meetings, officers, fees. [Statutory Authority: RCW 18.04.055 (1) and (11). 92-20-104, § 4-25-040, filed 10/6/92, effective 11/6/92. Statutory Authority: RCW 18.04.055(9). 91-24-027, § 4-25-040, filed 11/26/91, effective 12/27/91. Statutory Authority: RCW 18.04.065. 89-19-004 (Order ACB-192), § 4-25-040, filed 9/7/89, effective 10/8/89; 89-03-062 (Order ACB-165), § 4-25-040, filed 1/17/89; 87-19-117 (Order ACB-135), § 4-25-040, filed 9/21/87. Statutory Authority: RCW 18.04.055. 85-24-026 (Order ACB 115), § 4-25-040, filed 11/26/85. Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-040, filed 10/10/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.	4-25-184	Reports. [Statutory Authority: RCW 18.04.070. 83-22-032 (Order ACB 105), § 4-25-184, filed 10/26/83.] Repealed by 87-19-118 (Order ACB-136), filed 9/21/87. Statutory Authority: RCW 18.04.105 (9)-(11) and 18.04.215.
4-25-060	Code of professional conduct. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-060, filed 10/10/83.] Repealed by 93-22-045, filed 10/28/93, effective 11/28/93. Statutory Authority: RCW 18.04.055.	4-25-185	Continuing professional education. [Statutory Authority: RCW 18.04.105 (9)-(11) and 18.04.215. 87-19-118 (Order ACB-136), § 4-25-185, filed 9/21/87.] Repealed by 94-02-070, filed 1/4/94, effective 2/4/94. Statutory Authority: RCW 18.04.055.
4-25-080	Commissions, referral fees, and contingent fees. [Statutory Authority: RCW 18.04.055. 93-22-044, § 4-25-080, filed 10/28/93, effective 11/28/93. Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-080, filed 10/10/83.] Repealed by 94-23-079, filed 11/16/94, effective 12/17/94. Statutory Authority: RCW 18.04.055 (1) and (2).	4-25-186	Program standards. [Statutory Authority: RCW 18.04.105 (9)-(11) and 18.04.215. 87-19-118 (Order ACB-136), § 4-25-186, filed 9/21/87.] Repealed by 94-02-070, filed 1/4/94, effective 2/4/94. Statutory Authority: RCW 18.04.055.
4-25-100	Competence and technical standards. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-100, filed 10/10/83.] Repealed by 93-22-045, filed 10/28/93, effective 11/28/93. Statutory Authority: RCW 18.04.055.	4-25-187	Reports. [Statutory Authority: RCW 18.04.105 (9)-(11) and 18.04.215. 87-19-118 (Order ACB-136), § 4-25-187, filed 9/21/87.] Repealed by 94-02-070, filed 1/4/94, effective 2/4/94. Statutory Authority: RCW 18.04.055.
4-25-120	Responsibilities to clients. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-120, filed 10/10/83.] Repealed by 93-22-045, filed 10/28/93, effective 11/28/93. Statutory Authority: RCW 18.04.055.	4-25-188	Program sponsor agreements. [Statutory Authority: RCW 18.04.105 (9)-(11) and 18.04.215. 87-19-118 (Order ACB-136), § 4-25-188, filed 9/21/87.] Repealed by 94-02-070, filed 1/4/94, effective 2/4/94. Statutory Authority: RCW 18.04.055.
4-25-130	Other responsibilities and practices. [Statutory Authority: RCW 18.04.070. 83-22-032 (Order ACB 105), § 4-25-130, filed 10/26/83.] Repealed by 93-22-074, filed 11/1/93, effective 12/2/93. Statutory Authority: RCW 18.04.055.	4-25-190	Experience. [Statutory Authority: RCW 18.04.055(9) and 18.04.215(a). 91-21-005, § 4-25-190, filed 10/3/91, effective 11/3/91. Statutory Authority: RCW 18.04.215 (1)(a). 88-06-021 (Order ACB-146), § 4-25-190, filed 2/25/88.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
4-25-140	CPA certificate—Education requirements. [Statutory Authority: RCW 18.04.055(9). 91-24-028, § 4-25-140, filed 11/26/91, effective 12/27/91. Statutory Authority: RCW 18.04.005(3) [18.04.055(3)]. 87-04-051 (Order ACB-126), § 4-25-140, filed 2/4/87. Statutory Authority: RCW 18.04.055. 85-11-013 (Order ACB 111), § 4-25-140, filed 5/8/85. Statutory Authority: RCW 18.04.070. 83-22-032 (Order ACB 105), § 4-25-140, filed 10/26/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.	4-25-191	Licenses to practice—Certificates—Individual. [Statutory Authority: RCW 18.04.215. 89-03-062 (Order ACB-165), § 4-25-191, filed 1/17/89.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
4-25-141	CPA exam—Application. [Statutory Authority: RCW 18.04.055 (1) and (11). 92-20-105, § 4-25-141, filed 10/6/92, effective 11/6/92. Statutory Authority: RCW 18.04.105. 87-15-072 (Order ACB 134), § 4-25-141, filed 7/17/87. Statutory Authority: RCW 18.04.070. 83-22-032 (Order ACB 105), § 4-25-141, filed 10/26/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.	4-25-220	Permits to practice—Firms. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-220, filed 10/10/83.] Repealed by 93-22-074, filed 11/1/93, effective 12/2/93. Statutory Authority: RCW 18.04.055.
4-25-142	CPA exam—Policy on cheating. [Statutory Authority: RCW 18.04.055(9). 88-05-015 (Order ACB-145), § 4-25-142, filed 2/11/88.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.	4-25-260	Temporary permits. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-260, filed 10/10/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
		4-25-270	Enforcement actions against licensees. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-270, filed 10/10/83.] Repealed by 94-23-079, filed 11/16/94, effective 12/17/94. Statutory Authority: RCW 18.04.055 (1) and (2).
		4-25-280	Quality assurance review program. [Statutory Authority: RCW 18.04.055(7). 87-03-040 (Order ACB-128), § 4-25-280, filed 1/16/87.] Repealed by 94-02-070, filed 1/4/94, effective 2/4/94. Statutory Authority: RCW 18.04.055.
		4-25-300	Enforcement procedures—Investigations. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-300, filed 10/10/83.] Repealed by 94-02-070, filed 1/4/94, effective 2/4/94. Statutory Authority: RCW 18.04.055.
		4-25-320	Enforcement procedures—Hearings by the board. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-320, filed 10/10/83.] Repealed by 94-02-070, filed 1/4/94, effective 2/4/94. Statutory Authority: RCW 18.04.055.

- 4-25-360 Reinstatement. [Statutory Authority: RCW 18.04.070. 83-21-030 (Order ACB 104), § 4-25-360, filed 10/10/83.] Repealed by 93-12-064, filed 5/27/93, effective 7/1/93. Statutory Authority: RCW 18.04.055.
- 4-25-511 Confidential information. [Statutory Authority: RCW 18.04.055. 93-12-076, § 4-25-511, filed 5/27/93, effective 7/1/93.] Repealed by 99-02-008, filed 12/24/98, effective 1/24/99. Statutory Authority: RCW 18.04.055.
- 4-25-522 Operations and procedures. [Statutory Authority: RCW 18.04.055(1). 94-02-068, § 4-25-522, filed 1/4/94, effective 2/4/94.] Repealed by 00-11-069, filed 5/15/00, effective 6/30/00. Statutory Authority: RCW 18.04.055.
- 4-25-625 Commissions and referral fees. [Statutory Authority: RCW 18.04.055. 94-23-069, § 4-25-625, filed 11/15/94, effective 12/16/94.] Repealed by 98-12-056, filed 5/29/98, effective 6/29/98. Statutory Authority: RCW 18.04.055(2).
- 4-25-627 Contingent fees. [Statutory Authority: RCW 18.04.055. 94-23-069, § 4-25-627, filed 11/15/94, effective 12/16/94.] Repealed by 98-12-056, filed 5/29/98, effective 6/29/98. Statutory Authority: RCW 18.04.055(2).
- 4-25-740 CPA certificate and license. [Statutory Authority: RCW 18.04.215. 93-12-067, § 4-25-740, filed 5/27/93, effective 7/1/93.] Repealed by 99-18-114, filed 9/1/99, effective 1/1/00. Statutory Authority: RCW 18.04.105.
- 4-25-760 Reinstating certificates and licenses. [Statutory Authority: RCW 18.04.055(11). 93-12-065, § 4-25-760, filed 5/27/93, effective 7/1/93.] Repealed by 99-18-118, filed 9/1/99, effective 1/1/00. Statutory Authority: RCW 18.04.055(11).
- 4-25-780 Reciprocity for accountants from foreign countries. [Statutory Authority: RCW 18.04.055 and 18.04.183. 99-18-119, § 4-25-780, filed 9/1/99, effective 1/1/00; 94-10-039, § 4-25-780, filed 4/29/94, effective 5/30/94.] Repealed by 00-11-075, filed 5/15/00, effective 6/30/00. Statutory Authority: RCW 18.04.055(11) and 18.04.183.
- 4-25-810 Continuing professional education (CPE)—Who must have CPE. [Statutory Authority: RCW 18.04.055(7) and 18.04.215(4). 98-12-051, § 4-25-810, filed 5/29/98, effective 1/1/99. Statutory Authority: RCW 18.04.055. 94-02-072, § 4-25-810, filed 1/4/94, effective 2/4/94.] Repealed by 99-23-049, filed 11/15/99, effective 1/1/00. Statutory Authority: RCW 18.04.055.
- 4-25-811 Continuing professional education (CPE)—Program standards. [Statutory Authority: RCW 18.04.055. 94-02-072, § 4-25-811, filed 1/4/94, effective 2/4/94.] Repealed by 99-23-049, filed 11/15/99, effective 1/1/00. Statutory Authority: RCW 18.04.055.
- 4-25-812 Continuing professional education (CPE)—Reports. [Statutory Authority: RCW 18.04.055. 94-02-072, § 4-25-812, filed 1/4/94, effective 2/4/94.] Repealed by 99-23-049, filed 11/15/99, effective 1/1/00. Statutory Authority: RCW 18.04.055.
- 4-25-813 Continuing professional education (CPE)—Program sponsor agreements. [Statutory Authority: RCW 18.04.055. 94-02-072, § 4-25-813, filed 1/4/94, effective 2/4/94.] Repealed by 99-23-050, filed 11/15/99, effective 1/1/00. Statutory Authority: RCW 18.04.055 and 18.04.105.
- 4-25-920 Hearings by the board. [Statutory Authority: RCW 34.05.220 and 18.04.055. 94-02-069, § 4-25-920, filed 1/4/94, effective 2/4/94.] Repealed by 99-02-008, filed 12/24/98, effective 1/24/99. Statutory Authority: RCW 18.04.055.

DEFINITIONS

WAC 4-25-400 What is the authority for and the purpose of the board's rules? The Public Accountancy Act (act), chapter 18.04 RCW, establishes the board as the licensing and disciplinary agency for certified public accountants (CPA) and CPA firms. The act authorizes the board to promulgate rules to carry out the purpose of the act, which include:

- Protecting the public interest; and

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- Enhancing the reliability of information used for guidance in financial transactions or for accounting for or assessing financial status or performance.

