



# OREGON BOARD OF ACCOUNTANCY

## 2024-2026 RENEWAL PERIOD **ENDS JUNE 30, 2024**

### INSTRUCTIONS FOR RENEWAL APPLICATION

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Enclosed is your 2024-2026 Renewal Application for even-numbered licensees. If you hold a current active status license, you will be required to report 80 hours of CPE including 4 hours of ethics CPE. If you currently hold an inactive license, you will be required to report 32 hours of CPE. If renewing for the first time in Oregon, you may have pro-rated CPE and are required to report at least 4 hours of ethics.

An electronic version of the renewal is posted on the website: [www.oregon.gov/boa](http://www.oregon.gov/boa). **All renewal applications received on or after July 1, 2024 will be late and will be required to pay the late fee.** The late fee is \$255 for active, \$50 for inactive and \$50 for retired, and \$100 for municipal auditors. **Please note that the BOA is only accepting Online payments (Credit Card & ACH).**

#### ***The Basics:***

Verify **both** residence and business addresses. Please note that board rule requires licensees to report any change in address or employment within 30 days.

**All licensees, regardless of your licensing status** (active, inactive, retired or voluntary license lapse), must review and answer **all** background certification questions on the renewal. If there are unanswered questions, your renewal will not be processed. If you have a reporting requirement under this section, please attach a thorough explanation of the event(s). **(page 4)**

Active licensees are required to report a minimum of 80 hours of CPE and report at least 20 hours of CPE taken within each year of the renewal period\* (July 1, 2022- June 30, 2023 and July 1, 2023 – June 30, 2024). **Failure to do so will result in the assessment of a 16-hour CPE penalty.** Any carry-forward hours you have may be used toward the penalty hours, however carry-forward hours cannot be used toward the 20 hour annual requirement. If you failed to meet the minimum annual or total CPE requirement, you can report the additional 16 hours with your renewal to avoid a delay in renewing your license.

\*New licensees or licensees who recently reinstated may have a pro-rated annual requirement and/or total amount of CPE due. If you recently reinstated your CPA or PA license or a municipal auditor license, any hours used to reinstate may not be used for the CPE required to renew your license(s).

**All licensees, regardless of your licensing status** (active, inactive, retired or voluntary license lapse), must complete all employment questions on the renewal. **If there are unanswered questions, your renewal will not be processed.** If you are performing attest or compilation services in Oregon or for Oregon clients, you are required to be employed by a firm that is registered in Oregon. If your circumstances do not fit into the categories listed, please explain under the "other" option. Failure to complete will delay your renewal application. **(page 3)**

Be sure to **sign the renewal** form. **(page 4)**. If renewing to **inactive (section A)** or **retired (section B)** status or if you choose to let your **license lapse (section C)**, you must also **sign page 5** of the renewal application. All licensees are required to complete the renewal application in its entirety regardless of the status they are renewing under. **The BOA does accept digital signatures for renewal documentation.**

#### **CPE:**

**Please do not include CPE certificates with your renewal application.** Certificates are only required in response to a CPE Audit. Licensees will be notified by separate letter if randomly selected for the CPE Audit.

Licensees must report all CPE taken between July 1, 2022 – June 30, 2024 in chronological (date) order. The CPE report must include the **title of the course as listed** on the certificate of completion. If the course is *self-study*, you must also include the 6-digit NASBA National Registry number associated with the sponsor. CPE that will be taken by June 30, 2024 may be reported on a renewal application submitted prior to the date the course is taken. Notify the board of any changes to the CPE report after submission.

Licensees may take unlimited technical CPE, however, there is a **16 hour limit for non-technical CPE courses for active renewals** and an **8 hour limit for non-technical CPE for inactive renewals**. Examples of non-technical subjects include (but are not limited to) interpersonal management skills, public relations, practice development, practice administration, marketing, personnel/HR, and personal development. If non-technical hours are reported in excess of the allowed total, the additional hours will be deleted and may result in a CPE penalty if the deletion causes a shortage in total hours reported or a shortage in the 20 hour annual requirement. The maximum carryforward allowed for active licensees is 20 hours and the maximum carryforward allowed for inactive licensees is 8 hours.

