



Alaska Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 Board of Public Accountancy
 P.O. Box 110806
 Juneau, Alaska 99811-0806
 E-mail: license@alaska.gov
 Website: www.commerce.alaska.gov/occ

**APPLICATION FOR BIENNIAL RENEWAL OF
 CERTIFIED PUBLIC ACCOUNTANT OR
 PUBLIC ACCOUNTANT LICENSE
 January 1, 2012 – December 31, 2013**

Your license to practice public accountancy in the State of Alaska expires on December 31, 2011. It is illegal for you to practice if your license has expired. **There is no grace period.** For prompt processing, submit this renewal application as soon as possible. Do not submit your application early if you have not completed your continuing education. Renewal processing takes three to four weeks after receipt of a completed renewal application. Plan accordingly and submit your renewal application timely.

Make checks or money orders payable to the State of Alaska	
<p>LICENSE RENEWAL FEE (Check one)</p> <p><u>ACTIVE</u></p> <p><input type="checkbox"/> Certified Public Accountant - \$220.00</p> <p><input type="checkbox"/> Public Accountant (not certified) - \$135.00</p> <p><input type="checkbox"/> Prorated Active CPA Renewal Fee - \$110.00 (for Licenses # 2521 and above)</p>	<p><u>INACTIVE</u> (You must check box if applicable) (Proof of continuing education not required)</p> <p><input type="checkbox"/> - \$135.00</p> <p>(Per AS 08.04.410, a person who holds an <u>INACTIVE</u> license may not practice public accountancy.)</p>

NAME CHANGE – If you have had a legal name change since you last license was issued, enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of your name change.

License #: _____

Name: _____
Last First Middle

Mailing Address: _____ This is a new address

City, State, and ZIP Code: _____

Daytime Telephone Number: _____ Email Address: _____

Social Security Number: _____ Date of Birth: _____
(SSN required per AS 08.01.100 – If you do not have a Social Security Number, you must submit a Request for Exception from SSN Requirement form available on the division's website www.commerce.alaska.gov/occ/home_professional_lic.htm, or you can contact the division for a form.)

PROFESSIONAL FITNESS

The following questions must be answered:

Since the date of your last application for an Alaska CPA or PA license:

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Have you been convicted of a crime or are you currently charged with committing a crime?
For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including but not limited to driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine..... | <input type="checkbox"/> | <input type="checkbox"/> |

CONTINUED ON REVERSE SIDE

PROFESSIONAL FITNESS CONTINUED

YES **NO**

- 2. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?.....

If you answered "Yes" to any of the above questions, please explain dates and circumstances on a separate piece of paper, and send any supporting documents that are applicable (court records, etc.). Yes answers may not automatically result in denial of renewal.

QUALITY REVIEW REPORTING

All licensees (including inactive license holders and those renewing active to inactive) must complete the following for the licensing period of January 1, 2010 through December 31, 2011. **Read carefully and check the appropriate box:**

- A. I have attached a copy of the most recent acceptance report verifying that I have undergone a quality review in accordance with 12 AAC 04.600 within the past three years. I certify that I have remained in good standing with the organization that administered the quality review.
- B. I have completed a quality review during the concluding period of January 1, 2010 through December 31, 2011, and agree to submit the acceptance report required by 12 AAC 04.600 within 180 days. I understand that the acceptance report that I am to submit may not be used to satisfy quality review reporting requirements for subsequent renewal.
- C. My first report on audited or reviewed financial statements was issued on or after January 1, 2011. I agree to undergo a quality review in accordance with 12 AAC 04.620 within 18 months after the date of the first completed report on audited or reviewed financial statements. Date of first report: _____.
- D. I am not required to complete a quality review in accordance with 12 AAC 04.600 because during the full licensing period of January 1, 2010 through December 31, 2011 I was an employee/partner/member/ shareholder of a licensed public accounting firm. Any reports on audited or reviewed financial statements were done under the firm name.
FIRM NAME: _____
- E. I am not required to complete a quality review in accordance with 12 AAC 04.600 because I did not issue any reports on audited or reviewed financial statements during the concluding licensing period of January 1, 2010 through December 31, 2011.

