



California Board of Accountancy
 2450 Venture Oaks Way, Suite 300
 Sacramento, CA 95833

phone: (916) 263-3680 fax: (916) 263-3675 web: www.cba.ca.gov



STATUS CONVERSION - From INACTIVE to ACTIVE License Status

Please complete and return the attached form to the California Board of Accountancy (CBA) to convert your license from an inactive to an active status. The form may be mailed directly to the CBA or submitted via fax at (916) 263-3672. The address of record and business phone number is a matter of public record and may be released to any person on request. It is recommended that you maintain a copy of this form for your records. You will receive a pocket certificate showing an active status approximately three weeks after conversion of your license status. Your license expiration date will remain the same.

REQUIREMENTS FOR LICENSE STATUS CONVERSION

Pursuant to section 80.1 of the CBA Regulations (Title 16, California Code of Regulations) a licensee who has renewed his/her license in an inactive status may convert the license to an active status prior to the next license expiration date by completing a total of 80 hours of continuing education (CE) during the 24-month period prior to converting to active status, including:

- A minimum of 20 hours completed within the one-year period immediately preceding license status conversion, including 12 hours in technical subject matter.
- Four hours of ethics education.
- A two-hour Board-approved Regulatory Review course if more than six years have lapsed since the licensee last completed a Board-approved Regulatory Review.
- Twenty-four hours of governmental accounting and auditing CE if, during the 24 months prior to converting to an active status, the licensee engaged in the planning, directing, or conducting substantial portions of field work, or reporting on financial or compliance audits of a governmental agency while in the practice of public accountancy. (See Question #1 on *License Status Conversion Form*.)
 - If subject to the Government Auditing CE requirement, the licensee also must complete four hours of Fraud CE specifically related to the prevention, detection and/or reporting of fraud affecting financial statements in addition to the 24-hour requirement.
- Twenty-four hours of Auditing and Accounting (A&A) CE if, during the 24 months prior to converting to an active status, the licensee engaged in the planning, directing, or performing substantial portions of the work, or reporting on an audit, review, compilation, or attestation service of a non-governmental entity while in the practice of public accountancy. (See Question #2 on *License Status Conversion Form*.)
 - If subject to the A&A CE requirement, the licensee also must complete four hours of Fraud CE specifically related to the prevention, detection and/or reporting of fraud affecting financial statements in addition to the 24-hour requirement.
- Eight hours of Preparation Engagement CE if, during the 24 months prior to converting to an active status, the licensee performed a preparation engagement as his/her highest level of service while in the practice of public accountancy. (See Question #3 on the *License Status Conversion Form*.)
 - If subject to the Preparation Engagement CE requirement, the licensee also must complete four hours of Fraud CE specifically related to the prevention, detection and/or reporting of fraud affecting financial statements in addition to the eight-hour requirement.
- PEER REVIEW REQUIREMENT:** In order to convert your license to active status, you must report your peer review information to the CBA on the enclosed *Peer Review Reporting Form* (Form PR-1 (Rev. 1/12)). CPAs/PAs who are not required to undergo peer review are still required to report to the CBA using this form. Pursuant to Business and Professions Code (BPC) section 5076, if you provide accounting and auditing services as a sole proprietorship, you are required to have a peer review report accepted by a Board-recognized peer review program no less frequently than every three years.

- **FINGERPRINT REQUIREMENT:** Section 37.5 of the CBA Regulations requires, as a condition of license renewal, criminal background checks for all licensees who have either not been previously fingerprinted as a condition of licensure or for whom no electronic record of the licensee's fingerprints exists in the Department of Justice's criminal offender record identification database. The CBA shall not return a license to active status until the licensee has complied with this requirement. Therefore, if you are subject to the fingerprint requirement and your most recent license renewal occurred between December 31, 2013 and the date you submit this status conversion request, you must submit fingerprints and successfully complete a state and federal background search as a condition of status conversion.

CE REQUIREMENTS ONCE CONVERTED TO ACTIVE STATUS

The licensee must complete 20 hours of CE for each full six-month period from the date of license status conversion to the next license expiration date in order to fulfill the CE requirement for active status license renewal. If the time period between the date of license status conversion and the next license expiration date is less than six full months, no CE is required for the next license renewal. A licensee subject to the A&A or Government Auditing CE requirement must complete six hours of A&A or Government Auditing CE as part of each 20 hours of CE for each full six-month period. A licensee subject to the Preparation Engagement CE requirement must complete two hours of Preparation CE as part of each 20 hours of CE for each full six-month period. A licensee who is subject to less than 24 hours of A&A or Governmental Auditing CE or less than eight hours of Preparation Engagement CE will not be required to complete four hours of fraud CE for the next license renewal. If a license is renewed after the expiration date immediately following conversion to active status, the licensee must complete an additional 20 hours of CE for each full six-month period from the date of license expiration to the date on which the licensee applied for license renewal, up to a total of 80 hours of CE in order to renew.



