

STATUS CHANGE TO ACTIVE REQUEST FORM

This form is for those seeking immediate status change.

(If seeking status change as of **January 1** of a given year, use the **renewal** form for that year, available during that year's renewal cycle).

Provide requested information. Return form with **\$100 fee** payable to MN Board of Accountancy at the address above.

Section 1: General Information

Military Status ▶ Are you active duty or within 6 months of discharge from active duty? No Yes

Preferred "mail to": Home Business

Name _____
(First) (M.I.) (Last) (Suffix)

Employer Name _____

Certificate # _____

Work Phone _____

Home Phone _____

Work Fax _____

Home Address _____

Work Address _____

City _____

Work City _____

State _____ Zip _____

Work State _____ Work Zip _____

Do you work in public accounting? Yes* No Not currently employed Retired

* If you work in public accounting and you currently hold an active certificate, you may be required to maintain an active certificate.
See [Minnesota Rules 1105.2500\(C\)\(5\)](#).

I wish to change my status to

Active (from Inactive status) **\$100 fee.** See chart page 2 for CPE Reporting requirements.

Active (from Exempt status) **\$100 fee.** See chart page 2 for CPE Reporting requirements.

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.

Affidavit: I swear or affirm that I have read the foregoing application and that the statements are true and complete.

Printed Name

Signature

Certificate#

Date

Daytime Ph#

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 (2016). 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 (2016).

Section 2 – Continuing Professional Education Due

Type of Status Change	CPE Requirement	Forms to Complete and Attach
Inactive to Active	120 hours completed within three years of the date your application is received in the Board office.	CPE Reporting Form on page 3
Exempt to Active	50 hours per year of exemption, up to a maximum of 120 hours. These hours must have been completed within 12 months of the date your application is received in the Board office. Hours outside of the 12-month period will not be accepted.	CPE Reporting Form on page 3

Please review these CPE Requirements (from MN Rules [1105.3000-3350](#)).

- The following are approved CPE sponsors:
 - [NASBA CPE Registry](https://www.nasbaregistry.org/cpas) sponsors (<https://www.nasbaregistry.org/cpas>)
 - The Office of the Legislative Auditor or State Auditor, provided that a peer review has been conducted on those offices and an unmodified report was filed with the Board
 - CPA firms who have had a system review level peer review completed in the last three years and an unmodified report was filed with the Board
 - Colleges and Universities whose academic programs qualify an initial license applicant to sit for the CPA examination
 - CPE programs sponsored by professional organizations that are recognized by the Board as report acceptance bodies in [MN Rule 1105.5300](#)
 - CPE programs sponsored by professional organizations that are recognized by another state's Board of Accountancy
- See chart above regarding **when** and **how much** CPE must be earned.
- You must have **8 hours of ethics CPE**, specifically in regulatory or behavioral ethics.
- Note these CPE course-type limitations:
 - Maximum of 60 hours each for
 - Presenting or instructing qualifying courses or seminars
 - Authoring articles, books, or CPE courses for publication
 - Minimum of 24 hours from instructor-led programs
 - Maximum of 24 hours in personal development (covers skills such as communications, managing group process, dealing effectively with others, interviewing, counseling, and career planning)
 - Minimum of 72 hours presented by approved (see **item 1**) sponsors
- Using non-approved CPE sponsors:
 - You can take courses from non-Registry/non-approved sponsors, if all the following are true:
 - The courses contribute to your professional knowledge and competence
 - You take no more than 48 hours of such courses in the three-year reporting cycle
 - The program meets the minimum standards in the [Statement on Standards for Continuing Professional Education Programs](#) jointly approved by NASBA and AICPA
 - None of the courses are self-study. Non-approved sponsors cannot be used for self-study CPE.
 - Documentation for non-Registry/non-approved sponsor programs must consist of the following:
 - A certificate of attendance from the program sponsor containing the name and contact information of the sponsor, the program's title and description of the content, the date of the program, its location, and the number of CPE hours earned
 - A copy of the timed agenda (detailed schedule) for the program
 - A statement by the licensee describing how the program contributes to the licensee's professional knowledge and competence

Section 3 – Fees Due

Fees covering any remaining portion of the renewal period shall be paid by those changing their status to "active." The additional fee is based on the complete calendar year and is not prorated.

Type of Status Change	Current License Expiration Date	Fee(s) Due
Inactive to Active	12/31/2016	\$100
Exempt to Active	N/A	\$100

Section 4 – Continuing Professional Education Reporting Form — for “Inactive” or “Exempt” Changing to “Active”

If you are changing to **Active** status, you must complete this form in its entirety.

Do **NOT** use your own form. Copy this form for additional courses as needed. List courses in **chronological** order.

Course Title	Course Sponsor Name	NASBA Registry / QAS ID# (if applicable)	Completion Date	# of Hours Earned	CPE Type(s) (see legend)
Example: Ethics for MN CPAs	AICPA	003 (QAS) /112891	06/29/15	8	A,E,S

CPE Type Legend

(Multiple types may apply; select all that apply.)

- A** — NASBA Registry/Other **Approved** Sponsor
- CB** — Hours carried back to a prior fiscal year (specify carryback year)
- E** — Ethics
- N** — Non-Approved/Non-Registry
- S** — Self-Study
- W** — Writing
- G** — General Credits
- P** — Personal Development
- T** — Teaching

Total hours from NASBA CPE Registry Sponsors / other Approved Sponsors (excluding self-study): _____

Total hours from NASBA-Approved Self-Study Sponsors: _____

Total hours from Non-Approved Sponsors (excluding self-study): _____

Grand Total of hours reported: _____