The board's rules, contained in chapter 4-25 WAC, encompass these subjects:

- Definitions;
- Administration of the board;
- Ethics and prohibited practices;
- Certifying and licensing entry and renewal requirements;
- Continuing competency; and
- Regulation and enforcement.

[Statutory Authority: RCW 18.04.055. 00-11-067, § 4-25-400, filed 5/15/00, effective 6/30/00; 93-12-063, § 4-25-400, filed 5/27/93, effective 7/1/93.]

WAC 4-25-410 Definitions. For purposes of these rules the following terms have the meanings indicated:

(1) "Act" means the Public Accountancy Act codified as chapter 18.04 RCW.

(2)(a) "Audit," "review," and "compilation" are terms reserved by the public accountancy profession to identify forms of reports on financial statements that express differing levels of assurance. Professional standards setting bodies, such as the American Institute of Certified Public Accountants (AICPA), specify form and content of these reports.

(b) "Attest services" include services performed by a certified public accountant in accordance with generally accepted auditing standards, standards for attestation engagements and standards for accounting and review services.

(3) "Board" means the board of accountancy created by RCW 18.04.035.

(4) "Certificate" means a certificate as a certified public accountant issued under this chapter, or a corresponding certificate issued by another state or foreign jurisdiction that is recognized in accordance with the reciprocity provisions of RCW 18.04.180 and 18.04.183. "Valid CPA certificate" means the holder has fully complied with continuing professional education requirements or the board has granted specific exemption from continuing professional education requirements, with or without restricting use of the CPA title.

(5) "Client" means the person or entity that retains a CPA, through other than an employer/employee relationship, for the performance of professional services.

(6) "CPE" means continuing professional education (see also "Interactive CPE").

(7) "Enterprise" means any person or entity, whether organized for profit or not, with respect to which a CPA performs professional services.

(8) "Firm" means a sole proprietorship, a corporation, a limited liability company, or a partnership.

(9) "Generally accepted accounting principles" (GAAP) is a technical accounting term that encompasses the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. It includes not only broad guidelines of general application, but also detailed practices and procedures. Those conventions, rules, and pro-

cedures provide a standard by which to measure financial presentations.

(10) "Generally accepted auditing standards" (GAAS) are broad conceptual guidelines, promulgated by the American Institute of Certified Public Accountants (AICPA), for conducting individual audits of historical financial statements. They include general standards, standards of field work, and reporting standards.

(11) "Holding out" means any representation to the public by the use of restricted titles as set forth in RCW 18.04.345 by a person or firm that the person or firm is a certified public accountant and that the person or firm offers to perform any professional services to the public as a certified public accountant. "Holding out" shall not affect or limit a person not required to hold a certificate under this chapter or a person or firm not required to hold a license under this chapter from engaging in practices identified in RCW 18.04.350(6).

(12) "Interactive self-study program" means a CPE program designed to use interactive learning methodologies that simulate a classroom learning process by employing software or administrative systems that provide significant ongoing interactive feedback to learners regarding their learning progress.

(13) "Licensee" means the holder of a valid license issued under chapter 18.04 RCW.

(14) "Public practice" or the "practice of public accounting" means performing or offering to perform by a person or firm holding itself out to the public as a licensee, for a client or potential client, one or more kinds of services involving the use of accounting or auditing skills, including the issuance of "audit reports," "review reports," "compilation reports," or "attestation reports" on financial statements, or one or more kinds of management advisory, or consulting services, or the preparation of tax returns, or the furnishing of advice on tax matters.

(15) "Quality assurance review" (QAR) means a process, established by and conducted at the direction of the board, of study, appraisal, or review of one or more aspects of the professional work of a person or firm in the practice of public accountancy, by a person or persons who hold certificates and who are not affiliated with the person or firm being reviewed.

(16) "Quality review" means a study, appraisal, or review of one or more aspects of the professional work of a person or firm in the practice of public accountancy, by a person or persons who hold certificates and who are not affiliated with the person or firm being reviewed, including a peer review, or any internal review or inspection intended to comply with quality control policies and procedures but not including a "quality assurance review."

(17) "Reciprocity" means board recognition of certificates or other professional accounting credentials that the board will rely upon in full or partial satisfaction of CPA certification requirements. This board may grant reciprocity, by rule, to CPAs from other states or to certain professional accountants from countries whose credentials are recognized by this board. Board recognition of professional credentials issued by other state accountancy boards or foreign creden-

tialing bodies is conditioned on those bodies' agreements to grant reciprocity to this board's licensees.

(18) "Reports on financial statements" means any reports or opinions prepared by certified public accountants, based on services performed in accordance with generally accepted auditing standards, standards for attestation engagements, or standards for accounting and review services, as to whether the presentation of information used for guidance in financial transactions or for accounting for or assessing the status or performance of commercial and noncommercial enterprises, whether public, private, or governmental, conforms with generally accepted accounting principles or other comprehensive bases of accounting. The term does not include incidental financial data included in management advisory services reports to support recommendations to a client.

(19) "Rules of professional conduct" means principles and rules adopted by the board to govern CPAs' conduct while representing themselves to others as CPAs. The rules apply to CPAs whether engaged in public practice or otherwise engaged in providing professional services while using the CPA title.

(20) "Statements on standards for accounting and review services" (SSARS) are standards, promulgated by the American Institute of Certified Public Accountants (AICPA), to give guidance to CPAs who are associated with the financial statements of nonpublic companies and issue compilation or review reports.

(21) "Statements on standards for attestation engagements" are guidelines, promulgated by the American Institute of Certified Public Accountants (AICPA), for use by CPAs in attesting to assertions involving matters other than historical financial statements and for which no other standards exist.

[Statutory Authority: RCW 18.04.055(11), 98-12-020, § 4-25-410, filed 5/27/98, effective 6/27/98; 94-23-071, § 4-25-410, filed 11/15/94, effective 12/16/94.]

ADMINISTRATION

WAC 4-25-510 What is the board's meeting schedule and how are officers elected? Regular board meetings begin at 9:00 a.m. on the last Friday of the month in the months of January, April, July and October. The board holds an annual meeting beginning at 9:00 a.m. on the second Friday of December.

The board consists of seven members. At the annual meeting the board elects the chair, vice-chair, and secretary from its members. The newly elected officers assume the duties of their offices at the conclusion of the meeting and serve a term of one year. Officers can be reelected for one additional term.

Either the chair or a quorum of the board has the authority to call meetings of the board. The chair presides at all meetings. In the event of the chair's absence or inability to act, the vice-chair presides. The board determines other duties of the officers.

The board's meetings are open public meetings conducted pursuant to chapter 42.30 RCW. Contact the board's office for meeting times and locations or additional information regarding the board's activities.

[Statutory Authority: RCW 18.04.055 and 42.30.070. 00-11-068, § 4-25-510, filed 5/15/00, effective 6/30/00; 99-18-111, § 4-25-510, filed 9/1/99, effective 1/1/00. Statutory Authority: RCW 18.04.055. 93-12-077, § 4-25-510, filed 5/27/93, effective 7/1/93.]

WAC 4-25-520 What public records does the board maintain? The board maintains the following public records:

- (1) A data base of every Washington CPA. This file contains: Each CPA's name and address, and their certificate type, number, issue date, and status;
- (2) A data base of CPA examination candidates. This file contains: Each candidate's name, address, and identification numbers;
- (3) A data base of CPA firms. This file contains each firm's name, ownership, address, license status, and license number;
- (4) A data base of final orders, declaratory rulings, interpretations, and policy statements abstracted from board meeting minutes;
- (5) Formal disciplinary orders of the board;
- (6) Board meeting minutes;
- (7) Board policy manual;
- (8) Board rules files;
- (9) CPA's continuing education reports and continuing education sponsor agreements; and
- (10) Documents dealing with the regulatory, supervisory, and enforcement responsibilities of the board.

The board may not give, sell, or provide access to lists of individuals requested for commercial purposes. The board provides lists of CPAs and/or CPA examination candidates to bona fide educational and professional organizations.

[Statutory Authority: RCW 18.04.055 and 42.17.260. 98-12-021, § 4-25-520, filed 5/27/98, effective 6/27/98. Statutory Authority: Chapter 42.17 RCW. 93-14-050, § 4-25-520, filed 6/29/93, effective 7/30/93.]

WAC 4-25-521 Description of central and field organization of the board. The board of accountancy is the professional licensing and disciplinary agency for certified public accountants. The administrative office of the board and its staff are located in Olympia, Washington.

[Statutory Authority: RCW 18.04.055(1). 94-02-068, § 4-25-521, filed 1/4/94, effective 2/4/94.]

WAC 4-25-530 Fees. The board shall charge the following fees:

(1) CPA examination applications:	
(a) First-time	\$ 230
(b) Reexamination, four sections	\$ 205
(c) Reexamination, two sections	\$ 155
(d) Reexamination, one section	\$ 140
(e) Administration of examination for out-of-state applicants	\$ 90
(2) Application for certificate	\$ 75
(3) Application for certificate by reciprocity from other jurisdictions	\$ 225
(4) License to practice public accounting, includes certificate renewal fee	\$ 120
(5) Certificate renewal	\$ 40
(6) Firm license:	
(a) Sole proprietorships (with one or more employees)	\$ 90

(b) Partnerships and limited liability partnerships	\$ 90
(c) P.S. corporations and limited liability companies	\$ 90
(d) Amendment to firm license	\$ 10
(7) Copies of records, per page	\$ 0.10
(8) Printed listing of CPAs, CPA firms, CPA exam candidates, set up charge plus \$.01/record	\$ 50
(9) Computer diskette listing of CPAs, CPA firms, CPA exam candidates	\$ 50
(10) Applications for reinstatement	\$ 25
(11) Replacement CPA certificates	\$ 25
(12) Quality assurance review program per financial statement report review (includes monitoring reviews for up to two years)	\$ 225
(13) Late or incomplete individual or firm renewal application, per month or part thereof, to a maximum of \$200 per application	\$ 25
(14) Dishonored check fee (including, but not limited to, insufficient funds or closed accounts)	\$ 30

Note: The board may waive late filing fees for good cause.

[Statutory Authority: RCW 18.04.055, 18.04.065, 18.04.105(7), 18.04.195(6) and 18.04.205(4). 99-18-112, § 4-25-530, filed 9/1/99, effective 1/1/00. Statutory Authority: RCW 18.04.055, 18.04.065 and 18.04.195(b). 99-02-009, § 4-25-530, filed 12/24/98, effective 5/7/99. Statutory Authority: RCW 18.04.055, 18.04.065 and 18.04.195(6). 96-12-060, § 4-25-530, filed 5/31/96, effective 7/1/96. Statutory Authority: RCW 18.04.055. 93-12-075, § 4-25-530, filed 5/27/93, effective 7/1/93.]

WAC 4-25-540 What are brief adjudicative proceedings? For certain types of decisions, the board has adopted an appeal process authorized by chapter 34.05 RCW which is called a brief adjudicative proceeding. Decisions to which this appeal process will be applied are:

- Denials of initial individual license or certificate applications;
- Denials of initial firm license applications and firm license renewals;
- Denials of exam applications; and
- A determination whether a licensee or certificate-holder has been certified by a lending agency and reported for nonpayment or default on a federally or state-guaranteed student loan or service conditional scholarship.

