



Accountancy Board of Ohio

77 SOUTH HIGH STREET, 18TH FLOOR
 COLUMBUS, OHIO 43215-6128
<http://acc.ohio.gov>

CONTINUING PROFESSIONAL EDUCATION REPORT

EMAIL ADDRESS				CPA NUMBER	
NAME	LAST	FIRST	MIDDLE	PHONE NO. ()	
ADDRESS	NUMBER AND STREET		CITY	STATE	ZIP
BUSINESS/FIRM NAME				PHONE NO. ()	
ADDRESS	NUMBER AND STREET		CITY	STATE	ZIP

NOTE: HAVE YOU REPORTED ANY NAME OR ADDRESS CHANGES TO THE BOARD?
THIS IS YOUR RESPONSIBILITY.

The Board requires 120 hours of CPE documentation in order to transition your license from a Registration to a Permit.

- Acceptable CPE documentation includes **certificates of completion, transcripts** (if several courses are taken from the same continuing education sponsor), **other documentation that verifies the date, time, location** (if applicable), **content of the program**, and **the fact the course was completed successfully**.

Documentation of **ALL** required CPE credit **MUST** be attached to this form.

INSTRUCTIONS:

1. This report **MUST** be completed, signed and dated at the bottom of this page.
The Ohio permit cannot be issued without this report.
2. Be sure to submit ALL supporting documentation for your continuing education programs.
3. Even if you practice public accounting **part-time**, you must register with the Board as a public accounting firm and complete the mandatory questionnaire **in full**.
4. If you performed Taxation 24 hours are required; _____ **hours reporting.**
If you performed Accounting and Auditing 24 hours are required; _____ **hours reporting.**
Mandatory 3 hours of Ethics/PSR; _____ **hours reporting.**
5. This form must be used to report your continuing professional education, which is a prerequisite to the renewal of your permit. **Documentation** of all required CPE credit **must** be attached to this form.

MANDATORY QUESTIONNAIRE

(This portion MUST be filled out in order for your permit to be processed.)

1. Check one of the following:

- I do not perform any public accounting work or regulated services in the state of Ohio.
- I am performing public accounting work or regulated services for my employer only. (This includes tax and "write-up" work done as a CPA or PA.)
- I am performing public accounting work as a sole proprietor (or other business organization).

If you do not perform any public accounting work or regulated services, skip the remainder of this questionnaire and sign the affidavit at the bottom of the page.

2. List the type of public accounting work that you perform for clients: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> SSARS Compilations | <input type="checkbox"/> SSARS Reviews |
| <input type="checkbox"/> Independent Audits | <input type="checkbox"/> Tax Returns |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Other (specify) _____ |

3. Accountancy Board Firm Registration ID number (required if #2 is completed): _____

AFFIDAVIT

(CPE Reports will not be processed without a signature.)

I certify, under penalty of perjury, to the truth and accuracy of all statements, answers and representations made in this report. I further certify that I have read the continuing education rules, and that I have complied with all relevant requirements.

SIGNATURE	DATE
------------------	-------------