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# Rules of Department of Commerce and Insurance

## Division 2010—Missouri State Board of Accountancy Chapter 4—Continuing Education Requirements

Title	Page
20 CSR 2010-4.010 Effective Dates and Basic Requirements .....	3
20 CSR 2010-4.020 Qualifying Programs.....	3
20 CSR 2010-4.031 Continuing Professional Education (CPE) Documentation.....	4
20 CSR 2010-4.035 Inactive Licenses .....	5
20 CSR 2010-4.041 Continuing Professional Education (CPE) Exceptions and Waivers .....	5



**Title 20—DEPARTMENT OF  
COMMERCE AND INSURANCE  
Division 2010—Missouri State  
Board of Accountancy  
Chapter 4—Continuing Education  
Requirements**

**20 CSR 2010-4.010 Effective Dates and  
Basic Requirements**

*PURPOSE:* This rule sets forth the continuing professional education requirements for a license to practice.

(1) The following requirements of continuing professional education (CPE) apply to all applicants and active individual licensees who hold a license for an entire calendar year—

(A) Prior to January 1, 2020, an applicant seeking renewal of a license shall have completed no less than one hundred twenty (120) hours of CPE, complying with these rules during the three- (3-) year period preceding renewal, ending December 31, 2019. Commencing on January 1, 2004 (and through December 31, 2019), a minimum of twenty (20) hours of CPE is required in each calendar year. Commencing on January 1, 2012 (and through December 31, 2019), a minimum of six (6) hours of the required one hundred twenty (120) hours of CPE in a three- (3-) year period preceding renewal shall be in the area of ethics. An applicant seeking renewal of a license shall demonstrate participation in a program of learning meeting the standards set forth in the Statement on Standards for Continuing Professional Education (CPE) Programs jointly approved by National Association of State Boards of Accountancy (NASBA) and American Institute of Certified Public Accountants (AICPA) as provided in 20 CSR 2010-4.020, or such other standards acceptable to the board.

(B) Beginning January 1, 2020, a licensee shall complete and maintain acceptable documentation of no less than forty (40) hours of qualifying CPE each calendar year a licensee holds a license. A minimum of two (2) hours of the required forty (40) hours of CPE shall be in the area of ethics.

(C) Beginning January 1, 2021, licensees in good standing will be granted a grace period through March 1 after each calendar year to cure a CPE shortage for the preceding calendar year. Licensees requesting to use this grace period shall submit a written application to the board on a form prescribed by the board.

(D) The board may deem a nonresident applicant or licensee to have met the CPE requirements of this chapter by meeting the

CPE requirements in the state in which the licensee resides or where the licensee's principal office is located. Nonresidents may request approval by submitting written application to the board.

*AUTHORITY:* section 326.271, RSMo 2016. \* This rule originally filed as 4 CSR 10-4.010. Original rule filed Nov. 5, 1984, effective Feb. 11, 1985. Amended: Filed Aug. 3, 1988, effective Nov. 24, 1988. Amended: Filed April 18, 1989, effective July 27, 1989. Amended: Filed Feb. 5, 1990, effective June 28, 1990. Amended: Filed Oct. 9, 1996, effective April 30, 1997. Rescinded and readopted: Filed April 5, 2004, effective July 30, 2004. Moved to 20 CSR 2010-4.010, effective Aug. 28, 2006. Amended: Filed Feb. 23, 2010, effective Aug. 30, 2010. Amended: Filed July 26, 2012, effective Jan. 30, 2013. Amended: Filed May 20, 2019, effective Dec. 30, 2019.

\*Original authority: 326.271, RSMo 2001, amended 2002.

**20 CSR 2010-4.020 Qualifying Programs**

*PURPOSE:* This rule establishes the criteria to be satisfied in order for a continuing education program to be considered acceptable by the board.

*PUBLISHER'S NOTE:* The secretary of state has determined that publication of the entire text of the material that is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) Programs Qualifying for Continuing Professional Education (CPE) Credit.

