



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

Board Regulation [18VAC5-22-90D](#). Continuing professional education (CPE).

Active: This individual is currently and actively licensed as a CPA. However, 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 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 Board) and therefore was not required to meet the Board’s CPE requirements. This individual now plans to start providing services to the public or to an employer once again and must request reinstatement to Active status by the Board before initiating these services. In order to begin providing services, this individual is required to obtain at least 120 hours of CPE, including a two-hour Virginia-Specific Ethics Course.

CERTIFICATION OF APPLICANT

Full name: _____ License number: _____

Employer: _____ Job title: _____

- I request reinstatement of Active status from Active – CPE Exempt status.
- 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 per Board Regulation [18VAC5-22-90D1](#), in order to begin providing services and regain reinstatement of Active status, I am required to have obtained at least 120 hours of continuing professional education obtained during the previous three calendar-year reporting period ending with the current calendar year, including a current two-hour Virginia-Specific Ethics Course prior to providing services. I have attached CPE certificates of completion for these hours.

Signature: _____ Date: _____

Please complete and return the form by email, fax or by mail.

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