

Change of License Status Request Form From Inactive status to Active status

This individual is currently licensed as a CPA with the Inactive status. This individual was previously not 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. These services include the substantial use of accounting, financial, tax or other skills that are relevant, as determined by the VBOA, and had been granted an exemption from the continuing professional education requirements.

This individual now plans to start providing services to the public or to or on behalf of an employer and is requesting a change in status to Active by the VBOA before providing these services. In order to begin providing services, this individual is required to meet the requirements of VBOA regulation [18VAC5-22-90](#).

CERTIFICATION OF APPLICANT

Name: _____ License number: _____

Email address: _____

Employer: _____ Job title: _____

- I request a change in status from Inactive to Active.
- I certify that I did not provide services as defined in [§ 54.1-4400](#), "Providing services to an employer" or "Providing services to the public" while holding the Inactive status.
- I understand that I must comply with VBOA regulation in order to begin providing services and regain Active status. I am required to obtain at least 120 hours of CPE including the current two-hour VBOA-approved ethics course.
- I have entered CPE certificates of completion for these hours into the [CPE Audit Service](#).

Signature: _____ Date: _____