



# ASBPA UPDATE

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SEPTEMBER 2011 ISSUE

## Welcome Wade Turner to the Arkansas State Board of Accountancy

On August 18, 2011 Governor Mike Beebe appointed Allen Wade Turner to serve a five year term on the Arkansas State Board of Public Accountancy.

Wade earned a Bachelor’s degree in Accounting from the University of Central Arkansas and a Masters of Science in Accounting from Harding University. He has been a partner with Turner, Williams and Associates, P.A. in Searcy and Heber Springs since 1976. Before working in Public Accounting Mr. Turner worked for the Legislative Audit Division and Traveler’s Insurance Company. Wade has also taught various accounting courses at Arkansas State University in Beebe.

Wade is a member of the Arkansas Society of Certified Public Accountants and the American Institute of Certified Public Accountants. He has served on numerous committees through these organizations, including the National AICPA Peer Review Board from 2007 to 2009. He has also served as an expert witness in county chancery and circuit courts as well as federal district court.

Wade’s civic and community activities include memberships/ involvement with the Searcy Rotary Club, Searcy Chamber of Commerce Board of Directors, Searcy School Board, Fellowship Bible Church, Boy Scouts, Searcy Girl’s Youth Softball League, Searcy Country Club, and Center Hill Fire Protection District.

Congratulations to Wade on his appointment to the Board. We look forward to working with him over the next five years.

### Your Email Address is Important to Us

The Arkansas State Board of Public Accountancy uses email as an effective and efficient means of communication with licensees and exam candidates. If you have not provided the Board with your email address, please do so as soon as possible. We will use email communications to notify licensees of renewal information, newsletter updates, and other Board correspondence. It is very important that we have your correct email address. If you have changed email addresses recently, please contact the Board office to make sure we have your current email address. Thank you in advance for your cooperation!

### Thank you for your service, Gary Kelly, CPA

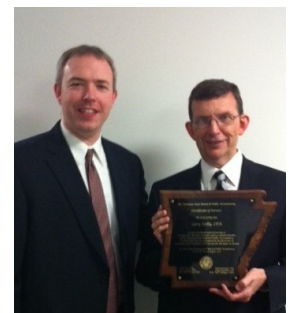
The Arkansas State Board of Public Accountancy would like to extend our appreciation to Gary Kelly, CPA for completing five (5) years of service on the Board. Through those years, Mr. Kelly has seen a lot of changes, from paper renewals to license renewals being online and exam scores available online. Mr. Kelly has been a dedicated member of the Board and the Board wishes him many years of successful business. Thank you, Mr. Kelly!



Allen Wade Turner, CPA

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Jimmy Corley and Gary Kelly

**ARKANSAS COLLEGES/UNIVERSITIES ACCREDITATION LEVELS**

Occasionally we get questions from CPA exam candidates or accounting professors about which level of accreditation their college or university has attained. The level of course detail that must be provided on CPA exam applications will vary based on which Level of accreditation has been reached, as follows:

- Level 1** – The listing of accounting or business courses is not required.
- Level 2** – Accounting courses must be listed on the application form.
- Level 3** – Accounting and business courses must be listed on the application form.

Level 1 accreditation (accounting accreditation) is granted to a four year, degree-granting college or university and its accounting program or department that have **both business and accounting accreditation** by a national accreditation agency that is recognized by the Board, such as the AACSB International (Association to Advance Collegiate Schools of Business).

Level 2 accreditation (business accreditation is granted to a four-year degree-granting college or university that has **business accreditation** awarded by a national accreditation agency that is recognized by the Board such as the AACSB International.

Level 3 accreditation (regional accreditation of the educational institution) is granted to a four-year degree-granting college or university that is accredited by one or more recognized regional accrediting agencies. In Level 3 accreditation, **the institution is accredited**, but neither the business school or program or its accounting program are separately accredited.

The following is a list of Arkansas four-year degree granting colleges / universities and the level of accreditation associated with each:

COLLEGE	LEVEL	COLLEGE	LEVEL
Arkansas Baptist College	3	Ouachita Baptist University	2
Arkansas State University	2	Philander Smith College	2
Arkansas Tech University	2	Southern Arkansas University	2
Central Baptist College	3	UA - Fayetteville	1
Crowley's Ridge College	3	UA - Fort Smith	3
Ecclesia College	3	UA - Little Rock	2
Harding University	2	UA - Monticello	2
Henderson State University	2	UA - Pine Bluff	3
Hendrix	3	University of Central Arkansas	2
John Brown University	2	University of the Ozarks	3
Lyon College	3	Williams Baptist College	3

***Board Meeting Schedule***

**September 30, 2011—UALR Campus**  
**November 18, 2011**  
**January 6, 2012**

Meetings of the Board are open to the public, except under state law some portions may be closed to the public.

