

Experience Verification Form Virginia Board of Accountancy (VBOA)

Board Regulation [18VAC5-22-100](#). Experience.

Prior to applying for a license, a person must have been employed in academia, a firm, government, or industry in any capacity involving the substantial use of accounting, financial, tax, or other skills that are relevant, as determined by the board, to providing services to the public using the CPA title or to an employer using the CPA title for a period that is the full-time equivalent of one year. Whether other skills are relevant shall be determined by the board on a case-by-case basis. Self-employment does not meet the definition of experience in [§ 54.1-4400](#), Code of Virginia.

Instructions: Page 1 is to be completed by the applicant for licensure. Page 2 is to be completed by the supervisor of the applicant for licensure. Provide additional copies of page 2 for more than one supervisor.

CONTACT INFORMATION of APPLICANT

Full Name: _____	Current Organization: _____
SSN: _____	Street Address: _____
Current Job Title: _____	City/State/Zip: _____
Phone: _____	Email Address: _____

CERTIFICATION of APPLICANT

Total number of hours I have worked at the organization(s) certified by my supervisor(s): _____

☐ I certify that the information provided by my supervisor(s) to be accurate and true. My work experience is in compliance with Board Regulation [18VAC5-22-100](#).

Signature: _____ Date: _____

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CONTACT INFORMATION of SUPERVISOR

Full Name: _____

Organization: _____

Job Title: _____

Street Address: _____

Phone: _____

City / State: _____

Email Address: _____

Zip Code: _____

WORK EXPERIENCE of APPLICANT

FIELD of work experience (choose at least one):

☐ Academia☐ Government☐ Other Field☐ Public Accounting☐ Industry

SKILL utilized (choose at least one):

☐ Accounting☐ Tax Services☐ Other Skill☐ Financial

Organization: _____

Dates
Employed: _____Applicant
Job Title: _____Total Hours
Worked: _____

CERTIFICATION of SUPERVISOR

☐ I certify that the information I have provided to be accurate and true. The applicant's work experience is in compliance with Board Regulation [18VAC5-22-100](#).

Signature: _____

Date: _____