

NOTES ON ACCREDITATION OF CPAs

Second of two parts

By Concordio S. Quisao

There are over 6,100 CPAs accredited in Public Practice with the Board of Accountancy as of June 2016.

The list of accredited CPAs are posted in the BOA Website (<http://boa.com.ph/accprac/>) so the public can check their names before engaging their services.

Below are the procedural steps currently observed by Professional Regulations Commission in the accreditation of CPAs in Public Practice and the issuance of the Certificate therefor.

Step	Client	Agency Action	Office/Person Responsible	Location of Office	Duration (under normal condition)
1	Presents the application forms and documentary requirements.	<ul style="list-style-type: none"> ● Receives fully accomplished application form. ● Checks the completeness of document attached. 	Standards and Inspection Division (SID)/ Processing Officer	Ground Floor Annex Building	10 mins. – Single Practitioner 20 mins. – Medium Size Partnership 1 week- Big Partnerships (For the assessment/ verification for the number of CPE units earned by the CPAs/Partnership)

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2	Pays metered documentary stamps.	Affixes documentary stamp.	Customer Service Center (CSC)/ CSC Staff	Ground Floor Annex Building	3-5 mins for securing metered stamps depending on the volume of applicants.
3	Proceeds to the Registration Division for verification of license number and validity of PRC ID.	Affixes signature/remarks (if any)	Registration Division/ Verifying Officer	Ground Floor Main Building	10-15 mins. -Single Practitioner 1-4 weeks – Big Partnerships, Association depending on the number of professionals to be verified
4	Proceeds to the Legal and Investigation Division for verification of no derogatory information.	Affixes signature/remarks (if any)	Legal and Investigation Division/ Verifying Officer	2nd Floor Main Building	10-15mins - Single Practitioner 1-4 weeks – Big Partnerships, Association depending on the number of professionals to verified
5	Pays the prescribed fees	Accepts payment and issues Official Receipt.	Cash Division/ Cashier	Ground Floor Main Building	5 minutes (Depending upon the volume of applicants)
6	Returns the application to the Standards and Inspection Division	<ul style="list-style-type: none"> ● Receives processed application. ● Checks the completeness of the attached documents. 	Standards & Inspection Division/ Processing Officer	Ground Floor Annex Building	10 mins.

Step	Client	Agency Action	Office/Person Responsible	Location of Office	Duration (under normal condition)
7	Receives a copy of the applications marked “ Received”.	<ul style="list-style-type: none"> • Provides a copy to applicants with marked “Received” duly initialled by the Receiving Officer. • Advises the applicant as to when to make follow-up. 	Standards & Inspection Division/ Receiving Officer	Ground Floor Annex Building	2 mins.

Issuance of Certificate of Accreditation

Step	Client	Agency Action	Office/Person Responsible	Location of Office	Duration (under normal condition)
1	Presents receiving copy and/or special power of attorney	Verifies from master list. Ask for the valid identification card and special power of attorney (if	Standards and Inspection Division (SID)/ Releasing Officer	Ground Floor Annex Building	5 mins.

		representative) and pulls out from filling cabinet.			
2	Signs in the permanent record card and log book.	Releases the certificate of accreditation.	Standards and Inspection Division (SID)/ Releasing Officer	Ground Floor Annex Building	3 mins

The steps presented above appears to be a long and maybe tedious process. The Board of Accountancy is working with the Professional Regulations Commission to expedite and streamline the process. Changes that are forthcoming are the simplification of requirements, the on line application, submission of requirements, and verification of CPD completion of requirements and others.

Aside from the CPAs in public practice, the CPAs in education, commerce and industry, CPA partners and professional staff of auditing and accounting firms and partnerships are all required to be accredited with the Board of Accountancy.

Is there a prospect that these CPAs need not anymore undergo this accreditation process having already acquired their CPA license? Perhaps.



Hon. Concordio Quisaot is a member of the Board of Accountancy, tasked with the oversight in the accreditation of CPAs. He has a consulting and auditing practice in Cebu and has electric cooperatives among his clients

This column accepts contributions from accountants, especially articles that are of interest to the accountancy profession, in particular, and to the business community, in general. These can be e-mailed tboa.secretariat@gmail.com.