

**West Virginia
Board of Accountancy**

405 Capitol Street, Suite 908
Charleston, West Virginia 25301-1744



Jim Justice, Governor

Board Members:
Jon W. Cain, Sr., CPA - President
Louis J. Costanzo, III, CPA - Vice President
Robin M. Baylous, CPA - Secretary
Richard A. Riley, Jr., CPA, Phd, CFE, CFF - Asst. Secretary
Horace W. Emery, CPA
Theodore A. Lopez, CPA

Brenda S. Turley, Executive Director

May 3, 2018

Re: CPA-Inactive Renewal Procedures

We recommend that you use either Internet Explorer or Google Chrome as your browser to login to the CPA-Inactive Renewal Form.

The Renewal Form will time out if left on the screen during a period of inactivity (usually about one hour). Therefore, we recommend that you either complete the form in one sitting or be sure to hit the SAVE FOR LATER feature, so that the information you may have already completed is saved. Once you hit SAVE FOR LATER, you will need to log back in to finish your saved form.

Go to <https://www.boa.wv.gov/> Then select CPA License > Renewal > CPA Inactive Renewal Form

Please remember that you are **required** to answer any question with an **asterick (*)** beside it and the system will prompt you if you overlook a question.

Login

To enter the online renewal system, login below.

Last Name*	Last 4 digits of your SSN*	License Number*	Personal Email*
<input type="text"/>	<input type="text" value="####"/>	<input type="text" value="WV00 ____"/>	<input type="text" value="user@domain.com"/>

First, You will need the following information to login:

1. Your Last Name Only - do not include suffixes such as Jr., Sr., III, etc;
2. Last Four Digits of Your Social Security Number;
3. Your License Number - Use the WV and leading zeros, for example, WV001355, WV000355 - (the leading WV with six digits including the zeros); and
4. Your e-mail address of record - This address will be the one recorded in the data system with the employment address. If you wish your home e-mail address to be the address for which communications from the Board are sent, then your home e-mail address must be recorded in the business e-mail field.

Please call the Board office if you have problems with the login procedure. (304) 558-3557