(A) Standards. A program qualifies as acceptable CPE if the program meets or exceeds the minimum standards of quality of development, presentation, measurement, and reporting of credits set forth in the *Statement on Standards for Continuing Professional Education (CPE) Programs* jointly approved by the National Association of State Boards of Accountancy (NASBA) and the American Institute of Certified Public Accountants (AICPA) or such other standards acceptable to the board.

(B) The *Statement on Standards for Continuing Professional Education (CPE) Programs*, revised December 2019 and effective

December 31, 2019, published by the NASBA and AICPA are incorporated in this rule by reference. A copy of the *Statement on Standards for Continuing Professional Education (CPE) Programs* may be obtained online at [www.nasbaregistry.org](http://www.nasbaregistry.org), or by contacting NASBA, 150 Fourth Avenue N., Suite 700, Nashville, TN, 37219 or AICPA, 1211 Avenue of the Americas, New York, NY 10036. This rule does not incorporate any later amendments or additions to the standards.

(C) Subject Areas. The board will accept programs meeting the standards set forth in the *Statement on Standards for Continuing Professional Education (CPE) Programs* (December 31, 2019) and as set forth in this rule. The board will accept the following sources of CPE as defined in the Statement on Standards:

1. Group programs;
2. Self-study programs;
3. Blended learning programs;
4. Nano-learning programs;
5. Instructor/developer of CPE programs;
6. Technical reviewer of CPE programs or work on technical committees;
7. Independent study through a CPE program;
8. College or university courses in accounting or accounting-related field of study; except basic or introductory accounting courses or CPA exam preparation/review courses; and
9. Authorship of published articles, books, and other publications relevant to maintaining or improving professional competence. Authorship hours claimed for CPE shall not exceed two (2) hours in any calendar year.

(D) Authoring a program. A licensee may receive CPE credit for authorship of published articles, books, and other publications relevant to maintaining or improving professional competence upon the following conditions:

1. The board determines that the research and writing maintain or improve the professional competency of the author or writer as a CPA;
2. The number of credit hours claimed is consistent with the quality and scope of the article, book, or program;
3. CPE credits may be claimed only upon publication. A licensee shall not receive CPE credit for re-authoring or re-presenting the same or substantially similar program;
4. To receive CPE credit for authorship, the material must contain a minimum of seven hundred fifty (750) words. CPE credit for authorship is determined by the number of



words divisible by seven hundred fifty (750) (# of words / 750 = 1 CPE hour). The number of words do not include any material not critical to the publication. Examples of material that is not critical and, therefore, excluded from the word count are the introduction, biographies, table of contents, glossary, reference materials (including, but not limited to, recitation of an accounting rule or regulation), or appendices;

5. CPE credit for authorship will be granted only in one (1) hour increments. Where the word count formula exceeds a one (1) hour increment, the final total is rounded down to the nearest full hour; and

6. If requested, a copy of the publication shall be provided to the board in electronic format.

(E) Certifications Related to Profession. A licensee may receive continuing professional education (CPE) credit for certifications related to the profession that are relevant to maintaining or improving professional competence upon the following conditions:

1. CPE credit may only be claimed upon receipt of a completed verifiable certificate demonstrating the licensee has successfully obtained certification within the applicable CPE reporting period. CPE hours granted will be based on the year the certificate was issued;

2. Upon review of the course/certification content and requirements, the board will determine the number of CPE hours that can be claimed for successful completion of the certification;

3. The following initial certifications will be accepted by the board for CPE hours, as designated:

A. Advanced Audit Certification-CAMS Audit (ACAMS). Eligible for ten (10) CPE hours;

B. Certified Accounts Payable Professional Exam (CAPP). Eligible for twenty (20) CPE hours;

C. Certified Anti-Money Laundering Specialists (CAMS). Eligible for ten (10) CPE hours;

D. Certified Financial Planner (CFP). Eligible for thirty (30) CPE hours;

E. Certified Fraud Examiner (CFE). Eligible for twenty-five (25) CPE hours;

F. Certified Government Financial Planner (CGFM). Three- (3-) part exam, eligible for ten (10) CPE hours per exam;

G. Certified Information System Auditor Exam (CISA). Eligible for fifteen (15) CPE hours;

H. Certified Investment Management Analyst (CIMA). Eligible for twenty (20) CPE hours;

I. Certified Management Accountant

Exam (CMA). Two- (2-) part exam, eligible for twenty (20) CPE hours per exam;

