

Wisconsin Department of Safety and Professional Services

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ACCOUNTING EXAMINING BOARD

VERIFICATION OF EMPLOYMENT AND EXPERIENCE

Instructions: Document a minimum of 12 months of experience (as defined in Wis. Admin. Code § Acy 2) within the last five (5) years, acquired after the applicant earned qualifying education for the Certified Public Accountant examination. Complete Part I and forward to your employer(s) to complete part II. Your employer must return Form #127 to you to submit with the application.

PART I: Must be completed and signed by applicant.

Applicant's Name <input type="text"/>	Signature <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
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PART II: Must be completed by past or present employer, including applicable sections on page 2.

Past/Present Employer: Please complete this form and return directly to the applicant. **Submit a position description including the position title(s) indicated on page 2, the accounting duties performed and the applicant's name.** This document must be signed and dated by the evaluator. The information requested is required for processing the application.

Applicant's Name <input type="text"/>	
Firm's Name <input type="text"/>	
Employment Period:	From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/>
Employee Worked:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Indicate # of hours per week <input type="text"/>
Did the employee have an extended absence during employment period? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, list duration. From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Evaluator's Name <input type="text"/>	Daytime Telephone Number <input type="text"/> - <input type="text"/> - <input type="text"/>
Title <input type="text"/>	Type of Business <input type="text"/>
Firm Address (street, city, state, zip) <input type="text"/>	
<input type="checkbox"/> I have signed and attached a position description, including the position title(s) indicated on page 2, the accounting duties performed and the applicant's name.	
Signature of Evaluator <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>

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Section A: Academic Positions

Experience in Teaching (Wis. Admin. Code § Accy 2): The basic guideline followed is that experience in teaching accounting is senior when teaching is at the intermediate, advanced, and specialized level of accounting. Teaching courses in areas other than accounting does not qualify. Attach course description for each course listed below.

1. Are you a full-time accounting faculty member? Yes No

2. How many credit hours of teaching per semester are considered full-time?

3. Is research considered part of your academic contract? Yes No

Course #	Course Title	Level	# Credits per Course	Sections per Semester	# of Semesters Taught
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Section B: Industry, Government, Law, and Other

Position Title	From	To	% of Time (100% if full-time)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Section C: Licensed Public Accounting Firm and Governmental Audit Agencies

Position Title	From	To	% of Time (100% if full-time)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>