CONTINUING EDUCATION REQUIREMENTS

If you have not met the continuing education requirements, you are not eligible for renewal.

- I hereby affirm that I have complied with the continuing education requirements, including the 4 hours of Alaska-specific ethics, as follows:
I have completed, during the licensing period January 1, 2010 through December 31, 2011, at least 4 hours of continuing education covering Alaska-specific ethics.
Course Provider: _____ Title of Course: _____
Date of Course: _____ Number of Credits Given: _____

Continuing Education Requirements for Active Licensees (read carefully and select the appropriate box):

- I have completed, during the licensing period January 1, 2010 through December 31, 2011, at least 80 hours of continuing education with a minimum of 20 hours completed in 2010 and 20 hours completed in 2011. (License # 1 through 2444)
- I have completed, during the licensing period January 1, 2010 through December 31, 2011, at least 80 hours of continuing education. However, I failed to meet the 20 hour per year minimum. I have already completed the required additional eight hours so that my continuing education total is at least 88 hours.
- I have completed, during the licensing period January 1, 2010 through December 31, 2011, at least 80 hours of continuing education, however, I failed to meet the 20-hour per year minimum. I agree to submit proof of an additional eight hours (so that my total is at least 88 hours) within the next 180 days. I understand that the additional continuing education that I am to submit may not be used to satisfy the requirements for subsequent renewal.
- To resume the active practice of public accounting, an individual with "inactive" status must meet the following requirement:
I have completed and have attached copies of certificates documenting 120 hours of continuing education earned during the immediate past 36 months. I acknowledge that these hours will not satisfy continuing education requirements for a subsequent renewal of the reactivated permit.

CONTINUED ON NEXT PAGE

Continuing Education Requirements for Reinstated to Active Licensees (read carefully and select the appropriate box):

If your permit was reinstated at any time during January 1, 2010 through December 31, 2011, you must have obtained continuing education in accordance with 12 AAC 04.430(d) as appropriate. Please complete the following:

- I have completed at least (check one):
- 10 hours of approved continuing education for each full calendar quarter between the date that the license was reinstated and December 31, 2011.

OR

- 80 hours of approved continuing education between the date that the license was reinstated and December 31, 2011.

Continuing Education Requirements for Inactive Licensees OR if your initial license was issued after January 1, 2010:

- I am not subject to continuing education requirements for this renewal only because my original license was issued on or after January 1, 2010 (license # 2445 and above) **or** because my license is in inactive status.

WARNING: The Board of Public Accountancy may deny, suspend, revoke, or refuse to renew the license of a person who has obtained or attempted to obtain a certificate/license to practice public accountancy by fraud or deceit. The person may also be subject to criminal charges for unsworn falsification (AS 11.56.210).

I CERTIFY UNDER PENALTY OF UNSWORN FALSIFICATION THAT THE INFORMATION IN THIS LICENSE RENEWAL APPLICATION IS TRUE AND CORRECT.

SIGN HERE 

Applicant's Signature

Date of Signature

**PLEASE MAKE A COPY OF YOUR RENEWAL FOR YOUR FILES
AND KEEP THE FOLLOWING INFORMATION:**

CHECKLIST

- Did you sign your renewal?
- If you answered "Yes" to any of the professional fitness questions, have you attached supporting documents?
- Did you attach copies of any quality review or continuing education documents that are required for your renewal?
- Did you enclose payment? (Please make check payable to "State of Alaska" or use the credit card payment form.)
- Did you make a copy of your renewal for your files?

Mail your renewal to : Alaska Board of Public Accountancy, PO Box 110806, Juneau, AK 99811-0806

GENERAL INFORMATION

RENEWAL DUE DATE

The processing time for properly completed renewal applications is three to four weeks after receipt. Plan accordingly and submit your renewal application by December 1, 2011 to ensure processing by the lapse date of December 31, 2011. Do not submit your application early if you have not completed your continuing education.

**EXPIRED LICENSES/
INACTIVE LICENSES**

You may not practice public accounting in Alaska with an inactive or expired license. If you choose not to practice public accounting, you may renew your license as "inactive". If you choose not to renew your license, it may be reinstated at a later date in accordance with AS 08.04.425, AS 08.04.440 and 12 AAC 04.440.

