



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  
 RESIDENT FIRM PERMIT**

**January 1, 2012 – December 31, 2013**

Your Alaska permit to practice as a CPA Resident Firm expires December 31, 2011. There is no grace period to practice with an expired permit. By law, it is illegal to practice or offer to practice if your permit has lapsed/expired.

To renew your permit, complete this form, in its entirety, and promptly return it to the Board. Renewal processing takes three to four weeks after receipt of a properly completed renewal form. Plan accordingly and submit the completed form as soon as possible to ensure the permit is renewed by December 31, 2011.

<b>RESIDENT FIRM PERMIT RENEWAL FEE: \$135.00. Make check or money order payable to the State of Alaska.</b>				
<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP	<input type="checkbox"/> Other Legal Entity

**Firm permits will not be renewed until all partners, shareholders, or members have renewed their individual CPA licenses.**

Permit Number: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  This is a new address

City, State, and ZIP Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

We hereby affirm that our partnership, limited liability company, corporation, or other legal entity meets the requirements of AS 08.04.240 (see attached copy of statute).

Alaska CPA license information of general partner, member, shareholder, or individual with practice privilege making application on behalf of the firm:

Name: \_\_\_\_\_ Alaska License Number: \_\_\_\_\_

<b>NAMES AND LICENSE NUMBERS OF PARTNER(S), MEMBER(S) OR SHAREHOLDER(S)</b>			
<b>NAME</b>	<b>LICENSE NUMBER</b>	<b>SSN (for Alaska CPA holders only)</b>	<b>STATE OF LICENSURE (if not Alaska)</b>

(Attach additional sheets, if necessary)

**PROFESSIONAL FITNESS**

The following questions must be answered:

**Since the date of the firm's last application for a permit to practice:**

**YES      NO**

- 1. Have you, any partner, member, or shareholder 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. ....
- 2. Have you, any partner, member, or shareholder 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**

To qualify for renewal, a permit holder must meet the quality review requirements of 12 AAC 24.600 unless exempt under 12 AAC 04.620. Read carefully and check the appropriate box.

- A. I have attached a copy of the most recent acceptance report verifying that the firm has undergone a quality review in accordance with 12 AAC 04.600 within the past three years. I certify, on behalf of the firm, that we have remained in good standing with the organization that administered the quality review.
- B. This firm has completed a quality review during the concluding licensing period January 1, 2010 through December 31, 2011 and, on behalf of the firm, I agree to submit the acceptance report required by 12 AAC 04.600 within the next 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. This firm's **first** report on audited or reviewed financial statements was issued on or after January 1, 2010, and, on behalf of the firm, it is understood that a quality review must be completed within 18 months of the date of that report as required by 12 AAC 04.620.
- D. This firm is not subject to the quality review requirements in 12 AAC 04.600 because it did not issue any reports on audited or reviewed financial statements during the concluding licensing period of January 1, 2010 through December 31, 2011.
- E. If because of a change in ownership or entity structure (i.e., partnership to LLC or corporation, etc.), the firm has had a quality review as a different permit holder, attach explanation and a copy of the related acceptance report from the organization that administered the quality review.

**THIS FIRM PERMIT WILL NOT BE RENEWED UNTIL ALL PARTNERS, SHAREHOLDERS, OR MEMBERS HAVE RENEWED THEIR INDIVIDUAL LICENSES.**

**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 I am authorized to affix my signature on behalf of the firm and that the information furnished is true and correct.**

