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# Rules of Department of Commerce and Insurance

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

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**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 education requirements for renewal of license to practice.

(1) The following requirements of continuing professional education apply to the renewal of licenses pursuant to section 326.286, RSMo:

(A) An applicant seeking renewal of a license shall have completed no less than one hundred twenty (120) hours of continuing professional education, complying with these rules during the three- (3-) year period preceding renewal. Commencing on January 1, 2004, a minimum of twenty (20) hours of continuing professional education (CPE) is required in each calendar year. Commencing on January 1, 2012, 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) An applicant seeking reinstatement of their license, and who has not been practicing public accounting, shall submit evidence to the board that he or she has completed forty (40) hours of continuing professional education (CPE) during the twelve (12) months previous to making application for reinstatement of the license; or

(C) The applicant agrees to obtain forty (40) hours of continuing professional education within sixty (60) days of applying for reinstatement;

(D) A nonresident licensee seeking renewal of a license in this state shall be determined to have met the CPE requirement of this rule by meeting the CPE requirements for renewal of a license in the state in which the licensee's principal office is located;

(E) Nonresident applicants for renewal shall demonstrate compliance with the CPE renewal requirements of the state in which the

licensee's principal office is located by attesting on an application provided by the board;

(F) If a nonresident licensee's principal office state has no CPE requirements for renewal of a license, the nonresident licensee must comply with all CPE requirements for renewal of a license in this state.

*AUTHORITY:* section 326.271, RSMo Supp. 2012. \* 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.

\*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.

(1) Programs Qualifying for Continuing Professional Education Credit.

(A) Standards. Effective January 1, 2003 a program qualifies as acceptable continuing professional education for purposes of section 326.286, RSMo and these rules if it is a program of learning that contributes to the growth in the professional knowledge and professional competence of a licensee. The program must meet the minimum standards of quality of development, presentation, measurement, and reporting of credits set forth in the Statement on Standards for Continuing Professional Education 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) Subject Areas. The board will accept programs meeting the standards set forth in the Statement on Standards for Continuing Professional Education Programs jointly approved by the NASBA and the AICPA or standards deemed by the board to be comparable thereto.

*AUTHORITY:* section 326.271, RSMo Supp. 2003. \* 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.

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

**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 Records.

(A) Applicants for renewal of a license shall attest on an application provided by the board that they have met the requirements for participation in a program of continuous learning as set forth by the board or contained 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). Responsibility for documenting the acceptability of the program and the validity of the credits rests with the applicant who should retain such documentation for a period of five (5) years following completion of each learning activity.

(B) The board may verify information submitted by applicants for licensure. 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 can be cured. Failure to comply with CPE requirements and/or fraudulent reporting of CPE is basis for disciplinary action.

*AUTHORITY:* sections 326.271 and 326.310, RSMo Supp. 2009. \* 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.

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

**20 CSR 2010-4.035 Inactive Licenses**

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

(1) Inactive License. A licensee who received a license after August 28, 2001, and who is not practicing public accounting in any setting



may be granted an inactive license. An inactive licensee shall place the word “inactive,” “retired,” or “ret.” in association with their certified public accountant title. The inactive licensee shall not perform or offer to perform for the public any public accounting services or professional services, including attest, review, or compilation services or any management advisory, financial advisory, or consulting services or the preparation of tax returns, the furnishing of advice on tax, or any other accounting matters.

(2) The inactive licensee may return to active status by applying for reinstatement of license as defined in 20 CSR 2010-2.075.

*AUTHORITY: sections 326.262 and 326.286.6, RSMo Supp. 2009. \* Original rule filed Feb. 23, 2010, effective Aug. 30, 2010.*

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

#### **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 received a license after August 28, 2001, and 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) requirement by the board.

(B) The board may in particular cases make exceptions to the requirements set out in 20 CSR 2010-4.010 for reasons of individual hardship including health, military service, foreign residence, or other good cause.

(C) Applicants 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 Supp. 2009. \* 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.*

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