

2019 INDIVIDUAL RAP REGISTRATION RENEWAL

ALL individuals MUST RENEW by December 31, 2018
A \$50 delinquency fee is required for renewals postmarked after that date.

Send this form and your check (payable to **Board of Accountancy**) to the address above.
No cash, credit card, or bill pay. Renewals received without payment ENCLOSED will be returned.

If you have questions regarding your renewal, please call the Board office at 651-296-7938.

1. PERSONAL INFORMATION

Military Only ▶ If you are active duty or within 6 months of discharge from active duty, check box:

All Applicants ▶ What is your preferred “mail to” address? Home Business

▶ Check the appropriate box if you are: Not currently employed Retired

▼ **Provide Home and Work Contact Information**

If you are employed/self-employed, you must include **both** your home **and** work information.

Legal Name _____
(First) (Middle) (Last) (Suffix)

Certificate # _____ Employer Name _____

Home Phone _____ Work Phone _____

Home Address _____ Work Address _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

2. SELECT STATUS

Mark choice in first column. Enclose the appropriate fee (if applicable) with your renewal.

▼ Select	STATUS FOR 2019	RENEWAL FEE	
		Postmarked ON or BEFORE 12/31/18	Postmarked AFTER 12/31/18
<input type="checkbox"/>	Active	\$100	\$150
<input type="checkbox"/>	Surrender Registration	\$0	\$0

3. EMPLOYMENT: Indicate your business/employer type:¹

RAP Firm

CPA Firm or Sole Proprietorship

RAP Sole Proprietorship

None of the above, and I do not provide compilation services.¹

If applicable, list name of RAP Sole Proprietorship: _____

¹ **Note:** All firms, including sole proprietors, engaged in providing compilation services for a client having its headquarters in Minnesota (as defined in [MN Rule 1105.4150](#)) or a firm with an office in Minnesota must obtain a [firm permit](#) and renew that permit every year.

4. CONTINUING PROFESSIONAL EDUCATION

Name _____

Refer to [MN Rules 1105.3000 – 1105.3200](#) and [MN Rule 1105.7000.B](#) for CPE requirements and limitations.

A. Did you a) complete all CPE hours necessary to satisfy the current 1-year and rolling 3-year CPE requirements on or before June 30, 2018 and b) submit this renewal postmarked by or before December 31, 2018?

Yes No

If **yes**, skip to [page 3](#).

If **no**, review which **ONE** of the two situations below (**B** or **C**) applies to you. **ONLY ONE can apply.**

B. Did you complete any CPE after July 1, 2018 (“carryback hours”) in order to satisfy the current 1-year or rolling 3-year CPE requirements?

If **yes**, review the chart at [boa.state.mn.us#cpechart](#). Your **LATE EARNING** noncompliance fee is in the **2018** row and the **right** column if your completed renewal (including Certificates of Completion for your carryback hours) is **postmarked by the month listed on the chart**. Fees increase \$25 per month. Record the fee in below.

(**Note:** Do not report here carryback hours you already reported to the Board.)

If **no**, review **C** below.

C. Did you complete all your required CPE on or before June 30, 2018, but failed to report it on or before December 31, 2018?

(**Note:** If you already determined “**B**” applies to you, then “**C**” does not.)

If **yes**, review the chart at [boa.state.mn.us#cpechart](#). Your **LATE REPORTING** noncompliance fee is in the **2018** row and the **left** column if your completed renewal is **postmarked by the month listed on the chart**. Fees increase \$25 per month.

D. Record your CPE Fee:

\$ _____

Correctly calculated, this fee **plus** your license fee from [page 1](#) is your **TOTAL DUE** to the Board.

NOTE: The fees listed on this page apply only to CPE for the **current 1-year reporting cycle**. If the CPE you report on [page 3](#) puts you out of compliance for a different reporting cycle, you may owe additional fees. Contact the Board for assistance.

After determining your CPE fee (if applicable), list your hours in the CPE REPORTING TABLE on [page 3](#) (question 4, continued).

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (MN Statute §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for renewal. The data you furnish on the application will be used by the Board to assess your qualifications for renewal. Pursuant to Minnesota Statutes §270C.72, subdivision 4 (2018) the Board must provide the Commissioner of the Minnesota Department of Revenue a list of all applicants, including name, address and social security number or Individual Tax Identification Number (ITIN), each calendar year for the purpose of identifying individuals owing delinquent taxes. Pursuant to Minnesota Statutes §13.41, subdivision 2 (2018), all application data, except name and designated address, are private data until licensure is granted. When licensure is granted, all data, except social security number and non-designated address, become public record.

The Board will not share your private data with other persons or agencies unless you authorize its release or it is required by law or court order.

4. (CONTINUED) CPE REPORTING TABLE

Refer to [MN Rules 1105.3000 – 1105.3200](#) and [MN Rule 1105.7000.B](#) for CPE requirements and limitations.

- You are required to report CPE for all three years in order to renew. However, if you have **previously reported** FY 2016 and FY 2017, you only need to report FY 2018 hours below.
- You must separate **ethics** CPE from **general** (non-ethics) CPE.
- Self-study, nano-learning, and blended learning courses must be taken from a **NASBA Registry** approved sponsor of **that specific method**. Combine hours for all three methods and enter in the column indicated.
- If carrying back hours, include the certificates of completion and CPE fee.

FISCAL YEAR (July 1-June 30)	Type of Credits	COURSE HOURS			Totals
		Approved Sponsors	Non-Approved Sponsors	Self-Study, Nano or Blended Learning from NASBA Approved Sponsor for That Method	
		Do not include Self-Study, Nano or Blended Learning			
FY 2016	General				
	Ethics				
	FY 2016 Total ▶				
FY 2017	General				
	Ethics				
	FY 2017 Total ▶				
FY 2018	General				
	Ethics				
	FY 2018 Total ▶				

CARRYBACK HOURS TOTAL (See page 2 instructions):	
CPE GRAND TOTAL - ALL THREE YEARS (90 hours of which 4 must be ethics):	

5. **Since you last renewal, have you been convicted of crime or any other discreditable act?** No Yes*

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

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

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

7. Read, sign and date the following:

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