Unless otherwise noted, meetings are held at the Board office at 101 E Capitol, Suite 450, Little Rock, AR and begin at 9:00 a.m.

***Board Office Closed***

In accordance with the holiday schedule adopted by the State of Arkansas, the Board office will be closed on the following dates:

**November 11, 2011—Veteran’s Day**  
**November 24, 2011—Thanksgiving**  
**December 23-26, 2011—Christmas**  
**January 2, 2012—New Year’s**  
**January 16, 2012—Martin Luther King, Jr. Day**

## ***2011 License Renewal Changes Coming in November 2011***

The Arkansas Board of Public Accountancy is working to make changes to the online license renewal process for the 2012 renewal year. Below are a list of changes we are working on:

- Multiple licenses can be paid through a single payment.
- Any CPE entered into the CPE Tracker tool from the Arkansas Society of Certified Public Accountants will be uploaded automatically.
- License cards can be printed at the end of your renewal (provided correct CPE is entered and Moral Character questions are in order).

If you have not provided your current email address to the Board, please notify the Board office of your current email address.

If there are specific reasons why you would need a paper form for renewal, please contact the Board office before October 15, 2011 so you may obtain your renewal forms as quickly as possible.

Things to remember using the Online Renewal process:

- When entering CPE, please enter your NASBA number, CPE certificate date, Field of Study, Type of Study (Group or Self-Study) from the actual CPE certificate received from taking the class. If you are audited, you will have to prove the CPE entered for your renewal matches the actual certificate of the class.
- The online system will tell you if you are short in any category of CPE for your renewal period. If you proceed without completing the requirements, you will have to send proof of any and all CPE taken to complete the CPE requirements for your renewal.
- If you were required to take additional CPE due to a Quality Review or by other Board request, you may not include that CPE with your renewal to satisfy your CPE renewal requirements.
- ALL 2011 LICENSES EXPIRE ON DECEMBER 31st, 2011.
- All CPE must be completed by December 31, 2011 for your 2012 license renewal.
- You will ONLY be able to renew your license at the current status. If you wish to change to inactive or upgrade your license, you need to contact the Board office now, in order to have time to make a change in status before the renewal time begins. Upgrades are NOT a quick turnaround process.

### ***Be Watchful for Renewal Reminder Cards***

Can you believe we are entering the last quarter of the calendar year? The board is gearing up for the annual renewal period. Please make sure you get all of your CPE completed and be looking for a reminder card in the mail soon!

### **Reinstatement of a Lapsed License**

Individuals wishing to seek reinstatement of the license will be responsible for a reinstatement fee, applicable CPE requirements, and any other applicable requirements for reinstatement of a license as stated in A. C. A. § 17-12-504(g) and any penalties resulting from violations under [A. C. A. § 17-12-601](#).

**All Arkansas licenses expire on December 31st of each year.**

**Whether you are inactive, retired, an active CPA or PA, or a CPA or PA firm, your Arkansas license must be renewed each year.**

## ***Tips for Responding to Complaints***

You've received a letter from the Arkansas State Board of Public Accountancy asking you to respond to a disciplinary complaint. For most licensed professionals, this a HUGE DEAL. Your reaction may be a mixture of fear and anger. You may be tempted to either respond right away in the midst of emotional stress or set the letter aside and try to forget it arrived. Yet, responding in an unprofessional way or failing to timely respond will portray you in a negative light to the very body charged with the responsibility to screen and assess complaints.

While the actual percentages vary among different boards and from year to year for the same board, you should keep in mind that only a small percentage of the complaints filed with a board result in formal, public discipline. Some are unfounded. Others raise concerns, but not to the level warranting discipline. Many complaints are fully resolved at very early stages. The manner in which you respond to that first letter requesting your side of the story can make a substantial difference. Try to place yourself in the position of the board member appointed by the Governor to protect the public interest. No matter what you think about the complaint itself, always keep your audience in mind when drafting your response.

The following general tips may seem obvious, but from years of experience we can assure you that licensees do not always keep them in mind when responding to letters about disciplinary complaints.

### **1. Be courteous, responsive, and professional**

When responding to a complaint—especially one alleging unprofessional behavior—craft your response in a highly professional manner. This is your chance to make a good first impression on the board. You may be surprised how often a board receives a response from a licensee that appears to have been written by a pouting teenager lacking spell check. Ranting and raving is unlikely to convey the impression you want to make. If anything, such behavior may lend credence to the complaint.

### **2. Be honest**

All people make mistakes, including licensed professionals. At times, the strength of a true professional emerges when acknowledging an error and reporting steps taken to assure future compliance. There is a difference, of course, between a complaint alleging stolen funds and one complaining about unreturned phone calls or rude behavior. If there is a nugget of truth in a routine complaint, however, don't shy away from acknowledging that you should have handled a situation in a different manner and will in the future.

