

**STATE OF MINNESOTA
BOARD OF ACCOUNTANCY**

In the Matter of the CPA Certificate of

Thomas J. Woodrow
CPA Certificate No. 29968 (Expired)

**STIPULATION AND
CONSENT ORDER**

Board File No. 2025-085

STIPULATION

Thomas Woodrow (“Respondent”) and the Minnesota Board of Accountancy’s Complaint Committee stipulate that, subject to Board’s review and discretionary approval, the Board may issue a consent order that imposes the following sanctions:

- A. Respondent is REPRIMANDED pursuant to Minn. Stat. § 326A.08 (2024).
- B. Respondent shall pay to the Board a CIVIL PENALTY of \$500. Respondent shall submit the civil penalty by check to the Board within 60 days of the Board’s approval of this Stipulation and Consent Order.
- C. Respondent shall comply with all statutes and rules within the Board’s jurisdiction. See Minn. Stat. ch. 326A (2024) and Minn. R. ch. 1105 (2025).
- D. Respondent shall report in writing within ten days any violations of this stipulation and consent order to the Board’s Executive Director.

Respondent and the Committee enter into this stipulation based on the following findings of fact, conclusions of law, and other stipulated provisions:

Findings of Fact

1. The Board issued Respondent a CPA certificate on November 14, 2016.
2. The Board selected Respondent for audit of their continuing education ("CPE") records for the three-year period ending June 30, 2024.
3. Respondent previously reported 49.4 hours for CPE reporting year 2022 but was only able to verify 41.4 hours. Respondent was still in compliance with the CPE requirements for the three-years ended June 30, 2022. The discrepancy in the number of hours verified was due to the following:
 - a. Respondent reported six hours of self-study from a non-approved sponsor, which is not allowed under Minnesota Rule 1105.3100, subp. 2 (2023); and
 - b. Respondent did not provide documentation for two other CPE courses.
4. Respondent previously reported 25 hours for CPE reporting year 2023 but was able to verify 26 hours; however, due to the discrepancies in the previous CPE reporting year, Respondent was short 4.1 hours for the three-years ended June 30, 2023.
5. Respondent then submitted the missing documentation for the two CPE courses for CPE reporting year 2022. As a result, Respondent now is only short 2.1 hours for the three-years ended June 30, 2023.
6. Respondent submitted a waiver request to the Board requesting that the self-study hours taken from a non-approved sponsor be accepted. The request was denied at the August 6, 2025, Board meeting. Respondent was notified of the denial and the need to carry back the 2.1 hours on August 7, 2025.
7. To date, Respondent has not submitted any carryback hours or noncompliance fees to remedy the CPE deficiency.

8. Respondent submitted false information for their CPE for the CPE reporting year ended June 30, 2022, with their 2023, 2024, and 2025 renewals by affirming on those renewals that they had completed the CPE hours, and such hours complied with the 1-year and rolling 3-year CPE requirements.

9. Respondent works in private industry.

Conclusions of Law

1. The Board has authority to license and regulate certified public accountants and to take disciplinary action as appropriate. Minn. Stat. ch. 326A (2024).

2. Respondent violated Minn. Stat. § 326A.04, subd. 4 (2024) and Minn. R. 1105.3000(A)(2) and (E), 1105.3200(A), (B) and (C), 1105.5600, subp. 1(A), (C)(5), and 1105.7800(A) and (B) (2025).

3. Respondent is subject to discipline pursuant to Minn. Stat. §§ 326A.08, subd. 5(a)(1) and (8), and 7 (2024).

4. This stipulation and consent order is in the public interest.

Other Stipulated Provisions

1. This stipulation and consent order must be approved by the Board to become effective.

2. Respondent agrees that the Committee may move the Board *ex parte*, with or without advance notice to the Respondent, to approve this stipulation and consent order. Respondent understands that the Board may either approve the stipulation and consent order

or not approve it. This stipulation and the files, records, and proceedings associated with this matter may be reviewed by the Board in its consideration of the Committee's motion.

3. If approved by the Board, this stipulation and consent order shall be classified as public data. Minn. Stat. § 13.41, subd. 5 (2024).

4. If the Board does not approve this stipulation and consent order, then the matter remains unresolved and the Committee may either seek to negotiate a revised stipulation and consent order with Respondent to present to the Board or issue an order commencing a contested-case hearing before an Administrative Law Judge at the Office of Administrative Hearings. See Minn. Stat. §§ 14.57–.62, 214.10, subd. 2 (2024) (describing administrative hearing process).

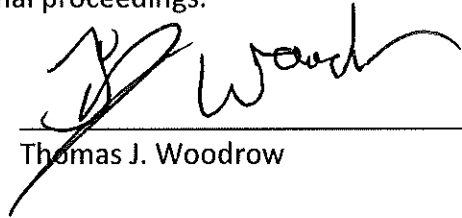
5. Respondent agrees that if this case comes before the Board again after it reviews and discusses this stipulation and consent order, Respondent waives any claim that the Board or Respondent was prejudiced by its review and discussion of this stipulation and consent order and any records relating to it.

6. Respondent acknowledges that they were advised by the Committee of their right to a contested-case hearing in this matter before an Administrative Law Judge, to file exceptions and make argument to the Board after the hearing, and to seek judicial review from any adverse decision rendered by the Board. Respondent hereby expressly waives those rights. Respondent was further advised by the Committee of their right to be represented by counsel and that they knowingly waive that right.

7. Respondent has read, understands, and agrees to this stipulation and has voluntarily signed it. It is expressly understood that this stipulation contains the entire agreement between the parties, there being no other agreement of any kind, verbal or otherwise. If

approved by the Board, a copy of the final stipulation and consent order shall be served personally or by first class mail on Respondent. The Board's order shall be effective when it is signed by the Chair of the Board or the Chair's designee.

8. Pursuant to Minn. Stat. § 16D.13 (2024), any civil penalty imposed by this stipulation and consent order shall begin to accrue simple interest in accordance with that section thirty days after the civil penalty is due. Pursuant to Minn. Stat. § 16D.17 (2024), thirty days after any civil penalty imposed by this stipulation and consent order is due, the Board may file and enforce any unpaid portion of the civil penalty as a judgment against Respondent in district court without further notice or additional proceedings.



Thomas J. Woodrow

STATE OF Minnesota

COUNTY OF Hennepin

This instrument was acknowledged before me on 3/31/26 by Thomas Woodrow.

(stamp)

(Signature of notary officer)

My commission expires: _____

COMPLAINT COMMITTEE




LANCE RADZIEJ, CPA
Chair

Dated: April 23, 2026

CONSENT ORDER

Upon consideration of this stipulation and consent order, and based upon all the files, records, and proceedings herein, all terms of the stipulation and consent order are approved. Accordingly, the Board hereby ADOPTS the stipulation and issues the ORDER described above.

STATE OF MINNESOTA
BOARD OF ACCOUNTANCY


GORDON SOWATT, VICE CHAIR

Dated: APRIL 23RD, 2026

FOR:

CHARLES SELCER, CPA
Board Chair