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LICENSE STATUS CONVERSION FORM

OFFICE USE ONLY

EFFECTIVE DATE OF ACTIVE STATUS	80 HRS COMPLETED	MINIMUM YEARLY CE COMPLETED	REG REVIEW COMPLETED (If required)	A&A/GOV'T COMPLETED (If required)	PREP ENGAGE COMPLETED (if required)	PEER REVIEW COMPLETED	FINGERPRINT COMPLETED (if required)
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NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS OF RECORD	BUSINESS PHONE NUMBER	
CITY, STATE, ZIP	HOME/CELL PHONE NUMBER	

Section 37.5 of the CBA Regulations requires, as a condition of renewal, criminal background checks for all licensees who have either not been previously fingerprinted as a condition of licensure or for whom no electronic record of the licensee's fingerprints exist with the Department of Justice's criminal offender record identification database. The CBA shall not return a license to active status until the licensee has complied with this requirement. If you are unsure whether you are subject to this requirement and/or need the necessary fingerprint forms, please contact the License Renewal and Continuing Competency Unit by telephone at (916) 561-1702 or by e-mail at renewalinfo@cba.ca.gov.

- In the 24 months prior to converting to an active status, did you plan, direct, or conduct substantial portions of field work, or report on a financial or compliance audit of a governmental agency? YES NO
- In the 24 months prior to converting to an active status, did you plan, direct, or perform substantial portions of the work, or report on an audit, review, compilation, or attestation service? YES NO
- In the 24 months prior to converting to an active status, did you perform preparation engagements as your highest level for service? YES NO

CONTINUING EDUCATION REPORTING WORKSHEET FOR LICENSE STATUS CONVERSION

COURSE TITLE (For clarity, please avoid abbreviations)	SUBJECT CODE	(√) CLAIMED AS GOV'T CE	DATE(S) COMPLETED (Course must be completed to list) (MM/DD/YY)	HOURS CLAIMED	NAME OF PROVIDER	METHOD OF PRESENTATION
Board-approved Regulatory Review course: COURSE TITLE: _____ APPROVAL NUMBER: _____	R					

CONTINUING EDUCATION REPORTING WORKSHEET FOR LICENSE STATUS CONVERSION CONTINUED

HOURS CLAIMED FOR EACH SUBJECT AREA

REGULATORY REVIEW (technical)	
GOVERNMENT CE (technical)	
A&A CE (technical)	
FRAUD CE (technical)	
ETHICS (technical)	
PREPARATION ENGAGEMENT CE (technical)	
OTHER TECHNICAL CE	
NON-TECHNICAL CE	
TOTAL HOURS CLAIMED:	

I hereby certify, under penalty of perjury under the laws of the State of California, that all statements, answers, and representations on this form are true, complete, and accurate and that I have met all of the requirements of Section 80.1 of the CBA Regulations.

Signature: _____
Date: _____

If additional space is needed, this form may be reproduced.

SUBJECT CODE (Column 2)

- A** – Accounting and auditing (A&A) courses: pertain to financial statement preparation and/or reporting, auditing, reviews, compilation, industry accounting, attestation services, or assurance services. The content of accounting software courses does not qualify for A&A credit.
- E** – Ethics education.
- F** – Fraud courses specifically related to the prevention, detection and/or reporting of fraud affecting financial statements.
- R** – Board-approved Regulatory Review course.
- T** – Technical subject areas.
- N** – Non-technical subject areas.

METHOD OF PRESENTATION (Column 7)

- L** – Live presentation with instructor, discussion leader, or speaker.
- I** – Interactive self-study: requires frequent participant response to questions that test for understanding of the material presented; provides evaluated feedback to incorrectly answered questions; provides reinforcement feedback to correctly answered questions.
- P** – Author of published books, articles, CE program instructional materials, or questions for the Uniform CPA Exam.
- T** – Teaching: as an instructor, discussion leader, or speaker.
- W** – Group Internet-based programs: participation from a computer in an interactive course presented by a live instructor at a distant location with a feature allowing questions/comments to be sent directly to instructor and receive answers during the program.

