

2018 SC Board of Accountancy Update

License renewals:

License Renewals, Firm Renewals and CPE hours are due to the Board of Accountancy no later than 11:59 p.m. on **January 31, 2018**.

Renewal Fees:

CPA, PA and Accounting Practitioner	\$80
In-State Firm	\$50
Out-of-State Firm	\$50

- A license not renewed by 11:59 p.m. on January 31st will be considered lapsed.
- Continued practice after February 15th will result in a sanction for unlicensed practice.
- Licensees will be required to file a Reinstatement Application and pay a \$500 reinstatement fee if renewal is filed or completed after February 15th.

2018, Continuing Professional Education (CPE) (Regulation 1-08):

All licensees must have six (6) hours of qualified ethics CPE that includes two (2) hours in a SC Board of Accountancy-approved South Carolina ethics course. These six hours must have been earned from January 1, 2016, through December 31, 2018. The 2-hour ethics course can be taken only once in each 3-year cycle. **You can only count one 2-hour SC ethics course per 3-year period.**

All 2017 CPE must be completed by December 31, 2017. This means any Certificates of Attendance/Completion must show a 2017 date. All self-study courses must be Quality Assurance Services (QAS) approved, and **self-study CPE cannot exceed 20 hours**. You must submit Certificates of Completion for all self-study courses taken when you submit your CPE Reporting Form.

You must report a minimum of 40 hours of CPE within each calendar year (January 1 through December 31) that is to be reported by January 31 of the following year. The maximum number of hours you may carryover from one year to the next is 20.

Not all learning activities qualify for CPE. The event must be structured as CPE, have a sponsor, and the sponsor must issue a Certificate of Completion/Attendance to receive credit (Regulation 1-08).

Online CPE webinars are considered live presentations provided the course:

- Requires attendee to key in periodic codes throughout the course.
- Allows attendee the ability to contact the moderator to ask questions.

If you are providing a copy of the firm's CPE data sheet to substitute for page 2 of the Board's reporting form:

- Complete page 1 of the CPE reporting form.
- Make sure the substitute form provides all of the same data as page 2 of the Board's reporting form.
- Ensure the data required is easily recognizable. If not, complete page 2.

The Board requires CPE to be submitted by email. You must:

- Only use acctcpe@llr.sc.gov to email your CPE report.
- Complete both pages of the report and sign it
- If you have any self-study certificates, you must attach them as PDF files to the email.
- Convert report into a PDF document only.
- Name the PDF document in the following format: "Last name, First name – CPA License #". For example: Smith, John – CPA1234.
- If you were issued an original license after exam in 2017, you are not required to complete and report CPE for 2017. If you did CPE in 2017, it cannot be carried forward to 2018.

Accountancy Practice Act and Regulations

- Accountancy Practice Act: http://www.llr.state.sc.us/POL/Accountancy/forms/law_title40.pdf
- Regulations: <http://www.scstatehouse.gov/codereqs/Chapter%201.pdf>

New Licensees

- All new licensees and reinstatement licensees must be fingerprinted and have a background check performed through the FBI at the candidate's expense.
- Applicants who passed the CPA Exam three (3) or more years before applying for licensure must complete at least 120 hours of acceptable CPE before they can qualify to become licensed.
- Applicants who completed their work experience seven (7) or more years before submitting an application must have obtained an additional six (6) months qualified work experience within the two years prior to submitting their applications.

Firm Registration Information and Responsibilities:

- If you have a firm, you must renew your license separately from your individual CPA license.
- If you provide CPA services to the public, you must register a firm, **even if you just perform a tax return from your home.**
- If you provide CPA services to the public, separate from your normal day-to-day job, you will need to register a firm, **even if you just perform a tax return from your home.**
- If providing any of the services listed below, you must enroll in the Peer Review program with the South Carolina Association of CPAs:
 - Audit or other engagement to be performed in accordance with SAS.
 - Review or Compilation of Financial Statement to be performed in accordance with SSARS.
 - Any engagement to be performed in accordance with PCAOB standards.
 - Performance of Agreed Upon Procedure Engagement or other engagements in accordance with SSAE.
- If a firm's highest level of service is only preparing financial statements under SSARS 21, the firm is exempt from Peer Review.
- Peer Review is required if you do one or more engagements that trigger the requirement to be peer reviewed.
- If a firm hires a CPA who is licensed in another state, and whose principal place of business will be in South Carolina, the resident manager must make sure the CPA obtains a South Carolina license by reciprocity. If the principal place of business is in South Carolina, a South Carolina CPA license is required before he or she can sign or hold out in any manner as a SC CPA.
- Non-CPA owners must complete the same number of qualified CPE hours as CPA owners, and the firm and the resident manager are responsible for the compliance of non-CPA owners with all applicable accountancy statutes and regulations, including CPE requirements, and making sure that the non-CPA owner is of good moral character and not does not engage in any conduct that, if committed by a licensee, would constitute a violation of the regulations promulgated by the Board.
- Both the resident manager and the individual CPA may be sanctioned if the application for a South Carolina license is not timely filed.

Frequently Asked Questions

- The Board is in the process of updating its FAQs, which can be accessed online at: <http://www.llr.state.sc.us/pol/accountancy/index.asp?file=faq.htm>
- Please note that the FAQs are provided as a courtesy and are not intended to be comprehensive, as the facts and circumstances of each situation are unique. In the event of any conflict, the statutes and regulations will always take precedence. Individuals should review the Board's current statutes and regulations, or contact Board staff, for clarification of requirements and information presented.

Contact Us

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****The Office of Advice Counsel is responsible for providing legal advice to all Boards, Commissions and Panels, as well as their administrative staff. These attorneys do not provide legal advice to parties outside LLR.**