NAME CHANGE:

If you had a legal name change since your last renewal was issued, you must complete the name change form. You may obtain the form at the division's website www.commerce.alaska.gov/occ/home_professional_lic.htm

**PAYMENT OF CHILD SUPPORT
AND STUDENT LOANS**

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

PUBLIC INFORMATION

Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. License information, including mailing addresses, is available on the division's website at www.commerce.alaska.gov/occ under "License Search."

QUALITY REVIEW:

Before a license can be renewed, the licensee must comply with the quality review requirements of 12 AAC 04.600 – 12 AAC 06.690.

CONTINUING EDUCATION

Permanent licenses issued on or after January 1, 2010 (license #2445 and above) are not subject to proof of continuing education for this renewal only. All other licensees are required to complete 80 hours of approved continuing education during the concluding licensing period, with a minimum of 20 hours of continuing education earned in any one calendar year. If you met the requirement of earning 80 hours in the 2-year licensing period, but failed to meet the 20-hour per year minimum, you must complete a total of 88 hours (8 hours additional) OR you may agree to submit the additional 8 hours within 180 days of your license renewal.

In accordance with 12 AAC 04.340, to be approved by the Board, a subject must contribute directly to the professional competence of a person licensed to practice as a certified public accountant. At least 4 hours of the required continuing education must cover Alaska specific ethics and statutes and regulations, under AS 08.04 and 12 AAC 04.

RANDOM AUDIT

The board will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on this renewal form. Please note that licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

BUSINESS LICENSES

Renewal applications for business licenses will be mailed separately. For more information about business licenses, call (907) 465-2550.

REGULATION INFORMATION

If you would like to receive notice of all proposed Board of Public Accountancy regulation changes, please send a written request adding your name to the Board of Public Accountancy Interested Parties List to: Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806.

Current CPA Statutes and Regulations can be viewed on our website:
<http://commerce.alaska.gov/occ/pcpa.htm>

**ARTICLE 6.
CONTINUING EDUCATION.**

Section

- 300. Hours of continuing education required**
- 310. Computation of nonacademic continuing education hours**
- 320. Computation of academic continuing education hours**
- 330. Challenged courses**
- 340. Approved subjects**
- 350. Nonacademic program criteria**
- 360. Approved nonacademic continuing education programs**
- 370. Individual study**
- 380. Instructor or discussion leader**
- 390. Publications**
- 400. Report of continuing education**
- 410. "Reasonable cause or excusable neglect" defined**
- 420. Applicability of continuing education requirement**
- 430. Inactive licenses**
- 440. Reinstatement of lapsed permit**

12 AAC 04.300. HOURS OF CONTINUING EDUCATION REQUIRED. (a) Except as provided in 12 AAC 04.430 and 12 AAC 04.440, an applicant for renewal of a license to practice as a certified public accountant must complete

(1) no less than 80 hours of approved continuing education within the two-year license period immediately before the renewal period; no more than 16 of the hours required in this paragraph may be from continuing education programs described in 12 AAC 04.360(5); and

(2) at least 20 hours of the minimum 80 hours of approved continuing education within each year of the two-year permit period immediately before the renewal period.

(b) An applicant for renewal of a license to practice as a certified public accountant who meets the continuing education requirements of (a)(1) of this section but fails to meet the continuing education requirements of (a)(2) of this section shall complete eight hours of approved continuing education in addition to the hours required in (a) of this section. The applicant shall complete the additional eight hours of approved continuing education either before or within 180 days after the license is renewed. The additional eight hours may not be used to satisfy the continuing education requirements for subsequent license renewal. The board will renew the applicant's license only if the applicant signs a statement agreeing to comply with the requirements of this subsection within the time schedule authorized by the board under this subsection.

(c) As of the licensing period that begins January 1, 2006, at least 4 hours of the minimum 80 hours of approved continuing education required in (a) of this section must cover ethics and statutes and regulations under AS 08.04 and 12 AAC 04.

(d) The continuing education requirements of this section do not apply to an individual who holds an inactive license under AS 08.04.410.

