



# Washington State Board of Accountancy

**Policy Number:** 2001-2

**Title:** Experience\*

**Revised:** January 31, 2005

**Effective:** June 30, 2001

**Approved:** Barbara J. Adams  
**Barbara J. Adams, CPA, Chair**

\*This policy rescinds and supersedes any previous Board or Committee policy.

## **Purpose:**

This policy is to provide clarification on how the Board interprets WAC 4-25-730 (What are the experience requirements in order to obtain a CPA license?) and to create and establish guidelines for the Qualifications Committee.

### **I. Qualifications Committee:**

The Qualifications Committee is delegated authority to establish, process and approve experience required for issuance of an initial license.

#### **A. Co-Chairs**

To ensure alignment with the Board's direction and provide a sound liaison between the full Board and the Committee, the Qualifications Committee is co-chaired by a Board member. Board member selection for this assignment is made by the full Board and takes into consideration the member's attest experience. To ensure consistency, the Committee is to be co-chaired by the Executive Director.

#### **B. Committee Members**

Volunteer licensed CPAs are solicited to participate on the Qualifications Committee. Individuals volunteering to serve on the Qualifications Committee receive copies of and are briefed on all Board policies, in particular those policies dealing with: privacy, diversity, customer service, and regulatory reform. Volunteers must have held a valid Washington state license for a

minimum of 5 years. Volunteers will receive technical CPE credit (50 minutes equals one CPE credit hour) for Committee work performed up to a maximum of 32 hours a calendar year. Volunteers will be reimbursed for travel expenses based on the state regulations provided such expenses are pre-approved by the Executive Director.

**C. Experience Affidavits and Instructions**

The Qualifications Committee is responsible for providing recommendations to the Board to enhance the application affidavit and forms. The Committee is directed to focus its recommendations on enhancements which will:

- Improve clarity, language, and ease of use
- Allow for more rapid completion of the experience application
- Ensure the relevance of the competencies and associated abilities
- Minimize resources used (both resources required by candidates, CPAs, and agency staff)

Policy recommendations are to be forwarded to the Board for review and approval.

Minor, non-substantial verbiage changes that simplify improve the clarity of the Experience Affidavit and instructions forms may be made without the Board's approval.

**E. Audit of Experience Applications**

The Qualifications Committee is responsible for maintaining the relevancy and updating the audit procedures, including forms and boilerplate letters, to perform audits of Experience Applications.

The Qualifications Committee is authorized to select experience applications for audit. All audits of Experience Applications are to be performed under the direction of the Board Member Co-Chair. The Qualifications Committee is to forward identified discrepancies in application materials and/or apparent non-compliance with Board rules to the Executive Director for action.

**II. Foreign Experience**

The Board's experience requirements do not prohibit foreign experience.

Given the agency's limited resources, applicants are required to submit applications and/or application supporting information in English. Applicants are responsible for ensuring any additional documentation requested by the Committee is presented in English.

**III. 2,000 Minimum Work Hours**

The minimum of 2,000 hours includes hours worked rather than billable hours; additionally vacation time and/or personal leave time is not to be included in these hours. The experience must cover a minimum twelve-month period.

**IV. Experience Application and Affidavit**

Appendix A contains the Board's approved experience affidavit.

# APPENDIX A

# Washington State Board of Accountancy - Experience Affidavit

The Washington State Board of Accountancy is required to comply with the Public Disclosure Act Chapter 42.17 RCW. This Act establishes a strong state mandate in favor of disclosure of public records. As such the information you submit to the Board including personal information may ultimately be subject to disclosure as a public record.

## Section 1 – CPA's Verification

**This is the Only Section to be Completed by the Licensed CPA Verifying the Candidate's Experience**

If more than one CPA is verifying the candidate's experience a separate Section 1 must be attached for each verifying CPA.

