



**CERTIFICATE AND FIRM PERMIT RENEWAL
“SEASON” BEGAN OCTOBER 1ST**

Has it really been a year?! Once again it is time to renew certificates and firm permits. Emails were sent on Saturday, October 1st to all certificate holders who prefer to be notified with that medium. Paper renewal forms were mailed on October 3rd.

Active Status Certificate Renewal Fees Reduced

The Board recently reduced active certificate fees by \$25. The new certificate fee is \$250 effective with the 2012 renewal season.

The Board has been conservative and taken great care managing the resources that are provided for Board operations. Every member of the Board and staff knows that all funding for operations is provided through licensing fees. Enjoy the fee discount!

For even more savings, renew your certificate and firm permit online and save \$10 per application!!

Renewing Online Makes (Dollars) and Sense

The Board is pleased to continue to offer a convenient and cost saving way to renew certificates and firm permits. Early users of the online renewal system were instrumental in helping Board staff identify technical issues and implement changes to refine the system. Thanks to them, very few issues have been reported in the past 2-3 weeks. Online certificate and firm permit renewal offers the following benefits:

Peace of Mind—Enjoy an extended time allowed for renewal to avoid late fees being assessed. Paper applications are due by November 1st to avoid a late fee. Online renewal applications are due by December 31st to avoid a late fee.

Save Dollars—\$10 discount for each renewal application processed online.

Save Time—CPE reporting is abbreviated when renewing online. Only the number of hours must be reported online. Paper applications require a program attendance record to be completed recording all CPE earned during 2011.

No Risk of Incomplete Applications—The online renewal system is “smart” and will require all fields to be completed to complete processing. No more incomplete applications for you!

Pay with Your Credit Card—Recent changes in security standards regarding plastic card payments have resulted in the Board and staff modifying business processes. All paper applications must be paid for by check beginning with the 2012 renewal season.

The Board is able to process credit card payments for online renewal applications. The Board accepts MasterCard and Visa for payments.

**Revised and Illustrated Online
Renewal Instructions Available**

Instructions for online certificate and firm permit application renewal have been revised and are now illustrated!

In an effort to make online renewal an easier process, new instructions have been developed. Illustrations are included that highlight step-by-step instructions for successfully renewing online.

The instructions can be found at the Board’s web site <http://cpaboard.state.wy.us>. The link is at the bottom of the page on the left-hand side.

Of course, if you need additional assistance with online renewal, Pam or Stephanie will be happy to help! Call us at (307) 777-7551.

If you have feedback for how we can further improve the process, please let us know.

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**All Certificates and Firm Permits
Expire on December 31, 2011
Renew your certificates and
firm permits by
November 1st if PAPER or
December 31st if ONLINE to
avoid late fees.**

Examination Education Requirements Change on January 1, 2012

If you have firm associates or friends that are in the midst of sitting for the CPA examination, **please be aware and share with them that an applicant who *initially qualifies under W.S. 33-3-109 (a)(v)(A)* before December 31, 2011, may qualify under the less stringent education requirement and may continue to re-take exams without re-qualifying.**

Of course, with questions, please call the Board office at (307) 777-7551.

Updated Rules and Regulations Signed by Governor Mead

Chapters 1, 2, 3, 4, 5, 7, 9, and 10 have been revised pursuant to the rulemaking process. After the required 45-day public comment period, the rules were adopted by the Board and sent to the Governor for his approval. Rules can be found at the Secretary of State's web site at <http://soswy.state.wy.us/Rules>. The "Agency" is *Administration & Information, Dept. of* and the "Program" is *Accountants, Board of Certified Public*.

Don't Give Up Your "Original"**Wyoming Certificate**

If you practice in Wyoming under an "original" certificate (not reciprocal), the Board advises that you resist the urge to surrender it or allow your certificate to expire to save the \$110 per year to maintain the certificate on an inactive status.

Records management is an important function of any agency and the Wyoming Board of Certified Public Accountants is no different.

Whenever a certificate is surrendered or allowed to expire due to lack of payment of fees, the file is destroyed after ten years pursuant to a Board-approved records retention schedule.

Your "original" certificate is an important instrument to maintain because all of your original qualifying documents related to it are included in your file in the Board office.

If you opt to surrender or expire your "original" certificate, please understand that the file is not maintained on an indefinite basis and is subject to management per the Board-approved records retention schedule, including destruction after 10 years.

Also, CPAs are required to provide their certificate expiration date when applying for their Preparer Tax ID Number (PTIN) or their FATP—Federal Authorized Tax Preparer number with the Internal Revenue Service.

Certificate surrender or expiration is a very serious matter and needs to be approached with caution.

**Credit Card Payments Made
Easier and More Secure Beginning
November 1st!**

Beginning November 1st all credit card payments for everything **except** online renewal applications may be paid through a **"Make a Payment"** button on the Board's web site.

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Online renewal application payments will continue to be processed through the online license renewal system as usual. Call Pam or Stephanie with questions.

Contact Us

Wyoming Board of Certified
Public Accountants

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**2011 Meeting
Calendar**

November 15, 2011
Call 1:30 p.m.

December 13, 2011
Call 1:30 p.m.

The 2012 Calendar will be published after the November 15th Board meeting.

**Wyoming Board of Certified Public Accountants
Board Members (effective July 1, 2011)**

Governor Matthew H. Mead

Patrick C. McGuire, CPA, Chairman

Kenneth C. Kehn, CPA

T. Chris Muirhead, CPA

Raulie Weber, CPA

James L. Anderson, Public Member