

DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
Bureau of Commercial Services  
Board of Accountancy  
P.O. Box 30018  
Lansing, MI 48909  
(517) 241-8205  
[www.michigan.gov/accountancy](http://www.michigan.gov/accountancy)

July 7, 2009

PLEASE PRINT NAME AND/OR  
ADDRESS CHANGES

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Farmington CT 06032

License No: 1101027563

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**INSTRUCTIONS TO ACCESS ONLINE CPE AND PEER REVIEW REPORTING**

Your 2009 CPE Hours and Peer Review status can be reported electronically at [www.michigan.gov/elicense](http://www.michigan.gov/elicense).

- 1) Select Accountancy from the Select a Commercial Profession menu in the right column.
- 2) If you do not have an existing account, use the Register link on the left to create an account. You must provide your Permanent ID, date of birth and Social Security Number in order to register a new account.
- 3) Select Update CPE Hours from the menu on the left.
- 4) To update information, follow the link entitled CPE Hours.
- 5) Enter Permanent ID Number and the CPE hours for each category, respond to Peer Review question, click "Submit".
- 6) If you wish to report a change of address you may do so using the License Address Change link from the menu on the left.

**If you report your information electronically, it is not necessary to return this form.**

**DUE DATE: August 31, 2009**

If you have questions, please contact the Michigan Board of Accountancy by email at [accountancy@michigan.gov](mailto:accountancy@michigan.gov), or by telephone at 517-241-8205.

If you have not earned 80 hours of CPE by June 30, 2009, you should report the hours you have earned to date in order to receive an extension. Upon submission of your CPE hours you will be mailed a separate reporting form on which to report your extension hours. Please note that for each month it takes to make up the deficiency, you will have to earn and report an additional 4 hours of continuing education. These are penalty hours which cannot be used toward your 2010/2011 CPE requirements.

You should only report hours earned after your date of certification. If you were certified for the first time between July 1, 2007 and June 30, 2008, you only need to report 40 CPE hours. If you received your CPA certificate between July 1, 2008 and June 30, 2009, you are exempt from reporting any CPE for this reporting period. This information does not apply to licensees who received a reciprocal certificate between July 1, 2007 and June 30, 2009. Hours reported in excess of what is required will be counted as carry-over hours for the next CPE period.

If you are currently in "registered only" status and wish to remain registered, you do not need to report any continuing professional education hours. If you are currently licensed, but do not wish to continue practicing public accounting, you do not need to maintain your license and report CPE hours. If you wish to change to registered status you may do so by checking "registered status" on the renewal application that will be mailed to you in November.

**NOTE: If you report your information electronically, it is not necessary to return this form**

**Continuing Professional Education:**

Report all hours earned between July 1, 2007 and June 30, 2009, excluding the hours reported during this period for reentry, relicensure or a reciprocal CPA certificate. **DO NOT include carry-over hours from the previous period in the hours you report. Indicate only hours earned from July 1, 2007 – June 30, 2009.**

Permanent ID# \_\_\_\_\_  
Accounting/Auditing \_\_\_\_\_  
Ethics \_\_\_\_\_  
Other \_\_\_\_\_

**Peer Review:**

Each firm or sole proprietor that performs attest services, including audits, reviews, and compilations with disclosures that are relied upon by third parties, shall participate in a peer review program. For more information regarding the State of Michigan's peer review requirement for license renewal go to [www.michigan.gov/accountancy](http://www.michigan.gov/accountancy) or [www.michcpa.org](http://www.michcpa.org).

Are you a firm or sole proprietor who performs attest services including audits, reviews or compilations with disclosures that are relied upon by third parties?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, you are required to provide proof of a peer review in progress or completed prior to December 31, 2009, in order to renew your license.

If no, and you provide compilation services without disclosures relied upon by third parties, you will be required to provide proof of a peer review prior to renewing your license in 2011.

**I CERTIFY THIS INFORMATION TO BE TRUE AND CORRECT AND CALCULATED IN ACCORDANCE WITH ACCOUNTANCY BOARD RULES FOR CONTINUING PROFESSIONAL EDUCATION AND PEER REVIEW.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DUE DATE – AUGUST 31, 2009**

**YOU SHOULD RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

AUTHORITY: The information requested on this form is required under Public Act 299 of 1980, as amended, and will be used to process your renewal.