



COMMONWEALTH OF VIRGINIA
BOARD OF ACCOUNTANCY

9960 Mayland Drive, Suite 402

Henrico, Virginia 23233

TELEPHONE: (804) 367-8505

FACSIMILE: (804) 527-4409

WEBSITE: www.boa.virginia.gov

E-MAIL: boa@boa.virginia.gov

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Wade A. Jewell
Executive Director

July 17, 2014

Professor Douglas Ziegenfuss
5813 Hamlet Road
Virginia Beach, VA 23464

Re: Virginia-Specific Ethics Course

Dear sponsor:

This correspondence is to serve as official notification that on May 27, 2014, the Virginia Board of Accountancy (VBOA) approved the Virginia Society of CPAs (VSCPA) as the sole provider of the Virginia-Specific Ethics Course content/material beginning with the 2015 course. In order to provide the Virginia-Specific Ethics Course, the sponsor must meet the requirements of revised [Board Policy #2 \(Sponsors Providing CPE\)](#) approved on June 24, 2014.

According to the policy, sponsors must:

- Obtain the course contents/materials from the VSCPA
- Be pre-approved annually by Board staff, in writing, as a provider of this course
- Be listed on the Board's website as a pre-approved provider of this course
- Submit all participant comments to the Board within 60 days of receipt

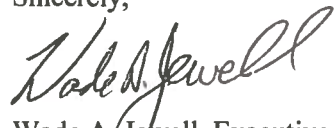
The Board has also approved that all instructors of the Virginia-Specific Ethics Course must hold an active Virginia CPA license, which is in good standing. Potential sponsors will complete a simple form (to be provided at a later date), certifying the ethics material to be taught will be obtained from the VSCPA, provide a list of course instructors and submit it to the VBOA for approval. Once approved, the sponsor will appear on the VBOA website as an approved provider of the Virginia-Specific Ethics Course. Any Virginia-Specific Ethics Courses completed from a non-approved sponsor will not be accepted by the Board and the licensee will be penalized for not completing the approved course.

Please contact our Director of Operations, Mary Charity, by phone at (804) 367-0495 or by email at mary.charity@boa.virginia.gov with any questions. Any updated information regarding the Virginia-Specific Ethics Course will be available at www.boa.virginia.gov in the coming months.

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Those interested in purchasing the Virginia-Specific Ethics Course content/material from the VSCPA should contact Janie Medley at jmedley@vscpa.com or at (804) 270-5344. For other inquiries of the VSCPA relative to the Virginia-Specific Ethics Course, please contact Stephanie Peters at speters@vscpa.com, Emily Walker at ewalker@vscpa.com, or by calling (804) 270-5344.

Sincerely,

A handwritten signature in black ink that reads "Wade A. Jewell". The signature is written in a cursive style with a large, prominent initial "W".

Wade A. Jewell, Executive Director
Virginia Board of Accountancy