

## Individual CPA License Renewal

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](mailto: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 licenses will automatically go into Expired status the day after the renewal is due, 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](http://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. A licensee must contact the VBOA within 30 days of any legal name change. Photocopies of marriage license, court orders or drivers license are accepted.

#### 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 a current year's VBOA-approved 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.**

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.

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

### CERTIFICATION

- I certify I have complied to the standards of conduct and practice prescribed in [§ 54.1-4413.3](#) of the Code of Virginia.
- I certify that I have complied with the continuing professional education (CPE) requirements of [18VAC5-22-90](#) during the previous three year calendar period of 2020, 2021 and 2022.
- I certify that if I release or authorize the release of reports on attest services, compilation services or financial statement preparation services, as defined by Code of Virginia [§54.1-4400](#) to persons or entities located in Virginia, I have obtained a minimum of eight hours of continuing professional education (CPE) related to attest services, compilation services or financial statement preparation services in 2022.
- \*I certify that I have complied with [18VAC5-22-170](#) and have notified the VBOA in writing within 30 days of the following:
  - Any change to my legal name, postal address, email address or other contact information of where I may be reached.
  - Any administrative action where I was the subject or a party to, before any court, agency, state, federal government, branch of the armed forces, the AICPA or the VSCPA or their successors.
  - Any conviction or guilty plea including a nolo contendere plea also known as an Alfred plea, regardless of whether a sentence was imposed, suspended or executed.
  - Any final judgment rendered against me in a civil court of law.
- I certify I have not withheld any information that might affect the decision by the VBOA to renew my license.
- I certify all 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 certify 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).

\*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](mailto:enforcement@boa.virginia.gov) or at (804) 367-8505.

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

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