

## Individual CPA License Renewal

[§ 54.1-4413.2](#), Code of Virginia

A Virginia license shall provide its holder with a 12-month privilege to use the CPA title in Virginia or provide attest services and compilation services to persons and entities located in Virginia.

The person or firm holding the license shall have an additional 12-month period after the expiration of a license to renew the license.

- The Board may prescribe renewal fees and requirements that increase based on the amount of time the person or firm allows to elapse before applying for renewal.
- During the additional 12-month period, the person or firm shall be considered to hold a Virginia license.

If the license is not renewed by the end of the additional 12-month period, it shall be considered to have expired and the person or firm shall be considered to no longer hold a Virginia license.

### ANNUAL CERTIFICATION

- I comply with the licensing requirements for individuals prescribed in [§ 54.1-4409.2](#), Code of Virginia.
- I comply with the requirements for license renewal prescribed by [§ 54.1-4413.2](#), Code of Virginia.
- I have met the continuing professional education (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.
- I understand that beginning in 2011 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 withheld information that might affect the decision by the VBOA to renew my license.

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

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

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### **Felony/Misdemeanor Conviction**

If you have ever been convicted in any jurisdiction of a felony or misdemeanor or have been charged with a crime, or have any charges pending against you at this time, and have not previously communicated this to the Board, you must disclose this information to the Board immediately. Any guilty plea or nolo contendere must also be disclosed to the Board immediately. Do not disclose violations that were adjudicated in the juvenile court system while you were a minor.

### **Violation of Standards**

If any other jurisdiction has found you in violation of its standards of conduct or practice, and you have not previously communicated this to the Board, you must disclose this information to the Board immediately.

### **Disciplinary Action**

If you have ever been subject to any disciplinary action imposed by any local, state or national regulatory body, and have not previously communicated this to the Board, you must disclose this information to the Board immediately.

Please contact the Board immediately by email at [boa@boa.virginia.gov](mailto:boa@boa.virginia.gov) or by phone at (804) 367-8505, if you need to disclose any information regarding a felony or misdemeanor conviction, a violation of standards or disciplinary action.

Renew online at [www.boa.virginia.gov/](http://www.boa.virginia.gov/) with a payment of \$60 using a major credit card. If renewing by mail, forward the completed application with a payment of \$85 (\$60 renewal plus \$25 non-interactive processing fee) to the VBOA. Make the check or money order payable to the Treasurer of Virginia. If your renewal fee is not received by the expiration date, a late renewal fee of \$100 will be assessed (total renewal cost of \$185). There is no grace period to renew your license. Your renewal must be received by the end of the month to avoid the late fee.

Payments returned by the bank for insufficient funds are subject to a returned payment fee, pursuant to [§ 2.2-4805](#), Code of Virginia.

### **Mailing address**

Virginia Board of Accountancy  
9960 Mayland Drive, Suite 402  
Henrico, VA 23233