

## **Certificates and Firm Permits**

Any CPA certificate holder or CPA Firm that provides public accounting services from a Wyoming location must obtain and maintain an active Wyoming certificate and CPA Firm permit. Chapter 3 of Board Rules and Regulations outlines the requirements for the individual certificates. Chapter 4 governs CPA firm permit requirements. Refer to the *Checklist for Filing Applications* in the “Forms” list for assistance in filing complete applications with the Board.

\*Note - applications may be faxed if credit card information is provided on the *Credit Card Authorization* form.

### ***Original Certificates***

W.S. 33-3-109 provides for the Board to grant a certificate of "certified public accountant" to any person who (1) is a resident of Wyoming or has a place of business in Wyoming or, as an employee, is regularly employed in Wyoming; (2) has attained the age of majority in Wyoming; (3) has passed a written examination in accounting and auditing and other related subjects the Board determines to be appropriate (Uniform AICPA Examination); (4) has earned a baccalaureate degree conferred by a college or university recognized by the Board, with a concentration in accounting (not less than 24 accounting hours) and has completed at least four (4) years of experience in the practice of public accounting; or who has completed at least 150 semester hours of college education with a concentration in accounting and business (24 semester hours in upper division accounting courses and 24 semester hours in business courses) and has completed at least one (1) year of experience in public accounting. - Chapters 2 and 3.

Wyoming is a one-tier state. All applicants must meet education, examination, and experience requirements before a certificate will be issued. All original certificate applicants must complete an approved Professional Ethics course. The Board currently accepts the *AICPA Professional Ethics Course*. The ethics course can be accessed through “Related Sites” on the Board’s website.

Transfer of Examination Credit: Wyoming will accept transfer of examination credit from another state and issue an original Wyoming certificate to an applicant who is a resident of Wyoming or regularly employed in the state, meets or exceeds Wyoming's education and experience requirements, and has complied with conditional credit rules applied to applicants who took the examination in the State of Wyoming. This information must be verified by the examination state (see the *Authorization for Interstate Exchange of Examination and Licensure Information* form).

### ***Mobility - Practice Privileges***

W.S. 33-3-116 provides practice privileges to CPAs of other states who do not have a principal place of business in Wyoming. Persons who have been certified in any US state or jurisdiction based upon passing the CPA exam prior to 1/1/2012 and completing at least one year of work experience are eligible for practice privileges. These persons must maintain a valid certificate in their principal place of business to qualify for practice privileges. Refer to the *Mobility Checklist* in the “Forms” list to determine if a licensee or firm qualifies for practice privileges or must obtain licensure in Wyoming.

A CPA who relocates to Wyoming or provides services from a Wyoming location must obtain a reciprocal certificate prior to providing services in Wyoming. Please see the requirements for reciprocity.

## ***Reciprocal Certificates***

W.S. 33-3-109 provides the authority to issue reciprocal certificates to those certified in other states when services are provided from a Wyoming location.

An applicant for reciprocity in Wyoming is deemed to have met requirements substantially equivalent to Wyoming's when he/she qualifies under any one of the following criteria:

- Holds an active CPA certificate issued by any US State or jurisdiction based on passing the exam prior to 1/1/2012 and completing at least one year of experience in the last five years; or
- Holds an active CPA certificate issued by a state of jurisdiction deemed substantially equivalent (SE) to the Uniform Accountancy Act by the NASBA National Qualification Appraisal Service and the certificate is in good standing; or
- Can demonstrate one meets Wyoming's education, examination, and experience requirements individually and other certificates held are in good standing. Applicants may provide transcripts, experience verification, etc. or documentation from NASBA's Qualification Appraisal Service.

To apply for a reciprocal certificate in Wyoming, one must:

- Complete an *Application for Reciprocal Certificate* ;
- Pay applicable fees ;
- If your Substantial Equivalency status can be verified electronically, no other documentation is needed;
- If your SE status cannot be verified electronically, you must Complete the following form and submit it to the other state board:
  1. *Authorization for Interstate Exchange of Examination and Licensure Information* form - complete the top portion and forward directly to the state upon which the reciprocal application is based - do not send this form to the Wyoming Board office!
  2. Firm Registration as applicable.

## ***Firm Registration***

Certificate holders who practice from Wyoming locations may practice accounting as sole proprietors, partnerships, limited liability companies or corporations registered with the Board in compliance with Chapter 4 or as an employee of a governmental entity, academic institution, or private industry. An individual certification application will remain incomplete until the firm (if applicable) has been properly registered with the Board. Check the firm database using the Database Search feature to determine if the firm is currently registered with the Board.