12 AAC 04.310. COMPUTATION OF NONACADEMIC CONTINUING EDUCATION HOURS. (a) For the purposes of 12 AAC 04.300 — 12 AAC 04.440, 50 minutes of instruction constitute one hour.

(b) Credit is given only for full hours of instruction and not for a fraction of an hour.

(c) Credit is given only for class hours and not for hours devoted to class preparation.

12 AAC 04.320. COMPUTATION OF ACADEMIC CONTINUING EDUCATION HOURS. (a) One quarter hour academic credit from a college or university constitutes 10 hours of continuing education.

(b) One semester hour academic credit from a college or university constitutes 15 hours of continuing education.

12 AAC 04.330. CHALLENGED COURSES. Academic credit earned for a challenged course is not acceptable for continuing education.

12 AAC 04.340. APPROVED SUBJECTS. In order to be approved by the board, a subject must contribute directly to the professional competence of a person licensed to practice as a certified public accountant.

12 AAC 04.350. NONACADEMIC PROGRAM CRITERIA. (a) Nonacademic continuing education programs requiring class attendance are approved by the board if

(1) a course outline is prepared in advance and preserved;

(2) the program is at least one hour in length;

(3) the program is conducted by a qualified instructor; and

(4) a record of attendance is maintained.

(b) In (a)(3) of this section, "qualified instructor" includes an instructor or discussion leader whose background, training, education, or experience makes it appropriate for him or her to lead a discussion on the subject matter of the particular program.

12 AAC 04.360. APPROVED NONACADEMIC CONTINUING EDUCATION PROGRAMS. The following programs are approved by the board if they meet the requirements of 12 AAC 04.340 and 12 AAC 04.350:

(1) professional development programs of the American Institute of Certified Public Accountants, national professional accounting organizations, state accounting societies, or organizations listed by the National Association 08-4060a of State Boards of Accountancy on the National Registry of CPE Sponsors;

(2) technical sessions designed as formal educational programs at meetings of the American Institute of Certified Public Accountants, national professional accounting organizations, state accounting societies, or organizations listed by the National Association of State Boards of Accountancy on the National Registry of CPE Sponsors;

(3) formal, organized, education programs that focus primarily on the enhancement of necessary skills and knowledge in the subjects of accounting, auditing, tax, consulting, financial planning, professional conduct, and specialized industry or government practices;

(4) college or university short courses not carrying academic credit;

(5) other accounting, industrial, or professional programs.

Editor's note: A copy of the National Association of State Boards of Accountancy's National Registry of CPE Sponsors may be obtained from the National Association of State Boards of Accountancy, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417, or at NASBA's website at http://www.registry.nasbatools.com/display_page.

12 AAC 04.370. INDIVIDUAL STUDY. The number of hours of continuing education credit awarded for completion of a formal correspondence or other individual study program which requires registration and provides evidence of satisfactory completion will be determined by the board on an individual basis.

12 AAC 04.380. INSTRUCTOR OR DISCUSSION LEADER. (a) The board will award one hour of continuing education credit for each hour completed in preparation for instruction or discussion as an instructor or discussion leader of an educational program meeting the requirements of 12 AAC 04.310 — 12 AAC 04.370. The number of hours of credit awarded under this subsection may not exceed twice the number of hours awarded under

(b) of this section.

(b) The board will award one hour of continuing education credit for each hour completed as an instructor or discussion leader of an educational program meeting the requirements of 12 AAC 04.310-12 AAC 04.370. The board will award credit only for the initial course of instruction of the subject matter unless there have been substantial new developments in the subject since the prior presentation.

(c) Credit awarded under (a) and (b) of this section may not exceed 30 hours in any two-year period.

12 AAC 04.390. PUBLICATIONS. The board will award continuing education hours for a published article or book written by a licensee if the licensee complies with this section and the board finds that the act of authorship improved the author's competency as a certified public accountant. To obtain continuing education hours for a publication, the licensee must apply on a form provided by the department designating the number of hours requested and submit it with a biennial renewal application. The author may only receive hours for books or articles originally published within the preceding biennial licensing period. The board will review each submitted application on an individual basis, and will not award a licensee more than 20 hours per biennial licensing period. A licensee applying for publication hours must submit a copy of the publication, an affidavit setting out the number of hours spent in researching and writing the publication, the date of publication, the publisher, and in the case of an article, the periodical in which it appeared. The board may award up to three hours for an article over 500 words that was published in a magazine, journal, newspaper, or other periodical. The board may award more than three hours for a larger publication, such as a book or extensive research article based on the time and effort required to produce the publication.

