

2012 CPA Certificate Renewal Instructions

This renewal period is for CPAs whose last names begin with I - P.
(You will renew for three years; your new expiration date will be 12/31/2014.)

EXCEPTION: Individuals who were issued a NEW certificate in 2011 are also required to renew as follows: **A - H: Renew for one year** (Your new expiration date will be 12/31/2012.)
Q - Z: Renew for two years (Your new expiration date will be 12/31/2013.)

Please complete all required sections of the renewal form and submit to the Board office by December 31, 2011. A \$50 delinquency fee is required for all renewals that are submitted (or incomplete) after the December 31, 2011 deadline.

Active Status - Complete pages 2 - 6 of the renewal form. You are required to have 120 hours of CPE for the three-year period ending June 30, 2011, with a minimum requirement of 20 hours per year and eight hours of ethics every three years. If you do not have sufficient CPE to meet the requirements, **do not** submit your renewal application or practice public accounting in Minnesota during 2012 until the hours have been completed and an active license has been issued. You may not change your status from active to inactive to avoid reporting CPE. **You must not practice as a CPA until you renew your certificate for the required period listed above.**

If you are operating as a Sole Proprietor firm, you must obtain a firm permit. Please note that you are required to have a Sole Proprietor firm permit if you are using the CPA designation along with the name of your Sole Proprietorship, **even if you are not doing compilations, audits or reviews. All firm permits require annual renewal.**

Do not complete the Sole Proprietor form on page 9 or the Workers' Compensation form on page 10 if you have an EXISTING SOLE PROPRIETORSHIP - A renewal form will be mailed to you. The forms on page 9 and 10 are **ONLY** for Sole Proprietors who **are not required to obtain a firm permit** (those **not** performing compilations of financial statements, audits or reviews and **not** using the CPA designation in conjunction with the Sole Proprietorship.) If you **are** required to apply for a new Sole Proprietor firm permit, visit the forms page at www.boa.state.mn.us to complete the Initial Sole Proprietor firm permit application.

Inactive Status - Complete pages 2 - 6 and page 7 of the renewal form. Complete the CPE portion of the renewal form if you held an Active Certificate in 2011. (You are required to report your CPE for the three-year period ending June 30, 2011 **before** you can change to the inactive status.) Complete and include the signed 2012 Designation Affidavit on page 7 with your renewal form.

Changing from Inactive to Active - Complete pages 2 - 6 of the renewal form. Submit 120 hours of CPE completed within three years of the date the application is received in the Board office; hours must be submitted on the Board's CPE reporting form (form #13) found on the Board's website: www.boa.state.mn.us. **IMPORTANT** - If you wish to change from the Exempt status to the Active status, different CPE rules apply. See Minnesota Rules 1105.3700.

Exempt Status - Complete pages 2 - 6 and page 8 of the renewal form. Complete the CPE portion of the renewal form if you held an Active Certificate in 2011. (You are required to report your CPE for the three-year period ending June 30, 2011 **before** you can change to the exempt status.) Complete and include the signed 2012 Notification of Election to Become Exempt from Certificate Renewal on page 8 with your renewal form.

Surrender Certificate - Complete pages 2 - 6 of the renewal form.

2012 CPA CERTIFICATE RENEWAL APPLICATION

1. Enter your personal information below.

Name	Certificate number
Home address	
City, state, zip	Email
Home phone number	Work phone number
Daytime fax number	Preferred mailing address: <input type="checkbox"/> Home <input type="checkbox"/> Work

2. Choose Your Status:

If your last name begins with:

A - H: renew for 1 year (Expires 12/31/2012)
 (New certificate holders only)

I - P: renew for 3 years (Expires 12/31/2014)
 (New and existing certificate holders)

Q - Z: renew for 2 years (Expires 12/31/2013)
 (New certificate holders only)

*** Fee Schedule (surcharge included):**

Active - \$50/Inactive - \$15

Active - \$148.50/Inactive - \$35

Active - \$99/Inactive - \$25

Active-----See fee schedule.

Inactive-----See fee schedule.

Change from Inactive to Active*-----See fee schedule.

