



**California Board of Accountancy**  
 2450 Venture Oaks Way, Suite 300  
 Sacramento, CA 95833

phone: (916) 263-3680 fax: (916) 263-3675 web: www.cba.ca.gov



## Certificate of Attest Experience (Private Industry or Government) Form 11A-6 (Revised 4/20)

The Certificate of Attest Experience (Private Industry or Government) (Form) is to provide evidence to the California Board of Accountancy (CBA) of an applicant's private industry or government (non-public) accounting attest experience. **This Form is required** for licensure application types A, B, C, and E, and application type F for licensees (*see description below*).

**The supervisor**, which must be a CPA holding a valid license to practice public accounting and authorized to sign reports on attest engagements, must complete this Form<sup>1</sup> to verify the completion, and supervision of, the applicant's experience. A second licensee with a higher level of responsibility in the firm must also verify the applicant's experience. If the licensee who supervises the applicant is a sole proprietor, partner, or shareholder, no second signature is required.

**The supervisor** must complete this form upon the applicant's request. Failure to submit the Form is viewed by the CBA as an attempt to impede the applicant's certification and may result in enforcement action<sup>2</sup>. The form can be submitted to the CBA at the letterhead address above.

### APPLICATION TYPES

- Type A An applicant who **passed the Uniform CPA Exam in California**, has not been issued a valid license to practice public accounting in any state and is applying for licensure as a CPA in California for the first time.
- Type B An applicant who **passed the Uniform CPA Exam in a state other than California** and has not been issued a valid license to practice public accounting in any state and is applying for licensure as a CPA in California for the first time.
- Type C An applicant who was issued a valid license to practice public accounting in a state other than California.
- Type D An applicant who **previously was licensed as a CPA in California** and the certificate was cancelled after five years for nonpayment of license renewal fees.
- Type E An applicant who **passed the** Canadian Chartered Accountant Uniform Certified Public Accountant Qualification Examination (**CAQEX**) of the American Institute of Certified Public Accountants (AICPA) **or** the International Uniform Certified Public Accountant Qualification Examination (**IQEX**) of the AICPA and the National Association of State Boards of Accountancy (NASBA).
- Type F A California licensee originally issued a license to perform general accounting services who has now completed attest experience.

<sup>1</sup> Authority found in Business and Professions Code Sections 5092, 5093, and 5095, and Sections 12 and 12.5 of Title 16 of the California Code of Regulations.

<sup>2</sup> Authority found in Business and Professions Code Section 5100, and Section 69 of Title 16 of the California Code of Regulations.



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**CERTIFICATE OF ATTEST EXPERIENCE (PRIVATE INDUSTRY OR GOVERNMENT)**

This Form is to be COMPLETED and MAILED directly to the California Board of Accountancy (CBA) by the Employer

PRINT OR TYPE

FULL NAME OF APPLICANT: (No Initials) (First) (Middle) (Last)	SOCIAL SECURITY # (Last 4 only) XXX-XX-____
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**PERIOD OF EMPLOYMENT**

List the dates applicant was under your supervision and obtained qualifying experience, as defined below.

FULL TIME DATES	FROM (MO/DAY/YR)	TO (MO/DAY/YR)	PART-TIME DATES	FROM (MO/DAY/YR)	TO (MO/DAY/YR)	TOTAL PART-TIME HOURS
	/ /	/ /		/ /	/ /	

The experience required by Section 5095 of the California Accountancy Act (Accountancy Act) should be fulfilled primarily by financial statement audits and, secondarily, by other attest services (see Instructions, Section 2). Section 12.5 of the CBA Regulations establishes the attest experience requirement. **To be considered as qualifying, experience is that which enables the applicant to demonstrate the ability to understand the requirements of planning and conducting a financial statement audit or perform other attest services with minimum supervision that results in an opinion on full disclosure financial statements (see Instructions, Sections 1 and 2).**

Check either yes or no for each of the following items (A and B) to identify the experience of the applicant, while under your supervision, for purposes of qualifying the applicant for a CPA license.

