

## Individual CPA License Renewal

Please complete and return this form by mail to 9960 Mayland Drive, Suite 402, Henrico, VA 23233.

### INSTRUCTIONS FOR RENEWAL:

- \_\_\_\_\_ 1. **Disclosures:** Please contact the VBOA by email at [boa@boa.virginia.gov](mailto:boa@boa.virginia.gov) if you need to disclose any information regarding a felony or misdemeanor conviction, an administrative action, or civil judgment.
- \_\_\_\_\_ 2. **Fees:** The renewal fee is \$60 if your license expires prior to June 30, 2018.  
Fee for using a non-online method: \$25

**The renewal fee is prorated for individuals with a CPA license expiring July 2018 through March 2019. The adjusted fees are listed below.**

Current expiration date	Renewal fee	Expiration date following renewal
July 31, 2018	\$55	June 30, 2019
August 31, 2018	\$50	June 30, 2019
September 30, 2018	\$45	June 30, 2019
October 31, 2018	\$40	June 30, 2019
November 30, 2018	\$35	June 30, 2019
December 31, 2018	\$30	June 30, 2019
January 31, 2019	\$25	June 30, 2019
February 28, 2019	\$20	June 30, 2019
March 31, 2019	\$15	June 30, 2019

Upon renewal and moving forward, the licensee expiration date will be June 30 for subsequent years.

**There is no additional 12-month period to renew your license. Unrenewed licensees will automatically go into Expired status the day after the renewal is due.** If you choose not to use the online payment method, the VBOA accepts payment by check or money order made payable to the Treasurer of Virginia. Fees can be used for one year from date of receipt. Pursuant to [18VAC5-22-20\(B\)](#), all fees are non-refundable. Your application will not be reviewed until you have submitted payment. Once the license goes into Expired status, it will be the responsibility of the licensee to reinstate the license. There is a \$350 reinstatement fee. If the reinstatement application is received by the VBOA **within** 12 months of license expiration, the date of the reinstatement, if approved, will be effective as of the date it expired. However, any reinstatement application received **after** 12 months of license expiration, the date of reinstatement will be effective as of the date the reinstatement application is approved. The steps for reinstatement are available at [www.boa.virginia.gov/CPALicense/Reinstatement.shtml](http://www.boa.virginia.gov/CPALicense/Reinstatement.shtml).

- \_\_\_\_\_ 3. **Name Change:** Documentation must be provided to show each name change(s) if your name has been changed from the most recent renewal. Photocopies of marriage license, court orders or drivers license are accepted.

## Individual CPA License Renewal

- \_\_\_\_\_ 4. **Continuing Professional Education:** You must have completed 120 CPE hours over the previous three calendar years. This includes a minimum of 20 CPE hours each calendar year, including the current year's Virginia-Specific Ethics Course and if you release or authorize the release of reports, 8 CPE hours of A & A. **If you do not have the required CPE hours, please contact the VBOA immediately.**
- \_\_\_\_\_ 5. Please be aware that your signed application affirms that your application is complete and correct and that you have read and understand and will remain current with the laws and regulations governing the practice of accounting in Virginia.

Documents submitted with an application are the property of the VBOA and cannot be returned. Payments returned by the bank for insufficient funds are subject to a returned payment fee, pursuant to [§ 2.2-4805](#) of the Code of Virginia.

---

### CERTIFICATION

- I comply with the licensing requirements for individuals prescribed in [§ 54.1-4409.2](#) of the Code of Virginia.
- I comply with the requirements for license renewal prescribed by [§ 54.1-4413.2](#) of the Code of Virginia.
- I have met the CPE requirements prescribed by Board regulation [18VAC5-22-90](#), including an annual two-hour Virginia-Specific Ethics course, during the previous three calendar year period and shall upon the VBOA's request demonstrate such compliance.
- I understand that if I release or authorize the release of reports on attest or compilation services for persons or entities located in Virginia then I must obtain on an annual basis eight hours of CPE related to attest or compilation services, in compliance with Board regulation [18VAC5-22-140](#).
- I have not been the subject of or party to any administrative disciplinary action before any branch of the armed forces of the United States of America, court, agency of the state or federal government, or before the American Institute for Certified Public Accountants, the Virginia Society of Certified Public Accountants or their successors.
- I have not been convicted in any jurisdiction of a felony or misdemeanor regardless of whether sentence is suspended, imposed or executed, or have not been charged with a crime or have no charges pending.
- I have not had judgment rendered against me for any intentional tort or professional negligence.
- I have not withheld information that might affect the decision by the VBOA to renew my license.
- I certify all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is cause for the denial, suspension or revocation of my license.
- I have carefully read the laws and regulations related to the practice of public accounting. I agree to abide by and remain current with the applicable laws and regulations, which are available at [www.boa.virginia.gov](http://www.boa.virginia.gov).

Name: \_\_\_\_\_ License number: \_\_\_\_\_

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