

**Board of Public Accountancy Online Applications and Renewals:**

The Board of Public Accountancy has gone paperless. Licensees are now required to renew or apply for a CPA license online via the new Division of Professional Licensure (DPL) ePLACE portal. Firms will also be required to apply for and renew their licenses through the portal.

**Accessing Your Account:**

Paper renewal notices will continue to be mailed to the address on file with the board. The notice will include a 10-digit authorization code that will allow licensees to link their license to their ePLACE account.

For instructions on how to create an ePLACE account, please visit: [mscpaonline.org/eplacportal](http://mscpaonline.org/eplacportal).

For more information on the transition to the online system, please visit [mscpaonline.org/eplacaccount](http://mscpaonline.org/eplacaccount)

**Uploading CPE:**

You can upload your CPE tracker on the ePLACE site. The ePLACE renewal application will prompt you to confirm your 80 hours and does provide the option to enter the courses individually. If licensees use the MSCPA's CPE tracker or another CPE course management system, they can export the tracking sheet to a PDF and upload the page at the end of the renewal. To do so, **enter 80 hours on tab 2 along with the completed ethics course taken during the renewal period**. On tab 4, applicants should upload their CPE form.

**CPA Renewal**

1 Contact Information    **2 Application Information**    3 Attestation    4 Documentation    5 E-Signature    6 7 8

**Step 2: Application Information > Discipline or Convictions**  
Please be sure to answer the below questions.

**Continuing Education Instructions:**

List all continuing education programs completed. **DO NOT SUBMIT CPES COMPLETED PRIOR TO THIS REPORTING PERIOD. ALL MUST FILL IN (4) HOURS OF ETHICS.**

The Board accepts all CPE programs (e.g. lectures, group, self-study, or internet-based) that are sponsored, provided or approved by the AICPA, NASBA, CPA Societies or by CPA Boards in other states. Instructor or Speaker time allowed up to 50% of CPE due (2 hours preparation plus 1 hours of presentation).

The Board allows up to 25% of CPE due for published articles/books. If not previously approved, attach article or book for Board Evaluation. The Board will tentatively approve the hours, but if they are reduced and you do not satisfy the 80 hour requirement, the Board will grant you additional time to complete the CPE shortfall due to the reduction.

\* indicates a required field.

**Discipline or Convictions**

**DISCIPLINE OR CONVICTIONS**

1. Has any finding of unlawful practice been made against you by Mass. Comm. Against Discrimination?: \*     Yes  No

2. Have you been convicted of any criminal offense since you last renewed your license?: \*     Yes  No

**Continuing Education**

To add a CPE course, click on the "Add New" button. Type in CPA in the "Continuing Education Course Name/Number" field and proceed to click on "CPA" link as it will auto populate in a new box.

This will prompt a new window in which you will be required to enter the course information (ie: Provider Name, Continuing Education Course Name/Number, Completion Date, Total Course Hours/Credits, Type, Location, etc). Please be sure to include (4) hours of required Ethics separately in this section.

**In tab 4, you will be allowed to attach any documents or spreadsheets relative to your CPE courses taken.**

*\*NOTE: Be advised, that failure to follow the above instructions may cause a delay in processing your renewal.*

Continuing Education List