**SIGN HERE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Daytime Telephone Number: \_\_\_\_\_

**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 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

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**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.
- EXPIRED PERMITS:** You may not practice public accounting in Alaska with an expired permit. If you choose not to renew your permit, it may be reinstated at a later date in accordance with AS 08.04.240, 08.04.426, AS 08.04.440, and 12 AAC 04.440.
- OWNERSHIP OR ENTITY CHANGE:** If your firm has had a status change, such as a change in ownership or an entity change, you must submit a new license application. You may obtain the form at the Board of Public Accountancy website at [www.commerce.alaska.gov/occ/pcpa.cfm](http://www.commerce.alaska.gov/occ/pcpa.cfm)
- CONDITIONS OF YOUR FIRM PERMIT:** Affirm that your partnership, limited liability company, corporation, or other legal entity meets the requirements of AS 08.04.240 (see attached copy of statute).
- QUALITY REVIEW:** Before a permit can be renewed, the licensee must comply with the quality review requirements of 12 AAC 04.600 – 12 AAC 06.690.
- PUBLIC INFORMATION:** Please be aware that all information on this renewal will be available to the public, unless required to be kept confidential by state or federal law. In addition, current licensee information, including mailing addresses, is also available from the Division's website at [www.commerce.alaska.gov/occ](http://www.commerce.alaska.gov/occ) under "License Search."
- BUSINESS LICENSES:** Renewal applications for business licenses are processed separately. For more information about businesses licenses, call (907) 465-2550 or visit the website at [www.commerce.alaska.gov/occ/home\\_bus\\_licensing.htm](http://www.commerce.alaska.gov/occ/home_bus_licensing.htm)
- REGULATION INFORMATION:** If you would like to receive notice of all proposed Board of Public Accountancy regulation changes, send your written request to add your name to the "CPA" Interested Parties List to: Regulations Specialist, Department of Commerce, Community and Economic Development, PO Box 110806, Juneau, AK 99811-0806
- Current CPA Statutes and Regulations can be viewed on our website:  
<http://commerce.alaska.gov/occ/pcpa6.htm>

## ARTICLE 2.

### CERTIFIED PUBLIC ACCOUNTANTS.

**Sec. 08.04.240. Application of partnerships, limited liability companies, corporations, and other legal entities for permits.** (a) The board shall grant a permit to engage in the practice of public accounting as a partnership to a partnership that applies to the board as a partnership of certified public accountants if the partnership meets the following requirements:

- (1) more than one-half of the ownership of the partnership belongs to certified public accountants of this or another state in good standing;
- (2) an individual who is a certified public accountant or has a practice privilege, who is responsible for supervising attest functions or compilation services in the partnership, and who signs or authorizes another person to sign an accountant's report on financial statements on behalf of the partnership meets the competency requirements established by the board under AS 08.04.423;
- (3) an individual who signs or authorizes another person to sign an accountant's report on financial statements on behalf of the partnership meets the competency requirements established by the board under AS 08.04.423; and
- (4) each partner who is personally engaged in this state in the practice of public accounting as a member of that partnership and whose principal place of business is in this state is a certified public accountant of this state in good standing.

(b) The board shall grant a permit to engage in the practice of public accounting as a corporation to a corporation organized for the practice of public accounting that applies to the board as a corporation of certified public accountants if the corporation meets the following requirements:

- (1) the sole purpose and business of the corporation are to furnish to the public services not inconsistent with this chapter or the regulations adopted under it by the board; however, the corporation may invest its funds in a manner not incompatible with the practice of public accounting;
- (2) at least a simple majority of the shares of the corporation are owned by certified public accountants of this or another state in good standing and the principal officer of the corporation and any officer having authority over the practice of public accounting by the corporation is a certified public accountant of this or another state in good standing;
- (3) an individual who is a certified public accountant or has a practice privilege, who is responsible for supervising attest functions or compilation services in the corporation, and who signs or authorizes another person to sign an accountant's report on financial statements on behalf of the corporation meets the competency requirements established by the board under AS 08.04.423;
- (4) an individual who signs or authorizes another person to sign an accountant's report on financial statements on behalf of the corporation meets the competency requirements established by the board under AS 08.04.423;
- (5) each shareholder or director personally engaged in this state in the practice of public accounting and whose principal place of business is located in this state is a certified public accountant of this state in good standing;
- (6) to facilitate compliance with the provisions of this section relating to the ownership of stock, there is a written agreement binding the corporation or the qualified shareholders to purchase shares offered for sale by, or not under the ownership or effective control of, a qualified shareholder and binding a holder not a qualified shareholder to sell these shares to the corporation or the qualified shareholders; the agreement must be noticed on each certificate of corporate stock; the corporation may purchase any amount of its stock for this purpose, notwithstanding any impairment of capital, so long as one share remains outstanding; and
- (7) the corporation is in compliance with those other regulations pertaining to corporations practicing public accounting in this state that the board may adopt.

