

# LICENSE RENEWAL INSTRUCTIONS

## **SAVE \$\$ AND RENEW YOUR LICENSE ON-LINE**

Save \$20 if you renew your CPA license on-line. If you submit your license via the Board's website your license renewal fee is reduced by \$20. Visit [www.nvaccountancy.com](http://www.nvaccountancy.com) and follow the instructions to submit your renewal on-line.

## **RENEWAL FEE & PAYMENT**

### **Paying by Credit Card**

If you submit your renewal on-line the renewal fee will be **\$120**. The Board will accept credit cards via **on-line** submission only. The Board accepts Visa, Mastercard & American Express

### **Paying by Check or Money Order**

If you submit your renewal by mail the renewal fee will be **\$140**. Please make checks or money orders made payable to the Nevada State Board of Accountancy.

## **DEADLINE TO SUBMIT RENEWAL**

Renewals must be postmarked (mail) or submitted (on-line) by January 31, 2012. If the postmark or submission is after January 31, 2012 a late fee of \$100 will be assessed. A postmark is a post office cancellation stamp. A postmark is not the date provided from an office postage meter. If you submit your renewal to an accounts payable department for payment of your license fee, it is still your responsibility to assure that the payment and license renewal form have been received by the board in a timely manner.

## **COMPLETE RENEWAL FORM**

Please verify that you have completed the following information:

- Update your name, address and telephone number in the boxes provided (PLEASE PRINT CLEARLY)
- Complete the CPE Verification and CPE Reporting Form sections of the renewal form.
- Answer the Child Support information that includes your social security number.
- Answer all of the Self Reporting questions.
- Sign & Date the Renewal Form

**Please be advised that the mailing address you provide will be posted on the Board's website.**

## **DO NOT WISH TO RENEW YOUR LICENSE?**

Please note ACTION must be taken with your CPA Certificate by choosing one of the following or by renewing your license. Pursuant to NRS 628.390, the Board can revoke the certificate issued to you in Nevada for your failure to obtain an annual permit. Inactive & Retired Status requires Board Approval. You must submit the appropriate form to the board office by January 31, 2012 for Board consideration at their next scheduled meeting. Forms can be obtained at [www.nvaccountancy.com](http://www.nvaccountancy.com)

### **INACTIVE STATUS**

Inactive Status will qualify for individuals that are no longer involved or employed in the financial functions of business or government, including the supervision of such functions in Nevada or any other state. An individual granted "Inactive Status" is prohibited from practicing or holding themselves out as licensed to practice accounting or use of the CPA designation.

### **RETIRED STATUS**

Retired Status will qualify for individuals that are no longer involved with activities in the profession of public or private accounting upon the attainment of at least 60 years of age or upon becoming permanently disabled and no longer gainfully employed. Any employment related to the financial functions of business or government, including the supervision of such functions, will be considered as active involvement in the accounting profession and will disqualify the licensee from Retired status. An individual granted "Retired Status" must include the word "retired" immediately following each reference to the CPA designation on a business card, letterhead or similar document.

### **VOLUNTARY SURRENDER**

If you do not qualify for Inactive or Retired status you may voluntarily surrender your Nevada CPA license by returning your certificate to this office. This would remove you from the rolls of Nevada CPAs. If you choose this option your file will be maintained indefinitely and at the time you wish to return as a CPA you would need to provide the board with 40 hours of CPE, an application fee and some updated forms.

### **CPE REQUIREMENT**

Continuing education submitted for credit in 2011 must have been completed within the 2011 calendar year. 80 CPE hours are required over a rolling two year period. Rolling two year reporting periods would be as follows: 09/10, 10/11. For example, if you provided 30 hours in 2010 your requirement for 2011 will be 50 hours, for a total of 80 hours for the two-year period. The rolling aspect of the requirement would continue with 2011 of 50 hours and 2012 requiring 30 hours.

### **ETHICS REQUIREMENT**

New regulations require that licensees obtain at least of 4 hours in ethics every two-year period. The ethics requirement is **included within** the annual requirement. The Board will be looking for compliance during the 2010/2011 calendar years. Based on the year the licensee completes the ethics course, the requirement will then roll every other year.

### **CPE REPORTING FORM**

In lieu of completing the CPE reporting form, you may attach your own summary sheet or computer print out of the CPE you are claiming. Do not attach supporting documents or completion certificates

### **CPE COURSES AND CREDIT**

Please refer to Nevada Administrative Code (NAC) 628.210 – 628.250 to obtain current information on continuing education credits and allowable courses. Note: Nevada accepts QAS hours. If your certificate of completion reflects QAS hours you may claim those hours on your renewal form.

### **CPE AUDIT**

The Board's policy to encourage compliance with the CPE requirements is to audit 20% of the licensee population for CPE claimed on the license renewal forms. Please be advised that based on the random selection process it is possible to be selected each year.

**DO NOT CLAIM CREDIT FOR COURSES THAT HAVE NOT BEEN COMPLETED.**

### **OUT OF STATE CPE EXEMPTION**

New Regulations now allow for an out of state licensee to claim a CPE exemption from Nevada's requirements if you **reside** in **AND** are **licensed** in another state other than Nevada. You must be in compliance with that state's CPE requirements. If that state does not have CPE requirements, then you must comply with Nevada's requirements for CPE.