**QUALIFYING EXPERIENCE**

Yes No

I.	A.	Does the applicant have experience in the planning of the audit, including the selection of the procedures to be performed?		
	B.	In your opinion, did such experience demonstrate a satisfactory understanding of the requirements of planning an audit consistent with current practice standards and pronouncements of the profession?		
II.	A.	Does the applicant have experience in applying a variety of auditing procedures and techniques to the usual and customary financial transactions included in financial statements?		
	B.	In your opinion, did the application of the above-described procedures demonstrate satisfactory knowledge of current practice standards and pronouncements of the profession?		
III.	A.	Does the applicant have experience in the preparation of working papers in connection with the various elements of I and II, above?		
	B.	In your opinion, do the working papers demonstrate satisfactory knowledge of current practice standards and pronouncements of the profession?		
IV.	A.	Does the applicant have experience in the preparation of written explanations and comments on the work performed and its findings?		
	B.	In your opinion, do the written explanations and comments demonstrate satisfactory knowledge of current practice standards and pronouncements of the profession?		
V.	A.	Does the applicant have experience in the preparation of and reporting on full disclosure financial statements as part of the Audit or other Attest Services? This does not include experience earned through the performance of preparation engagements in accordance with the provisions of the Statements on Standards for Accounting and Review Services (SSARS).		
	B.	In your opinion, did such participation demonstrate satisfactory knowledge of current professional standards?		

**NUMBER OF HOURS**

VI. SUMMARY OF ATTEST EXPERIENCE HOURS (see Instructions, Section 3).	Audit	Other Attest	Review Services	Compilation
Experience in <b>Planning</b> the Audit or Other Attest Services ( <b>I. above</b> )				
Experience in <b>Applying a Variety of Audit Procedures and Techniques</b> on the Audit or Other Attest Services Procedures ( <b>II. above</b> )				
Experience in the <b>Preparation of Working Papers (III. above)</b> and in the <b>Preparation of Written Explanations</b> on the Audit or Other Attest Services ( <b>IV. above</b> )				
Experience in the <b>Preparation of Full Disclosure Financial Statements</b> as part of the Audit or Other Attest Services ( <b>V. above</b> )				
Compilation Hours <b>Obtained Prior</b> to January 1, 2008				
Total				

VII. Is the applicant related to anyone in your firm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(If yes, explain relationship) _____
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**NOTES TO EMPLOYER COMPLETING Certificate of Attest Experience (Private Industry or Government).  
See Instructions Sections 1, 2, and 3.**

**For the authorization to sign attest reports, applicants applying for licensure under either Pathway 1 or Pathway 2 must obtain a minimum of 500 hours of qualifying attest experience.**

**Section 69 of CBA Regulations provides that the CBA may require an explanation of any representation made on the Certificate of Attest Experience (Private Industry or Government) and/or may inspect the documentation relating to the applicant's fulfillment of the experience requirement.**

Section 12.5 of the CBA Regulations requires that private industry or government accounting experience be verified by the person supervising the experience and by a second person with a higher level of responsibility in the private industry company or government agency. If the owner of the private industry company signing the verification is also the person supervising the experience, no second signature is required. **Supervised experience means that the applicant's supervisor shall have reviewed and evaluated the applicant's qualifying work on a routine and recurring basis and shall have authority and oversight over the applicant.**

*I hereby certify, under penalty of perjury under the laws of the state of California, that the applicant (1) has been employed by me or my business/agency for the period indicated herein, and (2) in the course of such employment has obtained the experience indicated on this Certificate of Attest Experience (Private Industry or Government).*

BUSINESS/AGENCY NAME	BUSINESS TELEPHONE:	Area Code (     )
ADDRESS: (INCLUDING CITY, STATE AND ZIP CODE)		

