

**CALIFORNIA BOARD OF ACCOUNTANCY**

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CE EXTENSION OR EXEMPTION REQUEST

Completion of the continuing education (CE) requirements is mandatory for an active license renewal. You may request an extension of time for up to six months, or an exemption from completing the CE requirements prior to the license expiration date to maintain uninterrupted practice rights. The request must be made on the attached application provided by the Board. The renewal form, including the CE Reporting Worksheet, and the renewal fee must be submitted before the request can be considered.

Regular CE extension or exemption:

The Board may grant a regular CE extension or exemption to a licensee for the following causes:

1. Reasons of health, certified by a medical doctor, which prevent compliance by the licensee. The certification must provide the following information:
 - a. Name of licensee.
 - b. Nature of medical problem.
 - c. Medical doctor's signed statement as to the effect of the condition and how it renders the licensee incapable of completing CE, including self-study courses.
 - d. Beginning and ending of the time period affected by the condition.
2. Active duty with the Armed Forces of the United States.
3. Other good cause (such as a natural disaster or death of a spouse or immediate family member, supported by a copy of death certificate or obituary).

No extension or exemption shall be made solely because of age or workload constraints.

A licensee who fails to comply with CE requirements within the extension period,

- **Is ineligible for future active license renewal until all CE requirements have been met.**
- **Will be referred to the Board's Enforcement Division for possible disciplinary action.**

You must submit the following materials to the Board by the license expiration date:

- Completed application for extension or exemption from CE requirements.
- Supporting documentation, e.g., doctor's letter, copy of obituary, etc.
- Completed renewal form, including listing all CE taken during the two-year license period on the CE Reporting Worksheet. Mark renewing active and write "Exception request pending" on the renewal form.
- Renewal fee.

If you have questions, please contact the Board at (916) 263-3934.