J. Certified Treasury Professional Exam (CTP). Eligible for fifteen (15) CPE hours;

K. Chartered Alternative Investment Analyst Exam (CAIA). Two- (2-) part exam, eligible for twenty-five (25) CPE hours per exam;

L. Chartered Financial Analyst Exam (CFA). Three- (3-) part exam, eligible for thirty (30) CPE hours per exam;

M. Chartered Enterprise Risk Analyst (CERA). Five- (5-) part exam, eligible for fifteen (15) CPE hours per exam;

N. Enrolled Agent Certification. Eligible for twenty (20) CPE hours;

O. Chartered Financial Consultant (ChFC). Eligible for fifteen (15) CPE hours;

P. Series 6 Exam. Eligible for ten (10) CPE hours;

Q. Series 7 Exam. Eligible for twenty-five (25) CPE hours;

R. Series 63 Exam. Eligible for nine (9) CPE hours;

S. Series 65 Exam. Eligible for twenty (20) CPE hours;

T. Series 66 Exam. Eligible for fifteen (15) CPE hours;

4. Licensees seeking CPE for any course not set forth above may request the board determine appropriate credit by submitting the required documents as set forth in 20 CSR 2010-4.031; and

5. Certificate renewals and recertifications are not eligible for CPE hours.

*AUTHORITY: section 326.271, RSMo 2016, and section 326.277, RSMo Supp. 2021.\* This rule originally filed as 4 CSR 10-4.020. Original rule filed Nov. 5, 1984, effective Feb. 11, 1985. Amended: Filed June 4, 1990, effective Nov. 30, 1990. Rescinded and readopted: Filed April 5, 2004, effective July 30, 2004. Moved to 20 CSR 2010-4.020, effective Aug. 28, 2006. Amended: Filed May 20, 2019, effective Dec. 30, 2019. Amended: Filed March 9, 2020, effective Sept. 30, 2020. Amended: Filed Oct. 30, 2020, effective May 30, 2021. Amended: Filed Dec. 15, 2021, effective June 30, 2022.*

*\*Original authority: 326.271, RSMo 2001, amended 2002, and 326.277, RSMo 2001, amended 2020.*

**20 CSR 2010-4.031 Continuing Professional Education (CPE) Documentation**

*PURPOSE: This rule sets forth the record requirements for documenting the required continuing professional education (CPE).*

(1) Continuing Professional Education (CPE) Records.

(A) All licensees must maintain documentation demonstrating compliance in meeting their CPE requirements.

(B) Acceptable documentation.

1. Licensees shall demonstrate compliance in meeting their CPE requirements by maintaining and providing certificates of completion from the American Institute of Certified Public Accountants (AICPA), a state society of CPAs, or a registered National Association of State Boards of Accountancy (NASBA) CPE Program Sponsor. Program Sponsors may be verified at the NASBA website: <https://nasba.org>.

2. Licensees seeking credit for CPE from any non-registered NASBA program, other than the AICPA or a state society of CPAs, shall maintain and provide the following documentation:

A. Program materials;

B. Agenda with dates, times, and locations;

C. Sign-in sheets/records of attendance;

D. Number of CPE credits earned by participants;

E. Name, contact information, and qualifications of the developer;

F. Name, contact information, and qualifications of the reviewer;

G. Results of program evaluations; and

H. Other information or documentation as the board may request.

(C) Responsibility for documenting the acceptability of the program and the validity of the credits rests with the applicant or license holder who shall retain such documentation for a minimum of five (5) calendar years from the end of the year in which the learning activities were completed.

(D) The board may verify the CPE reported by applicants for licensure and licensees. Licensees who do not provide the board with either a completed certificate from the AICPA, a state society of CPAs, or a registered NASBA CPE program sponsor, or the documentation required for a non-registered NASBA program, will not receive CPE credit. In cases where the board determines that the requirement is not met, the board may grant an additional period of time in which the deficiencies may be cured.