CPA's Name: \_\_\_\_\_ Date Initially Licensed\*: \_\_\_\_\_  
License Number and State of Issuance: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_ Fax Number: \_\_\_\_\_  
\_\_\_\_\_ E-mail Address: \_\_\_\_\_

\*You must have held a license for 5 years or more in order to attest to a candidate's competency.

### CPA's Verification:

I certify under the penalty of perjury that I am qualified under the Board's requirements to verify a candidate's experience; and I verify the candidate has had experience supporting attainment of the following competencies (check each appropriate competency):

- \_\_\_\_\_ Understanding the Rules of Professional Conduct Contained in Chapter 4-25 WAC
- \_\_\_\_\_ Assessing the Achievement of an Entity's Objectives
- \_\_\_\_\_ Preparing Documents that Contain Sufficient Data to Support Analysis and Conclusions
- \_\_\_\_\_ Understanding Transaction Streams and Information Systems
- \_\_\_\_\_ Assessing Risk and Designing Appropriate Procedures
- \_\_\_\_\_ Making Decisions, Solving Problems, and Thinking Critically in the Context of Analysis
- \_\_\_\_\_ Communicating Scope of Work, Findings and Conclusions Effectively

\_\_\_\_\_  
CPA's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Country

## Section 2(a) – Candidate's Attestation

**This Section is to be Completed by the Candidate**

Date of Application: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Candidate's Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Social Security Number \*: \_\_\_\_\_ Washington CPA Certificate # (if issued): \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Licensees and certificate holders are required to provide their social security number in order to assist in enforcement of child support laws. See RCW 26.23.150. Your social security number may also be used for identification purposes.

I certify under the penalty of perjury the representations I have made in this Experience Affidavit are accurate:

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Country

**Section 2(b) – Experience History**  
**This Section is to be Completed by the Candidate**

Candidate Name: \_\_\_\_\_

List the company(ies) where you obtained your work experience (attach additional sheets if necessary):

Company: \_\_\_\_\_  
 Industry: \_\_\_\_\_  
 Address: \_\_\_\_\_

Company: \_\_\_\_\_  
 Industry: \_\_\_\_\_  
 Address: \_\_\_\_\_

Title or Key Job Responsibilities: \_\_\_\_\_

Title or Key Job Responsibilities: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

Number of Hours Worked: \_\_\_\_\_

Number of Hours Worked: \_\_\_\_\_

Total number of hours worked in all organizations: \_\_\_\_\_ (Must be a minimum of 2,000 hours)

Total number of months worked in all organizations: \_\_\_\_\_ (Must be a minimum of 12 Months)

**Section 2(c) – Experience in Skill Areas**  
**This Section is to be Completed by the Candidate**

For each ability listed (1.1, 1.2, 1.3, etc.) under the seven competencies, you must identify your experience in the specific skill area(s) that supports your attainment of the ability. **For each ability you must have experience in at least one skill area.** If you are unable to identify a skill area where you obtained experience supporting your attainment of each ability listed below, you have not met the competency requirements, you do not qualify for a license, and your application cannot be processed.