Oregon now allows CPE courses to be taken in any credit increment and all CPE credits are calculated based on a 50-minute hour. For example, a 25 minute course earns .5 CPE credits, while a course that is 1 hour 20 minutes (80 minutes) would earn 1.6 CPE credits.

Effective October 1, 2023, Oregon now allows for CPE Reciprocity. Active licensees whose principal place of business is outside Oregon and who are seeking renewal of their Oregon permit may qualify for CPE Reciprocity. To qualify, your principal place of business must be outside of Oregon, hold an Active license to practice public accounting in another US Jurisdiction and have met the compliance requirements for your principal place of business Jurisdiction's CPE renewal requirements. Licensees must also list the jurisdiction, license number and expiry date on the renewal application. Licensees who qualify may opt out of completing the CPE log on the renewal application.

### **Ethics**

Effective October 1, 2023, all active and inactive licensees **must report at least 4-hours of ethics**. The AICPA Ethics course required to obtain an initial license **cannot** be used toward the ethics requirement for renewal or toward the general CPE requirement.

## **REPORTING REQUIREMENTS:**

The board updated reporting requirements **effective January 1, 2020**. OAR 801-030-0020(3)

Licensee must notify the Board within **45 days** of *resolution* of any civil action against a licensee that relates to professional services and business operations involving an Oregon licensee or Oregon clients; *initiation* of any regulatory action against the licensee; *resolution* of any regulatory action against the licensee; any inquiry into the licensees conduct through a professional organization; or resolution of any professional organization inquiry.

Licensees must notify the Board within **10 days** of initiation of any criminal investigation against the licensee or resolution of any criminal investigation against the licensee.

Firms must notify the Board within **45 days** of *resolution* of any civil action against the Firm that relates to professional services, business operations or practices of the registered firm in Oregon; *resolution* of any civil action against any Oregon licensee affiliated with the firm that relates to professional services, business operations or practices of the registered firm in Oregon; *initiation* of any regulatory action against the firm; *resolution* of any regulatory action against the firm; *initiation* of any regulatory action against any Oregon licensee affiliated with the firm; resolution of any regulatory action against any Oregon licensee affiliated with the firm; any inquiry into an Oregon firms conduct through a professional organization; or resolution of any inquiry of an Oregon firm from a professional organization.

Firms must notify the Board within **10 days** of initiation of any criminal investigation against the Firm; *resolution* of any criminal investigation against the Firm; or *initiation* of any criminal investigation against any of the following individuals affiliated with the firm: Oregon licensee, Oregon Partner, Oregon Owner.

Licensees and Firms must provide the following information to the Board when reporting any of the events above:

- Name of the regulatory agency, court or professional organization;
- Title of matter;
- Docket number if applicable;
- Date of occurrence of the event;
- Name of any legal representatives involved;
- Statement of the facts; and
- Copies of relevant documents, including but not limited to, regulatory notice, civil complaint, criminal charging document, and any settlement documents.

## **SOLE PRACTITIONERS:**

Effective January 1, 2020, licensees practicing public accounting as sole practitioners are required to provide for continuing services to clients and must report the designated point of contact to the board.

## Incomplete applications will not be processed.

Any of the following common errors may result in an incomplete application:

### Fees:

- Applications received without the full fee (see fee schedule below)
- Failure to include payment of Municipal Auditor Fee (if applicable)

### Address:

- Failure to include both employer and residence address
- Failure to provide a physical address when a PO Box is used
- Failure to choose which address to be used for mailings

### CPE:

- Failure to use the correct CPE format – CPE can be reported using excel or similar program, however, it must be in the **EXACT format** provided by the board on the renewal application and must include readable text (size and font). CPE courses are to be reported in chronological (date) order.
- Failure to submit the required number of CPE hours
- Failure to provide the 6-digit NASBA Registry Number for self-study CPE
- Reporting insufficient CPE
- Failure to take 4 CPE hours in ethics

### Other:

- Failure to complete all sections of the renewal form. Regardless of the status renewing to (active, inactive, voluntary lapse or retired), **the entire renewal must be completed**
- Failure to complete practice information on page 3 of the renewal
- Failure to sign page 4 of the renewal (and page 5, if applicable)
- Failure to disclose 100% of services being performed by licensee
- Failure to answer all background questions and submit required documentation

