

**MINNESOTA BOARD OF ACCOUNTANCY**85 East 7th Place, Suite 125  
St. Paul, MN 55101-2143Ph: 651-296-7938  
Fax: 651-282-2644  
www.boa.state.mn.us**CPE REPORTING FORM  
FOR CPE EARNED FROM 7/1/2014-6/30/2015****Complete and submit both pages of this form by December 31, 2015\*\***  
Refer to [Minnesota Rules 1105.3000 – 1105.3200](#) for CPE requirements and limitations.**Name** \_\_\_\_\_ **Certificate #** \_\_\_\_\_  
(First) (M.I.) (Last) (Suffix)

Fiscal Year ended June 30	Course Hours from Approved Sponsors (Excluding self-study)	Self-Study Course Hours from a NASBA Quality Assurance Service Sponsor	Course Hours from Non-Approved Sponsors (Excluding self-study)	Total
2013				
2014				
2015				
Deduct carryback hours earned between 7/1/2012 and 6/30/2015 that were used to satisfy CPE requirements for years ended June 30, 2012 and prior.				
Total hours earned after June 30, 2015 needed to satisfy minimum requirement (carryback hours). <b>Include certificates of completion and CPE Non-Compliance Fees (see below **) if you have not already submitted these items to Board.</b>				
<b>Total for 3 years</b> (Must equal at least 120 hours)				

**\*\* Note:** A licensee not in compliance with the CPE requirements for 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 "carry-back" hours from the subsequent fiscal year, the CPE non-compliance fees continue to accrue until the date you notify the Board in writing, not the date you complete the coursework. You must submit certificates of completion for your carry-back hours along with payment of the CPE non-compliance fees.**Non-Resident Certificate Holders:** If you hold an active certificate in your state of principal place of business, you do not need to comply with specific Minnesota CPE hour requirements nor must you complete the form on page 2 as long as you comply with the CPE requirements of your principal state and that state has CPE requirements for renewal of a certificate or license. (Note: Wisconsin residents must comply with Minnesota CPE requirements.)Enter abbreviation for  
your principal state below:

\_\_\_\_\_

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

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

**I certify that all of the information on these forms is accurate and understand that any misrepresentation could result in revocation of my certificate.**\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Certificate#\_\_\_\_\_  
Date\_\_\_\_\_  
Daytime Ph#

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

<b>FISCAL YEAR 2013 (Hours completed July 1, 2012 to June 30, 2013)</b>				
<b>Type of Credits</b>	<b>Course Hours from Approved Sponsors (Not including self-study)</b>	<b>Self-Study Course Hours from a NASBA Quality Assurance Service Sponsor</b>	<b>Course Hours from Non-Approved Sponsors (Not including self-study)</b>	<b>Total</b>
General				
Ethics				
Personal Development				
Teaching		N/A		
Writing				
<b>Total for fiscal year ending June 30, 2013</b>				
<b>FISCAL YEAR 2014 (Hours completed July 1, 2013 to June 30, 2014)</b>				
<b>Type of Credits</b>	<b>Course Hours from Approved Sponsors (Not including self-study)</b>	<b>Self-Study Course Hours from a NASBA Quality Assurance Service Sponsor</b>	<b>Course Hours from Non-Approved Sponsors (Not including self-study)</b>	<b>Total</b>
General				
Ethics				
Personal Development				
Teaching		N/A		
Writing				
<b>Total for fiscal year ending June 30, 2014</b>				
<b>FISCAL YEAR 2015 (Hours completed July 1, 2014 to June 30, 2015)</b>				
<b>Type of Credits</b>	<b>Course Hours from Approved Sponsors (Not including self-study)</b>	<b>Self-Study Course Hours from a NASBA-Approved Self-Study Sponsor</b>	<b>Course Hours from Non-Approved Sponsors (Not including self-study)</b>	<b>Total</b>
General				
Ethics				
Personal Development				
Teaching		N/A		
Writing				
<b>Total for fiscal year ending June 30, 2015</b>				
<b>Total hours earned after June 30, 2015 needed to satisfy minimum requirement (carryback hours). Include certificates of completion and CPE Non-Compliance Fees if not already submitted.</b>				

**Total for Three Years**  
(Must meet minimum requirement of 120 hours)