SIGNATURE #1 (Supervisor) <b>(DO NOT USE BLACK INK)</b>	<b>LICENSEE SUPERVISOR – (Must be a licensee who supervised applicant)</b> CERTIFICATE NO. _____ CPA <input type="checkbox"/> PA <input type="checkbox"/>
PRINTED NAME	U.S. STATE OF ISSUANCE _____
DATE	ARE YOU THE OWNER?      YES <input type="checkbox"/> NO <input type="checkbox"/>  <b>If you are not the owner, Signature #2 section must be completed.</b>
SIGNATURE #2 <b>(DO NOT USE BLACK INK)</b>	<b>Must have a higher level of responsibility in the business/agency than signer #1.</b>
PRINTED NAME	CERTIFICATE NO. (if applicable) _____ CPA <input type="checkbox"/> PA <input type="checkbox"/>
TITLE	U.S. STATE OF ISSUANCE _____
DATE	

## **PERSONAL INFORMATION COLLECTION AND ACCESS**

The information provided in this form will be used by the CBA, to determine qualifications for a Certified Public Accountant License. Sections 5080 through 5095 of the Business and Professions Code authorize the collection of this information. Failure to provide any of the required information is grounds for rejection of the application as being incomplete.

Information provided may be transferred to the Department of Justice, a District Attorney, a City Attorney, or to another government agency as may be necessary to permit the CBA, or the transferee agency, to perform its statutory or constitutional duties, or otherwise transferred or disclosed as provided in Civil Code Section 1798.24.

Each individual has the right to review his or her file, except as otherwise provided by the Information Practices Act. Certain information provided may be disclosed to a member of the public, upon request, under the California Public Records Act.

The Executive Officer of the CBA is responsible for maintaining the information in this application, and may be contacted at 2450 Venture Oaks Way, Suite 300, Sacramento, CA 95833, telephone number (916) 263-3680 regarding questions about this notice or access to records.

## **INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF ATTEST EXPERIENCE (PRIVATE INDUSTRY OR GOVERNMENT)**

The Certificate of Attest Experience (Private Industry or Government) is used by licensees to communicate to the California Board of Accountancy (CBA) the experience an applicant has obtained while under their supervision in order for the CBA to determine whether the experience meets the requirements of California Code of Regulations (CCR) section 12.5.

Private industry and government accounting experience should be of a character and variety that enables the applicant to demonstrate the ability to understand the requirements of planning and conducting a financial statement audit or perform other attest services with minimum supervision that results in an opinion on full disclosure financial statements.

For the authorization to sign attest reports, applicants **must** obtain a **minimum of 500 hours of attest experience**. It is important that very early in the applicant's employment the licensee and applicant formulate a plan tailored to demonstrate a variety of experience in audit services. A contemporaneous time record should be prepared and monitored by the licensee and the applicant.

### **1. Qualifying Experience.**

Under Items I, II, and III on the Certificate of Attest Experience (Private Industry or Government), it is expected the applicant will have gained attest experience in applying the procedures normally applied in a variety of situations. The applicant is expected to have experience in planning audits. It is unnecessary for an applicant to have performed all the procedures below or any single procedure any particular number of times. This experience may be obtained in one or more engagements, in one or more industries. Typical audit planning and procedures include, but are not limited to, the following:

- a. Obtaining sufficient understanding of the components of internal control (control environment, risk assessment, control activities, information and communications, and monitoring) to plan the audit. Procedures are usually performed to ascertain whether such components were in effect and operating effectively.
- b. Assessing risks embodied in the account balance, transaction class, and disclosure components of the financial statements and determining materiality.
- c. Applying appropriate analytical review procedures in performing an attestation engagement.
- d. Applying appropriate testing procedures to determine the existence and reasonableness of asset account balances such as cash, accounts receivable, inventory, property, plant and equipment, and other assets such as prepaids, intangible assets, and other deferred charges.
- e. Understanding and determining the valuation of accounts such as inventories, accounts receivable, marketable securities, real estate investments, and the appropriate accounting and applicable disclosures. These include costing and pricing concepts such as LIFO, FIFO, lower of cost or market, and excess and obsolete inventory, etc.
- f. Applying appropriate testing procedures to determine the reasonableness of liability account balances, such as accounts payable, accrued liabilities, income taxes, and notes and contracts payable, and the reasonableness of capital accounts and revenue and expense accounts.
- g. Testing of revenue and profit recognition, cut off of sales, purchases, cash receipts and disbursements, subsequent events review, and examination of pertinent documentation.
- h. Determining the existence of related party transactions, commitments and contingent liabilities, and appropriate financial statement disclosures.

