



**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](http://www.cba.ca.gov)



## INSTRUCTIONS FOR APPLICATION TO HAVE A LICENSE PLACED IN RETIRED STATUS

These instructions are provided to assist you in completing your retired status application. Additional assistance may be found in the *CPA Licensee Handbook*, which can be downloaded from the California Board of Accountancy's (CBA) website at [www.cba.ca.gov](http://www.cba.ca.gov), or you may request a paper copy by contacting the License Renewal and Continuing Competency Unit by e-mail at [renewalinfo@cba.ca.gov](mailto:renewalinfo@cba.ca.gov) or by telephone at (916) 561-1702.

A retired status license must be renewed every two years; however, the holder of a license in a retired status is exempt from paying the license renewal fee and completing the continuing education (CE) requirements. The expiration date for a license in a retired status will remain the same as when the license was held in an active or inactive status.

Please provide your name, address of record, business and home/cell phone numbers, and email address on the spaces provided on the application. Business phone numbers are used by CBA staff and are a matter of public record, and may be released to any person upon request.

Please ensure that you complete the application in its entirety, including signing and dating. An incomplete application may result in rejection of your application for being incomplete.

### Where to Mail Your Application and Fee:

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

### REQUIREMENTS FOR RETIRED STATUS

- You must submit a completed initial application to the CBA on Form 11-R48 (12/19).
- You must remit the application fee of \$75 to the CBA via personal check, cashier's check or money order drawn on a U.S. bank.
- You must have held a license as a certified public accountant or public accountant in the United States or its territories for a minimum of 20 total years.
- You must have held a license in an active status as a California certified public accountant or public accountant for a minimum of five years.

The holder of a canceled license that was placed in retired status between January 1, 1994, and January 1, 1999, inclusive, is not required to meet the minimum licensing qualifications but is subject to all other requirements, including not engaging in any activity for which a permit is required.

The CBA shall deny an application if your license is subject to an outstanding order of the CBA, suspended, revoked, or otherwise punitively restricted by the CBA, or is subject to disciplinary action.



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**Application to have a License Placed in Retired Status**  
**Application Fee \$75**

NAME	LICENSE NUMBER	EMAIL ADDRESS
ADDRESS OF RECORD		HOME/CELL PHONE NUMBER
CITY, STATE, ZIP		BUSINESS PHONE NUMBER

1. Do you declare that you do not intend to practice public accountancy with a license in a retired status? YES NO
2. Do you declare that you are not aware of any pending or current enforcement action against your license? YES NO
3. Have you held a license as a certified public accountant or public accountant in the United States or its territories for a minimum of twenty total years? If yes, please complete the table below. YES NO

State or Territory in which license was held	License Number	Number of years license held

4. Have you held a California certified public accountant or public accountant license in an active status for a minimum of five years? Yes No

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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL INFORMATION COLLECTION NOTICE:** The information provided in this form will be used by the California Board of Accountancy, to determine qualifications for a Retired Certified Public Accountant/Public Accountant License. Sections 5070 through 5079 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.