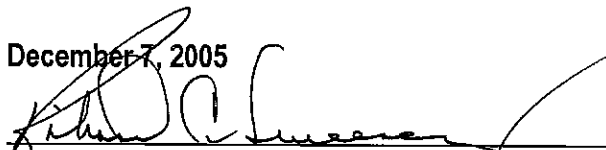


**STATE OF WASHINGTON – BOARD OF ACCOUNTANCY  
ADMINISTRATIVE POLICY #24**

**SUBJECT:** BRIEF ADJUDICATIVE PROCEEDINGS

**EFFECTIVE:** December 7, 2005

**APPROVED BY:**

  
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Richard C. Sweeney, CPA, Executive Director  
Washington State Board of Accountancy

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**PURPOSE:**

Chapter 34.05 RCW, the Administrative Procedures Act, permits agencies to adopt brief adjudicative proceedings to facilitate the resolution of limited administrative issues. The Board has adopted such procedures through WAC 4-25-540 *What rules govern the proceedings before the board?* This policy is to establish agency practices for administering brief adjudicative proceedings and appeals of brief adjudicative proceedings.

**POLICY:**

The agency's objective is to fully comply with 34.50 RCW and WAC 4-25-540. This policy is designed to provide specific and sound procedures for employees and contract staff to implement the required brief adjudicative proceedings process, and the process for administering appeals of brief adjudicative proceedings, within the parameters established by 34.05 RCW.

**PROCEDURES:**

- A. Agency staff and contract staff will include the following notice (verbatim) in all written denials as identified by WAC 4-25-540 subsection (1) through (7):

*Board rule [WAC 4-25-540] permits any person aggrieved by a staff action denying an application to appeal the decision. The appeal process is called a brief adjudicative proceeding. 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 presiding officer for the brief adjudicative proceeding 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.*

- B. As established the WAC 4-25-540 the Executive Director or her/his designee is the presiding officer for brief adjudicative proceedings.

- C. The Executive Director or her/his designee consults with a Consulting Board Member prior to issuing her/his decision in the form of an order.
- D. Should the Executive Director or her/his designee and the Consulting Board Member disagree as to the appropriate decision, the Executive Director or her/his designee will consult with a second Consulting Board Member for further consultation.
- E. The Executive Director or her/his designee issues an Order notifying the appellant of the Executive Director's decision, the reason(s) for the decision, and the appellant's right to appeal the Order to the Board's Vice Chair provided the appeal is received by the Board, orally or in writing, within twenty-one days after the Order is posted in U.S. Mail.