LICENSE RENEWAL INFORMATION

NEW! ONLINE LICENSE RENEWAL

For a quick and seamless renewal process, use the online payment system.

www.dca.ca.gov/cba/payment

You can quickly and securely renew your license with a credit or debit card on the CBA’s website.

Fill out and submit the enclosed documents, as follows:

- Answer ALL of the questions on the renewal form (Part A)
- Sign the renewal form (Part B)
- Complete the continuing education (CE) worksheet (Part C)
- Complete the Peer Review Reporting Form (PR-1)
- Then email all forms to renewalapp@cba.ca.gov

Complete instructions are available online.

If you do not wish to renew online, mail the renewal form, CE worksheet, PR-1 and your payment to:

Department of Consumer Affairs
P.O. Box 94258-0501
Sacramento, CA 94258-0501

See other side for important license renewal information.
LICENSE RENEWAL INFORMATION
IMPORTANT REMINDERS

FINGERPRINT REQUIREMENT

If you wish to renew in an active status, but have not yet provided your fingerprints for a criminal background check to the CBA, please contact the CBA at fingerprintinfo@cba.ca.gov or (916) 561-1707. Most licensees have already fulfilled this requirement, but some who have had a status other than active since the year 2012 may not have done so. Fingerprints provided to an employer, school, or other state/government agency will not satisfy this requirement, and must still be submitted to the CBA.

COMMON ISSUES

A CBA approved regulatory review course must be taken every six years
The date that you are required to take the course is printed on the top of your renewal form, under REG REVIEW DUE. The approved course list is available at www.cba.ca.gov.

Reporting Convictions/License Discipline
ALL licensees, including those renewing in an inactive or retired status, must answer this question.

Active Status License Renewal 20/12 Requirement
Licensees renewing in an active status must complete 20 hours of Continuing Education (CE), including 12 hours in technical subject matter, during each year of the two-year renewal period as part of the total 80 hour CE requirement.

PR-1 Form
Complete this form even if you do not provide accounting and auditing services.

NEWS OF INTEREST

To help modernize the CBA’s operations and provide adequate resources to pursue its consumer protection mission, a new law taking effect January 1, 2020 will set the license renewal and initial licensure fees at $250.

In addition, licensees and applicants who have an email address will be required to provide it to the CBA and the CBA will begin publishing and distributing the UPDATE newsletter electronically.

For more information, visit the “Announcement” section of the CBA’s website at www.cba.ca.gov.