



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

Board Regulation [18VAC5-22-90D](#). Continuing professional education (CPE).

A licensee must maintain an individual CPA license in order to continue using the [CPA title in Virginia](#). However, in accordance with Board Regulation [18VAC5-22-90D](#), if during the current calendar-year an individual who holds a Virginia license did not provide services to the public or to an employer, that individual is not required to obtain CPE.

**Active – CPE Exempt:** This individual is currently and actively licensed as a CPA and may use the CPA title. 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 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 Board) and therefore is not required to meet the Board’s CPE requirements.

### CERTIFICATION OF APPLICANT

Full name: \_\_\_\_\_ License number: \_\_\_\_\_

Current employer/

Not employed: \_\_\_\_\_ Current job title: \_\_\_\_\_

(Attach company bio/resume and job description, if employed)

- 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.
- I understand in order to regain the Active status, and to begin providing services, I must request reinstatement of the Active status from the Board.
- I understand that per Board Regulation [18VAC5-22-90D1](#), in order to begin providing services I am required to have obtained at least 120 hours of continuing professional education prior to providing the services, including a two hour ethics course.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return the form by email, fax or by mail.

Virginia Board of Accountancy  
9960 Mayland Drive, Suite 402  
Henrico, VA 23233  
Phone: (804) 367-8505  
Fax: (804) 527-4409  
Email: [boa@boa.virginia.gov](mailto:boa@boa.virginia.gov)