



Puerto Rico Board of Accountancy

Junta de Contabilidad de Puerto Rico
P.O. Box 9023271, San Juan PR 00902-3271

PUERTO RICO LICENSE RENEWAL APPLICATION CHECKLIST

INDIVIDUAL RENEWALS: RENEWING INDIVIDUAL LICENSE

- Negative Certificate of Penal Record from the Puerto Rico Police Department. If you do not live in Puerto Rico, you must also provide the Negative Certificate of Penal Record from the state or territory that you currently reside (valid for ninety (90) days after the issuing date)
- Certificate from ASUME (valid for ninety (90) days after the issuing date)
- Official verification of active membership with the Puerto Rico Society of CPAs (30 days of renewal)
- CPE Attestation Form (CPE credits/certificates are required ONLY if your license is expired, if your license is in good standing at the time of renewal, only the attestation form is required)
- Individual CPE Record Form (ONLY if the license has been expired, if license has expired six year or over must provide 200 CPE credits according to Regulation No. 9612, Sections 5.01 to 5.25.)
- CPE Extension Form (if applicable)

RECIPROCAL RENEWALS: RENEWING A RECIPROCAL LICENSE (R-###)

- Negative Certificate of Penal Record from the Puerto Rico Police Department. If you do not live in Puerto Rico, you must also provide the Negative Certificate of Penal Record from the state or territory that you currently reside (valid for ninety (90) days after the issuing date)
- Certificate from ASUME (valid for ninety (90) days after the issuing date)
- Official Verification of active membership with the Puerto Rico Society of CPAs (30 days of renewal)
- CPE Attestation Form (CPE credits/certificates are required ONLY if your license is expired, if your license is in good standing at the time of renewal, only the attestation form is required)
- Individual CPE Record Form (ONLY if the license has been expired, if license has expired six year or over must provide 200 CPE credits according to Regulation No. 9612, Sections 5.01 to 5.25.)
- CPE Extension Form (if applicable)