To appeal a decision you must submit your request for a brief adjudicative proceeding, **in writing**, to the board **within thirty days** after the decision by board staff is posted in the U.S. mail. The residing officer for the brief adjudicative proceedings is the executive director. After consulting with a board member, the executive director renders a decision either upholding or overturning the decision by board staff. This decision, called an order, is mailed to you.

If you are dissatisfied with the order in the brief adjudicative proceeding, you may appeal to the board's vice-chair. This appeal process is called an administrative review. Your appeal must be received by the board, **orally or in writing, within twenty-one days** after the brief adjudicative proceedings order is posted in the U.S. mail. The vice-chair considers your appeal and either upholds or overturns the brief adjudicative proceeding order. The vice-chair's decision, also called an order, is mailed to you.

[Statutory Authority: RCW 18.04.055(1) and 34.05.482. 00-11-070, § 4-25-540, filed 5/15/00, effective 6/30/00; 98-12-022, § 4-25-540, filed 5/27/98, effective 6/27/98. Statutory Authority: RCW 18.04.055. 93-12-074, § 4-25-540, filed 5/27/93, effective 7/1/93.]

WAC 4-25-550 Do I need to notify the board if I change my address? All CPAs and CPA firms must notify the board in writing within thirty days of any change of address.

[Statutory Authority: RCW 18.04.055. 98-12-023, § 4-25-550, filed 5/27/98, effective 6/27/98; 93-12-073, § 4-25-550, filed 5/27/93, effective 7/1/93.]

WAC 4-25-551 Must I respond to inquiries from the board? All CPAs and CPA firms must respond, in writing, to board communications requesting a response. Your response must be made within twenty days of the date the board's communication is posted in the U.S. mail. Communications from the board to you are directed to the last address you furnished the board.

[Statutory Authority: RCW 18.04.055. 98-12-047, § 4-25-551, filed 5/29/98, effective 6/29/98; 93-12-072, § 4-25-551, filed 5/27/93, effective 7/1/93.]

ETHICS AND PROHIBITED PRACTICES

WAC 4-25-600 Rules of professional conduct—Preamble. The rules of professional conduct are intended to provide guidance to all persons using the CPA title in the performance of their professional responsibilities. Compliance with the rules of professional conduct is the responsibility of all CPAs. This responsibility is met by understanding and voluntary actions, reinforcement by peers and public opinion, and ultimately through disciplinary proceedings, when necessary, against CPAs who fail to comply with the rules.

Acceptance of the right and responsibility to use the CPA title includes acceptance of a duty to comply with the rules of professional conduct.

The rules of professional conduct consist of both principles and specific rules. Principles are set forth in WAC 4-25-610 and comprise the framework for the rules of professional conduct. Specific rules are set forth in WAC 4-25-620 through 4-25-699. In the interpretation and enforcement of the rules of professional conduct consideration will be given to codes of other regulatory bodies, where applicable, and codes, interpretations and rulings of appropriate bodies within the profession, standards established by the profession and to any other information which is deemed pertinent to achieving compliance with the rules of professional conduct.

The rules of professional conduct apply to all persons using the CPA title and, specifically, to CPAs in the practice of public accounting as defined in RCW 18.04.025(5), except that a CPA who is engaged in the practice of public accountancy outside the United States will not be subject to discipline by the board for departing, with respect to such foreign practice, from the rules of professional conduct, so long as the CPA's conduct is in accordance with the standards of professional conduct applicable to the practice of public accountancy in the country in which the CPA is practicing. However, even in such a case, if a CPA's name is associated with

financial statements under circumstances that would entitle the reader to assume that United States practices are followed, the CPA will be expected to comply with the rules of professional conduct.

[Statutory Authority: RCW 18.40.055. 93-22-046, § 4-25-600, filed 10/28/93, effective 11/28/93.]

WAC 4-25-610 Principles of conduct. The principles of conduct are as follows:

Professional demeanor - In carrying out their responsibilities, professional persons using the CPA title shall exercise professional judgment in all their activities.

The public interest - Persons using the CPA title shall accept the obligation to act in a way that will serve the public interest, honor the public trust, and demonstrate commitment to professionalism.

Integrity - To maintain and broaden public confidence persons using the CPA title shall perform all professional responsibilities with the highest sense of honesty.

Objectivity - Objectivity is to be maintained by persons using the CPA title. Specifically, persons using the CPA title shall:

- (1) Avoid rendering professional services where actual or perceived conflicts of interest exist;
- (2) Be independent in fact and appearance when providing auditing or other attestation services.

Due care - Persons using the CPA title shall comply with state law and the profession's technical and ethical standards, maintain competence and strive to improve the quality of services, and discharge professional responsibility to the best of the CPA's ability.

[Statutory Authority: RCW 18.40.055. 93-22-046, § 4-25-610, filed 10/28/93, effective 11/28/93.]

WAC 4-25-620 When must I comply with the rules of conduct requiring integrity and objectivity? If you use the title CPA when performing professional services you must remain honest and objective. You must not misrepresent facts or subordinate your judgment to others.

Also, you must remain free of conflicts of interest unless such conflicts are specifically permitted by board rule or professional standards. If professional standards differ from board rule, board rule prevails.

[Statutory Authority: RCW 18.04.055(2). 98-12-048, § 4-25-620, filed 5/29/98, effective 6/29/98. Statutory Authority: RCW 18.40.055. 93-22-046, § 4-25-620, filed 10/28/93, effective 11/28/93.]

WAC 4-25-622 Independence. (1) A CPA in public practice must be independent in the performance of the following:

- (a) An audit or review of a financial statement; or
- (b) A compilation of historical or prospective financial statement when the CPA's report does not disclose a lack of independence; or
- (c) Other attest engagements when required by board rules or other professional standards such as the statements of standards for attestation engagements.

(2) The following specific acts are examples of impairment of independence. The board does not intend this listing to be all inclusive.

(a) During the period of a professional engagement, or at the time of expressing an opinion, a CPA or a CPA's firm:

(i) Had or was committed to acquire any direct or material indirect financial interest in the enterprise.

(ii) Was a trustee of any trust or executor or administrator of any estate if such trust or estate had or was committed to acquire any direct or material indirect financial interest in the enterprise.

(iii) Had any joint closely-held business investment with the enterprise or with any officer, director, or principal stockholder thereof which was material in relation to the CPA's net worth or the net worth of the CPA's firm.

(iv) Had any loan to or from the enterprise or any officer, director, or principal stockholder of the enterprise except under certain circumstances for home mortgages, other secured loans, loans not material to the CPA's net worth, and various personal loans.

(b) During the period covered by the financial statements, during the period of the professional engagement or at the time of expressing an opinion, the CPA or a CPA's firm:

(i) Was connected with the enterprise as a promoter, underwriter, or voting trustee, a director or officer or in any capacity equivalent to that of a member of management or of an employee; or

(ii) Was a trustee for any pension or profit-sharing trust of the enterprise.

[Statutory Authority: RCW 18.04.055(2), 98-12-049, § 4-25-622, filed 5/29/98, effective 6/29/98. Statutory Authority: RCW 18.40.055, 93-22-046, § 4-25-622, filed 10/28/93, effective 11/28/93.]

WAC 4-25-626 Can I accept commission, referral, or contingent fees? (1) Commissions and referral fees are compensation arrangements where:

(a) The primary contractual relationship for the product or service is not between the client and CPA;

(b) The CPA is not primarily responsible to the client for the performance or reliability of the product or service;

(c) The CPA adds no significant value to the product or service; or

(d) A third party instead of the client pays the CPA for the products or services.

(2) A CPA who is not in public practice but using the title CPA may accept commission, referral, and contingent fees. However, the CPA must disclose in writing to the client the nature, source and amount of the commission, referral or contingent fee.

(3) The following parameters define the limited circumstances in which a licensee in public practice may be compensated on a commission or referral fee basis. This rule does not apply to compensation set by courts, judicial proceedings, public authorities or governmental agencies.

(a) A licensee in public practice may not enter into compensation arrangements for attest services that in any way tend to bias or give the appearance of tending to bias the results of attest services or the licensee's report.

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(b) A licensee in public practice may not accept a commission or referral fee, as defined in subsection (1) of this section, for the sale or referral to a client of products or services of others.

(c) Any licensee who accepts a referral fee for recommending or referring any service of a licensee to any person or entity or who pays a referral fee to obtain a client shall disclose such acceptance or payment in advance to the client.

(4) A licensee in public practice may not accept a contingent fee for:

(a) Attest services;

(b) Other services, except for tax services which will receive substantive consideration by tax authorities, provided to a client during that client's attest engagement or during the period covered by the respective attest report;

(c) An arrangement meeting any of the definitions of commissions and referral fees in subsection (1) of this section;

(d) An arrangement that violates federal laws or the laws or regulations of Washington state or its municipalities; or

(e) Preparation of original or amended tax returns (a licensee may accept a contingent fee in situations where the licensee reasonably expects the finding or results, on which the contingent fee is based, will receive substantive consideration by tax authorities);

(f) For services other than those in (a) through (e) of this subsection, a licensee in public practice may perform professional services for a fee which is contingent on the findings or results of the professional services with the following restrictions:

(i) If the situation involves adverse party(ies) and the licensee expects the findings or results will receive substantive consideration by the adverse party(ies) or their agent(s), the licensee must:

(A) Obtain a written agreement from the client stating the client will provide to the licensee the name(s) and address(es) of the adverse party(ies) or the primary agent(s) of the adverse party(ies); and

(B) Provide prompt written notification to the adverse party(ies) or their agent(s) of the licensee's role as the client's advisor and recommend the adverse party(ies) or their agent(s) seek their own advisor.

(ii) All contingent fee arrangements must:

(A) Be disclosed in advance of client acceptance;

(B) Be in writing;

(C) Include the method of calculating the fee;

(D) Specify the licensee's role as the client's advisor; and

(E) Be available to the board or other regulatory agencies upon request.

[Statutory Authority: RCW 18.04.055(2), 98-12-055, § 4-25-626, filed 5/29/98, effective 6/29/98.]

WAC 4-25-630 Competence. A certified public accountant shall not undertake any endeavor for the performance of services as a certified public accountant that he or she cannot reasonably expect to complete with professional competence.

[Statutory Authority: RCW 18.40.055, 93-22-046, § 4-25-630, filed 10/28/93, effective 11/28/93.]

WAC 4-25-631 With which rules, regulations and professional standards must a CPA comply? A CPA must comply with rules, regulations, and professional standards (standards) promulgated by the appropriate bodies for each endeavor undertaken. However, if professional standards differ from board rule, board rules prevail.

Such appropriate bodies include, but are not limited to, the Securities and Exchange Commission (SEC); the Financial Accounting Standards Board (FASB); the Governmental Accounting Standards Board (GASB); the Cost Accounting Standards Board (CASB); the Federal Accounting Standards Advisory Board (FASAB); the U.S. General Accounting Office (GAO); the Federal Office of Management and Budget (OMB); the Internal Revenue Service (IRS); the American Institute of Certified Public Accountants (AICPA), and federal, state, and local audit, regulatory and tax agencies.

