QUICKGUIDE FOR NEW ALABAMA CPAs

ALABAMA STATE BOARD OF PUBLIC ACCOUNTANCY
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INITIAL & ANNUAL REGISTRATION REQUIREMENTS:

- Refer to your Congratulations or Acceptance of Reciprocity letter for additional information regarding your new Alabama CPA license.
- Your Initial Registration must be completed using the paper form that was sent with your certification letter (also available on the Board's website: https://www.asbpa.alabama.gov/licensees/registration).
- CPAs who do not initially register within 6 months are subject to disciplinary action.
- Subsequent Annual Registrations may be completed either by paper form or by using the online process.
- **You are required to register with the Board annually every October 1, regardless of the date of your initial registration**.
- **Example**: Jane receives her Congratulatory letter for obtaining her Alabama CPA license on 7/1. Jane completes her initial registration on 9/1. Jane must complete her annual registration renewal between 10/1 and 12/31.
- The Board's annual fiscal year is October 1 through September 30.

EXPERIENCE REQUIREMENTS & REPORTING:

- Work experience must be documented prior to electing Active status.
- The Experience Verification Form must be completed by current and/or former employer(s) and submitted to the Board. For complete Board Rules on Experience requirements, please read Section 30-X-5-.06 on the Board's web site.
- If you have initially registered as inactive and documented your work experience, you are now eligible to upgrade to active status. To upgrade, please submit to the Board a $50 check/money order and a written request to upgrade to active status.

Note: Experience documentation is not required for new Alabama CPAs who obtained a certificate by Reciprocity through certification in another state.

WHEN CPE IS REQUIRED:

Active CPAs must earn CPE. Please review the CPE QuickGuide on the Board's website for CPE requirements.

- **New CPAs will begin earning CPE on the October 1 after they submit the first Active status Registration form, and/or are issued their initial permit to practice. CPE is earned annually between 10/1-9/30.**
- Example #1: Jane is certified 11/3/26. She submits her Experience Verification Form with her Initial registration form on 12/1/26 and elects Active status. She is issued her first permit to practice 12/3/26. She will not begin earning CPE until 10/1/27 (reported on 10/1/28 on the 2028-2029 Annual Registration form).
- Example #2: John is certified 11/3/26 and submits his Initial registration form on 12/1/26 but does not have his experience. He elects Inactive status. On 1/14/27 he submits his Experience Verification Form with $50 to upgrade to active status. He is issued his first permit to practice on 1/17/27. He will not begin earning CPE until 10/1/27 (reported on 10/1/28 on the 2028-2029 Annual Registration form).
- Example #3: Jack is certified on 11/3/26 and submits his Initial registration form on 12/1/26 and elects Inactive status. He mails in his Experience Verification form and annual registration renewal form the following year on 10/5/27 electing Active status. He will not begin earning CPE until 10/1/28 (reported on 10/1/29 on the 2029-2030 Annual Registration form).

CONTACT INFORMATION:

For REGISTRATION & EXPERIENCE please contact Chequita Ross at chequita.ross@asbpa.alabama.gov.
For CPE please contact Ashley Sides at ashley.sides@asbpa.alabama.gov.

DISCLAIMER: THIS SUMMARY IS DESIGNED AS A QUICK GUIDE. IF YOU HAVE ANY QUESTIONS REGARDING WHEN YOU MUST MEET THESE REQUIREMENTS, PLEASE CONTACT THE BOARD FOR CONFIRMATION.