(E) Beginning January 1, 2021, a licensee in good standing may cure their CPE deficiencies due to a disallowance of courses or hours by the board as follows:

1. A licensee shall have thirty (30) days from the date of notice of the board's assertion of a licensee's failure to comply with the



annual qualifying CPE requirements to obtain qualifying CPE hours; and

2. Licensees requesting to use the above cure period shall submit a written application to the board on a form provided by the board no later than thirty (30) days from the date of the board's notice.

(F) Failure to comply with CPE requirements and/or fraudulent reporting of CPE is a basis for disciplinary action.

*AUTHORITY: section 326.271, RSMo 2016, and section 326.310, RSMo Supp. 2020.\* This rule originally filed as 4 CSR 10-4.031. Original rule filed April 5, 2004, effective July 30, 2004. Moved to 20 CSR 2010-4.031, effective Aug. 28, 2006. Amended: Filed Feb. 23, 2010, effective Aug. 30, 2010. Amended: Filed May 20, 2019, effective Dec. 30, 2019. Amended: Filed Oct. 30, 2020, effective May 30, 2021.*

*\*Original authority: 326.271, RSMo 2001, amended 2002 and 326.310, RSMo 2001, amended 2017.*

#### 20 CSR 2010-4.035 Inactive Licenses

*PURPOSE: This rule sets forth the requirements and restrictions for an inactive license.*

(1) A licensee who is not practicing public accounting, as defined in section 326.256.1(18), RSMo, in any setting may be granted an inactive license. An inactive licensee may use the CPA designation only with the word "inactive," "retired," or "ret."

(2) Licensees seeking an inactive license shall apply in writing on the form provided by the board and must submit biennial renewal applications in order to maintain inactive status.

(3) Licensees applying for inactive status shall pay an inactive application fee and a biennial renewal fee as set forth by rule.

(4) Individuals who hold a CPA certificate, and are not practicing public accounting in any form, are not required to hold an inactive license in order to continue to use the CPA designation as set forth in section 326.292, RSMo.

(5) Licensees may allow their license to expire in lieu of an inactive license status. An individual not applying for renewal continues to hold an expired license and may apply for late renewal until the license period ends. At the end of the license period, the individual is deemed to hold a lapsed license. Licensees who hold an expired or lapsed license shall

not practice public accounting nor use the CPA designation in any form, as provided by section 326.292, RSMo.

(6) Individuals who hold a lapsed or inactive license may return to active status by applying for reinstatement of license as defined in 20 CSR 2010-2.075.

*AUTHORITY: section 326.262, RSMo 2016, and section 326.286.6, RSMo Supp. 2019.\* Original rule filed Feb. 23, 2010, effective Aug. 30, 2010. Amended: Filed May 20, 2019, effective Dec. 30, 2019.*

*\*Original authority: 326.262, RSMo 2001 and 326.286, RSMo 2001, amended 2002, 2017.*

#### 20 CSR 2010-4.041 Continuing Professional Education (CPE) Exceptions and Waivers

*PURPOSE: This rule sets forth the exemptions from continuing professional education (CPE) requirements in certain circumstances.*

(1) Exceptions.

(A) A licensee who is not practicing public accounting in any setting may be granted an inactive license at the discretion of the board and be exempted from the continuing professional education (CPE) requirements by the board.

(B) The board may make exceptions to the requirements for CPE for reasons of individual hardship including health, military service, foreign residence, or other good cause.

(C) Applicants or licensees requesting a waiver of CPE requirements shall do so in writing and shall provide documentation supporting the request if required by the board.

*AUTHORITY: section 326.271, RSMo 2016.\* This rule originally filed as 4 CSR 10-4.041. Original rule filed April 5, 2004, effective July 30, 2004. Moved to 20 CSR 2010-4.041, effective Aug. 28, 2006. Amended: Filed Feb. 23, 2010, effective Aug. 30, 2010. Amended: Filed May 20, 2019, effective Dec. 30, 2019.*

*\*Original authority: 326.271, RSMo 2001, amended 2002.*