12 AAC 04.400. REPORT OF CONTINUING EDUCATION. An applicant for renewal of a license to practice public accounting shall submit, on a form provided by the department, a statement that the applicant has complied with the continuing education requirements of 12 AAC 04.300.

12 AAC 04.410. "REASONABLE CAUSE OR EXCUSABLE NEGLECT" DEFINED. For the purpose of AS 08.04.425(c) or 12 AAC 04.440, "reasonable cause or excusable neglect" includes

(1) chronic illness;

(2) retirement;

(3) military service; and

(4) hardships as individually determined by the board.

12 AAC 04.420. APPLICABILITY OF CONTINUING EDUCATION REQUIREMENT. *Repealed 1/1/2010.*

Editor's note: As of Register 184, Jan 2010, the substance of former 12 AAC 04.420 appears in 12 AAC 04.300(d).

12 AAC 04.430. INACTIVE LICENSES. (a) To obtain or renew an inactive license under AS 08.04.410, the holder of a license must submit

(1) an application on a form provided by the department; and

(2) the fee set out in 12 AAC 02.340(5).

(b) To resume the active practice of public accounting, the holder of an inactive license must submit

(1) an application on a form provided by the department;

(2) the applicable fee set out in 12 AAC 02.340; and

(3) documentation that shows the applicant's completion of at least 120 hours of approved continuing education, in accordance with 12 AAC 04.310 – 12 AAC 04.410, during the 36 months immediately before the date of the application; no more than 16 of the hours required in this paragraph may be from continuing education programs described in 12 AAC 04.360(5).

(c) The hours of continuing education required in (b) of this section do not satisfy the continuing education requirement for a subsequent renewal of the reactivated license.

(d) Notwithstanding 12 AAC 04.300, a licensee whose license has been reactivated under this section shall complete at least

- (1) 10 hours of approved continuing education for each full calendar quarter between the date that the license was reactivated and the next renewal date; or
- (2) *repealed 7/25/2001*;
- (3) 80 hours of approved continuing education between the date that the permit was reactivated and the next renewal date.

12 AAC 04.440. REINSTATEMENT OF LAPSED LICENSE. (a) An individual whose license to practice has been lapsed for less than one year may apply for reinstatement of the license by submitting the applicable renewal fee required in 12 AAC 02.340 and a complete renewal application on a form provided by the department.

The renewal application must include certification that the applicant

- (1) maintained all of the licensee's offices as required by AS 08.04.360 – 08.04.380;
- (2) has met the continuing education requirements of 12 AAC 04.300 – 12 AAC 04.440;
- (3) continues to comply with the requirements of AS 08.04; and
- (4) either

(A) has met the quality review requirements of 12 AAC 04.600; or

(B) is exempt under 12 AAC 04.620 from compliance with the quality review requirements of 12 AAC 04.600.

(b) An individual whose license to practice has been lapsed for at least one year, but less than three years, may apply for reinstatement of the license by submitting

- (1) an application a form provided by the department;
- (2) the license renewal fees under 12 AAC 02.340 for the entire period during which the license has been lapsed; and
- (3) documentation showing the applicant's completion of at least 120 hours of approved continuing education, in accordance with 12 AAC 04.310 – 12 AAC 04.410, during the 36 months immediately before the date of the application for reinstatement; no more than 16 of the hours required in this paragraph may be from continuing education programs described in 12 AAC 04.360(5); at least four hours of the hours required in this paragraph must cover current ethics and statutes and regulations under AS 08.04 and 12 AAC 04.

