

## Chapter Accy 5

### EXPERIENCE EVALUATIONS

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**Accy 5.01 Definitions.** (1) The terms used in chapter 442 of the Wisconsin statutes and/or in this chapter are defined as follows:

(a) *Junior in public practice.* A junior in public practice is a person employed as an accounting professional in a firm registered (licensed) to practice certified public accountancy. A junior in public practice receives assignments from a supervising accountant and follows audit programs and other engagement plans as directed. The junior in public practice is acquiring proficiency in performance of assigned accounting tasks and a sound knowledge and understanding of the discipline of accounting, judgment in auditing and its theory and techniques, and general competency in work performed and decisions required. A professional bearing with ethical understanding is being acquired in depth. The junior accountant is preparing for advancement to senior status through acceptance of responsibility, development of competence in accounting, tax and management advisory service matters, and meeting the technical requirements for functioning independently as a technically competent professional who is capable of performing at the level at which decisions must be made.

(b) *Senior in public practice.* A senior in public practice is a person employed as a professional in a firm registered (licensed) to practice certified public accountancy. A senior in public practice is one skilled in technical knowledge and qualified by experience to take charge of the field work of a medium-sized or large audit engagement, including tax and management advisory service matters and to make recommendations concerning the financial information systems and procedures. The senior is at the level of responsibility for independent decisions and must have attained high levels of knowledge, competence, and judgment in accounting matters.

**History:** Cr. Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.02 Review dates.** (1) Following the successful passing of the written uniform CPA examination, a candidate's experience will be reviewed by the board. Such evaluation will determine whether the candidate qualifies at that time under the requirement of 1½ years of accounting experience equivalent to that of a senior in public practice. If additional experience is needed, a future date for review will be established by the board.

(2) The board shall notify the candidate of the review date at the time the date is established or at any time that it is changed.

(3) Immediately before the established review date, the candidate will be asked to supply the board with information on experience to update the experience data already in his file, and to provide employer verification statements.

(4) A candidate may be informed of his next review date by letter in response to a written inquiry or a telephone call. He will not be given information over the telephone.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.01, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.03 Time of evaluation.** (1) The board shall evaluate accounting experience at each regularly scheduled board meeting. Evaluations can be made at special meetings, but normally will not be scheduled at such meetings.

(2) The board will review the candidate's experience on written request by the candidate.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.02, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.04 Experience in public practice.** (1) An individual must have adequate accounting experience at the level of a junior in public practice before senior experience is possible. Such junior experience normally requires approximately 1½ years, thus at least 3 years of experience in public practice is normally required to earn 1½ years of experience at the senior level.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.03, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.05 Experience in industry and government.** (1) The basic guideline followed is that experience in accounting in industry and government is senior when at a level with responsibility for independent accounting decisions, and requires high levels of knowledge, competence, and judgment.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.04, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.06 Experience in teaching.** (1) The basic guideline followed is that experience in teaching accounting is senior when teaching is at the advanced and specialized level of accounting. Teaching courses in areas other than accounting does not qualify.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.05, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.07 Experience in law.** (1) The basic guideline followed is that experience in law is senior when at a level with responsibility for independent accounting decisions, and requires high levels of accounting knowledge, competence, and judgment.

(2) The practice of law is not by itself considered equivalent unless consistent with Accy 5.06 (1) [5.07 (1)] above.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.06, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.08 Experience; general.** (1) The nature and level of an employe's position or job title and description is considered.

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(2) Experience under Accy 5.03 [5.04] shall establish the minimum requirement in all situations.

(3) Activities that are normally performed and are characteristic of employment other than in public practice will assume to have been performed, and are not considered as practice on the level of either a junior or senior in public practice.

(4) Part-time employment can be counted proportionately, but normally is given little weight at the senior level. If part-time employment is combined with full-time employment, the full-time employment is normally given the most weight.

(5) No more than one day of experience is allowed for any calendar day.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.07, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.09 Bookkeeping and elementary individual tax return preparation.** (1) Bookkeeping and elementary individual tax return preparation are generally not considered to be qualifying experience at the level of either a junior or senior in public practice.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.08, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.10 Self-employment.** (1) Self-employment must be fully documented by the candidate and presented in detail for board consideration. Candidates establishing such experience will normally be expected to appear in person before the board to establish his or her qualifications.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.09, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.11 Confidentiality.** (1) No employer, relative, or other interested person may review a candidate file without express permission in writing of the candidate to the board, and from the secretary of the board.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.10, Register, October, 1976, No. 250, eff. 11-1-76.

**Accy 5.12 Judgment.** (1) Experience evaluations, prior guidelines notwithstanding, are based on the judgment of the board as to the amount of experience necessary for a given candidate to attain 1½ years of experience at the level of a senior in public practice.

**History:** Cr. Register, December, 1974, No. 228, eff. 1-1-75; renum. from 5.11, Register, October, 1976, No. 250, eff. 11-1-76.