(c) Application for a permit under this section shall be made upon the affidavit of a general partner, member, or shareholder who is a certified public accountant of this state in good standing or an individual with a practice privilege. The board shall, in each case, determine whether the applicant is eligible for a permit under this section. A partnership, limited liability company, corporation, or other legal entity that is issued a permit under this section may use the words "certified public accountants" or the abbreviation "CPAs" in connection with the name of the partnership, limited liability company, corporation, or other legal entity. The board shall be notified within one month after the admission or withdrawal of a partner, member, or shareholder from a partnership, limited liability company, corporation, or other legal entity issued a permit under this section.

(d) The board shall grant a permit to engage in the practice of public accounting as a limited liability company to a limited liability company engaged in this state in the practice of public accounting that applies to the board as a limited liability company of certified public accountants if

- (1) the sole purpose and the sole business of the company are to furnish to the public services that are consistent with this chapter or the regulations adopted under this chapter, except that the company may invest its money in a manner that is compatible with the practice of public accounting;
- (2) more than one-half of the ownership of the limited liability company belongs to certified public accountants of this or another state in good standing;
- (3) an individual who is a certified public accountant or has a practice privilege, who is responsible for supervising attest functions or compilation services in the company, and who signs or authorizes another person to sign an accountant's report on financial statements on behalf of the company meets the competency requirements established by the board under AS 08.04.423;
- (4) an individual who signs or authorizes another person to sign an accountant's report on financial statements on behalf of the company meets the competency requirements established by the board under AS 08.04.423; and
- (5) each member personally engaged in this state in the practice of public accounting and whose principal place of business is located in this state is a certified public accountant of this state in good standing.

(e) The board may grant a permit to engage in the practice of public accounting to a legal entity, other than a partnership, corporation, or limited liability company, if the legal entity applies to the board on a form provided by the board and satisfies other application requirements and conditions for the legal entity that are established by the board by regulation to protect the public interest.

(f) An initial permit issued under (a), (b), (d), or (e) of this section lasts for the remainder of the biennial licensing period during which the initial permit was granted.

(g) The board shall renew a permit granted under (a), (b), (d), or (e) of this section or a renewal issued under this subsection if

- (1) the permittee maintains all of the licensee's offices that are located in this state as required by AS 08.04.360 - 08.04.380;
- (2) each individual who is required by (a), (b), (d), or (e) of this section to be a certified public accountant of this state complies with the continuing education requirements of AS 08.04.425 and the quality review requirements of AS 08.04.426; and

(3) the permittee complies with the requirements of this chapter, including the competency requirement of (a)(2) and (3), (b)(3) and (4), and (d)(3) and (4) of this section.

(h) A partnership holding a permit issued under former AS 08.04.330 - 08.04.340 on June 29, 1980, qualifies for a permit under this section as long as each partner personally engaged in the practice of public accounting in this state holds a license or permit under AS 08.04.661.

(i) For the purposes of issuing a permit under this section, a partnership, limited liability company, corporation, or other legal entity may include owners who are not certified public accountants if

(1) the partnership, corporation, limited liability company, or other legal entity designates a certified public accountant or an individual with practice privileges to be responsible for the proper registration of the entity and identifies the certified public accountant or individual to the board;

(2) all of the owners of the partnership, corporation, limited liability company, or other legal entity who are not certified public accountants are active individual participants in the partnership, corporation, limited liability company, or other legal entity, or in an entity affiliated with the partnership, corporation, limited liability company, or other legal entity; and

(3) the partnership, corporation, limited liability company, or other legal entity complies with the other requirements that the board may adopt by regulation to protect the public interest as described under AS 08.04.005.

(j) If the ownership of a partnership, limited liability company, corporation, or other legal entity, after it has received or renewed a permit, does not comply with (i) of this section, the partnership, limited liability company, corporation, or other legal entity shall take corrective action to comply with (i) of this section within a reasonable time after the noncompliance begins. The board shall establish by regulation the criteria to determine what is a reasonable time and may base the regulation on national standards.

## 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  
 Fax: (907) 465-2974

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): _____	_____
<b>Total:</b>	_____

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.*