

**2022 INDIVIDUAL RAP REGISTRATION RENEWAL**

**ALL individuals MUST RENEW by December 31, 2021.**

**A \$50 delinquency fee is required for renewals postmarked after that date.**

This form expires January 7, 2022. After that date, use the 2022 Late Renewal Form.

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.

Full

Legal Name \_\_\_\_\_  
(First) (Middle) (Last) (Suffix)

Certificate # \_\_\_\_\_ Employer Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Work Address \_\_\_\_\_  
(Provide street address) (Provide street 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 2021	RENEWAL FEE	
		Postmarked ON or BEFORE 12/31/21	Postmarked AFTER 12/31/21
<input type="checkbox"/>	Active	\$100	\$150
<input type="checkbox"/>	Surrender Registration	\$0	\$0

**3. EMPLOYMENT: Indicate your business/employer type:<sup>1</sup>**

RAP Firm

CPA Firm or Sole Proprietorship

RAP Sole Proprietorship

None of the above, and I do not provide compilation services.<sup>1</sup>

If applicable, list name of RAP Sole Proprietorship: \_\_\_\_\_

<sup>1</sup> **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.

**NOTE:** CPE earned 7/1/20-9/30/20 **and reported for FY 2020** cannot be used to meet FY 2021 reporting requirements.

**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, 2021 and b) submit this renewal postmarked by or before December 31, 2021?**

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. Do you need to report “carryback hours” in order to satisfy CPE requirements?**

If **yes**, review the chart at right to determine your **LATE EARNING** noncompliance fee. Record the fee in **D** below. Your fee is determined by the month in which you **submit to the Board** the certificates of completion for the hours you carry back (with the fee), not the month in which you earn the hours. Use the “Carryback” section for just those hours carried back; report balance of hours earned in the FY 21 section. (**Note:** Do not report carryback hours you **already reported** to the Board.)

Month CPE Submitted	Fee Amt
October 2021	\$125
November 2021	\$150
December 2021	\$175

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

**C. Did you complete all your required CPE on or before June 30, 2021, but failed to report it on or before December 31, 2021?**

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

Month Renewal Submitted	Fee Amt
January 2022	\$50

If **yes**, review the chart at right to determine your **LATE REPORTING** noncompliance fee. Record the fee in **D** below.

**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 and complete the “Required” section 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 (2020) 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 (2020), 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 2019 and FY 2020, you only need to report FY 2021 hours below.
- If carrying back hours, include the certificates of completion and CPE fee.
- 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 (but separate general from ethics) and enter where indicated.

FISCAL YEAR	Type of Credits	COURSE HOURS			Totals
		Approved Sponsors	Non-Approved Sponsors	Self-Study, Nano, Blended Learning from NASBA-approved sponsor for method	
		No Self-Study, Nano or Blended Learning			
FY 2019 (July 1- June 30)	General				
	Ethics				
	FY 2019 Total ▶				
FY 2020 (July 1-June 30 or Sept 30)*	General				
	Ethics				
	FY 2020 Total ▶				
FY 2021 (July 1- June 30)	General				
	Ethics				
	FY 2021 Total ▶				
<b>CARRYBACK HOURS</b> (See <a href="#">page 2</a> instructions):					
<b>CPE GRAND TOTAL</b> (90 hours, of which 4 must be ethics):					

\*Hours earned 7/1/20-9/30/20 and reported for FY 2020 cannot be used to meet FY 2021 reporting requirements.

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, surrendered, suspended or revoked?**

No  Yes\*

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

7. **Read, sign and date the following:**

I declare that everything I have stated in this document is true and correct. If signing electronically, I agree that my electronic signature shall constitute the execution of this document in exactly the same manner as if I had signed by hand.	
Signature	
Printed Name	Date