Such standards include:

(1) Statements on Auditing Standards and related Auditing Interpretations issued by the AICPA including subsequent amendments;

(2) Statements on Standards for Accounting and Review Services and related Accounting and Review Services Interpretations issued by the AICPA including subsequent amendments;

(3) Statements on Governmental Accounting and Financial Reporting Services issued by GASB including subsequent amendments;

(4) Statements on Standards for Attestation Engagements and related Attestation Engagements Interpretations issued by AICPA including subsequent amendments;

(5) Statements of Financial Accounting Standards, together with those Accounting Research Bulletins and Accounting Principles Board Opinions which are not superseded by action of the FASB, including subsequent amendments;

(6) Statement on Standards for Consulting Services issued by the AICPA including subsequent amendments;

(7) Statements on Quality Control Standards issued by the AICPA including subsequent amendments;

(8) Statements on Responsibilities in Tax Practice and Interpretation of Statements on Responsibilities in Tax Practice issued by the AICPA including subsequent amendments;

(9) Statements on Responsibilities in Personal Financial Planning Practice issued by the AICPA including subsequent amendments;

(10) Professional Code of Conduct issued by the AICPA including interpretations, ethics rulings, and subsequent amendments;

(11) Governmental Auditing Standards issued by the U.S. General Accounting Office, and subsequent amendments; and

(12) Auditing and Accounting Guides (both General and Industry) issued by the AICPA.

If the professional services are governed by standards not included in subsections (1) through (12) of this section, the CPA must:

- Justify the departure from the standards listed in subsections (1) through (12) of this section;
- Determine what standards are applicable; and
- Comply with the applicable standards.

Copies of the above standards may be inspected at the board's office.

[Statutory Authority: RCW 18.04.055 (2) and (6), 00-11-071, § 4-25-631, filed 5/15/00, effective 6/30/00. Statutory Authority: RCW 18.04.055(6), 98-12-050, § 4-25-631, filed 5/29/98, effective 6/29/98. Statutory Authority: RCW 18.40.055, 93-22-046, § 4-25-631, filed 10/28/93, effective 11/28/93.]

WAC 4-25-640 Clients' confidential information. (1) **Confidential client communication.** The term "client" as used throughout this section shall include a former, current, or prospective client.

A licensee or any partner, officer, shareholder or employee of a licensee shall not without the consent of the client or the heirs, successors or personal representatives of the client disclose any confidential communication or information pertaining to the client obtained in the course of performing professional services.

This rule does not:

(a) Affect in any way a licensee's obligation to comply with a validly issued subpoena or summons enforceable by order of a court; or

(b) Prohibit disclosures in the course of a quality review of a licensee's professional services; or

(c) Preclude a licensee from responding to any inquiry made by the board or any investigative or disciplinary body established by law or formally recognized by the board. However, a licensee or any partner, officer, shareholder or employee of a licensee shall not disclose or use to their own advantage any confidential client information that comes to their attention in carrying out their official responsibilities.

(2) **Client records.** A licensee shall furnish to his or her client or heirs, successors or personal representatives, upon request and reasonable notice:

(a) A copy of the licensee's working papers, to the extent that such working papers include records that would ordinarily constitute part of the client's records and are not otherwise available to the client; and

(b) Any accounting or other records belonging to, or obtained from or on behalf of, the client, that the licensee removed from the client's premises or received for the client's account; but the licensee may make and retain copies of such documents of the client when they form the basis for work done by the licensee.

[Statutory Authority: RCW 18.40.055, 93-22-046, § 4-25-640, filed 10/28/93, effective 11/28/93.]

WAC 4-25-650 Acts discreditable. A person using the CPA title shall not commit, or allow others to commit in the CPA's name, any act that reflects adversely on the CPA's fitness to represent himself or herself as a CPA.

A person using the CPA title shall not seek to obtain clients by the use of coercion, intimidation or harassing conduct.

A person using the CPA title shall not permit others to carry out on his or her behalf, either with or without compensation, acts which, if carried out by the CPA, would place the CPA in violation of the rules of conduct.

[Statutory Authority: RCW 18.04.055, 93-22-090, § 4-25-650, filed 11/2/93, effective 12/3/93.]

WAC 4-25-660 What are the limitations on advertising and other forms of solicitation? (1) If you use the title CPA, you must not make false, fraudulent, misleading, deceptive or unfair statements or claims regarding your services. Examples of such statements or claims include, but are not limited to, statements or claims which:

- (a) Contain a misrepresentation of fact;
- (b) Fail to make full disclosure of relevant facts;
- (c) Imply your professional services are of an exceptional quality, which is not supported by verifiable facts;
- (d) Create false expectations of favorable results;
- (e) Imply educational or professional attainments, specialty designations, or licensing recognition not supported in fact; or
- (f) Represent that professional services will be performed for a stated fee when this is not the case, or do not disclose all variables that may reasonably be expected to affect the fees that will be charged.

(2) If you use the CPA title to perform or solicit services via the Internet, you must include a statement on the Internet site that you hold a valid Washington state CPA certificate. This statement must be clearly visible and prominently displayed.

[Statutory Authority: RCW 18.04.055(2). 00-11-072, § 4-25-660, filed 5/15/00, effective 6/30/00. Statutory Authority: RCW 18.04.055. 93-22-090, § 4-25-660, filed 11/2/93, effective 12/3/93.]

WAC 4-25-661 What firm names must be approved by the board and what firm names are prohibited? (1) A firm name that does not consist of the name(s) of one or more present or former owners must be approved in advance by the board as not being deceptive or misleading.

(2) **Misleading or deceptive firm names are prohibited.** The following are examples of misleading firm names. The board does not intend this listing to be all inclusive. The firm name:

- (a) Implies the existence of a corporation when the firm is not a corporation (as by the use of the abbreviations "P.C.," "P.S.," or "Inc. P.S.");
- (b) Implies the existence of a partnership when one does not exist;
- (c) Includes the name of a person who is neither a present nor a past partner or shareholder of the firm; or
- (d) Includes the words "and Associates," "& Associates," or "and Assoc.," when there are not at least two owners and/or employees holding a valid CPA license.

[Statutory Authority: RCW 18.04.055(8). 00-11-073, § 4-25-661, filed 5/15/00, effective 6/30/00. Statutory Authority: RCW 18.04.055. 93-22-046, § 4-25-661, filed 10/28/93, effective 11/28/93.]

ENTRY REQUIREMENTS

WAC 4-25-710 CPA certificate—Education requirements. Until June 30, 2000, applicants for a CPA certificate shall have a baccalaureate degree conferred by a college or university recognized by the board. The degree program shall include an accounting concentration or its equivalent and related subjects the board deems appropriate. Effective July 1, 2000, an applicant for a CPA certificate shall have com-

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pleted at least one hundred fifty semester hours of college education, including:

- A baccalaureate or higher degree; and
- An accounting concentration or its equivalent as defined by the board.

(1) Equivalent education. Until June 30, 2000, the board may, in its discretion, waive the educational requirements for any person if the board is satisfied that the applicant has successfully completed such equivalency examinations as may be offered by bona fide educational testing organizations. The board will not prepare or offer equivalent education examinations. The board will designate, by resolution, acceptable educational testing organizations and equivalency examinations when and if acceptable organizations and examinations exist. Effective July 1, 2000, the board will discontinue this provision for equivalent education.

(2) Education obtained outside the United States. In the case of education obtained outside the United States, the board may, at its discretion, rely on bona fide foreign education credential evaluation services. The board will not provide such services, but will designate acceptable foreign education evaluation services, by board resolution, upon application from service providers.

(3) As used in these rules, a "semester hour" means the conventional college semester hour. Quarter hours may be converted to semester hours by multiplying them by two-thirds.

(4) Accreditation standards. For purposes of this rule, the board will recognize colleges and universities which are accredited in accordance with (a) through (c) of this subsection.

(a) An accredited college or university is a four-year degree-granting college or university accredited at the time the applicant's degree was received by virtue of membership in one of the following accrediting agencies:

- (i) Middle States Association of College and Secondary Schools;
- (ii) New England Association of Schools and Colleges;
- (iii) North Central Association of Colleges and Secondary Schools;
- (iv) Northwest Association of Schools and Colleges;
- (v) Southern Association of Colleges and Schools;
- (vi) Western Association of Schools and Colleges; and
- (vii) Accrediting Commission for Independent Colleges and Schools, or its predecessor, the Accrediting Commission of the Association of Independent Colleges and Schools.

(b) If an institution was not accredited at the time an applicant's degree was received but is so accredited at the time the application is filed with the board, the institution will be deemed to be accredited for the purpose of (a) of this subsection provided that it:

(i) Certifies that the applicant's total educational program would qualify the applicant for graduation with a baccalaureate degree during the time the institution has been accredited; and

(ii) Furnishes the board satisfactory proof, including college catalogue course numbers and descriptions, that the pre-accrediting courses used to qualify the applicant for a concentration in accounting are substantially equivalent to post-accrediting courses.

(c) If an applicant's degree was received at an accredited college or university as defined by (a) or (b) of this subsection, but the educational program which was used to qualify the applicant for a concentration in accounting included courses taken at nonaccredited institutions, either before or after graduation, such courses will be deemed to have been taken at the accredited institution from which applicant's degree was received, provided the accredited institution either:

(i) Has accepted such courses by including them in its official transcript; or

(ii) Certifies to the board that it will accept such courses for credit toward graduation.

(5) Alternative to accreditation. A graduate of a four-year degree-granting institution not accredited at the time the applicant's degree was received or at the time the application was filed will be deemed to be a graduate of a four-year accredited college or university if a credentials evaluation service approved by the board certifies that the applicant's degree is equivalent to a degree from an accredited college or university as defined in subsection (4) of this section.

(6) Accounting concentration. Until June 30, 2000, a concentration in accounting for holders of baccalaureate degrees, for purposes of this rule, shall consist of at least:

(a) Twenty-four semester hours or the equivalent, in accounting subjects including no more than ten semester hours of lower division elementary accounting courses; and

(b) Twenty-four semester hours or the equivalent, in business administration subjects which shall include business law, finance, and economics.

(c) A concentration in accounting for holders of graduate degrees for purposes of this rule shall consist of at least:

(i) Sixteen semester hours or the equivalent in graduate level accounting subjects. Undergraduate accounting courses may be substituted at two-thirds of the stated undergraduate credit; and

(ii) Sixteen semester hours or the equivalent in graduate level business administration subjects which shall include business law, finance, and economics. Undergraduate business courses may be substituted at two-thirds of the stated undergraduate credit.

(7) Accounting concentration. After June 30, 2000, a concentration in accounting, for purposes of this rule, shall consist of at least:

(a) Twenty-four semester hours or the equivalent in accounting subjects of which at least fifteen semester hours must be at the upper division or graduate level (an upper division course is defined as a course only available to students who have standing as a junior, senior or graduate; frequently carries completion of an elementary course(s) as a prerequisite for admission; and is usually designated as "upper division" by the school offering the course); and

(b) Twenty-four semester hours or the equivalent in business administration subjects at the undergraduate or graduate level.

