

Two Years of Experience – Verification Form

Prior to applying for a Virginia individual CPA license, you 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 Virginia Board of Accountancy. Whether other skills are relevant shall be determined by the VBOA on a case-by-case basis. Self-employment does not meet the definition of experience. Before applying through [pathway 3](#), you must complete at least 4,000 work hours (the equivalent of two years of full-time employment).

How to fill out and submit this form:

- The applicant for licensure should complete **page 1**.
- An active, licensed CPA from any jurisdiction who is comfortable verifying the applicant's work experience will need to complete **page 2**.
- Attach additional forms verifying more hours as needed.
- **The active, licensed CPA must submit this form.** To submit the form: email it to boa@boa.virginia.gov, fax it to (804) 527-4409 or mail it to the VBOA at 9960 Mayland Drive, Suite 402, Henrico, VA 23233. (The VBOA is not responsible for sensitive information sent electronically.)

Certification of applicant (to be completed by applicant)

Your name: _____

Jurisdiction ID: _____

Total number of hours I have worked at the organization(s) as certified by an active, licensed CPA (from any jurisdiction): _____

☐ I certify that the information provided by an active, licensed CPA is accurate and true. My work experience is in compliance with VBOA regulation [18VAC5-22-100](#).

Signature: _____

Date: _____



Experience verification (to be completed by CPA)

Verifying CPA's contact information

Name: _____

Organization: _____

License number: _____ State of licensure: _____

Address: _____

Phone: _____ Email: _____

Details of applicant's work experience

Organization and job title: _____

Total hours worked: _____

Field(s) of work experience (choose at least one):

☐ Academia ☐ Government ☐ Public Accounting

☐ Industry ☐ Other: _____

Skill(s) utilized (choose at least one):

☐ Accounting ☐ Audit ☐ Tax services ☐ Financial ☐ Other: _____

Certification of CPA

☐ I certify that the information I have provided is accurate and true. The applicant's work experience is in compliance with VBOA regulation [§ 54.1-4409.2](#).

Signature: _____

Date: _____