

Continuing Professional Education Reporting Form

Reporting Cycle: CY 2011-2013

Section I: Provide requested information.

I. CONTACT INFORMATION of LICENSEE	
First Name: _____	Phone: _____
Middle Name: _____	Street Address: _____
Last Name: _____	City/State: _____
License #: _____	Zip Code: _____
Email: _____	

Section II: In accordance with Board Regulation [18VAC5-22-40](#), holding a Virginia license constitutes using the CPA Title. Pursuant to § [54.1-4413.3](#), Code of Virginia, providing services to the public using the CPA Title means 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. Providing services to an employer using the CPA Title means providing to any entity services that require the substantial use of accounting, financial, tax or other skills that are relevant, as determined by the Board.

Choose only one of the three options in Section II. Provide name of employer, if applicable.

II. TYPE of SERVICES PROVIDED in CY 2013	
<input type="checkbox"/>	I provided services to the public in 2013. Employer Name: _____
<input type="checkbox"/>	I provided services to an employer in 2013. Employer Name: _____
<input type="checkbox"/>	I provided no services in 2013.

Continuing Professional Education Reporting Form

Reporting Cycle: CY 2011-2013

Section III: In accordance with Board Regulation [18VAC5-22-90](#), exceptions to obtaining required CPE are allowed. Check all exceptions to obtaining required CPE in CY 2011-2013 that apply.

III. EXCEPTIONS to CPE REQUIREMENTS

- I am a new Virginia CPA, licensed in CY 2011, and therefore I am only required to have obtained 40 credit-hours in CY 2012-2013, including four (4) CPE credit-hours of the required Virginia-specific ethics course.
- I am a new Virginia CPA, licensed in CY 2012, and therefore I am only required to have obtained 20 credit-hours in CY 2013, including two (2) credit-hours of the required Virginia-specific ethics course.
- I am a new Virginia CPA, licensed in CY 2013, and therefore I am not required to have obtained CPE during this period.
- I provided services to the public during CY 2013; however, I hold an active license of a substantially equivalent state AND Virginia is not the principal place of business in which I provide services. I report to be in good standing with _____ (state or jurisdiction that is my principal place of business where I provide services to the public). I certify to have obtained at least 120 credit-hours of CPE in CY 2011-2013, including an ethics course acceptable to the board of accountancy where I hold my license.
- I provided services to an employer during CY 2013; however, I hold an active license of a substantially equivalent state. I report to be in good standing with _____ (state or jurisdiction). I certify to have obtained at least 120 credit-hours of CPE in CY 2011-2013, including an ethics course acceptable to the board of accountancy where I hold my license.
- I did not provide services to the public or an employer during CY 2013 (as defined in Section II), and therefore I am not required to have obtained CPE during this period.
- I am reporting a CPE deficiency detailed in a separate correspondence attached to this document.

Continuing Professional Education Reporting Form

Reporting Cycle: CY 2011-2013

Section IV: In accordance with Board Regulation [18VAC5-22-90](#), a licensee must obtain at least 120 hours of CPE in each three calendar-year reporting cycle with a minimum of 20 hours per calendar-year. The annual requirement must include an ethics course (as directed by the VBOA) of at least two hours. In accordance with Board Regulation [18VAC5-22-140](#), beginning in CY 2011, a licensee who releases (signs) or authorizes the release of reports on attest or compilation services provided for persons or entities located in Virginia shall annually obtain a minimum of eight hours of CPE related to attest or compilation services (A&A). Exceptions to CPE requirements allowed by Virginia statute may be reported in Section V.

Subsections A, B and C: Supply number of credit-hours for ALL statements.

Subsection D: Supply number of credit-hours ONLY if providing attest or compilation services in 2013.

IV. A. TOTAL NUMBER of CREDIT-HOURS in CY 2011-2013

I obtained credit-hours of CPE in the three-year reporting period.

IV. B. MINIMUM NUMBER of CREDIT-HOURS each CY

I obtained credit-hours of CPE in CY 2011.

I obtained credit-hours of CPE in CY 2012.

I obtained credit-hours of CPE in CY 2013.

IV. C. MINIMUM NUMBER of CREDIT-HOURS of VA-SPECIFIC ETHICS each CY

I obtained credit-hours of Virginia-specific ethics CPE in CY 2011.

I obtained credit-hours of Virginia-specific ethics CPE in CY 2012.

I obtained credit-hours of Virginia-specific ethics CPE in CY 2013.

IV. D. NUMBER of ATTEST or COMPILATION CREDIT-HOURS in CY 2013

I obtained credit-hours of attest or compilation CPE for CY 2011-2013.

Continuing Professional Education Reporting Form

Reporting Cycle: CY 2011-2013

Section V: Initial each statement to indicate your understanding. Print name, provide signature and date to certify the form. Submit the form to the attention of **The CPE Coordinator, VBOA** using one of the three methods below.

V. CERTIFICATION by LICENSEE

Initial

I understand that compliance to CPE requirements is a condition for annual renewal of my Virginia CPA License.

I understand that compliance to CPA requirements includes completion of an annual Virginia-specific ethics course of at least 2 hours (unless an exception exists).

I understand that if I did not provide services to the public or to an employer in CY 2013 (as defined in Section II), in order to begin providing services again in the future I must obtain at least 120 hours of CPE prior to providing services, including a Virginia-specific ethics course of at least two hours.

I understand that it is my responsibility to maintain my CPE records for three calendar-years prior to the current CY.

I understand that failure to complete, sign and submit this form to the VBOA may result in disciplinary action and ineligibility to renew my Virginia CPA License.

Print Full Name: _____

Signature: _____ Date: _____

- Submission:**
- Scan and attach to an email to: boa@boa.virginia.gov
 - Postal mail to: Virginia Board of Accountancy, 9960 Mayland Drive, Suite 402, Henrico, VA 23233
 - Fax to: (804) 527-4409

Submit Applicable Documentation for:

- **All CPE:** Complete CY 2011-2013 Summary Forms (pages 5-7) for all CPE obtained.
- **Seminars, Conferences, Training and Self-study Courses:** Provide copies of certificates of completion (CC). The CC must report sponsor name, participant name, course title and date and CPE hours earned. A computerized report from your employer reflecting the above information may replace a CC.
- **Earned Course Credit:** Provide official transcript from accredited institution.
- **Presentations:** Provide syllabus or agenda with signed statement indicating length of presentation.
- **Published Article, Book or Written Material:** Provide copy or link to written material used by individuals who provide services to the public or an employer.