The board will not recognize accounting concentration credits awarded for "life experience" or similar activities retroactively evaluated and recognized by colleges or universities. This restriction is not intended to apply to internships prospectively approved by colleges or universities.

[Statutory Authority: RCW 18.04.055(5), 95-20-065, § 4-25-710, filed 10/3/95, effective 11/3/95; 93-12-071, § 4-25-710, filed 5/27/93, effective 7/1/93.]

WAC 4-25-720 CPA examination—Application.

Applications to take the certified public accountant examination must be made on a form provided by the board and filed with the board on or before March 1 for the May examination and September 1 for the November examination. Applications for the May examination must be postmarked by March 1 (and received by March 10). Applications for the November examination must be postmarked by September 1 (and received by September 10).

An application will not be considered filed until the examination fee has been received.

An applicant who fails to appear for examination or reexamination shall forfeit the fees charged for examination and reexamination. The board may, upon showing of good cause, refund a portion of the examination fee.

Notice of the time and place of the examination shall be mailed at least ten days prior to the date set for the examination to each candidate whose application to sit for the examination has been approved by the board.

(1) A passing grade for each section shall be seventy-five. The board uses the Advisory Grading Services of the American Institute of Certified Public Accountants.

An applicant, at each sitting of the examination in which the applicant takes any section of the examination, must take all sections not previously passed.

(2) Ethics exam. In addition to the uniform CPA examination, candidates shall be required to pass an examination, or alternatively to complete a course of study, prescribed by or acceptable to the board, in professional ethics.

(3) Proctoring CPA exam candidates. The board may agree to request the assistance of another accountancy board in proctoring Washington's applicants at out-of-state exam sites and may agree to proctor another accountancy board's applicants at a Washington exam site, both subject to space and staffing constraints. The board will not arrange for out-of-state proctoring for applicants domiciled out-of-state who wish to take the uniform CPA exam as Washington candidates. Such applicants must take the CPA exam in Washington on a space available basis.

(4) CPA exam—Completion of education requirement. A person who has met the education requirement of WAC 4-25-710, or who expects to meet it within one hundred twenty days following the examination, or with respect to whom it has been waived, is eligible to take the uniform CPA examination provided all other requisites have been satisfied. If a person is admitted to the examination on the expectation that he or she will complete the educational requirement within one hundred twenty days, no certificate may be issued, nor credit for the examination or any section of it be given, unless this requirement is in fact completed within that time or within such time as the board in its discretion may determine upon application.

[Statutory Authority: RCW 18.04.055, 93-12-070, § 4-25-720, filed 5/27/93, effective 7/1/93.]

WAC 4-25-721 CPA examination—Cheating policy.

(1) Purpose. The purpose of this cheating policy is to define cheating for purposes of the CPA examinations and the penalties the board may impose for cheating. Cheating includes, but is not limited to:

(a) Communication between candidates inside or outside of the examination room during the examination.

(b) Unauthorized communication with others outside of the examination room during the examination.

(c) Substitution by a candidate of another person to write one or more of the examination papers for him/her.

(d) Reference to crib sheets, text books, or other material inside or outside the examination room during the examination.

(e) Copying another candidate's answers.

(2) Policy. Cheating on the CPA examination is dishonesty related to the professional responsibilities of a CPA. The board may impose one or more of the following penalties:

(a) Enter a failing grade for any or all parts of the candidate's examination;

(b) Bar a candidate from writing future examinations;

(c) Expel a candidate from the examination room.

Board representatives may move a candidate suspected of cheating away from other candidates. Board representatives may request any candidate suspected of cheating or who may have observed cheating to remain for a reasonable period of time following an examination session for questioning. The board may schedule a hearing to determine the validity of the charge of cheating.

All candidates involved in cheating may be subject to penalties, although not necessarily of the same severity.

Other jurisdictions to which a candidate may apply for the examination may be notified of the board's conclusions and order.

[Statutory Authority: RCW 18.04.055, 93-12-069, § 4-25-721, filed 5/27/93, effective 7/1/93.]

WAC 4-25-722 CPA examination—Content. The written examination required by RCW 18.04.105 shall include tests of a CPA candidate's knowledge of accounting and auditing standards and such related subjects as the board may deem appropriate.

[Statutory Authority: RCW 18.04.055 and 18.04.105, 96-12-062, § 4-25-722, filed 5/31/96, effective 7/1/96. Statutory Authority: RCW 18.04.055, 93-22-047, § 4-25-722, filed 10/28/93, effective 11/28/93.]

WAC 4-25-730 Experience. Experience required for issuance of an initial license shall meet the requirements of this section:

(1) **Experience definition and timing:** One year of experience shall consist of full-time employment of no less than two thousand hours. For purposes of computing work experience for a part-time employee, two thousand hours shall constitute one year. Employment may be for one or more employers, with or without compensation, and may consist of any combination of full-time and part-time employment. For an applicant who passed the uniform certified public accounting examination prior to May 1988, experience obtained more than five years prior to application for initial license shall be supplemented by one hundred twenty

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hours of continuing education during the three-year period prior to application. For an applicant who passed the examination in May 1988, or thereafter, this experience must cover a minimum twelve-month period and must be obtained no more than five years prior to applying for a license.

(2) Experience in public accounting:

(a) An applicant shall show he/she has had employment for a period of one year as a staff accountant under the direct supervision of a currently licensed certified public accountant who is actively engaged in the practice of public accounting and is a member of a firm licensed to practice public accounting. Experience shall be in a CPA firm that participates in a board approved peer or quality review of its accounting or auditing practice. Qualifying experience for purposes of this section shall mean the performance of services as one skilled in the knowledge and practice of public accounting, including performance of accounting or auditing procedures, issuance of reports on financial statements, performance of management advisory or other consulting services, preparation of tax returns and furnishing advice on tax matters.

(b) Public accounting services shall be performed for clients of a certified public accountant or a firm of certified public accountants in compliance with the board's rules and must regularly involve the exercise of independent judgment and the application of appropriate technical and behavioral standards such as the standards contained in the Code of Professional Ethics, Generally Accepted Auditing Standards, Statement of Responsibilities in Tax Practice, Statement on Standards for Management Advisory Services, Statement on Standards for Accounting and Review Services, Statement on Standards for Attestation Engagements and other similar practice standards issued by the American Institute of Certified Public Accountants.

(3) Experience other than in public accounting:

(a) The experience required, as stated in subsection (2) of this section, may also be met by work experience, not including in-classroom training, performed under the direct supervision of a currently licensed certified public accountant in a commercial or governmental organization which has filed a sponsorship agreement with the board, acceptable to the board, which among other things specifies:

(i) The scope of accounting, auditing, consulting, and other services performed within the organization;

(ii) The professional education and on-job training provided to an applicant prior to application; and

(iii) The program of review and supervision performed by the internal review committee within the organization which administers the agreement.

(b) Qualifying work experience must be of a type and at a level equivalent to that performed in public accounting practice and must regularly involve the exercise of independent judgment and the application of the appropriate technical and behavioral standards.

(4) **Experience affidavit:** The experience claimed by an applicant shall be verified by the certified public accountant or firm of certified public accountants supervising the applicant on an experience affidavit form provided by the board.

(5) Examination of experience documentation:

(a) Any licensee who has furnished evidence of an applicant's experience to the board shall upon request by the board explain in writing or in person the information so provided.

(b) The board may require an interview or an inspection of documentation relating to an applicant's experience. Any licensee having custody of such documentation shall produce it upon request by the board.

(c) Any licensee who refuses to provide the evidence or documentation of the applicant's experience, requested by an applicant or by the board, shall upon request by the board explain in writing or in person the basis for such refusal.

(6) **Reciprocity:** An applicant who applies for initial license in this state shall be required to document experience obtained in another jurisdiction which is equivalent to the requirements of this state.

[Statutory Authority: RCW 18.04.055 and 18.04.215 (1)(a). 99-18-113, § 4-25-730, filed 9/1/99, effective 1/1/00. Statutory Authority: RCW 18.04.055, 93-12-068, § 4-25-730, filed 5/27/93, effective 7/1/93.]

WAC 4-25-745 How do I apply for an initial CPA license and/or certificate? To apply for an initial license and/or certificate you must use the application form provided by the board. You need to fully complete the form, have your signature notarized, and submit the form, all applicable fees, and all required documentation to the board's office.

An initial application is not complete and cannot be processed until all fees, required information, and required documentation is received by the board. When the processing of your application is complete, notification will be mailed to the last address you provided to the board.

Your initial license and/or certificate will expire on June 30 of the third calendar year following initial licensure and/or certification.

You may not use the title CPA until you receive written notice from the board of your Washington state CPA certificate number. You may not hold out as a CPA in public practice until you receive written notice from the board of your Washington state CPA license and certificate number. A licensee may only practice public accountancy in a licensed CPA firm meeting the requirements of WAC 4-25-750.

[Statutory Authority: RCW 18.04.055, 18.04.105 and 18.04.215. 99-18-115, § 4-25-745, filed 9/1/99, effective 1/1/00.]

WAC 4-25-746 How do I apply for a Washington state CPA license and/or certificate if I hold a valid CPA certificate, license or permit in another state? Pursuant to RCW 18.04.180 and 18.04.215(3) the board may issue a certificate and/or license if you hold a CPA certificate, license or permit issued by another state. To apply for a Washington state CPA license and/or certificate you must use the application form provided by the board and satisfy CPE requirements in WAC 4-25-830. You need to fully complete the form, have your signature notarized, and submit the form, all applicable fees, and all required documentation to the board's office.

An application is not complete and cannot be processed until all fees, required information, and required documentation is received by the board. When the processing of your

application is complete, notification will be mailed to the last address you provided to the board.

Your Washington state CPA license and/or certificate will expire on June 30 of the third calendar year following initial licensure and/or certification.

You may not use the title CPA and you may not hold out as a CPA in public practice until you have filed a complete application with the board. A licensee may only practice public accountancy in a licensed CPA firm meeting the requirements of WAC 4-25-750.

[Statutory Authority: RCW 18.04.055, 18.04.180 and 18.04.215(3). 99-18-116, § 4-25-746, filed 9/1/99, effective 1/1/00.]

WAC 4-25-750 What are the CPA firm licensing requirements? A licensee may only practice public accountancy in a licensed CPA firm. An entity wishing to practice as a CPA firm must first obtain a CPA firm license from the board.

(1) **How may a CPA firm be organized?** A CPA firm may be organized as:

- (a) A proprietorship;
- (b) A partnership;
- (c) A professional corporation (PC) or professional service corporation (PS);
- (d) A limited liability company (LLC);
- (e) A limited liability partnership (LLP); or
- (f) Any other form of legal entity authorized by statute for use by a CPA firm.

Each proprietor, partner, shareholder or member who is either resident or practicing public accountancy in this state must hold a valid Washington state CPA license. A nonresident owner must be a licensee of at least one state.

A change in the legal form of a firm constitutes a new firm. Accordingly, the new entity must first obtain a CPA firm license from the board.

(2) **What are the requirements for a branch office?** A branch office is an office of a CPA firm which is physically separated from the main office. A branch office must be under the direct supervision of a resident licensee manager who is present a minimum of eighty percent of the time the branch office is open for business. A branch office operates under the CPA firm license of the main office.