### **NEW LICENSEE & OUT OF STATE CPE EXEMPTION**

If your reporting requirement indicates 0 you are considered exempt from the CPE requirement pursuant to NAC 628.210(2)(3) based on being licensed in the year 2011 **OR** you reside outside NV, are compliant with your home state's CPE requirements and previously reported this information on your last year's renewal form.

### **HAVEN'T COMPLETED YOUR CPE?**

If you have not completed your continuing education requirement in the appropriate calendar year, a CPE Administrative Complaint will be issued providing the following extensions and penalties:

CPE completed during the period January 1 – 31, 2012	\$100 penalty
CPE completed during the period February 1 – March 31, 2012	\$350 penalty
CPE completed during the period April 1 – May 31, 2012	\$850 penalty
CPE completed during the period June 1 – July 31, 2012	\$1600 penalty

The Board will send you a CPE shortage letter and track your progress through the extension/penalty phase. If the CPE shortage has not been satisfied by the last extension period, no further extensions will be granted and the board will issue a formal complaint for violation of continuing education requirements.

**It is important that you send your renewal in by the deadline date even if you are in the process of completing your CPE. If the renewal is not submitted by the deadline date a late penalty will be assessed.**



# NEVADA STATE BOARD OF ACCOUNTANCY

1325 Airmotive Way, Ste. 220 \* Reno, NV 89502 \* (775) 786-0231

## CERTIFIED PUBLIC ACCOUNTANT LICENSE RENEWAL

January 1, 2012 to December 31, 2012

**SAVE \$20 RENEW ON-LINE AT WWW.NVACCOUNTANCY.COM**

If submitted **on-line** on or before January 31, 2012

**RENEWAL FEE \$120**

If postmarked on or before January 31, 2012

**RENEWAL FEE \$140**

If submitted **after** January 31, 2012 (Late Fee \$100)

**RENEWAL FEE \$240**

### PERSONAL INFORMATION

► *If any of your PERSONAL INFORMATION above is incorrect, enter correct information in the boxes below. Include complete name and address! PRINT CLEARLY IN BLUE OR BLACK INK ONLY!*

First Name:

Middle Name:

Last Name:

In Care Of:

Mailing Address:

City:  State:  Zip:

Phone: (  )  -

E-Mail:

### CPE VERIFICATION

Please note that the CPE reported should be earned between January 1, 2011 and December 31, 2011  
Your Nevada CPE requirement for calendar year 2011 is \_\_\_\_\_ hours

Total Ethics hours reported  Date Completed   
M M D D Y Y

Total CPE hours reported on the attached reporting form

Claiming Out of State CPE Exemption  State of Licensure   
( Y or N ) (FC for Foreign Country)

### FOR OFFICE USE ONLY

Received  [ ] Check Check #   
M M D D Y Y Y Y

[ ] Cashiers Check [ ] Money Order [ ] Renewal Fee \$140.00 [ ] Late Fee \$100.00

NAME: \_\_\_\_\_

### CHILD SUPPORT DISCLOSURE

NRS 628.034 & 628.0345 mandates that we request information pertaining to child support on every renewal form. **Failure to mark ONE of the three statements will result in denial of your renewal.**

- I am not subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and am in compliance with the order.
- I am more than 30 days delinquent in complying with a court order for the support of one or more children and am **not** in compliance with the order.

### SELF REPORTING INFORMATION

Please read and answer each of the following questions carefully. For each **YES** answer, attach a separate sheet with a thorough explanation and include appropriate documentation such as related complaints, pleadings, judgments, orders and settlement agreements  
Please check a Yes or No response for each question

**YES**      **NO**

Have you been charged with, convicted of or pled nolo contendere or have an order of deferred prosecution entered involving any criminal offense (felony, misdemeanor or undesignated), other than a minor traffic violation, in any state or federal court not previously reported to the board?

Have you been or are you currently a defendant in any type of civil or administrative action related to the practice of public accounting, or in which allegations of accounting violations, dishonesty, fraud, misrepresentation or breach of fiduciary have been made?

Have you had your license, certification, registration, membership or authority to practice as a CPA denied, placed on probation, suspended, revoked, censured, reprimanded, sanctioned, civil penalty, fine, modification of a license, disciplined, or otherwise restricted (other than failure to pay license or registration fees) by the IRS, SEC or any other federal or state agency not previously reported to the board?

Have you had an award or judgment of \$150,000 or more against you based on a claim of or action for gross negligence, violation of a specific standard of practice, fraud or misappropriation of money in the practice of public accounting?

Have you voluntarily surrendered, allowed to lapse, canceled or resigned your license, certificate, registration, membership or authority to practice as a CPA in lieu of disciplinary proceedings or sanctions of any kind by any other state or foreign country not previously reported to the board?

### SIGNATURE AND AFFIDAVIT

I hereby certify under penalty of perjury, that I have read this renewal form and know the contents thereof; that all the statements and information contained herein, including all supporting documents, are true, accurate and correct in every respect, to the best of my knowledge and belief; and that I have not suppressed any information that might affect my renewal, with full knowledge that the information submitted in this renewal form may be grounds for disciplinary action against my certificate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

