

Change of License Status Request Form From Active – CPE Exempt status to Active status

This individual is currently licensed as a CPA with the Active – CPE Exempt 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 (providing to an entity services that require the substantial use of accounting, financial, tax or other skills that are relevant, as determined by the Virginia Board of Accountancy) and had been granted an exemption from the VBOA's continuing professional education requirements.

This individual now plans to start providing services to the public or to or on behalf of an employer and must request 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 Board regulation [18VAC5-22-90](#).

Please complete and return this form by email to boa@boa.virginia.gov, fax at (804) 527-4409 or by mail to 9960 Mayland Drive, Suite 402, Henrico, VA 23233.

CERTIFICATION OF APPLICANT

Name: _____ License number: _____

Employer: _____ Job title: _____

- I request a change in status to Active from Active – CPE Exempt.
- I certify that I plan to provide services as defined in [§ 54.1-4400](#), "Providing services to an employer" or "Providing services to the public."
- I understand that I must comply with Board regulation in order to begin providing services and regain Active status. I am required to obtain at least 120 hours of CPE during the previous three calendar-year reporting period ending with the current calendar year, including a current two-hour Virginia Specific Ethics Course. I have entered CPE certificates of completion for these hours into the [CPE Tracking System](#).

Signature: _____ Date: _____