Under Item IV on the Certificate of Attest Experience (Private Industry or Government), it is expected the applicant has written comments, observations, and conclusions resulting from the work performed.

Under Item V on the Certificate of Attest Experience (Private Industry or Government), it is expected the applicant has participated in the preparation of and reporting on full disclosure financial statements. The experience required under this item may be fulfilled partially by review services, if adequately supported by work papers. Experience in this category should not include preparation engagements in accordance with the provisions of the Statements on Standards for Accounting and Review Services (SSARS).

## 2. **Experience.**

The performance of financial statement audits should primarily fulfill the experience requirement. In addition, attest experience may include a combination of:

- a. Review services **to the extent they comply with the documentation of analytical procedures and the development of expectations as required by the Statements on Standards for Accounting and Review Services.** Frequently, only analytical review procedures qualify; however, the scope of work may be extended in selected areas and, thereby, may qualify. Examples include performing analytical review procedures or extending the scope of work in selected areas. Experience obtained in other areas (such as accounting write-up, tax compliance, consultations, forecasting and projections) is not considered qualifying under CCR section 12.5.
- b. Other attest services including, but not limited to:
  - Statements on Standards for Attestation Engagements 18.
  - Agreed-upon procedures.
  - Compliance audits.
- c. Compilation services **only to the extent preparation of full disclosure financial statements is supported by work papers. Compilation hours obtained after December 31, 2007, are no longer accepted as qualifying attest experience for licensure.**

The most frequent problems encountered by applicants with private industry or government experience are:

- a. Limited experience in applying audit procedures and participating in preparing and reporting on full disclosure financial statements. As a result, an applicant has difficulty demonstrating experience with disclosure requirements, financial statement preparation, and U.S. Generally Accepted Accounting Principles and U.S. Generally Accepted Auditing Standards requirements.
- b. Claiming credit for general accounting work which does not qualify under CCR section 12.5.
- c. Claiming credit under Business and Professions Code section 5095 for experience that has not been gained under the supervision of an individual currently licensed to practice public accounting (e.g., licensed without continuing education, inactive license, retired license, etc.).
- d. Failure to demonstrate a reasonable awareness and understanding of current professional standards.
- e. Failure to demonstrate and/or document participation in the audit planning process.

## 3. **Other Sections of the Certificate of Attest Experience (Private Industry or Government).**

- a. Under Item VI on the Certificate of Attest Experience (Private Industry or Government), the summary should reflect only hours the applicant spent performing audit procedures pursuant to CCR section 12.5.

Experience in areas such as controllership functions, accounting write-up, tax compliance, consultations, forecasting, and projections are **not** considered qualifying under CCR section 12.5.

The specific categories of experience should be completed as follows:

- Audit Hours:** This section should reflect only those hours spent in the planning and performing of audit procedures or other attest services in an audit engagement, and the hours spent on financial statement preparation.
- Review Hours:** This section should reflect only those hours spent in the performance of audit-type procedures or other attest services in a review engagement, and the hours spent on financial statement preparation. Frequently, analytical review is the only audit-type procedure performed, unless the scope in selected areas has been expanded, and audit-type procedures have been performed and documented.
- Other Attest Hours:** This section should reflect only those hours spent in the performance of operational audits, compliance audits, and other audits, as well as performance of agreed-upon procedures of an audit nature. If the predominant qualifying experience is shown in this section, it is probable it will be reviewed by the Qualifications Committee of the CBA.
- Compilation Hours:** Compilation services **only to the extent preparation of full disclosure financial statements is supported by work papers**. Compilation hours obtained after December 31, 2007, are no longer accepted as qualifying attest experience for licensure.

b. Responsibility Associated with Signing the Certificate of Attest Experience (Private Industry or Government).

