## Rules of Department of Insurance, Financial Institutions and Professional Registration

### Division 2010—Missouri State Board of Accountancy

### Chapter 4—Continuing Education Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 CSR 2010-4.010 Effective Dates and Basic Requirements</td>
<td>3</td>
</tr>
<tr>
<td>20 CSR 2010-4.020 Qualifying Programs</td>
<td>3</td>
</tr>
<tr>
<td>20 CSR 2010-4.031 Continuing Professional Education (CPE) Documentation</td>
<td>3</td>
</tr>
<tr>
<td>20 CSR 2010-4.035 Inactive Licenses</td>
<td>3</td>
</tr>
<tr>
<td>20 CSR 2010-4.041 Continuing Professional Education (CPE) Exceptions and Waivers</td>
<td>4</td>
</tr>
</tbody>
</table>
Chapter 4—Continuing Education 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, 2003, 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), or any 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 thirty (30) days of applying for reinstatement;

(D) A nonresident licensee seeking renewal of a license in this state shall demonstrate compliance with the CPE requirements of the state in which the licensee’s principal office is located by attesting on an application provided by the board;

(E) Nonresident applicants for renewal of a license in this state shall be determined by meeting the CPE requirements for renewal of a license, the nonresident licensee must comply with all CPE requirements for renewal of a license in this state.


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 continuing 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 acceptable 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.


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.


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.
