

License

IDAHO STATE BOARD OF ACCOUNTANCY CPE REPORTING FORM

Active Licensees are required to complete and return form to the State Board Office annually no later than January 31.
THERE ARE PENALTIES FOR LATE FILING.

Fill in your license number, name, address, and CPE. Print the report and fax it or mail it to the Board office.
Scan the report and email to isba@isba.idaho.gov --- cc a copy to yourself as a receipt.

Email Subject Line = CP-XXXX John Smith (insert your license number and name)

1. **REPORTING YEAR:** What calendar year are you reporting CPE for? (Enter year) _____
REPORTED HOURS - 50 Hour Maximum

(Totals auto-fill based on information entered on page 2)

** Ethics _____ ** Total _____

2. **WERE YOU NEWLY LICENSED, REINSTATED OR RE-ENTERED** during the Reporting Year?

If yes, Idaho State-Specific Ethics is required. List Course on Line #31, sign, and submit form.

** Idaho State-Specific Ethics _____

(Automatically calculates based upon courses you list on page 2. Ethics hours are included in Total.)**

3. **TYPE YOUR NAME AND MAILING ADDRESS** NEW ADDRESS? YES _____ NO _____

E-mail: _____

Day&Evening Phones w/ Area Code: _____

Fax Number w/ Area Code: _____

4. **ARE YOU REQUESTING AN EXTENSION OR EXEMPTION TO YOUR CPE HOURS?**

Illness (Physicians Statement Required - Please Attach.)

Other Good Cause (Explanation Required - Please Attach.)

NOTE: Extension of time to complete CPE may be granted subject to audit. Penalty hours may be assessed.

Exemption to completing CPE may be granted for exordinary reasons. All requests are subject to Board approval.

5. **ARE YOU REQUESTING A CHANGE IN LICENSE STATUS FOR NEXT RENEWAL?**

Lapsed Status Requested - as of July 1 license is lapsed; may not practice public

accounting or use title CPA or LPA. You may retain, but not publicly display, wall certificate. No fee.

Inactive License Requested - as of July 1 may not practice public accounting; must use

"CPA-Inactive" or "LPA-Inactive"; no CPE required. May display "Inactive" Certificate. Annual fee.

Retired License Requested - 55 years of age or disabled; may not practice public accounting;

must use "CPA-Retired" or "LPA-Retired"; no CPE required. May display "Retired" Certificate. Annual fee.

I certify to the truth and accuracy of all statements, answers and representations in this report.

Signature: **X**

Date: _____

When submitting by email, type in name and date.

Revised 4/2009

Courses Completed Between January 1 and December 31 of Reporting Year

If Course has no Ethics component, then Hours = Total Course Hours

	DATES	LOCATION	TITLE OF PROGRAM & SPONSOR	HOURS	ETHICS* HOURS	TOTAL HOURS
Example	12/26-28/2008	Boise, Id	Tax Preparation - Idaho Tax Preparers Ass'n	6	2	8
1.						
2.						
3.						
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31.			IDAHO STATE SPECIFIC ETHICS **			
TOTALS						

(To add lines, unprotect sheet. Password is cpe.)

TOTALS

* 4 Hours of Ethics CPE (which may include Idaho-Specific Ethics) are required every 2 years.

** Idaho State-Specific Ethics required for all new, reciprocal, reinstatement, re-entry licensees.

Idaho State Board of Accountancy (208) 334-4596 (208) 334-2615 FAX isba@isba.idaho.gov

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