<i>Check the skill areas where you obtained experience supporting your attainment of this ability</i>	
<b>Competency 1 - Understanding the Profession's Code of Conduct</b>	
1.1 Understand the laws and regulations governing CPAs.	<input type="checkbox"/> Accounting <input type="checkbox"/> Issuing Reports on Financial Statements <input type="checkbox"/> Tax Advisory <input type="checkbox"/> Tax <input type="checkbox"/> Management Advisory <input type="checkbox"/> Financial Advisory <input type="checkbox"/> Consulting Skills
1.2 Demonstrate the ability to work with integrity, objectivity, professional skepticism, and due professional care.	<input type="checkbox"/> Accounting <input type="checkbox"/> Issuing Reports on Financial Statements <input type="checkbox"/> Tax Advisory <input type="checkbox"/> Tax <input type="checkbox"/> Management Advisory <input type="checkbox"/> Financial Advisory <input type="checkbox"/> Consulting Skills
1.3 Make appropriate judgments to undertake only those tasks that can reasonably be expected to be completed with professional competence and seek advice and supervision when confronted with challenges beyond your immediate expertise.	<input type="checkbox"/> Accounting <input type="checkbox"/> Issuing Reports on Financial Statements <input type="checkbox"/> Tax Advisory <input type="checkbox"/> Tax <input type="checkbox"/> Management Advisory <input type="checkbox"/> Financial Advisory <input type="checkbox"/> Consulting Skills
1.4 Understand the need for independence in providing attest services.	<input type="checkbox"/> Accounting <input type="checkbox"/> Issuing Reports on Financial Statements <input type="checkbox"/> Tax Advisory <input type="checkbox"/> Tax <input type="checkbox"/> Management Advisory <input type="checkbox"/> Financial Advisory <input type="checkbox"/> Consulting Skills
<b>Competency 2 - Assessing the Achievement of an Entity's Objectives</b>	
2.1 Plan an engagement or work program for entities of various size and complexity.	<input type="checkbox"/> Accounting <input type="checkbox"/> Issuing Reports on Financial Statements <input type="checkbox"/> Tax Advisory <input type="checkbox"/> Tax <input type="checkbox"/> Management Advisory <input type="checkbox"/> Financial Advisory <input type="checkbox"/> Consulting Skills
2.2 Obtain an understanding of an entity's business (organization, objectives, goals, and operating characteristics) and matters affecting the entity's industry (economic conditions, government regulations, changes in technology, or other critical factors).	<input type="checkbox"/> Accounting <input type="checkbox"/> Issuing Reports on Financial Statements <input type="checkbox"/> Tax Advisory <input type="checkbox"/> Tax <input type="checkbox"/> Management Advisory <input type="checkbox"/> Financial Advisory <input type="checkbox"/> Consulting Skills
2.3 Design and effectively perform analytical procedures.	<input type="checkbox"/> Accounting <input type="checkbox"/> Issuing Reports on Financial Statements <input type="checkbox"/> Tax Advisory <input type="checkbox"/> Tax <input type="checkbox"/> Management Advisory <input type="checkbox"/> Financial Advisory <input type="checkbox"/> Consulting Skills

Candidate Name: \_\_\_\_\_

<p><b>2.4</b> Identify conditions that may require the extension or modification of a work program or professional services.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>2.5</b> Evaluate the reasonableness of estimates and representations by others such as management.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>Competency 3 - Preparing Documents that Contain Sufficient Data to Support Analysis and Conclusions</b></p>	
<p><b>3.1</b> An understanding of an entity's internal control is obtained and considered in determining the scope of the work program or services to be performed.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>3.2</b> Sufficient, relevant data is obtained, analyzed and documented to provide a reasonable basis for the conclusion(s) expressed in a report or other document.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>Competency 4 - Understanding Transaction Streams &amp; Information Systems</b></p>	
<p><b>4.1</b> Obtain and document an understanding of an entity's transaction streams and information systems, including key internal controls.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>4.2</b> Understands the interrelationships of transactions within an organization.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>4.3</b> Make appropriate decisions about the nature, timing, and extent of procedures that support an expected level of assurance.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>Competency 5 - Assessing Risk and Designing Appropriate Procedures</b></p>	
<p><b>5.1</b> Assess control risk for various accounts, assertions, or programs, etc.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>5.2</b> Assess the risk of misstatement of the underlying data.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>5.3</b> Identify and assess factors that may indicate the presence of fraud.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>5.4</b> Design policies and procedures to reduce management's risk that financial information would be materially misstated, or design the nature, timing and extent of tests or procedures to obtain a reasonable level of assurance, that financial statements properly present the following management assertions: completeness, existence and occurrence, rights and obligations, valuation and allocation, and presentation and disclosure.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>Competency 6 - Making Decisions, Solving Problems, and Thinking Critically in the Context of Analysis</b></p>	
<p><b>6.1</b> Assess the appropriateness of conclusions based on sufficient, relevant data.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>6.2</b> Evaluate the appropriateness of financial presentations and disclosures in accordance with the appropriate basis of accounting.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>
<p><b>Competency 7 - Communicating Scope of Work, Findings and Conclusions Effectively</b></p>	
<p><b>7.1</b> Comply with appropriate reporting standards for professional services undertaken or draft appropriate communications expressing scope of work, findings, and conclusions.</p>	<p>___ Accounting ___ Issuing Reports on Financial Statements          ___ Tax Advisory ___ Tax ___ Management Advisory          ___ Financial Advisory ___ Consulting Skills</p>