(c) An individual whose license to practice has been lapsed for at least three years, but less than five years, may apply for reinstatement of the license by

- (1) documenting to the satisfaction of the board that the individual's failure to renew the license was excusable;
- (2) meeting the requirements of (b) of this section; and

(3) documenting that the continuing education completed in accordance with (b)(3) of this section included successful completion of a current ethics course and examination published by the American Institute of Certified Public Accountants (AICPA) or an ethics examination of another licensing jurisdiction, that, in the determination of the board, is equivalent to the AICPA course and examination described in 12 AAC 04.200(c).

(d) Notwithstanding 12 AAC 04.300, a licensee whose license has been reinstated under (b) or (c) of this section shall complete at least

- (1) 10 hours of approved continuing education for each full calendar quarter between the date the license was reissued and the next renewal date; or
- (2) 80 hours of approved continuing education between the date the permit was reissued and the next renewal date.

(e) The board may reinstate an applicant's license despite failure to furnish evidence of completion of the continuing education requirements in this section, if the board determines that failure to complete the continuing education requirements was due to reasonable cause or excusable neglect and the applicant agrees to complete a particular program or schedule of continuing education prescribed by the board.

(f) A license to practice that has been lapsed for five years or more may not be reinstated.

ARTICLE 8. QUALITY REVIEW.

Section

600. Quality review reporting requirements

610. Approved quality review programs

620. Exceptions to quality review reporting requirements

630. Special quality review reporting requirements

690. Definitions related to quality review

12 AAC 04.600. QUALITY REVIEW REPORTING REQUIREMENTS. (a) To renew a permit to practice under AS 08.04.390, 08.04.400, or 08.04.420 for a permit period beginning on or after January 1, 2000, a permit holder shall certify that the permit holder has met the quality review requirements of this section or that permit holder is exempt under 12 AAC 04.620.

(b) A permit holder shall indicate on the application for renewal whether the permit holder issued a report on audited or reviewed financial statements during the concluding permit period.

(c) Except as provided in 12 AAC 04.620(b) and (e) of this section, a permit holder who issued a report on audited or reviewed financial statements during the concluding permit period shall

(1) certify that, within the three years before the date of application for permit renewal, the permit holder has undergone a quality review that is acceptable to the board under 12 AAC 04.610;

(2) certify that, during the concluding permit period, the permit holder has remained in good standing with the organization that administered the quality review; and

(3) submit, at the time of application for renewal, the most recent written acceptance report from the organization administering the quality review.

(d) *Repealed 11/21/2001.*

(e) If a permit holder meets all of the requirements for renewal of the permit except submission of the acceptance report required under (c)(3) of this section, the board will renew the permit if the permit holder signs a statement certifying that the permit holder will comply with the requirements of (f) of this section.

(f) A permit holder whose permit to practice as a certified public accountant was renewed under (e) of this section shall submit the acceptance report required under (c)(3) of this section within 180 days after the permit was renewed. The documentation submitted under this subsection may not be used to satisfy the quality review reporting requirements for subsequent renewal of the permit.

12 AAC 04.610. APPROVED QUALITY REVIEW PROGRAMS. (a) A quality review program is acceptable to the board if it meets the requirements of the

(1) American Institute of Certified Public Accountants (AICPA) *Standards for Performing and Reporting on Peer Reviews*, 2000 edition, adopted by reference, excluding any reference to compilations; or

(2) National State Auditors Association (NSAA) *Peer Review Manual*, 2010 edition, adopted by reference.

(b) The board will accept the quality review program undergone by a permit holder that has offices in more than one state if the quality review program meets the requirements of this section, regardless of whether the permit holder's office in this state was selected for quality review.

Editor's note: A copy of the *Standards for Performing and Reporting on Peer Reviews*, adopted by reference in 12 AAC 04.610, may be obtained from the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, or from the American Institute of Certified Public Accountants (AICPA), Harborside Financial Center, 201 Plaza Three, Jersey City, NJ 07311-3801. A copy of the *Peer Review Manual*, adopted by reference in 12 AAC 04.610, may be obtained from the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, or the National State Auditors Association, 449 Lewis Hargett Circle, Suite 290, Lexington, KY 40503-3590.