(3) **How do I apply for an initial CPA firm license?** To apply for an initial CPA firm license you must use the application form provided by the board. You must submit the completed form, all applicable fees, and all required documentation to the board's office. When completing the application for a CPA firm license, you must include the following information:

- The firm name;
- Address and telephone number of the main office and any branch offices of the firm;
- Name of the managing licensee of the main office and the managing licensee of each branch office;
- Owners' names and the states in which they hold CPA licenses;
- Names of corporate directors, limited liability company managers, and all officers; and
- Type of legal organization under which the firm operates.

An application is not complete and cannot be processed until all fees, required information, and required documentation is received by the board. Upon completion of processing, a CPA firm license will be mailed to the main office at the last address provided to the board.

The initial CPA firm license will expire on June 30 of the third calendar year following initial licensure.

(4) How do I renew a CPA firm license? To renew a CPA firm license you must use the form provided by the board. In January of the year of expiration, a renewal form will be mailed to the main office at the last address provided to the board.

To renew a CPA firm license you must submit a properly completed renewal form, all applicable fees and all required documentation to the board by April 30th of the year of expiration. A renewal application is not complete and cannot be processed until all fees, required information, and required documentation is received by the board. Upon completion of processing, the CPA firm license will be mailed to the main office at the last address provided to the board.

The CPA firm license will expire on June 30 of the third calendar year following the date of renewal.

(5) When must I notify the board of changes in the CPA firm? A CPA firm must provide the board written notification of the following within ninety day of its occurrence:

- (a) Formation or dissolution of a CPA firm;
- (b) Admission or departure of an owner;
- (c) Any change in the name of the firm;
- (d) Change in the managing licensee of the main office or of any branch office;
- (e) Opening, closing, or relocating of the main office or of any branch office; and
- (f) The occurrence of any event that would cause the firm to be in violation of the provisions of the Public Accountancy Act (chapter 18.04 RCW) or these rules.

[Statutory Authority: RCW 18.04.055(8), 18.04.195, and 18.04.205. 00-11-074, § 4-25-750, filed 5/15/00, effective 6/30/00. Statutory Authority: RCW 18.04.055(8) and 18.04.205(3). 99-18-117, § 4-25-750, filed 9/1/99, effective 1/1/00. Statutory Authority: RCW 18.04.055(3), 18.04.205(3) and 18.04.195. 96-12-061, § 4-25-750, filed 5/31/96, effective 7/1/96. Statutory Authority: RCW 18.04.055. 93-22-089, § 4-25-750, filed 11/2/93, effective 12/3/93.]

WAC 4-25-755 Temporary permits. This board does not issue temporary practice permits to out-of-state CPAs or CPA firms. However, pursuant to RCW 18.04.350(2), a CPA from another state or country may temporarily practice in this state on professional business incident to the CPA's regular out-of-state practice if the CPA holds a valid license to practice public accounting issued by another state or country. A CPA who:

- (1) Maintains an office location in this state; and/or
- (2) Advertises to provide services in this state; and/or
- (3) Collects more than ten percent of gross annual billings from Washington clients; is not deemed to meet the "incident to" provision and must, therefore, apply for a Washington CPA certificate and licenses within thirty days of the time such CPA's practice ceases to be "incident to" an out-of-state CPA practice.

(2001 Ed.)

[Statutory Authority: RCW 18.04.055(11). 93-12-066, § 4-25-755, filed 5/27/93, effective 7/1/93.]

WAC 4-25-781 What are the rules governing reciprocity for accountants from foreign countries? (1) Under the authority provided by RCW 18.04.183, the board may rely on the National Association of State Boards of Accountancy, the American Institute of Certified Public Accountants, or other professional bodies for evaluation of foreign accounting credential equivalency.

(2) The board may accept your foreign accounting credential in partial satisfaction of CPA certification requirements if:

(a) You met the foreign issuing body's education and examination requirements used to qualify its domestic candidates;

(b) Your foreign accounting credential is valid and in good standing at the time you apply for a Washington state CPA license and/or certificate; and

(c) The foreign issuing body granting your foreign accounting credential permits Washington CPAs an equivalent opportunity to receive the foreign accounting credential by reciprocity.

The board will, by policy, identify acceptable foreign accounting credentials and acknowledge reciprocal agreements with bodies granting foreign accounting credentials.

(3) The board may require a qualifying examination(s) to determine if you possess adequate knowledge of U.S. practice standards and the board's regulations. The board will, by policy, specify the form of qualifying examination(s) and passing grade(s).

(4) The board will require you to demonstrate satisfactory experience in a foreign or domestic professional accounting firm. The board will, by policy, specify experience standards for each foreign accounting credential accepted by the board.

(5) If you hold a Washington state CPA license and/or certificate issued through foreign reciprocity, you must report any investigations undertaken, or sanctions imposed, by a foreign credentialing body against your foreign credential within thirty days of your receiving notice that an investigation has begun or a sanction was imposed.

[Statutory Authority: RCW 18.04.055 and 18.04.183. 00-11-076, § 4-25-781, filed 5/15/00, effective 6/30/00.]

WAC 4-25-782 How do I apply for an initial Washington state license and/or certificate through foreign reciprocity? (1) Pursuant to RCW 18.04.183 the board may issue a certificate and/or license if you meet the board's requirements for application through foreign reciprocity. To apply for an initial Washington state CPA license and/or certificate you must use the foreign reciprocity application form provided by the board and satisfy continuing professional education (CPE) requirements in WAC 4-25-830.

(2) You need to fully complete the form, have your signature notarized or the foreign equivalent of a notarization, and submit the form, all applicable fees, and all required documentation to the board's office.

(3) An application is not complete and cannot be processed until all fees, required information, and required doc-

umentation are received by the board. When the processing of your application is complete, notification will be mailed to the last address you provided to the board.

(4) Your Washington state CPA license and/or certificate will expire on June 30 of the third calendar year following initial licensure and/or certification.

(5) You may not use the title CPA and you may not hold out as a CPA in public practice until you have filed a complete application with the board. A licensee may only practice public accountancy in a licensed CPA firm licensed by the Washington state board of accountancy.

[Statutory Authority: RCW 18.04.055 and 18.04.183. 00-11-076, § 4-25-782, filed 5/15/00, effective 6/30/00.]

WAC 4-25-783 How do I renew a Washington CPA certificate and/or license granted through foreign reciprocity? To renew a CPA certificate originally issued in reliance on a foreign professional accounting credential, you must:

(1) Submit an application for renewal, including appropriate fees and documentation, at the time and in the same manner prescribed for all Washington state CPAs; and

(2) Submit documentation from the foreign issuing body certifying:

(a) Your foreign credential is in good standing and valid for the practice of public accountancy in the foreign jurisdiction; and

(b) You are not currently under disciplinary investigation or action; or

(c) If you are currently under disciplinary investigation or action, a statement as to the nature of the allegations.

(3) If you no longer hold the foreign credential used to qualify for a Washington state CPA license and/or certificate, you must submit documentation from the foreign issuing body certifying that you were not the subject of any investigations or disciplinary proceedings at the time the foreign credential lapsed.

[Statutory Authority: RCW 18.04.055 and 18.04.183. 00-11-076, § 4-25-783, filed 5/15/00, effective 6/30/00.]

WAC 4-25-790 How do I renew my CPA license and/or certificate? To renew your license and/or certificate you must use the form provided by the board and satisfy CPE requirements in WAC 4-25-830. In January of the year of expiration, a renewal form will be mailed to the last address you provided to the board. Renewal of your license constitutes renewal of your certificate.

To renew your license and/or certificate, you must submit to the board by April 30th of the year of expiration:

- A complete renewal application form including your certification that you have complied with the CPE requirements of WAC 4-25-830 and the supporting documentation requirements of WAC 4-25-833;

- All applicable fees; and
- All required documentation.

A renewal application is not complete and cannot be processed until all fees, required information, and required documentation is received by the board. Upon completion of processing, your license or confirmation of your renewal cer-

tificate will be mailed to the last address you provided to the board.

A license and/or certificate renewal expires on June 30 of the third calendar year following the renewal.

Failure to file a complete application for certificate and/or license renewal by April 30 of the year of expiration will result in late fees. The board may waive, reduce, or extend the due date of renewal and/or late fees based on individual hardship.

If you fail to file a complete application for certificate and/or license renewal by June 30 of the year of expiration your license and/or certificate will lapse. If your license and/or certificate has lapsed, you may not use the title CPA or hold out as a CPA in public practice.

[Statutory Authority: RCW 18.04.105 and 18.04.215. 99-18-120, § 4-25-790, filed 9/1/99, effective 1/1/00.]

WAC 4-25-791 If I hold a certificate under the reasonable cause exemption to the CPE requirements, how do I apply to return to my previous status as a licensee or a certificate holder? If you hold a certificate under the reasonable cause exemption, you may not hold out as a CPA in public practice or use the title CPA until your license and/or certificate is returned to its previous status.

To apply to return to your previous status as a licensee or a certificate holder, you must use the form provided by the board and satisfy CPE requirements in WAC 4-25-830. An application is not complete and cannot be processed until all fees, required information, and required documentation is received by the board.

To apply to return to your previous status you must submit to the board:

- A complete application form including your certification, under the penalty of perjury, that you have:

(1) Not held out in public practice and/or used the title CPA during the time in which you were a certificate holder under the reasonable cause exemption; and

(2) Met the CPE requirements to return to your previous status in WAC 4-25-830;

- All applicable fees; and
- Other documents or information the board may deem necessary.

Upon approval of your application, your license or notification of certification will be mailed to the last address you provided to the board.

[Statutory Authority: RCW 18.04.055(11) and 18.04.215 (2), (4). 99-18-121, § 4-25-791, filed 9/1/99, effective 1/1/00.]

WAC 4-25-792 How do I apply for reinstatement of a lapsed CPA license and/or certificate? If your CPA license and/or certificate has lapsed, you may not hold out as a CPA in public practice or use the title CPA until your license and/or certificate is reinstated by the board.

To apply for reinstatement of a lapsed license and/or certificate you must use the form provided by the board and satisfy CPE requirements in WAC 4-25-830. An application is not complete and cannot be processed until all fees, required information, and required documentation is received by the board.

To apply for reinstatement, you must submit to the board:

- A complete reinstatement form including your certification, under the penalty of perjury, that you have:

- (1) Not held out in public practice and/or used the title CPA during the time in which your license and/or certificate was lapsed;

- (2) Met the CPE requirements for reinstatement in WAC 4-25-830; and

- (3) Met the CPE supporting documentation requirements in WAC 4-25-833;

- Source documents as evidence of eligibility for CPE credit for all courses claimed in order to meet CPE requirements as defined by WAC 4-25-833;

- All applicable fees; and

- Other documents or information the board may deem necessary.

Upon approval of your application, your license reinstatement or notification of certification reinstatement will be mailed to the last address you provided to the board.

[Statutory Authority: RCW 18.04.055(11) and 18.04.215 (2), (4), 99-18-122, § 4-25-792, filed 9/1/99, effective 1/1/00.]

WAC 4-25-795 How do I apply for reinstatement of a revoked or suspended CPA license and/or certificate? If your CPA license and/or certificate was revoked or suspended by the board pursuant to RCW 18.04.295, 18.04.305 and/or 18.04.335, you may not hold out as a CPA in public practice or use the title CPA until your license and/or certificate is reinstated by the board.

