



Activity Review

North Carolina State Board of Certified Public Accountant Examiners

1101 Oberlin Rd., Ste. 104 • Raleigh, NC 27605 • 919-733-4222 • nccpaboard.gov • No. 10-2018

FAQs: The Annual CPE Requirement

Q. How many CPE hours am I required to complete this year?

A. If you are an active CPA licensed before March 31, 2018, you must complete 40 CPE hours by December 31, 2018. If you were licensed by the Board after April 1, 2018, your CPE hours are prorated as follows

- If you were licensed in April, May, or June 2018, you must complete 30 CPE hours by December 31, 2018.



- If you were licensed in July, August, or September 2018, you must complete 20 CPE hours by December 31, 2018.
- If you are licensed in October, November, or December 2018, you must complete 10 CPE hours by December 31, 2018.

Q. If I completed more than 40 hours of CPE last year, can I use those extra hours to meet the requirement this year?

A. If you complete more than the required number of hours of CPE in any one calendar year, you may carry forward up to 20 hours and treat those as hours earned in the following year. However, ethics CPE hours may not be included in any carry-forward hours.

Q. Am I required to take CPE hours in specific content areas such as audit or tax?

A. Although the Board does not require you to take CPE hours in specific content areas (apart from the required two hours of ethics), any course for which you claim CPE credit must be in one of the seven fields of study recognized by the Board.

Those fields of study are

- Accounting and Auditing;
- Consulting Services;
- Ethics;
- Management;
- Personal Development;
- Special Knowledge and Applications; and
- Tax

Q. So how do I choose which courses to take? Will the Board tell me if I can claim credit for a course I might take?

A. The Board will not approve specific CPE courses for you to take for compliance with the annual CPE requirement. You must use your professional judgment to choose only those courses that contribute to your professional competency.

A course is considered to increase your professional competency if it is in an area of accounting in which you practice or are planning to practice, in professional ethics, or another area of the profession.

Q. Are there certain activities I can't claim CPE credit for?

A. You cannot claim reading accounting journals, periodicals, reference guides, or related materials and taking a test designed to assess reading comprehension as credit for CPE.

No CPE credit is allowed for examinations alone; CPE credit is only allowed for examinations that test your knowledge of a set of study materials as prepared in a formal CPE program.

Q. Does it matter which ethics course I take to meet the annual ethics requirement?

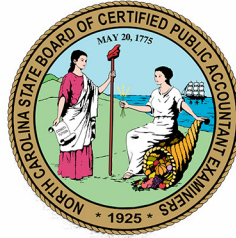
A. 21 NCAC 08G .0410 requires that all active CPAs complete a two-hour group-study course or self-

CPE Requirement
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North Carolina State Board of Certified Public Accountant Examiners



Resolution

Whereas, Cynthia B. Brown, CPA, has served as a member of the North Carolina State Board of Certified Public Accountant Examiners since 2015;

Whereas, during her tenure, she served as Vice President of the Board;

Whereas, during her tenure, she served as a member of the Executive Committee;

Whereas, during her tenure, she served as a member of the Professional Standards Committee;

Whereas, during her tenure, she served as Chair of the Professional Standards Committee;

Whereas, during her tenure she has faithfully and tirelessly served as a leader in the profession and is an eloquent spokesperson for the best interests of the public and the profession;

Be It Therefore Resolved that the members of the North Carolina State Board of Certified Public Accountant Examiners thank Cynthia B. Brown, CPA, for her dedicated service, her personal sacrifice to serve the public interest, and her leadership to the Board.

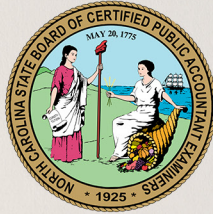
This the 20th day of August 2018.

*North Carolina State Board of
Certified Public Accountant Examiners*



L. Samuel Williams, Jr., CPA, President

North Carolina State Board of Certified Public Accountant Examiners



Resolution

Whereas, Michael H. Womble, CPA, has served as a member of the North Carolina State Board of Certified Public Accountant Examiners since 2012;

Whereas, during his tenure, he served as President and Vice President of the Board;

Whereas, during his tenure, he served as a member and Chair of the Executive Committee;

Whereas, during his tenure, he served as a member and Chair of the Professional Standards Committee;

Whereas, during his tenure he served as Chair the Personnel Committee;

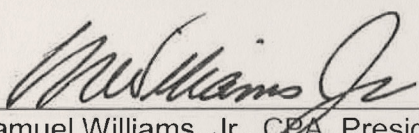
Whereas, during his tenure, he served as Chair of the Communications Committee;

Whereas, during his tenure he has faithfully and tirelessly served as a leader in the profession and is an eloquent spokesperson for the best interests of the public and the profession;

Be It Therefore Resolved that the members of the North Carolina State Board of Certified Public Accountant Examiners thank Michael H. Womble, CPA, for his dedicated service, his personal sacrifice to serve the public interest, and his leadership to the Board.

