

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION STATE OF NEW HAMPSHIRE

DIVISION OF TECHNICAL PROFESSIONS

121 South Fruit Street, Suite 201

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PETER DANLES  
Executive Director



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Division Director

**ACCOUNTANCY RENEWAL FORM**

Part I. LICENSEE INFORMATION		
LICENSEE NAME		
		LICENSE #
Indicate mailing address by check box		
<input type="checkbox"/> HOME ADDRESS		
		HOME PHONE
<input type="checkbox"/> BUSINESS NAME & ADDRESS		
EMAIL ADDRESS		COUNTRY
		WORK PHONE
OTHER NAME KNOW BY		
Part II. FEE SCHEDULE	CRITERIA	PAYMENT INFORMATION
<input type="checkbox"/> CPA Renewal Fee \$275.00	Licenses with the last name <b>N-Z</b> expire 6/30/16. Renewals will close 8/30/16.	Make check payable to: "Treasurer, State of New Hampshire" <b>OR</b> use the enclosed credit card sheet
<input type="checkbox"/> PA Renewal Fee \$275.00		
PART III. QUESTIONS	Include an explanation if "yes"	<b>YES</b> <b>NO</b>
1. Have you, since the original issuance of the certificate or the last renewal, which ever is latest, ever been convicted of a felony or any offense involving dishonesty that has not been annulled by a court of competent jurisdiction? If you answer YES, you must provide a complete explanation of all the material facts.		<input type="checkbox"/> <input type="checkbox"/>
2. Have you since the original issuance of the certificate of the last renewal, which ever is later, had license denied, revoked, suspended, or in any way limited or sanctioned by another state or jurisdiction, governmental agency or tribunal in any jurisdiction? If you answer YES, you must provide an explanation of all the material facts.		<input type="checkbox"/> <input type="checkbox"/>
PART IV. CERTIFICATION		
CONTINUING PROFESSIONAL EDUCATION		
I attest that the information contained in this form is true and correct to the best of my knowledge and belief and acknowledge that the provision of false information on this application is a basis for disciplinary action by the board and I have complied with the continuing education requirements of Ac 403.		
<b>SIGN HERE:</b>		<b>DATE:</b>
<input type="checkbox"/> I wish to be informed of all proposed Administrative Rule changes. I will be assessed a nominal fee for copying and postage		
Renew on-line at <a href="https://nhlicenses.nh.gov/eGov/Login.aspx?ReturnUrl=%2feGov%2f">https://nhlicenses.nh.gov/eGov/Login.aspx?ReturnUrl=%2feGov%2f</a>		
Find us on-line at <a href="http://www.oplc.nh.gov/accountancy/index.htm">www.oplc.nh.gov/accountancy/index.htm</a>		

# N H BOARD OF ACCOUNTANCY

## CONTINUING PROFESSIONAL EDUCATION ACTIVITY LOG

Complete the continuing professional development activity log and **include it** with your completed renewal form. Proof of compliance must be retained for 4 years pursuant to Administrative Rule Ac. 403.01 (r) for random audit verification. **Incomplete activity logs will result in return of your renewal and delay in processing of the renewal of your license. Add additional log sheets if necessary.**

<b><u>RENEWAL PERIOD</u></b>		<b>NAME:</b>
From:	To:	<b>LICENSE NO:</b>
		<b>HOURS REQUIRED:</b>

	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	
	<b>Educational Programs</b>	<b>Self Study</b>	<b>Published Articles</b>	<b>Preparation</b>	<b>Presentation</b>
<b>Year 1</b>					
<b>Year 2</b>					
<b>Year 3</b>					
<b>Ethic Hours</b>					
<b>Date of Ethics</b>					
<b>Carry Forward from Previous Reporting Period</b>					
<b>Total Hours</b>					

If you have been licensed for 3 or more years then you are required to submit 120 hours of continuing professional education. Additionally you are required to earn a minimum of 20 new hours each year by June 30th of that year. For those who have been certified less than three years, you were notified upon certification as to when your 20 hour minimum requirement began. The ethics requirement is 4 hours every three years, individuals newly certified were notified of when their first reporting was due.

### **Explanation of the CPE Sections**

- ⇒ **Educational Programs Attended** There are programs of learning that you physically attended which are considered to be formal programs of learning
- ⇒ **Self Study** These are courses you received and completed either by mail or computer, took a test, sent in the test and had it graded and received a certification of completion
- ⇒ **Published Articles or Books** This section is for articles or books that you have written and that were published. (Only 50% of the hours that you are required to report may be claimed in this section).
- ⇒ **Class Preparation and Class Presentation** This section is for those individuals that teach or speak at formal meetings or act as a discussion leader at formal education meetings. (Only 50% of the hours that you are required to report may be claimed in this section). Remember you can claim twice the amount of preparation as class presentation. You may carry forward up to 60 hours of any one or combination of your excess hours.
- ⇒ **Licensees are required to report 4 hours of ethics every three years. Please make sure you note your hours. For those individuals who have been certified less than 3 years, you were notified at the time you were certified when you were required to report the 4 hours of Ethics.**

**Credit Card Sheets are not accepted via e-mail**

**You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.**

Transaction Type:		Amount Due:	
Card Type: (please select one) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <b>(required)</b>			
Card Number			<b>(required)</b>
Expiration Date:	Month:	Year:	<b>(required)</b>
Billing Name and Address (your billing address must match the address associated with the credit card you are using.)			
Name on Card:			
Billing Address:			
City:			
State/Province:			
Zip/Postal Code:			
Country:			
Authorization Signature :			

**CONFIDENTIAL**