

Be prepared for the 2023 renewal of your Pennsylvania Accountancy CPE Program Sponsor Registration!

All registrations issued by the Pennsylvania State Board of Accountancy are set to expire on 12/31/23, unless renewed. Renewal notices, with instructions, will be sent to all active registrants when the renewal goes live at the end of October or early in November. The renewal fee is \$150. Please note:

- Renewal applications must be submitted before 11:59 on 12/31/23. There is no grace period. As of 1/1/24, reactivation applications will be required.
- A listing of programs planned for the **2024-2025** license period must be uploaded to your renewal application. This list should include titles, dates, the number of credits, and the type of CPE for each program. If the sponsor does not have courses planned as of the renewal of the registration, a statement must be uploaded indicating such.
- For assistance, you can contact the Board helpdesk at 1-833-367-2762, or submit a helpdesk ticket at www.pals.pa.gov.
- Please note that, due to the winter holidays and the expiration date being over the weekend, the Board will have limited staff availability on 12/29/23, and no staff will be available between 12/30/23 and 1/1/24. Please make sure you are able to access your PALS account (www.pals.pa.gov) before 12/29/23.

Changes to Sponsor Address/Contact Person/Name

If there are changes to the sponsor address, contact person, or name that have not yet been reported to the Board, an amendment application is required (\$5 fee). There are two methods of submitting the amendment application:

1. Before the renewal period: Access the sponsor's account at www.pals.pa.gov and locate the "Professional License Details" section. Click on the pencil icon, next to the firm license information. Then select "Change to License" and follow the prompts; or
2. During the renewal period: There will be a question on the renewal application asking if there have been any changes. If you answer this question "yes", the \$5 fee will be added to your renewal fee, and you will be prompted to download an amendment form. That form will need to be completed, in its entirety, and uploaded to your renewal application.

Requesting "Out of Business" Status

If you choose not to renew your registration, you may request "Out of Business" status through your PALS account. When you are logged in, locate the "Professional License Details" section and click on the pencil icon. Then select "Out of Business". Your registration status will automatically update as of the date you choose. Please note that you may still receive renewal notices after submitting a request for "Out of Business" status if it is before the inactivation date that you chose.

If you have any questions, you may contact the Board at 1-833-367-2762 or submit a helpdesk ticket at www.pals.pa.gov.