**(Requires submission of 120 hours of CPE completed within three years of the date your application is received in the Board office. Hours outside of the three-year period will not be accepted. Include the CPE reporting form with your renewal. The form can be found on the Board's website at www.boa.state.mn.us.)*

Exempt-----No fee; however, if your form is submitted after the December 31, 2011 deadline, you are required to include the \$50 delinquency fee.

Surrender Certificate-----No fee

3. Enter your primary employment information below. (If you are self-employed, also enter your information.) You must include your work address.

Employer Name
Work address
Work City, state, zip
<input type="checkbox"/> Not currently employed <input type="checkbox"/> Retired

*****The Minnesota Office of Enterprise Technology (OET) sponsored and the Minnesota Legislature passed legislation requiring a 10% surcharge of no less than \$5 and no more than \$150 on each business, commercial, professional or occupational license through June 30, 2015. The funding from this surcharge goes to OET to establish an electronic licensing system for the state. See Laws of Minnesota 2009, Chapter 101, Article 2, Section 59.

3a. Do you work in public accounting? If yes, indicate business type below. (Choose one.) If no, go to question 3b.

<input type="checkbox"/> CPA Corporation *	<input type="checkbox"/> CPA Limited Liability Company *
<input type="checkbox"/> CPA Limited Liability Partnership *	<input type="checkbox"/> CPA Partnership *
<input type="checkbox"/> CPA Sole Proprietorship */**	<input type="checkbox"/> Governmental (list agency or department below)

**All firms engaged in providing attest or compilation services for a client having its headquarters in Minnesota or a firm with an office location in Minnesota must obtain a CPA firm permit for 2012. See Minnesota Rules 1105.4200 (B).*

****** If you are a Sole Proprietor with an office in Minnesota and use the CPA designation, even if you are not performing compilations of financial statements, audits or reviews, you are required to obtain a Sole Proprietor firm permit for 2012. *(The application is available at www.boa.state.mn.us.)*

3b. If you do not work in public accounting, indicate business type below. (Choose one.)

<input type="checkbox"/> College or University	<input type="checkbox"/> Financial Services Company
<input type="checkbox"/> Law Firm	<input type="checkbox"/> Other private business
<input type="checkbox"/> Governmental - list agency or department:	

4. Enter your secondary employment information below, if applicable. If your primary occupation is **not public accounting**, but you practice public accounting as a secondary activity, (whether or not you are compensated) you must answer the following questions:

4a. In addition to my primary occupation, **which is not public accounting**, I perform about _____ hours of public accounting work per month.

4b. I provide the following public accounting services as a **secondary** activity:

- | | |
|---|--|
| <input type="checkbox"/> Compilations of financial statements, audits or reviews (Requires a 2012 firm permit.) | <input type="checkbox"/> Tax Returns (not including my immediate family) |
| <input type="checkbox"/> Management Consulting Services | <input type="checkbox"/> Other - please specify below |

4c. In my secondary occupation I practice under the following name:

4d. Type of business for secondary occupation:

<input type="checkbox"/> CPA Corporation	<input type="checkbox"/> CPA Limited Liability Company
<input type="checkbox"/> CPA Limited Liability Partnership	<input type="checkbox"/> CPA Partnership
<input type="checkbox"/> CPA Sole Proprietorship *	

** If you are a Sole Proprietor and use the CPA designation (even if you are not performing compilations of financial statements, audits or reviews) you are required to obtain a Sole Proprietor firm permit. Sole Proprietors **not required to have a firm permit** must also complete the Quality Review statement on page 9 and the Workers' Compensation Liability Certificate of Compliance on page 10.*

5. Enter your CPE hours in the tables below. *If you held an active certificate in 2011, you are required to report CPE. (NOTE: If you have held an active certificate for less than three years, enter your CPE hours only for the years that apply to you. If a fiscal year does not apply to you, enter "NA" in the total column.)*

If you are a NON-RESIDENT certificate holder and you hold an active certificate in your state of principal place of business, indicate such state here: _____. (Not applicable for Wisconsin residents.) You do not need to comply with specific Minnesota CPE hour requirements or complete the form below if you comply with the CPE requirements of the state you indicated and such state has CPE requirements for renewal of a certificate or license.

