



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 Form

Please complete and return the attached form to convert your license from an inactive to an active status prior to your renewal period.

Note: The renewal period begins approximately 90 days prior to license expiration. If you are in your renewal period, please log in to [CBA Connect](#) to renew in an active status. Please do not submit this form if you are in your renewal period.

Submit this completed form via email to renewalinfo@cba.ca.gov.¹ Provide your name, address of record, business and home/cell phone numbers, and email address on the spaces provided. The CBA is required by [Business and Professions Code \(BPC\) section 27](#) and [California Code of Regulations \(CCR\) section 3](#) to post specific information about all our licensees on our website, including their address of record.

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 [California Code of Regulations \(CCR\) section 80.1](#), a licensee who has renewed their 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 40 hours in a technical subject matter.
 - Of the 40 hours, at least four must be in technical ethics.
- A minimum of 20 hours completed within the one-year period immediately preceding license status conversion, with at least 12 of the 20 hours in technical subject matter.
- 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. You may check to see if you are due on your CBA Connect dashboard.
- If subject¹:
 - 24 hours of Governmental Auditing CE.
 - 24 hours of Accounting and Auditing (A&A) CE.
 - 8 hours of Preparation Engagement CE.

If subject to the Government Auditing, A&A, or Preparation Engagement CE, you must also 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.

¹ To determine if you are subject to government auditing, A&A, preparation engagement, or fraud CE, please visit <https://www.dca.ca.gov/cba/licensees/acctaudit.shtml>

- **Sole Proprietor/Peer Review Reporting Form:** As a sole proprietor, in order to convert your license to active status, you must report your peer review information to the CBA on the [Peer Review Reporting Form](#) (Form PR-1 (Rev. 10/2024)). 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. (See *Question #4 on the License Status Conversion Form.*)
- **Fingerprint Requirement:** [CCR section 37.5](#) requires a licensee applying for an active status license renewal to have fingerprints on file with the Department of Justice. The CBA shall not return a license to active status until the licensee has complied with this requirement. If you have renewed your license in an active status after January 1, 2014, you have likely already met the fingerprint requirement. If you are converting your license to an active status and have not complied with this requirement, you must submit fingerprints and successfully complete a state and federal background search as a condition of status conversion. For more information on the fingerprint requirement, please visit the CBA website: <https://www.dca.ca.gov/cba/licensees/faqs.shtml>

If you are unsure whether you are subject to this requirement and/or need the necessary fingerprint forms, please contact the Renewal Compliance Unit by email at renewalinfo@cba.ca.gov.

For information on CE requirements after a status conversion, please visit the [CE Quick Reference Guide](#) on the CBA Website.



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Name	License Number	Expiration Date
Address of Record	Business Phone Number	
City, State, Zip	Home/Cell Phone Number	
	Email Address	

- Did you complete the required number of continuing education (CE) hours to convert your license to active status, including four hours of ethics education and the minimum yearly CE requirement? YES NO
- In the 24 months prior to converting to an active status, did you complete a two-hour, Board-Approved, Regulatory Review course? YES NO
- 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
- Are you a sole proprietor? If yes, pursuant to BPC section 5076, you must report specific peer review information on the enclosed Peer Review Reporting Form PR-1 (Rev 9/19)) as part of the conversion process. YES NO
- Have you submitted fingerprints to the Department of Justice as required by CCR section 37.5? YES NO
 (See instructions for more information.)

I hereby certify, under penalty of perjury, that the information provided is true, correct, and complete to the best of my knowledge.

Signature: _____ **Date:** _____



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License Status Conversion Certification: By signing and submitting this license renewal application, you are certifying pursuant to Business and Professions Code (BPC) section 5019, that you acknowledge that you have read and understand the rules of professional conduct adopted by the California Board of Accountancy (CBA) (see BPC Chapter 1 of Division 3, Article 3.5, starting at BPC section 5060, and Title 16 of the California Code of Regulations, Article 9, starting at section 50).

Continuing Education (CE) Audits: CE audit participants are chosen at random and must provide proof of completion for applicable CE requirements within 30 days of notice. Acceptable proof of completion is described in [CCR section 89](#). Please note that the notification of CE audit selection may be sent to your email or address of record. You may update your email or address at any time by logging in to your [CBA Connect](#) account and selecting the “Profile” button near your name. Failure to respond to a CE Audit may result in a referral to the Enforcement Division.

Personal Information Collection Notice: The California Board of Accountancy (CBA) of the Department of Consumer Affairs (DCA) collects personal information requested on this form as authorized by Business and Professions Code sections 5050 and 5070, California Code of Regulations, Title 16, Section 80.1, and Information Practices Act (Civil Code section 1798 and following). The CBA uses this information, in accordance with DCA’s Privacy Policy, to determine eligibility for license status conversion.

Mandatory Submission: Submission of the requested information is mandatory. The CBA cannot consider your application for status conversion unless you provide all the requested information.

Access to Personal Information: You may review the records maintained by the CBA that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information: The CBA makes every effort to protect the personal information you provide. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government code section 7920.000 and following), as allowed by the Information Practices Act.
- Disclosure to another government agency as required by state or federal law.
- In response to a court or administrative order, or subpoena, or a search warrant.

Contact Information: For questions about this notice or access to your records, contact the CBA at Outreach@cba.ca.gov or at 2450 Venture Oaks Way, Suite 300, Sacramento, CA 95833. For questions about DCA’s Privacy Policy, contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at dca@dca.ca.gov.