Individual Profile Worksheet

This worksheet MUST be completed for each audit manager and each audit staff member listed above. Individual profile worksheets must be in the order in which the audit managers and staff members are listed on the preceding Section 5 forms.

_____

Employee Name and Title

1. Number of years of governmental audit experience? _____
2. Date hired by the firm? _____
3. Employment status? Permanent ☐ Seasonal ☐

List below all governmental CPE courses taken by this individual during the most recent completed two year CPE cycle. If your firm has adopted a two-year CPE measurement basis other than the rolling-year calendar basis of 2014 and 2015, then **describe that CPE period basis here** and report the hours for that two year period below in order to show compliance. If the firm's CPE period is based on the individual auditor's birthday, the relevant birth date should be provided in this explanation. **If the description of the course is not adequate** for determining whether the course meets the 24 hour requirement or the additional 56 hour requirement of GAGAS ¶ 3.76, **attach a photocopy of the CPE certificate or training agenda** to enable the Office of the State Auditor to verify the hours of CPE claimed in these two categories during the most recent two-year CPE period.

_____
_____
_____
_____

Sponsoring Organization	Location	Course Description	Dates	*CPE directly related to governmental auditing or the specific or unique environment in which the agency operates* (24 hour Requirement)	*CPE that directly enhances the auditor's professional proficiency to perform audits (56 hour Requirement)*

List all governmental audit experience of this audit manager or staff member and indicate team position while working on each audit (attach additional sheets if necessary).

Governmental Agency Audited	Fiscal Year	Team Assignment