

CONTINUING PROFESSIONAL EDUCATION FACT SHEET

2015 PUBLIC ACCOUNTANT LICENSE RENEWAL

- Do not submit proof of continuing professional education (CPE) unless specifically requested by the Department.
- You need not comply with the CPE requirement if this is your first renewal.
- You may access the Illinois Public Accounting Act and Administrative Rules on our Website @ www.idfpr.com

CPE Requirement for the 2015 Renewal

- Completion of 120 hours of CPE between 10/01/12 and 09/30/15.
- CPE must be obtained through an approved continuing professional education sponsor, OR the course must have been approved as an out-of-state CPE course.

How to Request a Waiver of the CPE Requirement

If you are requesting a waiver of the CPE requirement or requesting a name change, you may not use the touch tone/credit card or Internet renewal process.

If you have not completed the CPE requirement and are not exempt, you **MUST** either place your license on inactive status or request a waiver of the CPE requirement and submit a written explanation as to why you have not completed the CPE. The request for a waiver **MUST** be based on one of the following reasons:

- Full-time service in the U.S. armed forces during a substantial part of the time that CPE was to be obtained. In addition to the written waiver request, **you must also submit verification of the start and end date of the active duty.**
- An incapacitating illness. In addition to the written waiver request, **you must also submit a physician's statement that includes the diagnosis and the start and end date of treatment.**
- A physical inability to travel to the sites of approved programs, **you must also submit a physician's statement which indicates your inability to travel due to a medical reason.**
- You may request an extension of time for completion of the CPE. **You must submit proof of the CPE you have received and request a specific amount of time for the extension.**
- Other extenuating circumstances not listed above may be considered such as financial hardship. **You**

must provide documented proof of the extenuating circumstance.

How the Department Processes Your CE Waiver Request

The Department of Financial and Professional Regulation makes every effort to process your renewal in a timely manner. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

When the Department receives a properly completed renewal application with a CPE waiver request, supporting documents and the NON-REFUNDABLE renewal fee, you will be issued a renewed license. **The issuance of the renewed license does not mean your request for a waiver has been approved.** It simply enables you to continue to practice until a final determination has been made regarding the waiver request.

You will receive written notification if your request for a CPE waiver is approved. You will also receive written notification if the CPE waiver is denied. If your waiver request is denied, your license will be placed into a non-disciplinary "not renewed" status.

DFPR Website @ www.idfpr.com

Visit the Department's Website. A number of services are available on the Web. You may confirm a license, submit a complaint, download application packets and send e-mail to DFPR. You can also view the CPE regulations in **Section 1420.70** of the Illinois Public Accounting Administrative Rules.

NOTE: To renew your license in 2015, of the 120 hours of CPE required, 4 of the 120 hours must be in courses covering the subject area of professional ethics from an approved CPE sponsor.