



## 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 [boa.virginia.gov/individual-cpas/reinstate](http://boa.virginia.gov/individual-cpas/reinstate).

#### 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 a marriage license, court order or driver's 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 fill in Yes, No or N/A for each certification below. Incomplete renewal forms will not be accepted.

### CERTIFICATION

I certify that there has been no change to my mailing address, email address, phone number or other contact information since the last renewal of my Virginia CPA license or if there has been a change, I have notified the Board in accordance with [18VAC5-22-170\(B\)](#).

I certify that I have complied with the continuing professional education (CPE) requirements of [18VAC5-22-90](#) and [18VAC5-22-91](#) during the previous three year calendar period of 2021, 2022 and 2023.

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 2023.

I certify that:\*

- I have not been the subject of any administrative action before any court, federal or state agency, branch of the armed forces, the AICPA or the VSCPA or if there has been such an action, I have notified the Board in accordance with [18VAC5-22-170 \(B\)](#).
- I have not been convicted or plead guilty to any crime, including a *nolo contendere* plea, also known as an Alford plea, regardless of whether a sentence was imposed, suspended or executed in any court, or if there has been such an action I have notified the Board in accordance with [18VAC5-22-170 \(B\)](#)
- I have not had a final judgment rendered against me in a civil court of law or if there has been such a judgment, I have notified the Board in accordance with [18VAC5-22-170 \(B\)](#).

I certify I have not withheld any 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 certify that I have abided by and remain current with the applicable laws and regulations regarding my CPA license, which are available at [boa.virginia.gov](http://boa.virginia.gov).

*\*If you need to disclose anything in accordance with [18VAC5-22-170\(B\)](#), please contact the VBOA immediately at [boa@boa.virginia.gov](mailto:boa@boa.virginia.gov) or at (804) 367-8505.*

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

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