PERSONAL INFORMATION COLLECTION NOTICE: The information provided in this form will be used by the California Board of Accountancy, to determine qualifications for a Certified Public Accountant/Public Accountant License Renewal. Sections 5009, 5026 through 5029, 5060, 5070 through 5079, and 5150 through 5158 of the Business and Professions Code authorize the collection of this information. Failure to provide any of the required information is grounds for rejection of the form as being incomplete. Information provided may be transferred to the Department of Justice, a District Attorney, a City Attorney, or to another government agency as may be necessary to permit the CBA, or the transferee agency, to perform its statutory or constitutional duties, or otherwise transferred or disclosed as provided in Civil Code Section 1798.24. Each individual has the right to review his or her file, except as otherwise provided by the Information Practices Act. The Executive Officer of the CBA is responsible for maintaining the information in this form, and may be contacted at 2450 Venture Oaks Way, Suite 300, Sacramento, CA 95833, telephone number (916) 263-3680 regarding questions about this notice or access to records.



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PEER REVIEW REPORTING FORM **LICENSEE/FIRM INFORMATION**

1. Licensee/Firm Name: _____

2. Business Telephone #: _____ 3. Business E-mail Address: _____

4. License Number: _____ 5. License Expiration Date: _____

6. Does the licensee operate as an accounting firm?

NO (Check one below and go to number 15):

Employee, partner or shareholder of an accounting firm

Employee, partner or shareholder of a non-accounting firm

Employee of the government

Unemployed or retired

Other _____

YES (Select firm type below, then go to number 7):

Sole Proprietorship

General Partnership

Limited Liability Partnership

Corporation

7. Number of shareholders, partners, owners, and full-time licensees of the firm: 1 2 3 4
 5-10 11-99 100+

8a. Has the firm performed accounting and auditing services, as defined in Section 39(a) of Title 16 of the California Code of Regulations, that require a peer review since the last license renewal? Yes (Go to number 8b.)
 No (Go to number 15.)

8b. If the firm completed its first accounting and auditing service within 18 months prior to the expiration date of the license, indicate the date the service was completed:

(NOTE: The firm must have a peer review report accepted by a Board-recognized peer review program provider within 18 months of this date and report the results at the time of the next renewal.)

(If applicable, go to number 15. If not applicable, go to number 9.)

PEER REVIEW INFORMATION

9. Date Last Peer Review Report Accepted: _____

10a. Peer Review Report Rating: Pass (Go to question 11a.)
 Pass w/deficiencies (Go to question 11a.)
 Substandard (Go to question 10b.)

PEER REVIEW INFORMATION (continued)

- 10b. Did your firm submit the peer review report to the Board within the required 45-day reporting period? Yes No (Please attach a written explanation as to why the report was not submitted timely.)
- 11a. Was the peer review administered by the California Society of Certified Public Accountants using the American Institute of Certified Public Accountants Peer Review Program? Yes No (Go to question 11b.)
- 11b. Was the peer review administered by another organization using the American Institute of Certified Public Accountants Peer Review Program? Yes (Please provide the name of the American Institute of Certified Public Accountants administering entity.) No (Please provide the name of the Board-recognized peer review program that administered the peer review.)
12. What was the highest level of accounting and auditing service your firm provided during the three-year period encompassing your peer review? Audit Review Compilations w/disclosures Compilations w/o disclosures prepared using GAAP Compilations w/o disclosures prepared using OCBOA
13. What was the cost to have the peer review performed? \$ _____
14. How much time did your firm spend preparing for the peer review? 0 days 1-5 days 6-10 days 10+ days
15. I hereby certify, under penalty of perjury under the laws of the State of California, that all statements, answers, and representations on this form, including supplementary information attached hereto, are true, complete and accurate.

Signature

Date

PERSONAL INFORMATION COLLECTION AND ACCESS

The information provided in this form will be used by the California Board of Accountancy (CBA), to determine qualifications for a Certified Public Account License. Sections 5080 through 5095 of the Business and Professions Code authorize the collection of this information. Failure to provide any of the required information is grounds for rejection of the application as being incomplete.

Information provided may be transferred to the Department of Justice, a District Attorney, a City Attorney, or to another government agency as may be necessary to permit the CBA, or the transferee agency, to perform its statutory or constitutional duties, or otherwise transferred or disclosed as provided in Civil Code Section 1798.24.