# Washington State Board of Accountancy

## How to Meet the Experience Requirements for Initial Licensure

### I. General Instructions

The Board's goals with establishing competency requirements are to define the experience requirement in a manner that is applicable to candidates' obtaining their experience in a variety of fields and organizations, to provide a thorough guide to the licensed CPA to support a candidate during the apprenticeship period and in assessing whether a candidate's experience supports the attainment of the competencies, to meet statutory requirements for determining competency requirements for applicants for licensure, and to support public protection through clearly defined requirements for an apprenticeship period prior to licensure.

The experience requirements are as follows:

- A. The candidate must obtain experience supporting the attainment of the following seven competencies:
  1. Understanding the rules of professional conduct as contained in chapter 4-25 WAC;
  2. Assessing the achievement of an entity's\* objectives (\*the term entity includes: programs, projects, divisions, or an entire organization);
  3. Preparing documents that contain sufficient data to support analysis and conclusions;
  4. Understanding transaction streams and information systems;
  5. Assessing risk and designing appropriate procedures;
  6. Making decisions, solving problems, and thinking critically in the context of analysis; and
  7. Communicating scope of work, findings and conclusions effectively.
- B. The candidate's experience must be for a minimum of 12 months, consisting of at least 2,000 hours, through the use of accounting, issuing reports on financial statements, management advisory, financial advisory, tax, tax advisory or consulting skills. The 2,000 hours are work hours; i.e., the hours are not limited to billable hours. Nor are they limited to hours for which the candidate received a wage or salary.
- C. The experience must have been obtained within the eight years immediately preceding the date your application for licensure is filed with the Board. Except, if the candidate was a certificateholder on June 30, 2001 and submits their license application to the Board prior to June 30, 2004, the candidate is not limited to the eight-year limitation.
- D. A licensed CPA (or CPAs) must verify that the candidate's experience supported the attainment of the competencies. The verifying CPA does not have to be the candidate's day-to-day work supervisor. However, the CPA must be qualified to verify the candidate's experience and complete Section 1 of the Experience Affidavit.
- E. The candidate must fully complete Section 2 of the Experience Affidavit.
- F. *Note: The Board will confirm the verifying CPA's license status. If the verifying CPA is licensed in another jurisdiction the process of the application may be delayed depending upon the timeliness of the other jurisdiction's response to our request for information.*

### II. Instructions to CPAs

The CPA verifies that the candidate has had experience supporting the attainment of the competencies by completing Section 1 of the Experience Affidavit. The CPA does not verify that the candidate has attained the competencies. The CPA verifying a candidate's experience must meet the Board's qualification. To be qualified to verify a candidate's experience the CPA must be a currently licensed CPA in one of the 54 US jurisdictions and have held a license to practice public accounting for a minimum of 5 years (the 5 years do not have to be continuous) prior to verifying the candidate's experience. The verifying CPA is not required to directly supervise the day-to-day work of the candidate nor is the CPA required to work for the same organization as the candidate. If a candidate's work experience is in a specialized service area, the CPA should have experience in the specialized service area. A licensed CPA intending to verify a candidate's experience is required to notify the candidate of any changes in their status as a licensee. The CPA should be able to support the candidate in locating opportunities where the candidate may obtain experience supporting the attainment of the competencies. A matrix showing the associations between the competencies and professional standards is contained in Exhibit 1 to these instructions.