You may apply to the board for modification of the suspension or revocation after one year has elapsed from the effective date of the board's order revoking or suspending your license and/or certificate unless the board sets some other period by order. However, if you made a previous application with respect to the same order, no additional application will be considered before the lapse of an additional year following the board's decision on the last such previous application.

To apply for reinstatement of a revoked or suspended license and/or certificate you must use the form provided by the board and satisfy CPE requirements in WAC 4-25-830. An application is not complete and cannot be processed until all fees, required information, and required documentation is received by the board.

To apply for reinstatement, you must submit to the board:

- A complete reinstatement form including your certification under the penalty of perjury, that you have:

- (1) Not held out in public practice and/or used the title CPA during the time in which your license and/or certificate was suspended or revoked;

- (2) Met the CPE requirements for reinstatement in WAC 4-25-830; and

- (3) Met the CPE supporting documentation requirements in WAC 4-25-833;

- All applicable fees;

- Source documents as evidence of eligibility for CPE credit for all courses claimed in order to meet CPE requirements as defined by WAC 4-25-833;

- Written substantiation of the reasons constituting good cause for the reinstatement;

- Two supporting recommendations, under penalty of perjury, from CPA licensees who have personal knowledge of your activities since the suspension or revocation was imposed; and

- Other documents or information which the board may deem necessary.

In considering the reinstatement application, the board may consider all relevant factors, including but not limited to:

- The offense for which you were disciplined;

- Your activities since the disciplinary penalty was imposed;

- Your activities during the time the certificate or permit was in good standing;

- Your rehabilitative efforts;

- Restitution to damaged parties in the matter for which the penalty was imposed; and

- Your general reputation for truth and professional probity.

If the board decides to consider the merits of your application for reinstatement, in the board's discretion, a hearing may be held following such procedures as the board deems suitable for the particular case. If the board decides that it will not consider the merits of your application for reinstatement, then this constitutes final agency action and there is no further administrative review available to you. As a condition of reinstatement, the board may impose such terms and conditions as it deems suitable.

The board will not consider an application for reinstatement while you are under sentence for any criminal offense, including any period during which you are on court-imposed probation or parole.

[Statutory Authority: RCW 18.04.055(11), 18.04.335 and 34.05.220, 99-18-123, § 4-25-795, filed 9/1/99, effective 1/1/00.]

CONTINUING COMPETENCY

WAC 4-25-820 Quality assurance review (QAR) program. (1) **Purpose.** The Washington state board of accountancy is charged with protection of the public interest as it relates to the licensure of certified public accountants (CPAs). The purpose of the QAR program (hereinafter referred to as program) is to monitor licensees' compliance with professional standards.

(2) **Structure and implementation.**

(a) The board will annually appoint a quality review committee (hereinafter referred to as committee) to perform the following functions:

- (i) Review of financial statements and the reports of licensees thereon to assess their compliance with applicable professional standards;

- (ii) Improvement of reporting practices of licensees through education and rehabilitative measures;

- (iii) Referral of cases requiring further investigation to the board or its designees; and

- (iv) Such other functions as the board may assign to the committee.

(b) Once every three years the board may request from each CPA firm licensed by the board, and such firm shall submit, for each of its offices, a compilation report, a review report, and an audit report. A firm shall select these reports from all reports prepared during the twelve months preceding the date of board request or, if no reports have been issued within the last twelve months, from all reports during the preceding three years.

(If reports issued by all offices of a firm are reviewed and issued in a controlled, centralized process, only one of each of the reports specified above need be submitted by the firm as a whole.)

(c) The board may exempt from the requirement of (b) of this subsection any firm which has participated in a peer or quality review within the three years immediately preceding the date of board request. Firms requesting exemption must submit a copy of an unmodified report from a reviewing organization acceptable to the board. Firms that receive modified peer or quality review reports may request exemption, but must submit copies of such reports and related correspondence, at the discretion of the board, for consideration on an individual basis.

(d) Any documents submitted in accordance with (b) of this subsection may have the name of the client, the client's address, and other identifying factors omitted, provided that the omission does not render the type or nature of the enterprise undeterminable. Dates may not be omitted.

(e) The quality review committee may also solicit and review financial statements and related reports of licensees from clients, public agencies, banks, and other users of financial statements.

(f) In gathering information about the professional work of licensees, the committee may make use of investigators, either paid or unpaid, who are not themselves members of the committee.

(g) The identities of the sources of financial statements and reports received by the board or the committee from other than the licensees who issued the reports shall be preserved in confidence. Reports submitted to the committee pursuant to (b) of this subsection and comments of reviewers, the committee and the board on such reports or workpapers relating thereto, shall also be preserved in confidence except to the extent that they are communicated by the board to the licensees who issued the reports or disclosure is required under administrative procedure rules or by direction of a court of law.

(h) The committee's review of financial statements and reports of the licensees thereon shall be directed toward the following:

- (i) Presentation of financial statements in conformity with generally accepted accounting principles;
- (ii) Compliance by licensees with generally accepted auditing standards;
- (iii) Compliance by licensees with other professional standards; and
- (iv) Compliance by licensees with the rules of the board and other regulations relating to the practice of public accounting.

(i) If the board determines that a report referred to the board by the committee is substandard or seriously question-

able with respect to applicable professional standards, the board may take one or more of the following actions:

(i) Send the licensee firm a letter of comment detailing the perceived deficiencies and require the licensee to develop quality control procedures to insure that similar occurrences will not occur in the future;

(ii) Require any individual licensee who had responsibility for issuance of a report, or who substantially participated in preparation of the report and/or related workpapers, to successfully complete specific courses or types of continuing education as specified by the board;

(iii) Require that the office responsible for a substandard report submit all or specified categories of its reports to a pre-issuance review in a manner and for a duration prescribed by the board;

(iv) Require the office or the licensee firm responsible for a substandard report to submit to a peer review conducted in accordance with standards acceptable to the board;

(v) Require the licensee firm responsible for substandard work to submit to on-site review or other investigative procedures of work product and practices by board representatives in order to assess the degree or pervasiveness of substandard work. The board may assess the costs of such procedures to the firm if the results of such investigative efforts substantiate the existence of substandard work product;

(vi) Initiate an investigation pursuant to RCW 18.04.295, 18.04.305, and/or 18.04.320 if it appears that the professional conduct reflected in a substandard report is so serious as to warrant consideration of possible disciplinary action.

[Statutory Authority: RCW 18.04.055, 94-02-071, § 4-25-820, filed 1/4/94, effective 2/4/94.]

WAC 4-25-830 What are the CPE requirements? (1)

For CPE reporting periods beginning January 1, 2000, or later, the following CPE is required during the three calendar year period prior to renewal:

Category	Maximum CPE Allowed in Non-technical Subject Areas	Minimum CPE in Ethics Applicable to Practice in WA State	Total CPE
(a) A licensee.	24	4	120
(b) A certificateholder whose activities during the 3-year calendar period prior to renewal do not require a license to practice public accounting.	Exempt	4	120

(2) Subject area requirements:

(a) Licensees are limited to a maximum of 24 CPE credit hours in nontechnical subject areas during the CPE reporting period.

(b) If you are a certificateholder, you are exempt from the limitation of CPE credit hours in nontechnical subject areas.

(3) Ethics applicable to practice in WA state: During each CPE reporting period all licensees and certificateholders are required to complete a four-hour course on professional ethics with specific application to the practice of public accounting in Washington state.

(4) **20 hours a year minimum:** For CPE reporting periods beginning after December 31, 1999, you must complete a minimum of 20 hours of CPE each calendar year. This requirement is waived for the first calendar year of a certificateholder's initial CPE reporting cycle.

(5) **Reasonable cause exemption:** Retirees and certificateholders who will not make any public, professional, commercial, or occupational use of the title CPA during the upcoming three-year period are deemed to have met the reasonable cause exemption and may therefore renew their certificate under the reasonable cause exemption and be exempt from the CPE requirements. However, individuals holding a certificate under the reasonable cause exemption may not hold out in public practice nor may they make any professional, occupational, commercial or public use of the CPA title.

(6) **Return to previous status:** If you seek to change your status as a certificateholder exempted from the CPE requirements under the reasonable cause exemption to a:

(a) Licensee, you must satisfy the requirements of subsection (1)(a) of this section within the three-year period immediately preceding the date the application for change in status was received by the board; or

(b) Certificateholder, you must satisfy the requirements of subsection (1)(b) of this section within the three-year period immediately preceding the date the application for change in status was received by the board.

(7) **Reinstatement of a lapsed, suspended, or revoked license and/or certificate:** If you seek to reinstate a lapsed, suspended, or revoked license and certificate, you must satisfy the requirements of subsection (1)(a) of this section within the three-year period immediately preceding the date the application for reinstatement was received by the board. If you seek to reinstate a lapsed, suspended, or revoked certificate, you must satisfy the requirements of subsection (1)(b) of this section within the three-year period immediately preceding the date the application for reinstatement was received by the board.

(8) **Reciprocity:** If you are applying for an initial Washington state CPA license and/or certificate under the reciprocity provisions of RCW 18.04.180 or 18.04.183, you must satisfy the applicable requirements in subsection (1) of this section within the three-year period immediately preceding the date the application was received by the board. For purposes of an initial license and/or certificate, you do not need to satisfy the ethics requirements of subsection (3) of this section.

Thereafter, in order to renew your Washington state CPA license and/or certificate, you must comply with all the applicable renewal requirements in subsection (1) of this section, including the ethics requirements in subsection (3) of this section.

(9) **CPE waiver request:** In order to renew your license and/or certificate you must complete the required CPE unless you can demonstrate your failure to meet the CPE requirements was due to reasonable cause. The board may make limited exceptions to the CPE requirements for reasons of individual hardship including health, military service, foreign residence, or other reasonable cause. You must request

such an exception in writing on the form provided by the board. The request must include justification for the request and your plan to correct your CPE deficiency.

[Statutory Authority: RCW 18.04.055(7), 18.04.104(8), 18.04.215(4). 00-11-077, § 4-25-830, filed 5/15/00, effective 6/30/00. Statutory Authority: RCW 18.04.055(7), 18.04.215(4) and 18.04.105(8). 99-23-045, § 4-25-830, filed 11/15/99, effective 1/1/00.]

WAC 4-25-831 What are the program standards for CPE? (1) **Qualifying program:** A program qualifies as acceptable CPE for purposes of RCW 18.04.215(4) if it is a formal program of learning which contributes to the growth in the professional knowledge and professional competence of an individual in the practice of the profession. A formal program means:

- The program is at least fifty minutes in length;
- Attendance is recorded;
- Participants sign in to confirm attendance and, if the program is greater than four credit hours, participants sign out during the last hour of the program; and
- Attendees are provided a certificate of completion.

(2) **Undergraduate and graduate courses:** A graduate or undergraduate course qualifies for CPE credit if it meets the standards in subsections (1) and (5) of this section. For both undergraduate and graduate courses one quarter credit equals 10 CPE credit hours and one semester credit equals 15 CPE credit hours.