Each individual has the right to review his or her file, except as otherwise provided by the Information Practices Act. Certain information provided may be disclosed to a member of the public, upon request, under the California Public Records Act.

The Executive Officer of the CBA is responsible for maintaining the information in this application, and may be contacted at 2450 Venture Oaks Way, Suite 300, Sacramento, CA 95833, telephone number (916) 263-3680 regarding questions about this notice or access to records.



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PEER REVIEW REPORTING FORM INSTRUCTIONS

In accordance with Title 16 California Code of Regulations Section 45, this form must be submitted to the California Board of Accountancy no later than the expiration of the license.

LICENSEE/FIRM INFORMATION

- 1-5. Enter the information for the licensee or firm for which the report is being submitted.
6. Indicate if the licensee is operating as an accounting firm. Business and Professions Code Section 5035.1 defines a firm as a sole proprietorship, a corporation, or a partnership.
 - Sole Proprietorship: A business entity which is owned by one individual and where there is no legal distinction between the owner and the business. A single shareholder corporation is not a sole proprietorship.
 - General Partnership: A partnership comprised of two or more licensees which has not filed articles of incorporation with the Secretary of State's office.
 - Limited Liability Partnership: A partnership comprised of two or more licensees which has filed articles of incorporation with the Secretary of State's office.
 - Corporation: A business entity which has filed articles of incorporation with the Secretary of State's office.
7. Indicate the number of shareholders, partners, owners, and full-time licensees of the firm.
8. (a) Indicate if the firm has been performing accounting and auditing services that require the firm to undergo a peer review since January 1, 2010 or since the last license renewal.

Accounting and Auditing Services that require you to undergo a peer review are any services performed using the following professional standards:

- Statements on Auditing Standards (SASs),
- Statements on Standards for Accounting and Review Services (SSARS),
- Statements on Standards on Attestation Engagements (SSAEs),
- Government Auditing Standards,
- Audits of non-Security Exchange Commission (SEC) issuers performed pursuant to the standards of the Public Company Accounting Oversight Board (PCAOB).

Exclusions from peer review are provided for the following two circumstances:

- Any of a firm's engagements subject to inspection by the Public Company Accounting Oversight Board as part of its inspection program.
- Firms, which as their highest level of work, perform only compilations where no report is issued in accordance with the provisions of the Statements on Standards for Accounting and Review Services (SSARS).

- (b) If the firm has not been performing accounting and auditing services since January 1, 2010, indicate the date the firm completed its first accounting and auditing engagement that requires a peer review.

PEER REVIEW INFORMATION

9. Enter the date the peer review report was accepted by a Board-recognized peer review program provider, not the date the peer review was performed.
10. (a) Check the box that corresponds to the rating received on your firm's peer review report. If your firm's peer review report was accepted under the American Institute of Certified Public Accountants' *Standards for Performing and Reporting on Peer Reviews, 2005*, for unmodified select pass, for modified select pass w/deficiency, and for adverse select fail.
Pass—Go to 11(a), Pass with deficiencies—Go to 11(a), substandard—Go to 10(b)
- (b) If your firm received a rating of substandard on its peer review report, you are required to submit a copy of the peer review report, including any materials documenting the prescription of remedial or corrective actions imposed by the Board-recognized peer review program provider, within 45 days of the peer review report being accepted.

If you complied with this requirement, please answer "yes". If you did not comply with this requirement, please answer "no" and attach a written explanation as to why the report was not submitted timely.

11. (a) If your firm's peer review was not administered by the California Society of Certified Public Accountants using the American Institute of Certified Public Accountants Peer Review Program, please answer "no" and go to question 11b.
- (b) If your firm's peer review was administered by another organization using the American Institute of Certified Public Accountants Peer Review Program, please answer "yes" and write the name of the administering organization on the line provided.

If your firm's peer review was not performed using the American Institute of Certified Public Accountants Peer Review Program, please answer "no" and write the name of the Board-recognized peer review program provider on the line provided.

12. Check only the box that corresponds to the highest level of accounting and auditing services provided by your firm during the three-year period encompassing your peer review.
13. Enter the actual fees charged by the peer review provider. Do not include costs related to preparation time, lost work time, or any other related expenses.
14. Check the box that corresponds to the number of days your firm spent preparing for the peer review. Do not include the number of days it took the peer reviewer to perform the peer review.
15. Sign and date the document.