

OKLAHOMA ACCOUNTANCY BOARD

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Oklahoma City, OK 73105

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NOTIFICATION OF CHANGE OF STATUS

Cert/Lic No. _____ Name: _____

NOTICE OF RETURN TO ACTIVE STATUS:

The effective date of my inactive or retired status was: _____ (Enter the month and year you ceased providing any services associated with accounting work. Use 1/06 if effective date occurred prior to 1/1/06.)

The effective date of my return to active status is: _____

Employer: _____

Employer Address: _____

Daytime Phone No: _____ Alternate Phone No. _____

Fill in the blanks below with the appropriate number of hours of CPE credit due:

Section 10:15-30-9 of the Oklahoma Administrative Code (see page 2) provides that within 60 days of my return to active status I must complete _____ hours of CPE credit and, if applicable, within 180 days of my return to active status I must complete an additional _____ hours of CPE.

Choose the applicable response below:

_____ I have completed all my required CPE for returning to active status. My certificates of completion for the entire requirement are attached.

_____ I will complete the CPE required within 60 days of my return to active status. I will forward my certificates of completion to the OAB at that time.

_____ I have completed the CPE due within 60 days of my return to active status and have attached certificates of completion for these hours. I will forward certificates for the additional credit due within 180 days of my return to active status at that time.

_____ I will complete the first 40 hours of my requirement within 60 days of my return to active status and forward certificates of completion at that time. I will complete the remaining hours due within 180 days of my return to active status and will forward certificates of completion for those hours to the OAB at that time.

NOTICE OF CHANGE TO INACTIVE OR RETIRED STATUS:

Effective date of change to inactive or retired status: _____

Basis for change of status:

- _____ Retired
- _____ Active Military Service
- _____ Disabled and not working due to medical circumstances
- _____ Not employed
- _____ Employed but not performing any services associated with accounting work. (Attach the affidavit(s) described on page 2.)

I certify that the information provided above is true and correct.

Signature: _____ Date: _____ Phone #: _____

Section 10:15-30-9 of the Oklahoma Administrative Code:

An inactive status registrant upon return to active status must comply with CPE requirements as follows:

- (1) For each month the registrant was on inactive status, three and one-third (3 1/3) hours of qualified CPE, rounded up to the nearest half credit.
- (2) The maximum number of qualified CPE hours required by this rule shall be one hundred twenty (120) hours.
- (3) The registrant can claim any CPE hours earned while on inactive status during the preceding three (3) year period.
- (4) A registrant who immediately gives written notice to the Board upon changing to active status may be granted the following time periods from the date of the change of status in which to complete the CPE required by this section.
 - (A) From the date of the change of status, for registrants needing forty (40) hours or less to comply with (1) or (2) above, sixty (60) days; and
 - (B) From the date of the change of status, a registrant shall complete additional CPE over the forty (40) hours described in (a) above within one hundred eighty (180) days.
- (5) A registrant must document, on a form prescribed by the Board, all qualified CPE required by this rule.
- (6) At its discretion, the Board may modify the requirements of this rule for good cause on a case by case basis.

Affidavit Requirement:

The Board will consider granting an exemption from the CPE requirement on a case-by-case basis if:

- (1) a registrant completes and forwards to the Board a sworn affidavit indicating that the registrant will not be associated with accounting work during the period for which the exemption is requested. A registrant who has been granted this exemption and who re-enters the work force shall be required to comply with 10:15-30-9.
- (2) a registrant forwards to the Board a sworn affidavit from the employer or organization indicating no association with accounting work. The affidavit shall include, as a minimum, a brief description of the duties performed, job title, and verification by the registrant's immediate supervisor that there is no reliance on the registrant's expertise as a CPA or PA.