

National Association of Certified Public Bookkeepers
 283 N. 300 W. Suite 504,
 Kaysville, UT 84037

Application for License Renewal/Reinstatement

LICENSE NUMBER	PROFESSIONAL TITLE	RENEWAL FEE	EXPIRATION DATE	REINSTATEMENTS
Please fill in:	Certified Accounting Paraprofessional	\$25.00 Member \$50.00 Nonmember	12/31/____	Additional fees are required after expiration. See page 2 for details.

NAME AND ADDRESS OF RECORD	NAME AND ADDRESS INFORMATION CORRECTION
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: ____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

QUALIFYING QUESTIONNAIRE	Answer "YES" or "NO" for each question. Do not leave any question blank.
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Please note that false, misleading, or fraudulent answers may result in loss of licensure and are subject to random audit.
(For questions 1 - 4 below, motor vehicle offenses such as driving while impaired or intoxicated must be disclosed, but minor traffic offenses such as parking or speeding violations do not need to be listed.)

- _____ 1. Since the last renewal or issuance of this license have you pled guilty to, pled no contest to, been convicted of, made a plea in abeyance to, or entered into a deferred sentence with respect to any felony or misdemeanor in any jurisdiction?
- _____ 2. Since the last renewal or issuance of this license have you been charged with or arrested for any felony or misdemeanor in any jurisdiction?
- _____ 3. Since the last renewal or issuance of this license have you surrendered or had any disciplinary action taken against a license to practice in a regulated profession?
- _____ 4. Are you currently under investigation or is any disciplinary, administrative, or criminal action pending against you now by any agency?

If you answered "YES" to question 1, 2, 3, or 4 above, see #1 on page two for instructions on additional requirements.

AFFIDAVIT/SIGNATURE	Read the following carefully. Sign below or follow the instructions as indicated.
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I hereby certify that I have completed all renewal requirements. I understand that I may be subject to audit by NACPB of having met these requirements. I also certify to the best of my knowledge, the information contained in this application is complete and correct, and is free of fraud, misrepresentation, or omission of material fact.

Signature: _____ **Date:** _____

RENEWAL REQUIREMENTS	For NACPB Use Only – Do Not Write in this Area
CAP's are required to complete 24 hours of approved CPE in each year period. The licensee must complete and return the CPE Reporting form with the CAP License Renewal form to NACPB no later than December 31. The licensee is responsible to obtain the forms and to report their CPE by the December 31 deadline. Failure to complete or report CPE will result in denial of renewal of the CAP license. DO NOT submit documentation of your completed hours unless you are audited.	Your license will automatically expire unless you renew it prior to its expiration date. If your license expires, you may not hold yourself out as a CAP until a new license is issued.

1. ADDITIONAL REQUIRED DOCUMENTATION:

If you answered “yes” to question 1, 2, 3, and/or 4 on the first page of this renewal, you must submit complete documentation including any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement – for each and every arrest, charge, and/or conviction.

2. CHECKLIST FOR TIMELY RENEWAL/REINSTATEMENT:

Answer all four of the certification questions on page 1 and provide additional documentation, if applicable (#1 above).

Sign and date the Affidavit on page 1.

Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.

Pay by credit card online at www.certifiedpublicbookkeeper.org/license/certified-accounting-paraprofessional/application-renewal.cfm.

Enclose documentation of your legal name change, if applicable. (See #3 below)

Email all renewal forms to info@certifiedpublicbookkeeper.org.

3. LEGAL NAME CHANGE: If your legal name has changed, you must verify the change by submitting a copy of a marriage certificate, divorce decree, court order, social security card, or contractor name change form.

4. ADDRESS AND PERSONAL INFORMATION CHANGE: You are responsible to notify NACPB of any changes to your personal information as they occur.

5. TIMELY RENEWAL: You are responsible to comply with all renewal/reinstatement requirements. Your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to immediately submit a completed Application for License Renewal/Reinstatement.

6. APPLICATION APPROVAL: Your application will be approved unless you do not meet the renewal/reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by NACPB. Those selected for audit will be notified. Please note that NACPB reserves the right to initiate action at any time against a licensee who did not meet the renewal/reinstatement requirements at the time the license was issued.

7. NON-REFUNDABLE FEES: Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

8. REINSTATEMENT FEES: If you fail to timely renew your license by December 31, you will be subject to the following conditions:

A) If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$25.00.

B) If you are reinstating your license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$50.00.

NOTICE: If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the new application fees. Contact NACPB for assistance if reinstating after two years of expiration.