This the 20th day of August 2018.

North Carolina State Board of
Certified Public Accountant Examiners


L. Samuel Williams, Jr., CPA, President

CPE Audit Consent Order

The following matter is excerpted from a Consent Order issued by the Board in response to the findings of the Continuing Professional Education (CPE) audit. To view the full text of a Consent Order, use the Licensee Search function of the Board's website, nccpaboard.gov, to look up the licensee's record. In the record, click on the "Details" link and select "View" under the Public Documents heading.

Pursuant to NCGS 93-12(9), civil penalties are remitted to the North Carolina Civil Penalty and Forfeiture Fund ("Fund") in accordance with NCGS 115C-457.2. NCGS 115C-457.1(b) states, "The Fund shall be administered by the Office of State Budget and Management. The Fund and all interest accruing to the Fund shall be faithfully used exclusively for maintaining free public schools."

CHRISTOPHER M. BRANNOCK, #20538 | MATTHEWS, NC

The Board opened a case against Christopher M. Brannock (Respondent Brannock) for failure to complete sufficient CPE, including an ethics course, as required for renewal of his North Carolina CPA license.

Respondent Brannock signed a Consent Order in which he accepted the denial of the renewal of his CPA license; the forfeiture for at least one year of his CPA license; and the return of his CPA certificate to the Board within 15 days of his receipt of the Board's notification of its approval of the Consent Order.

Respondent Brannock may apply to return his CPA certificate to active status by submitting a reissuance application that includes payment of the application fee; three moral character affidavits; payment of a \$1,000 civil penalty; and proof of completion of at least 80 hours of CPE including an eight-hour accountancy law course as offered by the North Carolina Association of CPAs.

Failure to timely comply with any terms of the Consent Order will be sufficient grounds to revoke Respondent Brannock's CPA license.

Approved by the Board September 17, 2018.

Moral Character Data on Applications

Most of the Board's Exam and licensure applications include at least one question about an applicant's moral character. The question reads in part:

Have you been charged, arrested, convicted, found guilty of, received a prayer for judgment continued, or pleaded nolo contendere to any offense inclusive of traffic infractions?

Applicants must report all offenses, even seemingly minor incidents such as speeding tickets and provide relevant documents/court records for each offense.

If, during a background check [pursuant to 21 NCAC 08F .0103 and .0502], the Board learns that an applicant has not reported an offense, the application will be held until the applicant provides a complete explanation of the offense in question.

It is important that applicants know that the Board reviews each application individually, and does not automatically deny an application based on an incident in the applicant's past.

How to Check Your CPE Carry-Forward Hours

Not sure how many CPE carry-forward hours you have? There's an easy way to check in five simple steps:

STEP 1

Navigate to the Board's website, nccpaboard.gov.

STEP 2

Click on the "Find CPA/CPA Firm" link on the right-hand side of the home page.

STEP 3

On the "Search for a CPA" page, search for yourself using your name or CPA certificate number.

STEP 4

When your record is returned, click on the "Details" link (to the left of your name).

STEP 5

The number of CPE carry-forward hours (if any) will display as part of the public record information from your Board file.

If you have questions about your CPE carry-forward hours, contact Cammie Emery at cemery@nccpaboard.gov.

study course on professional ethics and conduct. You may choose any two hour course on behavioral or regulatory ethics offered by a CPE sponsor on the NASBA Registry of CPE Sponsors (nasbaregistry.org).

Remember, because the ethics requirement is an annual requirement, carry-forward CPE hours cannot be used to satisfy the requirement.

Q. Do I have to comply with the CPE requirement if I'm licensed in North Carolina but don't live or work in North Carolina?

A. As a non-resident CPA (a licensee who neither lives nor works in North Carolina), you should satisfy the annual CPE requirements in the jurisdiction in which you are licensed and currently work or reside.

If there is not an annual CPE requirement in the jurisdiction in which you are licensed and currently work or reside, you must comply with the Board's CPE requirement.

Q. Does that apply to the ethics requirement, too?

A. If you are a non-resident CPA, you may satisfy the annual ethics CPE requirement by completing the ethics requirements in the jurisdiction in which you are licensed and work or reside.

If there is not an ethics CPE requirement in the jurisdiction where you are licensed and reside or work, you must complete a two-hour group-study or self-study course on behavioral or regulatory ethics offered by a CPE sponsor registered with the NASBA Registry of CPE Sponsors.