Fiscal Year ending June 30	Course hours from approved sponsors (not including self-study) (1) (3)	Self-study course hours from a NASBA Quality Assurance Service sponsor (3) (7)	Course hours from non- approved sponsors (not including self-study)	Total (2)
2009				
2010				
2011				
Deduct carryback hours included above which were used to satisfy hour requirements relating to the years ended June 30, 2008 and prior.				
Add carryback hours earned after June 30, 2011 needed to satisfy requirements for the three years ended June 30, 2011. (6)				
If you have not yet notified the Board, you must include the CPE noncompliance fees and documentation of the carryback hours with your renewal. See box below. **				

Total for Three Years (4)
(Must equal at least 120 hours)

**** A licensee not in compliance on June 30th of each year shall be assessed a late processing fee of \$50 for the first month, or partial month, of noncompliance and \$25 per month, or partial month, of noncompliance thereafter until the date the licensee is in compliance with this part and provides documentation of compliance in writing to the Board.**
Important - If you are not in compliance with the CPE requirements by June 30th and you need to use "carryback" hours from the subsequent fiscal year, the CPE noncompliance fees continue to accrue until the date you notify the Board in writing, **not** the date you complete the coursework. (You are required to submit certificates of completion for carryback hours along with payment of the CPE noncompliance fees.)

Data Practices Act Warning

The data you furnish on this application will be used by the Minnesota Board of Accountancy to assess your qualifications for permit to practice. You are not legally required to provide this data; however, if you fail to do so, the Board of Accountancy will be unable to process this application. Disclosure of your Social Security Number is required by Minnesota Statute, Section 270.066 (2002) and may be requested and released to the Commissioner of Revenue. Some of the information contained on this application is public, pursuant to Minnesota Statutes.

Please give a breakdown of your CPE hours for each fiscal year in the following tables:

Fiscal Year 2009 (July 1, 2008 to June 30, 2009)

Type of credits	Course hours from approved sponsors (not including self-study) (1) (3)	Self-study course hours from a NASBA Quality Assurance Service sponsor (3) (7)	Course hours from non-approved sponsors (not including self-study)	Totals
General *				
Ethics (5)				
Personal Development (7)				
Teaching (7)		NA		
Writing (7)				

*General Credits = Hours that do not fit into one of the other four categories - ethics, PD, teaching, writing

Total for fiscal year ending June 30, 2009	
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Fiscal Year 2010 (July 1, 2009 to June 30, 2010)

Type of credits	Course hours from approved sponsors (not including self-study) (1) (3)	Self-study course hours from a NASBA Quality Assurance Service sponsor (3) (7)	Course hours from non-approved sponsors (not including self-study)	Totals
General *				
Ethics (5)				
Personal Development(7)				
Teaching (7)		NA		
Writing (7)				

*General Credits = Hours that do not fit into one of the other four categories - ethics, PD, teaching, writing

Total for fiscal year ending June 30, 2010	
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Fiscal Year 2011 (July 1, 2010 to June 30, 2011)

Type of credits	Course hours from approved sponsors (not including self-study) (1) (3)	Self-study course hours from a NASBA Quality Assurance Service sponsor (3) (7)	Course hours from non-approved sponsors (not including self-study)	Totals
General *				
Ethics (5)				
Personal Development (7)				
Teaching (7)		NA		
Writing (7)				

*General Credits = Hours that do not fit into one of the other four categories - ethics, PD, teaching, writing

Total for fiscal year ending June 30, 2011	
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Important - Licensees holding an active certificate on June 30 shall report to the board by July 31 of each year the continuing professional education hours earned during the one- and three-year CPE period ended on June 30. See Minnesota Rule 1105.3200(C).