(3) **Committee meetings:** Generally, CPE credit is not allowed for attending committee meetings. A meeting qualifies for CPE credit only if it meets the standards in subsections (1) and (5) of this section.

(4) **Quality assurance review:** Service on the board's QAR committee, participating as a QAR team captain or reviewer, and participating on other board-approved quality or peer review committees may be considered for CPE credit as defined by board policy.

(5) **Subject areas:** Programs dealing with the following general subject areas are acceptable so long as they meet the standards in subsection (1) of this section:

- (a) Technical subjects include:
- (i) Auditing standards or procedures;
 - (ii) Compilation and review of financial statements;
 - (iii) Financial statement preparation and disclosures;
 - (iv) Attestation standards and procedures;
 - (v) Projection and forecast standards or procedures;
 - (vi) Accounting and auditing;
 - (vii) Management advisory services;
 - (viii) Personal financial planning;
 - (ix) Taxation;
 - (x) Management information services;
 - (xi) Budgeting and cost analysis;
 - (xii) Asset management;
 - (xiii) Professional ethics (other than those programs used to satisfy the requirements of WAC 4-25-830(3));
 - (xiv) Specialized areas of industry;
 - (xv) Human resource management;
 - (xvi) Economics;
 - (xvii) Business law;
 - (xviii) Mathematics, statistics, and quantitative applications in business;

- (xix) Business management and organization;
- (xx) General computer skills, computer software training, information technology planning and management;
- (b) Nontechnical subjects include:
 - (i) Communication skills;
 - (ii) Interpersonal management skills;
 - (iii) Leadership and personal development skills;
 - (iv) Client and public relations;
 - (v) Practice development;
 - (vi) Motivational and behavioral courses;
 - (vii) Speed reading and memory building;
 - (viii) Negotiation or dispute resolution courses;
- (c) Professional ethics with specific application to the practice of public accounting in Washington state covers the following subjects: Revised Code of Washington chapter 18.04, Washington Administrative Code chapter 4-25, and the code of professional conduct promulgated by the American Institute of CPAs.

Subjects other than those listed above may be acceptable provided you can demonstrate they contribute to your professional competence. You are solely responsible for demonstrating that a particular program is acceptable.

(6) **Group programs:** You may claim CPE credit for group programs such as the following so long as the program meets the standards in subsections (1) and (5) of this section:

- (a) Professional education and development programs of national, state, and local accounting organizations;
- (b) Technical sessions at meetings of national, state, and local accounting organizations and their chapters;
- (c) Formal in-firm education programs;
- (d) Programs of other organizations (accounting, industrial, professional, etc.);
- (e) Dinner, luncheon, and breakfast meetings which are structured as formal educational programs;
- (f) Firm meetings for staff and/or management groups structured as formal education programs. Portions of such meetings devoted to communication and application of general professional policy or procedure may qualify, but portions devoted to firm administrative, financial and operating matters generally will not qualify.

(7) **CPE credit:** CPE credit is allowable only for those programs taken after the issuance of the CPA certificate. Credit is not allowed for programs taken to prepare an applicant for the ethics examination as a requirement for initial certification. CPE credit is given for whole hours only, with a minimum of fifty minutes constituting one hour. For example, one hundred minutes of continuous instruction counts as two hours of CPE credit; however, more than fifty minutes but less than one hundred minutes of continuous instruction counts only as one hour CPE credit. Attendees obtain CPE credit only for time spent in instruction; no credit is allowed for preparation time.

(8) **Self-study programs:** Credit for self-study programs is allowed in the renewal period in which you completed the program as established by the evidence of completion provided by the program sponsor.

(a) **Interactive self-study programs:** The amount of credit allowed for interactive self-study is that which is recommended by the program sponsor on the basis of the average completion time under appropriate "field tests." In order

to claim CPE credit for interactive self-study programs, you must obtain evidence of satisfactory completion of the course from the program sponsor.

(b) **Noninteractive self-study programs:** The amount of credit allowed for noninteractive self-study is one-half the average completion time as determined by the program sponsor on the basis of appropriate "field tests." To claim CPE credit for noninteractive self-study programs, you must obtain evidence of satisfactory completion of the course from the program sponsor.

(9) **Instructor, discussion leader, or speaker:** If you serve as an instructor, discussion leader or speaker at a program which meets the standards in subsections (1) and (5) of this section, the first time you present the program you may claim CPE credit for both preparation and presentation time. One hour of credit is allowed for each fifty minutes of instruction. Additionally, you may claim credit for actual preparation time up to two times the presentation hours. No credit is allowed for subsequent presentations. A maximum of 72 CPE credit hours are allowed for preparation and presentation during each CPE reporting period.

(10) **Published articles, books:** You may claim CPE credit for published articles and books, provided they contribute to your professional competence. Credit for preparation of such publications may be claimed on a self-declaration basis for up to 30 hours in a CPE reporting period. In exceptional circumstances, you may request additional credit by submitting the article(s) or book(s) to the board with an explanation of the circumstances that justify a greater credit. The amount of credit awarded for a given publication will be determined by the board.

(11) **Carry-forward:** CPE credit hours you complete during one period cannot be carried forward to the next period.

(12) **Carry-back:** CPE credit hours you complete during one period can be carried back to the previous reporting period; however, only in accordance with WAC 4-25-830(5).

[Statutory Authority: RCW 18.04.055 and 18.04.105(8). 99-23-046, § 4-25-831, filed 11/15/99, effective 1/1/00.]

WAC 4-25-832 How do I report my CPE to the board? In order to apply for renewal of your CPA license and/or certificate, you must satisfy the board's CPE and supporting documentation requirements.

The reporting of compliance with CPE requirements is concurrent with the application for license and/or certificate renewal. When you complete your renewal form, you are required to sign a statement certifying under the penalty of perjury that you complied with the board's CPE requirements as defined in WAC 4-25-830 and supporting documentation requirements as defined in WAC 4-25-833.

The board audits, on a test basis, compliance with CPE and supporting documentation requirements as certified on the license and/or certificate renewal form. As part of this audit the board may require a general description of each course's contribution to your professional competence.

[Statutory Authority: RCW 18.04.055 and 18.04.105(8). 99-23-047, § 4-25-832, filed 11/15/99, effective 1/1/00.]

WAC 4-25-833 What documentation must I retain to support my eligibility for CPE credits? (1) For each program for which you claim CPE credit you must retain documentation to support all of the following required information:

- (a) Program sponsor;
- (b) Title of program or description of content;
- (c) Date(s) attended;
- (d) Number of CPE credit hour(s); and
- (e) Acceptable evidence of completion.

(2) Acceptable evidence supporting the requirements of subsection (1) of this section includes:

(a) For group programs, a certificate, or other acceptable verification as defined by board policy, that is supplied by the program sponsor;

(b) For self-study programs, a certificate supplied by the program sponsor after satisfactory completion of a workbook or examination;

(c) For a university or college course, a record of the grade you received;

(d) For instruction credit, evidence obtained from the program sponsor of your having been the instructor or discussion leader at the program; or

(e) For published articles or books, evidence of publication.

(3) You are responsible for documenting your entitlement to the CPE credit you claim on your license and/or certificate renewal form. You must retain the supporting documentation for CPE credit claimed for five years after completion of the program.

[Statutory Authority: RCW 18.04.055 and 18.04.105(8). 99-23-048, § 4-25-833, filed 11/15/99, effective 1/1/00.]

ENFORCEMENT

WAC 4-25-910 What are the bases for the board to impose discipline? RCW 18.04.295 authorizes the board to revoke, suspend, refuse to renew a license and/or certificate, impose a fine not to exceed one thousand dollars, and recover investigative and legal costs for the specific acts listed below.

The following are specific examples of prohibited acts that constitute grounds for discipline under RCW 18.04.295 and 18.04.305. The board does not intend this listing to be all inclusive.

(1) Fraud or deceit in obtaining a CPA license and/or certificate.

(2) Making a false or misleading statement in support of another's application for a license and/or certificate.

(3) Dishonesty, fraud, or negligence while representing oneself as a CPA including but not limited to:

(a) Practicing public accountancy in Washington state prior to obtaining a license;

(b) Making misleading, deceptive, or untrue representations;

(c) Engaging in acts of fiscal dishonesty;

(d) Purposefully, knowingly, or negligently failing to file a report or record, or filing a false report or record, required by local, state, or federal law;

(e) Unlawfully selling unregistered securities;

(f) Unlawfully acting as an unregistered securities salesperson or broker-dealer;

(g) Discharging a trustee's duties in a negligent manner or breaching one's fiduciary duties; or

(h) Withdrawing or liquidating, as fees earned, funds received by a CPA from a client as a deposit or retainer when the client contests the amount of fees earned, until such time as the dispute is resolved.

(4) The following shall be prima facie evidence that a CPA has engaged in dishonesty, fraud, or negligence while representing himself or herself as a CPA:

(a) An order of a court of competent jurisdiction finding the CPA to have committed an act of negligence, fraud, or dishonesty or other act reflecting adversely on a CPA's fitness to represent himself or herself as a CPA;

(b) An order of a federal, state, local or foreign jurisdiction regulatory body finding the CPA to have committed an act of negligence, fraud, or dishonesty or other act reflecting adversely on a CPA's fitness to represent himself or herself as a CPA;

(c) Cancellation, revocation, suspension, or refusal to renew the right to practice as a CPA by any other state for any cause other than failure to pay a fee or to meet the requirements of continuing education in the other state; or

(d) Suspension or revocation of the right to practice before any state or federal agency.

(5) Conviction of a crime or an act constituting a crime under: Federal law; the laws of Washington state; or the laws of another state, and which, if committed within this state, would have constituted a crime under the laws of this state.

(6) A conflict of interest such as:

(a) Self dealing as a trustee, including, but not limited to:

(i) Investing trust funds in entities controlled by or related to the trustee;

(ii) Borrowing from trust funds, with or without disclosure; and

(iii) Employing persons related to the trustee or entities in which the trust has a beneficial interest to provide services to the trust (unless specifically authorized by the trust creation document).

(b) Borrowing funds from a client unless the client is in the business of making loans of the type obtained by the certificateholder and the loan terms are not more favorable than loans extended to other persons of similar credit worthiness.

(7) A violation of the Public Accountancy Act or failure to comply with a board rule contained in chapter 4-25 WAC.

(8) Violation of one or more of the rules of professional conduct included in chapter 4-25 WAC or concealing another's violation of the Public Accountancy Act or board rules.

(9) Failure to cooperate with the board by failing to:

(a) Furnish any papers or documents requested or ordered to produce by the board;

(b) Furnish in writing a full and complete explanation related to a complaint as requested by the board;

(c) Respond to an inquiry of the board;

(d) Respond to subpoenas issued by the board, whether or not the recipient of the subpoena is the accused in the proceeding.

(10) A CPA's adjudication as mentally incompetent is prima facie evidence that the CPA lacks the professional competence required by the rules of professional conduct.

[Statutory Authority: RCW 18.04.055(11), 18.04.295, and 18.04.305. 00-11-078, § 4-25-910, filed 5/15/00, effective 6/30/00. Statutory Authority: RCW 18.04.055 and 18.04.295. 94-23-070, § 4-25-910, filed 11/15/94, effective 12/16/94.]