Q. Is there a limit on the number of self-study CPE hours I can claim?

A. No, there is not a limit on the number of self-study CPE hours you may claim, but there are some caveats with self-study courses.



A self-study course is not considered complete until the CPE sponsor issues a Certificate of Completion. The date the Board will accept for CPE credit is the Certificate of Completion date, not the date the course was completed or the date the completed course was mailed to or received by the sponsor.

If you take self-study courses late in the year, you may not be able to claim CPE credit for that calendar year because the CPE sponsor issues the Certificate of Completion in the next calendar year.

Q. Since I don't need to report specific courses--just the number of hours completed--on my license renewal, do I need to keep certificates of completion after I renew my license?

A. You are required to maintain records that substantiate the CPE credits you are claiming for the current year and for each of the four calendar years prior to the current year.

If you are selected for the CPE audit, you must submit those records to the Board. If you are unable to prove that you completed the CPE hours you claimed, your license may be forfeited.

Q. I have a lot going on and I don't think I'll be able to complete enough

CPE to meet the annual requirement before December 31. Is there any way to extend the deadline?

A. In general, the Board does not make exceptions for completing the annual CPE requirement by December 31.

However, if there are extraordinary circumstances such as major illness, natural disaster, or catastrophic loss that you believe impact your ability to complete the required CPE hours, you may petition the Board for an extension.

To request an extension, complete the "Request for Extension to Complete CPE Hours" (available on the Forms & Applications page of the website) and submit it to the Board with documentation (medical records, etc.) that supports your request.

If you do not receive an extension from the Board and you do not complete the CPE requirement by December 31, 2018, but do complete the CPE requirement by June 30, 2019, the Board will issue you a Letter of Warning for the first such failure within a five (5) calendar year period.

For the second such failure within a five (5) calendar year period, the Board will deny the renewal of your CPA certificate for a period of not less than 30 days and until you meet the reinstatement requirements set forth in 21 NCAC 08J .0106.

If you have questions about the CPE requirement, please contact Cammie Emery at cemery@nccpaboard.gov or Buck Winslow at buckw@nccpaboard.gov.

2018 Board Meetings

NOVEMBER

Nov. 19
10:00 a.m.

DECEMBER

Dec. 17
10:00 a.m.

Meetings are open to the public and the Board encourages applicants and licensees to attend.

What Is the 18-Month Credit Window for Exam Candidates?

Individuals seeking CPA licensure are required to pass all four sections of the Uniform CPA Exam with a grade of at least 75 on each section.

In North Carolina there are additional requirements related to passing the Exam.

21 NCAC 08F .0105(c) states:

1. a candidate shall obtain a passing grade on all sections of the examination within an 18-month period;
2. a candidate may sit for any section of the examination individually;
3. a candidate may sit for each section of the examination up to four times during a one-year period, but not more than one time in a three-month testing window as defined by the examination vendor(s); and
4. credit awarded by the Board for passage of a section of the examination is valid for an 18-month period beginning on the date the section is taken.

It is important that candidates understand that the rolling 18-month credit window begins with the date the first passed section was **taken**, not the date of the score notice for the first passed section.

Exam credit expires by section; score notices include any relevant expiration dates.

The credit for any section passed outside the rolling 18-month period will be lost, and those sections must be retaken.

Candidates must maximize their testing opportunities to ensure that all four sections of the Exam are passed within the rolling 18-month window.

Exam Candidate Performance Books Available

NASBA has released *Candidate Performance on the Uniform CPA Examination – Jurisdiction Edition, 2017* and *Candidate Performance on the Uniform CPA Examination – University Edition, 2017*.

Both publications feature comprehensive, statistical data from all (4) testing windows (AUD, BEC, FAR, REG) of the 2017 Uniform CPA Exam.

Additional features include performance metrics by cohort for each of the 18 content areas, plus simulations and written communication. Section descriptions are also included to explain each view of the performance metrics.

The Jurisdiction Edition provides a broad view of Exam trends from

around the world. Performance metrics indicate 95,654 candidates took the Exam in 2017 (of which 71,199 were new candidates) with 25,834 candidates passing their fourth section of the Exam.

The University Edition includes university rankings and a variety of university and accreditation reports, including international, national, regional and state.

Sold in softback format, the *Jurisdiction Edition* is available for \$100, with the *University Edition* available for \$200. A bundle of the two publications is also available for \$250. All orders can be placed through nasbareport.com.

