

MINNESOTA BOARD OF ACCOUNTANCY

85 East 7th Place, Suite 125
St. Paul, MN 55101-2143

Ph: 651-296-7938
Fax: 651-282-2644
www.boa.state.mn.us

2016 INDIVIDUAL REGISTERED ACCOUNTING PRACTITIONER RENEWAL APPLICATION

Send this renewal and your check (made payable to MN Board of Accountancy)
to the address above **postmarked on or before December 31, 2015.**

Please answer ALL questions.

1. Personal Information (You must include both your home and work information even if you are self-employed.)

Military Status ▶ I am active duty or within 6 months of discharge from active duty: No Yes

Name _____ Preferred "mail to": Home Business
(First) (M.I.) (Last) (Suffix)

Certificate # _____ Employer Name _____

Home Phone _____ Work Phone _____

Email _____ Work Fax _____

Home Address _____ Work Address _____

City _____ Work City _____

State _____ Zip _____ Work State _____ Work Zip _____

2. Select Status (Mark choice in first column)

<input checked="" type="checkbox"/>	Status for 2016	Renewal Fee (If renewal postmarked on or prior to 12/31/2015)	Renewal Fee (If renewal postmarked after to 12/31/2015)
<input type="checkbox"/>	Active	\$100	\$150
<input type="checkbox"/>	Surrender Registration	\$0	\$0

3. Are you employed by a RAP firm?

If **yes**, indicate business type below. If **no**, go to question **4**. Yes No

Limited Liability Company Professional Corporation

Partnership Sole Proprietorship List name of practice: _____

Limited Liability Partnership

4. If you are not employed by a RAP Firm, indicate business type below:

College or University Financial Services Company

Law Firm Other private business

Governmental (list agency): _____

Note:

- All firms engaged in providing compliance services in Minnesota **must obtain** a RAP firm permit.
- RAP firms (including Sole Proprietors) **must renew** their firm permit every year.
- Sole Proprietors **must enclose** their completed [RAP Firm Permit](#) (or [RAP Firm Renewal](#)) application along with this Individual RAP Renewal application.

5. **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.

6. **Since your last renewal, have you had a license disciplined, denied, surrendered, suspended or revoked?** No Yes*

*If yes, provide a statement of explanation on a separate sheet.

7. **Continuing Professional Education - Report**

Please give a breakdown of your CPE hours for each fiscal year in the following tables. **Separate ethics CPE from general CPE.**

FISCAL YEAR 2013 (Hours completed July 1, 2012 to June 30, 2013)				
Type of Credits	Course Hours from Approved Sponsors (Not including self-study)	Self-Study Course Hours from a NASBA Quality Assurance Service Sponsor	Course Hours from Non-Approved Sponsors (Not including self-study)	Total
General				
Ethics				
Total for fiscal year ending June 30, 2013				
FISCAL YEAR 2014 (Hours completed July 1, 2013 to June 30, 2014)				
Type of Credits	Course Hours from Approved Sponsors (Not including self-study)	Self-Study Course Hours from a NASBA Quality Assurance Service Sponsor	Course Hours from Non-Approved Sponsors (Not including self-study)	Total
General				
Ethics				
Total for fiscal year ending June 30, 2014				
FISCAL YEAR 2015 (Hours completed July 1, 2014 to June 30, 2015)				
Type of Credits	Course Hours from Approved Sponsors (Not including self-study)	Self-Study Course Hours from a NASBA-Approved Self-Study Sponsor	Course Hours from Non-Approved Sponsors (Not including self-study)	Total
General				
Ethics				
Total for fiscal year ending June 30, 2015				
Carryback hours used to satisfy the minimum requirements (Include copies of certificates of completion and CPE Non-Compliance Fees (see pg 3) if not already submitted.)				

Grand Total for Three Years
(Must meet minimum requirement of 90 hours)

8. Continuing Professional Education - Non-Compliance Fees

Complete if applicable. Otherwise skip to question 9. Refer to [MN Rules 1105.3000 – 1105.3200](#) for CPE requirements and limitations.

Non-Compliance Fees for Obtaining and/or Reporting CPE Late:

CPE hours must be completed prior to July 1, 2015, and must be reported by December 31, 2015. If hours used to satisfy the CPE requirement are earned after June 30, 2015, and/or hours are reported after December 31, 2015, CPE non-compliance fees apply.

*CPE non-compliance fees are based on the month in which the hours are reported and certificates of completion are submitted to the Board.

- If all of your CPE hours are earned prior to July 1, 2015, but are not reported to the Board by December 31, 2015, your CPE late reporting fee is listed in **column 2**.
- If you are using CPE hours obtained after June 30, 2015, your non-compliance fee is listed in **column 3**. **Include copies of your certificates of completion with this renewal form.**

Month in Which Hours Were Reported and Certifications of Completion Submitted	CPE Late Reporting Fee <small>(All CPE hours must have been earned prior to July 1, 2015)</small>	CPE Non-Compliance Fee for Using Hours Earned After June 30, 2015
July 2015	N/A	\$50
August 2015	N/A	\$75
September 2015	N/A	\$100
October 2015	N/A	\$125
November 2015	N/A	\$150
December 2015	N/A	\$175
January 2016	\$50	\$200
February 2016	\$75	\$225

CPE Non-Compliance Fee* \$ _____

*Use the amount in the single **most-applicable** column (**2** or **3**); do not combine columns.

9. Read, sign and date the following:

Affidavit: I swear or affirm that I have read the foregoing application and that the information is true and complete.		
Printed Name		Signature
Certificate Number	Date	Daytime Phone Number

Data Practices Act Warning

The data you furnish on this form will be used by the Board to process your application for licensure. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to issue your license. Until licensure is granted all application data, except name and designated address, are private data pursuant to Minnesota Statutes section 13.41, subdivision 2 (2014). All data, except social security number and email address become public record when licensure is granted pursuant to Minnesota Statutes section 13.41, subdivision 5 (2014).