**Failure to submit a complete renewal application may result in assessment of late fees and lead to significant delay in processing, and potentially the lapse of your CPA/PA license. Incomplete or insufficient CPE hours submitted may trigger assessment of a CPE penalty if not corrected prior to July 1, 2024.**

**If you are interested in serving on the board or a committee, please check the appropriate boxes on page 1 of the renewal application.**

The mission of the Board of Accountancy is to protect Oregon consumers by ensuring only qualified licensees practice public accountancy in accordance with established professional standards and promulgated rules. If you are interested in giving back to the profession, please consider the service opportunities listed below.

**Board** - The Board is responsible for licensing and regulating Certified Public Accountants, Public Accountants, and public accounting firms in Oregon and meets approximately 4 times per year in person at the board office. If you are interested in board service, please complete the [Board Interest Form](#) available through the Governor's office.

**Complaints Committee (BOACC)** – The BOACC provides technical assistance to staff in the investigation of complaints received by the board. The BOACC reviews investigation reports and makes recommendations to the board. This committee meets approximately 4 times per year in person at the board office.

**Pipeline Committee (PC):** The Pipeline Committee aims to establish a scholarship stream from surplus BOA funds, aimed at increasing the number of Oregon college and university students, preferably with financial need, who are pursuing higher education in accounting with intent to obtain professional licensure.

**Peer Review Oversight Committee (PROC):** The PROC oversees and monitors approved peer review programs. The committee also reviews peer review reports submitted by firms and monitors results and actions taken by the peer review programs. This committee meets approximately 2-4 times per year in person at the board office.

**Laws and Rules Committee (LRC):** This ad-hoc committee reviews current board rules and statutes and makes recommendations to the board. The LRC meets in person at the board office as needed.

### Helpful Links:

Renewal FAQs: (link to website when available)

Verify Self-Study course registry information: <https://www.nasbaregistry.org/sponsor-list>

Oregon Revised Statutes & Administrative Rules: <https://www.oregon.gov/BOA/Pages/Laws-&-Rules.aspx>

## FEES and PAYMENT OPTIONS:

LATE fees **MUST** be included with applications *submitted online on or after July 1, 2024*. For your protection, email submissions will not be accepted.

ACTIVE	\$255	INACTIVE	\$50	RETIRED	\$50	MUNICIPAL	\$100
ACTIVE LATE FEE	\$255	INACTIVE LATE FEE	\$50	RETIRED LATE FEE	\$50	MUNICIPAL LATE FEE	\$100

**\*Late fees will be assessed for all renewals that are received on or after July 1, 2023. Late fees cannot be waived.**

### VISA, MASTERCARD, or Discover only for credit card payments

You make payment and submit your application using **ONE** of the following options (*please select only ONE*):

#### Payment by **CREDIT CARD**

The PAYMENT LINK is available on the website.

You will be required to upload a copy of your completed renewal application at the time of payment. **The fillable PDF renewal form is recommended.** If you've prepared a CPE report using other software, it can be uploaded as a PDF, Word, or Excel document only. The board accepts electronic signatures.

You will be required to enter your credit card information, including cardholder name, credit card number, expiration date, CVV number, complete address from your credit card billing statement.

#### Payment by **ACH** (Payment by **CHECK** via Board Website)

The PAYMENT LINK is available on the website.

You will be required to upload a copy of your completed renewal application at the time of payment. **The fillable PDF renewal form is recommended.** If you've prepared a CPE report using other software, it can be uploaded as a PDF, Word, or Excel document only. The board accepts electronic signatures.

You will be required to enter your checking account information, including bank routing number and checking account number.

#### **RECEIPTS FOR CREDIT CARD and ACH PAYMENTS:**

Upon completion of the online application submission and payment process, you will receive confirmation that your payment was made successfully, and a receipt can be printed before closing the web browser. An automated email notification with receipt will also be sent to the address you entered for the payment. ***Please retain receipt for online payment with your renewal records for verification.***