

Change of License Status Request Form From Active status to Active – CPE Exempt status

This individual is currently licensed as a CPA with the Active status. However, the individual is not currently providing services to the public (providing services that are subject to the guidance of the standard-setting authorities listed in the standards of conduct and practice in subdivisions 5 and 6 of § 54.1-4413.3) or to or on behalf of an employer (providing to an entity services that require the substantial use of accounting, financial, tax or other skills that are relevant, as determined by the Virginia Board of Accountancy) and therefore is requesting an exemption from the VBOA's continuing professional education requirements. This individual must be approved for the Active – CPE Exempt status before ceasing to meet the CPE requirements.

Please complete and return this form by email to boa@boa.virginia.gov, fax at (804) 527-4409 or by mail to 9960 Mayland Drive, Suite 402, Henrico, VA 23233.

CERTIFICATION OF APPLICANT

Name: _____ License number: _____

Current employer/
not employed: _____ Current job title: _____
If employed, attach company bio/resume and job description.

- I certify that I am not currently providing services as defined in § 54.1-4400, "Providing services to an employer" or "Providing services to the public."
- I certify that I will not provide accounting services to the public or to an employer with the Active – CPE Exempt status, which includes but is not limited to tax preparation (with or without compensation).
- I understand in order to begin providing services, I must request reinstatement of the Active status from the VBOA.
- I understand that I must comply with Board regulation, to begin providing services (the requirements include obtaining at least 120 hours of CPE prior to providing the services, including the two hour Virginia-Specific Ethics Course).

Signature: _____ Date: _____