### **3. Take responsibility**

Boards do not take well to responses that blame secretaries or bookkeepers. While you may report the missteps of an employee if they contributed to an issue, don't try to place blame on someone else for a matter you are legally responsible for. This is especially true if the allegation concerns false statements on a renewal application or failure to renew on time.

### **4. Be educated**

Read the laws and rules that govern your profession before responding to a complaint. You will only make matters worse if you misstate the laws or rules in your response.

*Continued on next page*

**5. Legal counsel**

You are not required to seek the assistance of legal counsel when responding to a letter from your board. If the complaint is a serious one, though, you certainly should. Waiting to seek legal advice until after you've already responded to a complaint may cause you and your future lawyer avoidable harm.

**7. Do not panic**

As noted above, most complaints do not result in formal discipline. The board has no control over who files complaints over what matters. Unless a complaint is blatantly frivolous or outside the board's jurisdiction, you will likely be asked to respond. But, don't assume that any conclusions have been reached solely because you've been asked to respond.

**8. Be timely**

If you are unable to respond within the time provided, contact the board office and request additional time—**BEFORE** the date identified for response in the letter.

**9. Don't cause a ground for discipline**

If you fail to respond to the initial letter, you may receive a second letter by certified mail. If you fail to timely respond to the second letter, you may face discipline for failure to respond to a communication seeking information in a disciplinary matter. This holds true whether you are the target of an investigation or someone with knowledge of the matter. Holding a license to practice a profession imposes certain duties on a licensed professional, including the duty to assist your board when requested in a disciplinary investigation.

**10. Do not retaliate**

Act professionally. Do not retaliate against the one who filed the complaint. Everyone has the right to be heard. Sometimes, people don't act as you think they should, but remember to maintain your professionalism at all times.

**To file a complaint with the Arkansas State Board of Public Accountancy, please complete the Complaint Form, available from our website:**

**[http://www.arkansas.gov/asbpa/pdf/Complaint\\_form.pdf](http://www.arkansas.gov/asbpa/pdf/Complaint_form.pdf)**

***2011 Continuing Education—Don't wait until the last minute!***

The Board would like to remind all licensees that are required to take continuing professional education (CPE) to obtain their CPE throughout the year, and not wait until the last minute. Failure to obtain the required CPE by December 31st can result in a fine/penalty by the Board. Please review Board Rule 13 for the specific categories in which the CPE must be obtained.

During the license renewal process, we have several licensees asking for additional time to obtain their CPE. While there may be specific reasons why a licensee has difficulty obtaining the required CPE at the last minute, there is ample time throughout the year to obtain all of the required CPE.

The Board requires the continuing education to be met from time to time by licensees in order to maintain the highest standard of proficiency in the profession of public accountancy.

## *Successful CPA Exam Candidates*

### *April—May 2011*

Botha, Ryan	Dimitrov, Konstantin	McDougal, Albert C.
Brewer, Jeffrey L.	Ganann-Wise, Laura C.	McGowan, Chandra L.
Chen, Yan S.	Guenther, Trisha L.	Miller, Nicholas K.
Clary, Lucas O.	Henderson, Julie K.	Perez, Jorge L.
Cothran, Morris W.	Jones, William M.	Poston, Nathan E.
Dean, Colin Thomas	Makepeace, Simon	Shepard, Stephen C.
Deramus, Matthew J.	Matthews, William H.	Szeflinski, Heather L.
Dennis, Lashonda M.	McCoy, Miranda S.	

Exam Scores for July—August 2011 have not be received, yet. Don't forget you can obtain your CPA Exam scores online, provided you have your NTS information. Check the [www.arkansas.gov/asbpa](http://www.arkansas.gov/asbpa) website for the link to viewing your test scores and watch our Facebook page for updates on availability of scores. Of course, we will continue to send your formal test score information in the mail, as soon as we receive the scores in our office.

### *Quality Reviews for 2011*

#### QR Results from August 2011 reviews:

Acceptable:	16
Acceptable w/comments:	110
Marginal:	94
<u>Substandard:</u>	<u>41</u>
Total Reports:	261

Quality Review Surveys were reviewed by several volunteers from August 16-18. Thank you to all those who volunteered to assist with this year's Quality Reviews! The results are being reviewed and licensees will be informed via letter, as quickly as possible.

Thank you to all those who responded to the Quality Review Surveys in a timely manner.

**ALL ARKANSAS CPA AND PA LICENSES EXPIRE ON DECEMBER 31ST!  
EVERY LICENSEE MUST RENEW BY DECEMBER 31.**

**DON'T WAIT UNTIL THE LAST MINUTE TO OBTAIN YOUR REQUIRED  
CONTINUING EDUCATION, AS REQUIRED FOR ALL ACTIVE LICENSEES!**

## ***New On-Line Service for CPA Candidates***

### ***New On-line Service for CPA Candidates***

NASBA's National Candidate Database (NCD) has implemented a new on-line service that allows you to download and reprint your Notice to Schedule (NTS). You will no longer need to contact NASBA to request a reprint of your NTS.

