

North Carolina State Board of Certified Public Accountant Examiners
1101 Oberlin Road Suite 104 PO Box 12827 • Raleigh NC 27605
Phone 919-733-1423 • Fax 919-733-4209 • Web nccpaboard.gov

REQUEST FOR EXTENSION TO COMPLETE CPE REQUIREMENT

Full Name (First Middle Last Suffix)

NC CPA Certificate Number

Employer Name

Mailing Address (Street or PO Box and City, State, Zip Code)

This is my ___ Home Address ___ Business Address Is this a change of mailing address? ___ Y ___ N

Daytime Telephone Number

Email Address

If the Board previously approved you for an extension, attach a copy of the form the Board returned to you.

You must answer all questions for this request to be processed.

- A. I request an extension until _____ (MM/DD/YYYY), no later than June 30, to complete my annual CPE requirement.
- B. I completed _____ hours (minutes), including carry forward, by December 31, toward the annual CPE requirement:
- C. I need _____ hours (minutes) to satisfy the annual CPE requirement.
- D. Reason for extension – Attach a separate sheet that explains why you are requesting an extension. Include all pertinent information so that the Board may make an informed decision.
- If you were enrolled in a CPE course but were unable to attend because of the reason stated, you must attach a copy of your registration form.
 - Attach a copy of any documentation (e.g., doctor's statement, accident report, etc.) that supports your extension request.
 - If self-study courses are not an option for you, please explain in writing.

I have read the CPE rules of the Board as found in 21 NCAC 08G .0400 and do certify under the penalties provided by law to the truth and accuracy of the information submitted above.

Signature

Date

FOR BOARD USE: The request has been considered by the Board and was:

_____ Approved to: _____ _____ Denied

Meeting Date: _____ Authorized Signature: _____

To convert CPE hours to minutes, multiply by 50 (1 CPE hour = 50 CPE minutes).