

Frequently Asked Renewal Questions for License and Firms

Q. What if I Misplaced my Renewal Letter

A. Please call the Board at (860-509-6179) and we will fax or e-mail you a copy of your verification letter.

Q. What is the renewal fee for a license:

A. The annual license renewal fee is \$565.

Q. What is the fee to renew a Firm?

A. The firm renewal fee is \$150.00. If you are Sole practitioner not having more than one CPA within the firm there is no fee.

Q. Where can I find My Login and Password?

A. Please refer to your renewal letter, which was sent in the mail to your address we have on file, Or you may look at the renewal e-mail that was sent to your e-mail address we have on file.

Q. When does the Renewal Cycle begin?

A. The renewal cycle begins October 1st – December 31st

Q. What do I do if I am having difficulties making a renewal Payment?

A. You may download a renewal application on the website and submit payment via payment sheet :

http://www.sots.ct.gov/sots/lib/sots/sboa/sboapdf/creditcardpaymensheetrev_7-12.pdf

Or

Send a check made out to: Treasure State of Connecticut addressed to: Connecticut State Board of Accountancy, 30 Trinity Street, Hartford, CT 06106 along with renewal form.

Q. Where is my Email Verification?

A. Please check your Inbox or Spam for an email from the Board, which requires you to verify your email prior to renewing your license. If you have not received the email, please click on “verify your email” and a new email will be sent to you. If you still are unable to obtain email verification, please update your email in your contact information in the system.

Q. Do I renew my Certificate Registration and my license

A. No. There is a requirement to only renew one, your certificate registration or your license. If you are going to be practicing public accountancy for the year you will need to renew only your license.

Q. What should I do if I did not renew my license on time? (my renewal is late)

A. You must submit a late renewal form SBA-5 Reinstatement Late renewal :

1. **Late Renewal application's (Form SBA-5)** received on or after the renewal cycle has concluded is considered a late renewal. A license may qualify for a late renewal, if the licensee has practiced or used the professional designation of public accountancy while the license was inactive. Applicant must submit a sworn affidavit attesting to the type of public accounting services and use of the designation while the license was inactive. There will also be a late fee associated with filling a late renewal. If you were licensed in the last calendar year AND needed to be renewed and licensed effective JANUARY 1st go to our website for additional information on late renewal & fees (Sec.20-281a(3)).

Q. What is the fee for a late license renewal?

A. You must go to our website under fees and look under Sec. 20-281a.(3) for late fees for licenses.

Sec. 20-281a.(3) \$150.00 for the first 3 months and an additional \$50.00 each month, along with your renewal fee.

Q. What if I send my renewal in on December 31, will it be considered late?

A. Renewals are processed by the post marked date. If your renewal post marked date is after December 31 your renewal is considered late and you must renew with a Reinstatement late renewal form SBA-6 in-state firm permit or SBA-6A out of state firm permit.

Q. What should I do if I did not renew my firm permit on time?

- A. You must submit form SBA-6 Reinstatement Late Renewal. You may have to pay a late fee, you must go to our website for additional information on late renewal & fees (Sec.20-281a.(3)).

Q. What is the fee for filing a late firm renewal?

- A. You must go to our website under fees and look under Sec. 20-281a.(3) for late fees for licenses. Sec. 20-281a.(3) \$150.00 for the first 3 months and an additional \$50.00 each month, along with your renewal fee if applicable.

Q. What if I choose not to renew my license or Certificate and become inactive

- A. If you choose to become inactive or if you are relocating and will not need to use the designation CPA in Connecticut, you must notify the board by email at sboa@ct.gov.

Or

Send of acknowledgment that you want to become inactive to the boards address:
Connecticut State Board of Accountancy, 30 Trinity Street , Hartford, CT 06106

Q. What if I choose not to renew my license for 2015, because I want to reinstate the registration of my certificate.

- A. you may reinstate your CPA Certificate Registration by going to the our website at www.sots.ct.gov under general information, forms and download form SBA-2 and submit with payment of \$40.00.

Q. Can I renew if my license is in an inactive status?

- A. No, if your license is in an inactive status you cannot renew, you must reinstate your license by submitting form SBA-5

Q. Do I have to submit CPE with my renewal?

- A. Connecticut requires CPE to be completed every fiscal year, July 1st through June 30th, and must be reported By December 31, on-line if renewing on-line or on a downloaded renewal form. **Please note:** you are required to list each course up to the amount of 60 credits. CPE credit hours must be rounded off to whole amounts.

Q. How long do I have to keep my CPE records?

- A. The requirement time frame to keep CPE records is up to 3 years per the board can audit you and you will need submit certificates of completion of your credits completed.

Q. Can I renew my license and firm at the same time?

- A. You cannot renew the firm and the license at the same time. You will get a license renewal and a firm permit renewal with a different password for each renewal.

Q. Do I have to submit a peer review to renew my firm?

- A. You must submit your latest peer review report. You may upload the report on-line when renewing your permit.

Q. Can I be Waived from peer review?

- A. If you qualify for a waiver of peer review you must submit a waiver form. You may also be waived of a peer review if your review is rescheduled by sending in the waiver form and check off reschedule. You may submit the form online or by mail. If by mail send form in along with your renewal form.

Q. Can I change the name of my firm at renewal?

- A. Yes, you may change the name of your firm by downloading form SBA-6 for a in- state firm or SBA-6-A for an out of state firm.