

Individual CPA License Renewal Inactive status

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

REMINDERS FOR RENEWAL:

DISCLOSURES

Please contact the VBOA by email at enforcement@boa.virginia.gov if you need to disclose any information regarding a felony or misdemeanor conviction, an administrative action, or civil judgment.

FEES

The annual renewal fee is \$60. 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. **The fee for sending a check or money order is an additional \$25.**

Unrenewed licensees will automatically go into Expired status on July 1. 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. The steps for reinstatement are available at www.boa.virginia.gov/individual-cpas/reinstate.html.

NAME CHANGE

Documentation must be provided to show each name change if your name has been changed from the most recent renewal. Photocopies of marriage license, court orders or drivers license are accepted.

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.

Individual CPA License Renewal

Inactive status

Please select Yes or No for each certification below. Incomplete renewal forms will not be accepted for submission

CERTIFICATION FOR INACTIVE STATUS

- I have conformed to the standards of conduct and practice prescribed in [§ 54.1-4413.3](#) of the Code of Virginia.
- I certify that I am not currently providing services, including on a volunteer basis, as defined in [§ 54.1-4400](#), “Providing services to an employer” or “Providing services to the public.”
- I certify that my current position does not require the use of accounting, financial, tax or other skills that are relevant, as determined by the VBOA.
- I certify that I am not and will not provide relevant services to the public or to an employer that require the use of accounting, financial, tax or other skills that are relevant, as determined by the VBOA, with the Inactive status.
- I understand that per VBOA regulation [18VAC5-22-90C1](#), in order to begin providing services, I must request a change to Active status. This change requires me to submit at least 120 hours of continuing professional education (CPE), including a VBOA-approved ethics course of at least two hours, prior to providing any services. I must demonstrate this compliance upon a VBOA request.
- I confirm that my job description/current employer has not changed and if there are changes, I will notify the VBOA immediately to determine if I still qualify for the Inactive status.
- *I certify I have complied with [18VAC5-22-170](#) in that I have notified the VBOA if there has been any administrative disciplinary action I have been subject of or party to including:
 - Actions of any court, agency of the state or federal government, or standard setting or regulatory body
 - Any conviction concerning a felony or misdemeanor, regardless of whether sentence is imposed, suspended, or executed
 - Any guilty plea or plea of nolo contendere
 - Any final judgment rendered in a civil court of law
- I certify 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 information in connection with this application can result in disciplinary action.
- I agree to abide by and remain current with the applicable laws and regulations, which are available at www.boa.virginia.gov.

*If you need to disclose any information regarding a felony or misdemeanor conviction, a violation of standards or disciplinary action, please contact the VBOA immediately at enforcement@boa.virginia.gov or at (804) 367-8505.

Name: _____ License number: _____

Signature: _____ Date: _____