Renew Your CPA License in Pennsylvania

Your current CPA license expires on Dec. 31, 2019.

Renew Online
All license renewals must be done online at www.pals.pa.gov.

License Renewal Notice
The Pennsylvania State Board of Accountancy (SBOA) will e-mail a renewal notice to the address on file for your license.

Verify or update your email address with the SBOA:
Pennsylvania State Board of Accountancy
P.O. Box 2649
Harrisburg, PA 17105-2649
Phone: (717) 783-1404
Fax: (717) 705-5540
E-mail: ST-ACCOUNTANCY@pa.gov

PICPA is here to help.
Contact us with questions about the renewal process:
(215) 496-9272
info@picpa.org
Chat online at www.picpa.org/renewlicense

Fee: As of January 2018, the cost to renew your Pennsylvania CPA license is $100.

Deadline: File your renewal application online by Dec. 31, 2019. The SBOA strongly recommends that you access your online renewal application when you receive your notice and confirm your contact information. You can submit your renewal once you have completed your CPE and peer review requirements. You must submit your renewal by Dec. 31, 2019.

What information do I need to access the online renewal?
You need your user ID and password to access the licensing system. There are options to reset your password and recover your user ID, or to create an account if you are renewing online for the first time. To do this, you may be asked for your e-mail address, Social Security number, license number, or the registration code found on your physical license.

Can I request extensions or waivers of my peer review or CPE requirements?
Any request for a waiver or extension of time to complete either peer review or CPE requirements must be sent to the State Board in writing, documenting the reason(s) for the request. Extension or waivers are granted for military reasons, medical, or other good cause. You must include your military orders or documentation from your medical physician indicating that you were/are under their care and due to the medical reason were/are unable to obtain the required CPE in order for the Board to review your request. Additionally, you should provide any documentation if your request is due to circumstances relating to an “other good cause.” This request must be received by the State Board prior to October 31 to allow time for the Board to review your request.

Continuing Professional Education Requirements: The State Board of Accountancy requires Pennsylvania CPAs to obtain 80 credit hours of CPE per biennial reporting period and a minimum of 20 credit hours per year. As of January 1, 2018, the 80 credit hours must fulfill the criteria below.

If you provide attest services:
- 4 credit hours – Ethics
- 24 credit hours – Accounting & Auditing
- 52 credit hours – Professional Development

If you do not provide attest services:
- 4 credit hours – Ethics
- 76 credit hours – Professional Development

What is the penalty if I do not meet the 20 credit hour minimum?
Per the State Board of Accountancy, your first offense (one to 20 hour deficiency) will result in a $300 fine. Second or subsequent offenses will result in formal action.

Requesting Inactive Status: If you plan to request inactive status because you no longer practice public accounting, you may do so through the online renewal. Remember, if you are a CPA with an inactive license, you can only use the CPA designation if you include the word “inactive” and meet other SBOA regulations.

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