12 AAC 04.620. EXCEPTIONS TO QUALITY REVIEW REPORTING REQUIREMENTS. (a) A permit holder is exempt from the quality review requirements in 12 AAC 04.600 if the permit holder did not issue reports on audited or reviewed financial statements during the concluding permit period.

(b) A permit holder who issued the permit holder's first report during the permit period on audited or reviewed financial statements within the last 12 months of the concluding permit period is not required to meet the requirements of 12 AAC 04.600(c) to renew the permit. A permit holder described in this subsection shall

(1) notify the board within 30 days of issuing the first report on audited or reviewed financial statements or no later than the date of filing the application for permit renewal;

(2) undergo a quality review that is acceptable to the board under 12 AAC 04.610 within 18 months after the date of the first completed report on audited or reviewed financial statements; and

(3) meet the requirements of 12 AAC 04.600(c) for subsequent renewal of the permit to practice.

(c) The guidelines in Chapter 8, of the American Institute of Certified Public Accountants (AICPA), *AICPA Peer Review Administrative Manual*, April 1, 2009, is adopted by reference. If a firm is merged, otherwise combined, dissolved, or separated, the organization administering the quality review shall apply those guidelines to determine which firm is considered the succeeding firm. That determination is subject to review by the board under those guidelines. The succeeding firm shall retain its quality review status and its quality review due date.

Editor's note: A copy of Chapter 8 of the *American Institute of Certified Public Accountants (AICPA) Peer Review Administrative Manual*, April 1, 2009, adopted by reference in 12 AAC 04.620, may be obtained from the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, or from the American Institute of Certified Public Accountants (AICPA), Harborside Financial Center, 201 Plaza Three, Jersey City, NJ 07311-3801.

12 AAC 04.630. SPECIAL QUALITY REVIEW REPORTING REQUIREMENTS. (a) A permit holder shall meet the requirements in this section if the permit holder

(1) has undergone a quality review that is approved under 12 AAC 04.610(a) for a permit holder who issued a report on reviewed financial statements but did not issue a report on audited financial statements;

(2) has not undergone a quality review that is approved under 12 AAC 04.610(a) for a permit holder who issued a report on audited financial statements; and

(3) issued the permit holder's first report during the permit period on audited financial statements within the last 12 months of the concluding permit period.

(b) A permit holder described in (a) of this section shall

(1) notify the board within 30 days of issuing the first report on audited financial statements or no later than the date of filing the application for permit renewal;

(2) within 18 months after the date of the first completed report on audited financial statements, undergo a quality review that meets the requirements of 12 AAC 04.610(a) for a permit holder who has issued a report on audited financial statements; and

(3) meet the requirements of 12 AAC 04.600(a) for subsequent renewal of the permit to practice.

12 AAC 04.690. DEFINITIONS RELATED TO QUALITY REVIEW. In 12 AAC 04.600 - 12 AAC 04.630,

(1) "permit holder" means a person, partnership, limited liability company, or corporation that holds a permit to practice under AS 08.04.390, 08.04.400, or 08.04.420;

(2) "organization administering the quality review" means

(A) a state certified public accountant society authorized by the American Institute of Certified Public Accountants (AICPA) Peer Review Board to administer quality reviews; or

(B) the National State Auditors Association.



State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 PO Box 110806, Juneau, Alaska 99811-0806
 Phone: (907) 465-2550
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OFFICE USE ONLY

CREDIT CARD PAYMENT

For security purposes, please **do not email or fax** credit card information. Mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: _____
Corporate or Individual (first, middle, last)

License Number (if applicable): _____

Type of License: _____

I wish to make payment by credit card for the following (check all that apply):

- | | Amount |
|---|--------|
| <input type="checkbox"/> Application fee | _____ |
| <input type="checkbox"/> License (or renewal) fee | _____ |
| <input type="checkbox"/> Fine | _____ |
| <input type="checkbox"/> Other (specify): _____ | _____ |
| Total: | _____ |

Print Name on Credit Card: _____

Complete Mailing Address: _____

Telephone Number: _____

Email Address (optional): _____

Credit Card Type (check one): VISA MASTERCARD

Signature of Credit Card Holder: _____

Card Number: _____ **Expiration Date:** _____

The bottom section of this form will be destroyed upon processing of the payment.