All California licensees signing the Certificate of Attest Experience (Private Industry or Government) are subject to the provisions of the CCR section 69. The signer must carefully review the Certificate of Attest Experience (Private Industry or Government), evaluate, and judge each applicant's experience. The signer is certifying, under penalty of perjury, whether in their opinion, the applicant has met the attest experience requirements of the CBA for licensure.

If additional information would be helpful in evaluating the applicant's experience, the CBA encourages an employer to attach an explanatory letter.

CCR section 69 provides that the CBA may require an explanation of any representation made on the Certificate of Attest Experience (Private Industry or Government) and/or may inspect the documentation relating to an applicant's fulfillment of the experience requirement.

Under CCR section 69, the CBA expects the documentation in support of affirmative answers on the Certificate of Attest Experience (Private Industry or Government) to consist of a record of engagements on which an applicant actually performed the attest procedures, the amount of time spent by the applicant on the procedures, and the aggregate amount of time spent on such engagements. Upon request, actual financial statements and supporting work papers are required to be furnished to the CBA.

c. Current Experience.

In evaluating the experience of an applicant, emphasis is given to recent activities that demonstrate the applicant's knowledge and application of applicable professional standards. In determining currency, the CBA generally considers experience gained in the last five years. If the experience was gained prior to that time, the CBA will require the applicant to furnish evidence that they are knowledgeable of current practice standards and pronouncements of the profession.

#### **4. Worksheet for Substantiation of Qualifying Experience.**

The Worksheet for Substantiation of Qualifying Experience Under CCR section 12.5 has been included to assist the applicant and the employer in accumulating information to support the opinions expressed on the Certificate of Attest Experience (Private Industry or Government). **It is not necessary to submit this worksheet with the Certificate of Attest Experience (Private Industry or Government).**



## WORKSHEET FOR SUBSTANTIATION OF QUALIFYING EXPERIENCE UNDER CCR SECTION 12.5

EMPLOYER \_\_\_\_\_ APPLICANT \_\_\_\_\_

Indicate by working paper reference procedures performed by applicant.

ENGAGEMENT TYPE \_\_\_\_\_

YEAR-END \_\_\_\_\_

I. Planning of the audit, including preparation of related working papers.				
1. Obtaining an understanding of the components of internal control, and performing procedures to determine such components are in effect.				
2. Assessing risks.				
3. Determining materiality and selecting procedures to be performed.				
II. Performing a variety of auditing procedures and techniques to transactions and balances in the financial statements that address the relevant assertions. Preparing working papers documenting the work performed, including explanations and comments on the work performed and findings.				
1. Applying appropriate analytical review procedures.				
2. Applying appropriate testing procedures to determine the existence and amounts of:				
a. Cash.				
b. Accounts and notes receivable.				
c. Inventories.				
d. Prepaids, intangibles, and deferred charges.				
e. Property, plant, and equipment.				
f. Notes and contracts payable and long-term debt.				
g. Accounts payable, accrued liabilities, and deferred credits.				
h. Commitments and contingencies.				
i. Income taxes.				
j. Capital and retained earnings.				
k. Revenue recognition, purchases cutoff, other income and expenses, and subsequent events review (including unrecorded liabilities).				
l. Related party transactions, commitments, and contingencies.				
III. Preparing working papers in connection with the various elements of I and II, above.				
IV. Preparing written explanations and comments on the work performed and its findings.				
V. Preparing full disclosure financial statements including, but not limited to:				
1. Accounting principles and policies for significant accounts.				
2. Analyses of accounts and related accounting and disclosures.				
3. Capital accounts and leases.				
4. Income taxes and employee benefits.				
5. Related party transactions, commitments and contingencies, and subsequent events.				
Hours spent by applicant on engagement. <i>(If review, only note CCR section 12.5 audit and financial statement hours.)</i>				
Total Hours for engagement. <i>(If review, only note CCR section 12.5 audit and financial statement hours.)</i>				