Partnerships, corporations, sole proprietors, and limited liability companies of other states must register these entities and obtain a permit-to-practice if they maintain a Wyoming location or perform audit services, SSAE engagements, or PCAOB engagements for clients whose home office is in Wyoming. Firms that provide other non-attest services may do so using practice privileges if they are qualified to perform those services in their principal place of business. Firms that perform compilations or reviews for clients whose home office is in Wyoming must be peer reviewed. Firms that do not comply with peer review in some other state must obtain a Wyoming permit. CPA firms must pay the applicable fees to register the firm.

Limited liability companies and corporations required to register must file copies of articles of organization or articles of incorporation that comply with Wyoming law. CPA firms with non-CPA owners must provide a list of all owners with the application to register the firm.

### ***Inactive Status***

A certificate holder who has not lost the right to active status, who annually certifies he is not actively engaged in the practice of accounting in Wyoming as defined in W.S. 33-3-109 (c) and Chapter 1, Section 2 (d) of Board Rules and Regulations and who does not qualify for Retired status shall maintain the certificate on Inactive status.

Original certificate holders may not apply for inactive status so long as they are providing accounting services to anyone other than themselves or an entity wholly owned by themselves. Holders engaged in the practice of accounting must maintain the certificate on active status. If a holder's employment changes, he/she must advise the Board and place the certificate on inactive status if the employment change results in his/her not providing accounting services.

### ***Reinstatement***

A revoked or suspended certificate or permit may be reinstated. Applicants must complete the reinstatement application, show good cause why the certificate or permit should be reinstated, and submit applicable fees. A hearing will be required to reinstate a revoked or suspended certificate or firm permit. Contact the Board office to request information regarding the applicable fees, applications, and other information required to reinstate a certificate or firm permit.

### ***Activation***

A certificate holder who has surrendered the certificate or a resident whose certificate is on inactive or expired status must activate the certificate if she/he begins to provide accounting services from a Wyoming location. If active status was previously held or the applicant was transitioned by the July 1, 2005 Act, he/she must complete the *Application To Reinstate or Activate a Certificate*, pay the applicable fees, and document that at least 120 CPE credits have been completed during the three years prior to activation. Inactive fees paid for the current year will be applied to the total active fee required.

Prior to re-entering practice, these applicants will be required to show completion of an approved 4-credit Wyoming Ethics Course - see "Related Sites" on the Board's website for approved courses and providers.

### ***Renewal***

All certificates and firm registrations expire on December 31 of each calendar year and must be renewed.

A renewal invoice or application will be provided to the last known address or e-mail address no later than October 1 of each calendar year.

Inactive certificate holders must renew and submit fees no later than December 31. If applications are postmarked after December 31, a late fee will be assessed. Inactive certificate holders must annually certify that they do not provide accounting services and must certify there are no convictions, judgments, or other disciplinary actions to report.

Active certificate holders and firms must submit *paper renewal applications* and be postmarked by no later than November 1 of each calendar year to avoid a late fee. Renewal applications postmarked or submitted *on-line* after December 31 are subject to the late fee.

Active holders renewing the initial active certificate are exempted from the CPE reporting requirements. Though these certificate holders are not required to report CPE credits at the first certificate renewal, it is advisable that CPE be planned and completed to avoid the risk of falling short of requirements at a later time.

Active holders renewing for the second time will be required to report they have completed 60 CPE credits in the two years preceding the renewal year. All other holders will be required to complete 120 CPE credits\* every three years to renew active status.

Incomplete renewal applications will be returned to the applicant, potentially subjecting the applicant to late fees.

The individual active certificate holder designated and responsible for registering the firm in Wyoming (designated certificate holder- DCH) is required to submit the firm renewal application in conjunction with the individual renewal(unless the DCH qualifies for practice privileges). Failure to do so will result in the application being returned to the DCH.

\*All active certificate holders must complete four credits of Wyoming Ethics CPE every three years. Resident holders must complete a Board approved course which includes an element of Wyoming statutes and rules and a general ethics element within six months of the initial certificate date and once every three years thereafter. Non-residents must complete four credits which include some state's law and rules and general ethics during each applicable renewal period for the state of residence.

Please refer to the "Related Sites" page of the Board's website for approved courses and providers.