- (1) The following are approved Sponsors:
 - NASBA CPE Registry - for live credits only; all self-study coursework must be from a NASBA QAS provider.
 - The Office of the Legislative Auditor or State Auditor, provided a quality review has been conducted on those offices and an unmodified report was received and filed with the Board
 - CPA firms who have had a system review level quality review completed in the last three years and an unmodified report received
 - Colleges and Universities whose academic programs qualify an applicant to sit for the CPA examination
 - CPE programs sponsored by the AICPA, MNCPA, MAPA
- (2) Total CPE hours must equal 20 or more for each year.
- (3) Course hours in these categories must aggregate at least 72 hours for CPAs for the three years ended June 30, 2011.
- (4) Total must be 120 hours or more for the three years ended June 30, 2011.
- (5) Ethics hours must total eight hours or more for the three years ended June 30, 2011 and for CPAs who were first licensed after July 1, 2008, the eight hour ethics requirement is effective at the same time the 120 hour requirement is first effective in accordance with Minnesota Rule 1105.3000 (J). Ethics hours must be in accounting ethics or business ethics.
- (6) If you enter carryback hours here, you are required to pay CPE noncompliance fees and include the payment with your renewal (if you have not already done so). (Minnesota Rule 1105.3000 (G) - A licensee not in compliance with this part on June 30th of each year shall be assessed a late processing fee of \$50 for the first month, or partial month, of noncompliance and \$25 per month, or partial month, of noncompliance thereafter until the date the licensee is in compliance with this part **and provides documentation of compliance in writing to the Board. Important** - If you are not in compliance with the CPE requirements by June 30th and you need to use "carryback" hours from the subsequent fiscal year, the CPE noncompliance fees continue to accrue until the date you notify the Board in writing, *not* the date you complete the coursework. (You are required to submit certificates of completion for carryback hours along with payment of the CPE noncompliance fees.)
- (7) CPE hour limitations. The following hour limitations apply: A) At least 60 hours must be obtained from other than instructor preparation or presentation; B) At least 60 hours must be obtained from other than the writing of articles, books or CPE courses for publication; C) At least 24 hours must be obtained from other than NASBA QAS self-study programs; and D) At least 96 hours must be obtained from programs in the subject area other than personal development, as defined in the Statement on Standards for Continuing Professional Education (CPE) Programs.

6. Required for all renewals - answer the question below.

Have you been convicted of a felony in the past year? Yes* No

**If you answered yes, include felony type, date, count, sentence and any other relevant information on a separate sheet of paper.*

7. Required for all renewals - Read, sign and date the following affidavit.

I certify that the information on this form is accurate and understand that any misrepresentation could result in revocation of my certificate.

Printed name		Signature
Certificate number	Date	Daytime phone number

2012 Designation Affidavit for Inactive Renewals

Read all statements and sign the affidavit below.

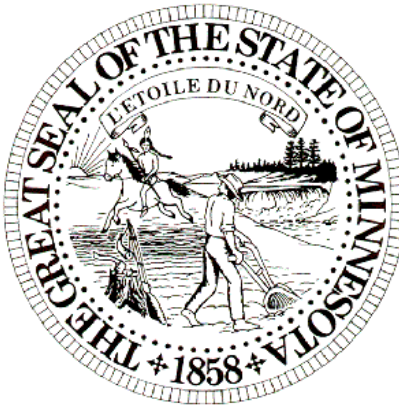
I am not required to have an active certificate in Minnesota;

I will not use the CPA designation in a way that may lead a person to believe that I hold an active certificate in Minnesota;

I will place the word "inactive" adjacent to my CPA title;

I am not engaged in the practice of public accounting in Minnesota, and

I will not engage in the practice of public accounting in Minnesota without obtaining an active certificate.



Affidavit

I certify that the information on this form is accurate and understand that any misrepresentation could result in revocation of my certificate.

Printed name		Signature
Certificate number	Date	Daytime phone number

2012 Notification of Election to Become Exempt from Certificate Renewal

Read all statements and sign the affidavit below.

I am not required to have an active certificate in Minnesota;

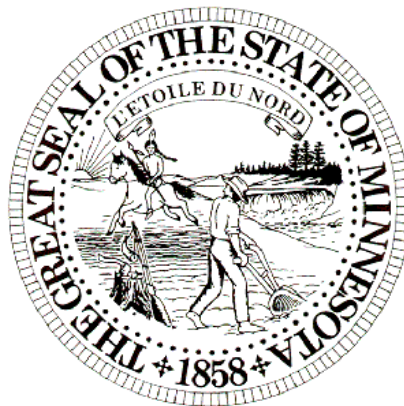
I am not engaged in the practice of public accounting in Minnesota;

I will not engage in the practice of public accounting in Minnesota without obtaining an active certificate;

I will not use the CPA designation in any manner or hold out in any manner (in accordance with the provisions of Minnesota Rules 1105.3700);

I certify that I have complied with all of the CPE requirements applicable to me; and

I understand the requirements in Minnesota Rules 1105.3700 relating to this election.