Testing Window: October 1 – December 10 (18Q4)		
If you take your Exam on/before:	Your target score release date is:	
October 1 – November 30	December 11	
December 1 – December 10	December 19	
Testing Window: January 1 – March 10 (19Q1)		
If you take your Exam on/before:	...and the AICPA receives your Exam data files from Prometric by 11:59 p.m. (EST) on:	Your target score release date is:
January 20	January 20	February 5
February 14	February 14	February 26
February 28	February 28	March 8
March 10	March 11	March 19
Testing Window: April 1 – June 10 (19Q2)		
If you take your Exam on/before:	...and the AICPA receives your Exam data files from Prometric by 11:59 p.m. (EST) on:	Your target score release date is:
April 20	April 20	May 7
May 15	May 15	May 23
May 31	May 31	June 11
June 10	June 11	June 19

Office Closed

In accordance with the holiday schedule adopted by the State of North Carolina, the Board office will be closed as follows:

Veteran's Day

November 12

Thanksgiving

November 22-23

Christmas

December 24-26

Reclassifications

At its September 17, 2018, meeting, the Board approved the applications for reinstatement and reissuance submitted by the following individuals:

Reinstatements

Lisa Rudolph Featherngill, #33645	Advance, NC
Paul Edmond Grace, #28783	Lutz, FL
Amanda Upchurch Greer, #20198	Winston-Salem, NC
Mitesh Patel, #23460	Raleigh, NC
Paul Curtis Scruggs, Jr., #39115	Apex, NC
Carl Gwyn Yale, #8821	Moravian Falls, NC

Reissuance

Bria Ashia Gatewood, #40153	Charlotte, NC
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Inactive Status

From August 22, 2018, through October 4, 2018, the individuals listed below requested and were approved for inactive status. 21 NCAC 08A .0301(b)(20) states: "Inactive," when used to refer to the status of a person, describes a person who has requested inactive status and been approved by the Board and who does not use the title "certified public accountant" nor does he or she allow anyone to refer to him or her as a "certified public accountant," and neither he nor she nor anyone else refers to him or her in any representation as described in Rule .0308(b) of this Section."

Sharon A. Klock, #40089	Statesville, NC
Joshua Scott Holley, #39794	Baltimore, MD
Daniel Winslow Sykes, #22240	Mebane, NC
William McKay Henderson, #14738	McLean, VA
Lee Sun Gauger, #24694	Jamestown, NC

Certificates Issued

On September 17, 2018, the Board approved the following applicants for certification as North Carolina CPAs:

Joshua B. Acob
Matthew Joseph Ashman
Elizabeth Lincoln Baccala
Michele Jordan Belue
Corey David Bowlin
John P. Brothers, Jr.
Donald Nicholas Button
Sandra B. Carlson
Jedediah Luke Chilton
Wesley Robert Combs
Andrew Brooks Davenport
Samantha Leigh Dawson
Caroline Amanda DeRhodes
Rachel Marie Dillon
Samuel Harry Duffort
Sarah Elizabeth Edwards
Kristen Marie Ernest
Christopher Polk Fairchild
Joseph Charles Greene
Adelaide Michelle Guin
Monica Elena Gutierrez-Altenhof
Geoffrey Scott Haigler
Lindsay Oreon Hancock
Michael J. Hanson
Jack Ryan Howell
Margaret Thomas Howell
Laura Catherine Isaacs
Krista Breanne King
Lauren Hughes Lee
Alexander Robert Macdonald
Matthew Stuart Markoff
Cody Chet McKinney
Erin Conway Meyer
Emily Sisk Michael
Garrett Mitchell Millsaps
Mollie Martin Mitchell
Namrata Sureshbhai Patel
Nicholas James Patton
Summer Ashby Perry
Sarah Jane Petrucciani
Jean Elizabeth M. Schauer
Maren Marie Stephenson
Nicholas Brett Steward
Mark Andrew Stump
Hannah Katelyn Thomas
Heting Wang
Taylor Ashley White



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North Carolina State Board of
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Notice of Address Change

Please Print Legibly

Full Name:	
Certificate No.:	Last 4 Digits of SSN:
Home Address:	
City/State/Zip:	
Home Phone:	Home Fax:
Home Email:	
Firm/Business Name:	
Business Address:	
City/State/Zip:	
Business Phone:	Business Fax:
Business Email:	
Signature:	
Date:	Send mail to: <input type="checkbox"/> Home <input type="checkbox"/> Business

Mail form to: PO Box 12827, Raleigh, NC 27605
 Fax form to: (919) 733-4209

Pursuant to 21 NCAC 08J .0107, all certificate holders & CPA firms shall notify the Board in writing within 30 days of any change in home address & phone number; CPA firm address & phone number; business location & phone number; & email address.