### **III. Instructions to Candidates**

The candidate must complete Section 2(a), 2(b) and 2(c) of the Experience Affidavit. It is the candidate's responsibility to establish a relationship with a qualified CPA. If the CPA verifying the candidate's experience does not meet the Board's qualifications, the Board will not accept the CPA's verification. Therefore, candidates need to confirm the CPA's qualifications prior to entering into a relationship. This can be done by contacting the Board of Accountancy where the CPA is licensed and confirming the CPA holds a valid license to practice public accounting and has been licensed for a minimum of five years. The status of a Washington CPA can be confirmed by calling the Board's office at 360/753-2586. The web site for the National Association of State Boards of Accountancy, [www.nasba.org](http://www.nasba.org), lists the contact numbers for other accountancy boards.

### **IV. Suggested (Not Required) Relationship and Work Plan**

Ideally the CPA will mentor, monitor, support and guide the candidate toward the attainment of the competencies through actual experience. The Board recognizes the CPA may oversee a candidate's experience even though the CPA may not be the candidate's employer-supervisor. The CPA has the primary role of evaluating whether the candidate has obtained experience meeting the Board's requirements. The Board recommends the candidate and the CPA establish a work plan, which includes a review of the candidate's CPE requirements, for attaining the competencies. The Board recommends the CPA utilize the competencies listed in Section 2(c) of the Experience Affidavit as a guide for developing a work plan or program for the candidate, for counseling and/or interim progress meetings, identifying CPE requirements, and discussions, and as a tool for communicating the CPA's decisions regarding the candidate's progress, areas of concern, and expectations for future focus to the candidate. The Board recommends frequent meetings directly between the candidate and the CPA to provide an opportunity for the candidate to seek the CPA's counsel and an opportunity for the CPA to provide interim evaluations of the candidate's experience. If the CPA and the candidate discontinue their relationship prior to the candidate meeting the Board's experience requirements, it is preferable that the CPA provide the candidate with an interim evaluation of the candidate's experience to date and be available to discuss the candidate's experience with CPAs that may, at a later date, agree to enter into a relationship with the candidate. However, the CPA is not required by Board rule to provide such an evaluation. The candidate will need to establish a second relationship to complete the experience requirement.

### **V. Disputes between the Candidate and the CPA**

If the candidate disagrees with the CPA's decisions regarding verifying the candidate's experience, the Qualifications Committee has a resolution process established to review and conclude on such disagreements. The candidate must request such a resolution on the form provided by the Board and provide all requested information.

### **VI. Board Reviews and Audits of Experience Affidavits**

The Board's Qualifications Committee and Board staff review all Experience Affidavits. The Qualifications Committee may require both the candidate and the verifying CPA to explain the representations made on the Experience Affidavit. To facilitate the processing of applications, both verifying CPAs and candidates are required to respond to Board staff and Qualifications Committee requests for information within 20 days of the date such an inquiry is posted in the U.S. mail. As part of the evaluation of the candidate's application the Qualifications Committee may require information relating to the candidate's fulfillment of the experience requirement.

All experience applications are subject to audit and the candidate must maintain supporting information for a minimum of twelve months after the date the candidate's experience is approved by the Board. Supporting information could include such information as: employment records, confirmations of work experience from former supervisors or peer employees, performance appraisals, discussion notes from meetings with the verifying CPA, interview documents, work plans, CPE records, or any other documents that could be used to support the validity of the representations made on the Experience Affidavit. The burden of proof of the validity of the Experience Affidavit is on the candidate.

The Board's Qualifications Committee audits compliance with these requirements on a random and/or select basis. Both the verifying CPA and the candidate are required to respond to Board staff and Qualifications Committee requests for information within 20 days of the date such an inquiry is posted in the U.S. mail. Both the verifying CPA and the candidate may be required to meet with Board staff or a Qualifications Committee representative and provide information as requested.