Affidavit

I certify that the information on this form is accurate and understand that any misrepresentation could result in revocation of my certificate.

Printed name	Signature	
Certificate number	Date	Daytime phone number

2012 Sole Proprietor Quality Review Statement

Do not complete the Sole Proprietor form on this page or the Workers' Compensation form on page 10 if you have an EXISTING SOLE PROPRIETORSHIP - A renewal form will be mailed to you. The forms on page 9 and 10 are **ONLY** for Sole Proprietors who **are not required to obtain a firm permit** (those **not** performing compilations of financial statements, audits or reviews and **not** using the CPA designation in conjunction with the Sole Proprietorship.) If you **are** required to apply for a new Sole Proprietor firm permit, visit the forms page at www.boa.state.mn.us to complete the Initial Sole Proprietor firm permit application.

A firm is exempt from the Quality Review requirement specified in Minnesota Rule 1105.4000 if it annually represents to the Board that it has not issued attest or compilation reports, that it does not intend to engage in such practices during the following year, and that it shall immediately notify the Board in writing if it engages in such practice.

1. Did or will your Sole Proprietorship do one or more of the following?

	2012*		2011*	
Audits of Financial Statements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviews of Financial Statements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Compilations of Financial Statements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Examinations of Prospective Financial Information	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

A copy of your Quality Review report is due to the Board no later than 15 months after the end of the year under review or within 30 days of receipt of the Report Acceptance Body letter, whichever is earlier. You are required to send to the Board the following items:

• Final Acceptance Letter	• Reviewer's Report	• Letter of Comment (LOC), if any
• Letter of Response (LOR), if any	• Agreements for Corrective Action, if any	

If the year under review is a calendar year, which year is the next for which a review is required?

If not a calendar year, what is the beginning and ending month and year of the period under review?

From _____ / _____ to _____ / _____.

Name of Reviewer, if known:

Once established, the initial year under review and subsequent three-year periods cannot be changed without advanced approval by the Board.

***If you answered yes to any part of question 1, you are required to obtain a Sole Proprietor firm permit. Please visit the forms page at www.boa.state.mn.us and submit the Initial Application for a Sole Proprietor firm permit.**

***If you answered no to all parts of question 1, you are required to complete the following affidavit:**

Under oath, I do solemnly swear that during the past year my Sole Proprietorship did not perform attest or compilation services or perform any other services as specified in Minnesota Rules 1105.4900. I do not plan to perform attest or compilation services in the coming year, and if I do engage in such practice, I will immediately notify the Board. I, therefore, request exemption under Minnesota Rule 1105.4900 from the practice monitoring requirements of the Minnesota State Board of Accountancy Rules. I further certify that this information is correct and understand that any deliberate misrepresentation may result in the suspension and/or revocation of my certificate.

Name of Sole Proprietor: _____ Date: _____

Signature: _____

Workers' Compensation Liability Certificate of Compliance

Minnesota Statute, Section 176.182 requires every state and local agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with workers' compensation insurance coverage of Minnesota Statute Chapter 176. The information required is the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. *This information will be collected by the licensing agency and retained in their files.*

This information is required by law. Licenses and permits to operate a business may not be issued or renewed if the information is not provided and/or falsely reported. If this information is not provided or falsely stated, it may result in a \$1,000.00 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name (NOT the insurance agent):			
Policy Number:			
Dates of Coverage:		to	

OR

I am not required to have Workers' Compensation liability coverage because:	
<input type="checkbox"/> I have no employees. <input type="checkbox"/> I am self-insured (include permit to self-insure). <input type="checkbox"/> I have no employees who are covered by the workers' compensation law (these include spouse, parents, children and certain farm employees).	
Name:	
Doing Business As:	
	<i>(Business name if different than your name – This must be a firm name approved by the Board.)</i>
Business Address:	

I certify that the information provided above is accurate and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Signature (REQUIRED)	Date

Please note: You are required to sign the Workers' Compensation certificate of compliance even if you are not required to have Worker's Compensation liability coverage.