The free service is available to candidates in all jurisdictions that have an open NTS.

Please note: previously attended or expired NTSs are not available for reprint.

The Jurisdiction ID is listed on your score notice.

#### **HOW TO REPRINT MY NTS**

Candidates can reprint their NTS directly via the link below:

<https://ncd.nasba.org/gwprdv2/servlet/hgwcnr01>

National Association of State Boards of Accountancy (NASBA)  
150 Fourth Avenue North, Suite 700  
Nashville, TN, 37219

[www.nasba.org](http://www.nasba.org)

## ***New CPA Exam Fees—Going Down in Cost!***

There will be a new fee structure for CPA exams effective October 15, 2011.

REG	decrease from \$185.10 to \$176.25
AUD	decrease from \$207.15 to \$195.35
FAR	decrease from \$207.15 to \$195.35
BEC	decrease from \$185.10 to \$176.25

All current fees will be charged until October 15, 2011. If you have questions regarding these new fees, please feel free to call the Board office at (501) 682-1520.

The new CPA Exam Application Form will be available on the website on October 15, 2011.

## CPAmobility.org

Today, NASBA and the AICPA announced the launch of an exciting new online tool to help promote mobility, [CPAmobility.org](http://CPAmobility.org). This new tool is designed to provide helpful information, updated regularly, on the state of mobility laws across the 55 U.S. states and jurisdictions. It works by posing three simple questions to CPAs interested in exercising cross-border practice privileges.

Those are:

Where is your principal place of business?

Where are you going to perform services (target state)?

What type of services will you perform?

Information on licensing and registration requirements is then produced allowing CPAs to obtain the information they need. We are particularly pleased that the site is also optimized for use on a mobile device, making it easy for CPAs to access the information when they are traveling or out of their offices.

NASBA and the AICPA have been working together closely for several months on this project to ensure that the information is accurate and the technology and on-going technical support are in place to ensure the site is successful. We believe the launch of this site represents a key step in the on-going partnership between NASBA, the AICPA, state boards of accountancy, and state CPA societies to pass, implement and promote mobility.

Now that an overwhelming number of states have passed mobility statutes, NASBA and the AICPA feel that it is critical to educate CPAs and CPA firms about how best to take advantage of this new environment, and we believe this tool will go a long way in that regard.

In addition to our official launch, today, we will be undertaking a series of activities to promote media coverage and advertise the use of the site. We will also be highlighting the new tool in various publications put out by our organizations over the next few weeks. And, both the NASBA and AICPA websites will prominently feature direct links to the tool. After this initial launch, we will also initiate a sustained longer term campaign to promote and encourage use of [CPAmobility.org](http://CPAmobility.org).

We look forward to continuing to work with you to ensure that all of our combined mobility efforts are effective and widely utilized by CPAs and CPA firms across the country.

Best regards,

David A. Costello, CPA

President & CEO

National Association of State Boards of Accountancy (NASBA)



## *State Board of Accountancy Board Members*



Dale Coy, CPA  
President  
Paragould  
Term: 2007 — 2012



Gene Cogbill, CPA  
Secretary  
Texarkana  
Term: 2008 — 2013



Mike Moore, CPA  
Treasurer  
Conway  
Term: 2009 — 2014



Karen Garrett, CPA  
Conway  
Term: 2010 — 2015



Wade Turner, CPA  
Searcy  
Term: 2011 — 2016



Lloyd Franklin, CFE  
Pine Bluff  
Consumer Advocate  
Term: 2008 — 2012



Bill Millager, MBA  
Rogers  
Consumer Advocate  
Term: 2008 — 2013

## *State Board of Accountancy Staff*



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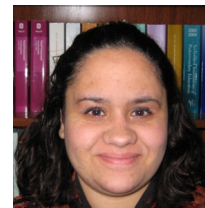
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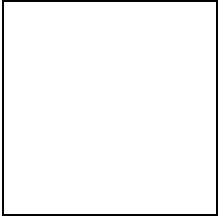
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Arkansas State Board of Public Accountancy  
 101 East Capitol, Suite 450  
 Little Rock, AR 72201

***Moving? Please Notify the Board Office of Your New Address***

The rules and regulations require all licensees to notify the ASBPA of all such changes by sending a change of address form to the office . Please include a street address to facilitate any express mail deliveries.

Name \_\_\_\_\_

Employer \_\_\_\_\_ License# \_\_\_\_\_

Old Address: \_\_\_\_\_ New Address: \_\_\_\_\_

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\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Mail to: Arkansas State Board of Public Accountancy  
 101 East Capitol, Suite 450, Little Rock, AR 72201