# Exhibit 1

WASHINGTON STATE BOARD OF ACCOUNTANCY Professional Standards Supporting Competencies								
COMPETENCY		1	2	3	4	5	6	7
STANDARD								
<i>General Accepted Auditing Standards</i>								
<i>General Standards</i>								
1	The audit is to be performed by a person or persons having adequate technical training and proficiency as an auditor.	X						
2	In all matters relating to the assignment, an independence in mental attitude is to be maintained by the auditor or auditors.	X						
3	Due professional care is to be exercised in the performance of the audit and the preparation of the report.	X					X	
<i>Standards of Field Work</i>								
1	The work is to be adequately planned and assistants, if any, are to be properly supervised.	X	X	X				
2	A sufficient understanding of internal control is to be obtained to plan the audit and to determine the nature, timing, and extent of tests to be performed.		X	X	X			
3	Sufficient competent evidential matter is to be obtained through inspection, observation, inquiries, and confirmations to afford a reasonable basis for an opinion regarding the financial statements under audit.		X	X	X	X		
<i>Standards of Reporting</i>								
1	The report shall state whether the financial statements are presented in accordance with generally accepted accounting principles.					X	X	X
2	The report shall identify those circumstances in which such principles have not been consistently observed in the current period in relation to the preceding period.					X	X	X
3	Informative disclosures in the financial statements are to be regarded as reasonably adequate unless otherwise stated in the report.					X	X	X
4	The report shall either contain an expression of opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an opinion cannot be expressed. When an overall opinion cannot be expressed, the reasons therefor should be stated. In all cases where an auditor's name is associated with financial statements, the report should contain a clear-cut indication of the character of the auditor's work, if any, and the degree of responsibility the auditor is taking.					X	X	X
<i>Attestation Standards</i>								
<i>General Standards</i>								
1	The engagement shall be performed by a practitioner or practitioners having adequate technical training and proficiency in the attest function.	X						
2	The engagement shall be performed by a practitioner or practitioners having adequate knowledge in the subject matter of the assertion.	X						

**WASHINGTON STATE BOARD OF ACCOUNTANCY  
Professional Standards Supporting Competencies**

COMPETENCY		1	2	3	4	5	6	7
<b>STANDARD</b>								
3	The practitioner shall perform an engagement only if he or she has reason to believe that the following two conditions exist: <ul style="list-style-type: none"> <li>The assertion is capable of evaluation against reasonable criteria that either have been established by a recognized body or are stated in the assertion in a sufficiently clear and comprehensive manner for a knowledgeable reader to be able to understand.</li> <li>The assertion is capable of reasonable consistent estimation or measurement using such criteria.</li> </ul>		X	X	X	X		
4	In all matters relating to the engagement, an independence in mental attitude shall be maintained by the practitioner or practitioners.	X						
5	Due professional care shall be exercised in the performance of the engagement.	X						
<i>Standards of Fieldwork</i>								
1	The work shall be adequately planned and assistants, if any, shall be properly supervised.	X	X	X				
2	Sufficient evidence shall be obtained to provide a reasonable basis for the conclusion that is expressed in the report.		X	X	X	X	X	
<i>Standards of Reporting</i>								
1	The report shall identify the assertion being reported on and state the character of the engagement.					X	X	X
2	The report shall state the practitioner's conclusion about the reliability of the assertion based on the established or stated criteria against which it was measured.					X	X	X
3	The report shall state all of the practitioner's significant reservations about the engagement and the assertion.					X	X	X
4	The report on an engagement to evaluate an assertion that has been prepared based on agreed-upon criteria or on an engagement to apply agreed-upon procedures should contain a statement limiting its use to the parties who have agreed upon such criteria or procedures.					X	X	X
Statement on Standards for Accounting and Review Services		X	X	X	X	X	X	X
Statement on Standards for Consulting Services		X	X	X	X	X	X	X
Statement on Responsibilities in Tax Practice		X	X	X	X	X	X	X
Statement on Responsibilities in Personal Financial Planning Practice		X	X	X	X	X	X	X
Professional Code of Conduct		X						