

West Virginia Board of Accountancy

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Re: Online CPE Reporting Form Instructions

File your CPE hours by logging into our online CPE Reporting Form login page at:
<https://www.boa.wv.gov/renewals/cpe/index.asp>

****FireFox, Safari, and Apple Products do not work well with the new system. It is recommended that you use either Google Chrome or Internet Explorer as your internet browser to access the online system****

Login

Please login below to access the online CPE Reporting Form.

Last Name*	Last 4 Digits of SSN*	License Number*	Personal Email*
<input type="text"/>	<input type="text" value="####"/>	<input type="text" value="WV00 _ _ _ _"/>	<input type="text" value="user@domain.com"/>
<input type="button" value="Submit & Continue"/>			

To login to the online CPE Reporting Form you will need the following information (see above)

- ◆ Last Name
- ◆ Last 4 Digits of your SSN
- ◆ License Number: WV00**** (please use the WV and leading **zeros** in this format. For example if you have a 4 digit certificate number, you will use two leading zeros, if you have a 3 digit certificate number, you will use 3 leading zeros such as WV000***)
- ◆ Personal Email: This is the address indicated on your record as your Business email address (If you wish to choose a different email address to be used by the Board for all email correspondence, you must enter your preferred email address in the Business Email field on the Change of CPA Information form that can be accessed here:
<https://www.boa.wv.gov/changeInfo/CPA/index.asp>)

1. The form "times out" in about one hour. Therefore, if you have not used the **SAVE FOR LATER** feature before it times out, you may lose everything you entered.

2. Use the **SAVE FOR LATER** feature often. The system will require you to log back in after

hitting the **SAVE FOR LATER option**, but at least your information will be saved. I recommend "saving for later" after every 5-6 courses that you enter consecutively. If, for some reason you are interrupted when listing your courses, hit the **SAVE FOR LATER** feature before moving on to another task so that you will not lose any information you have worked so hard to enter.

3. It is important to know that if you wish to log back in and review all hours entered to date, you must use the **SAVE FOR LATER** option instead of **SUBMIT**. Once you use the **SUBMIT** option, the system creates an Adobe file which posts to our system. Consequently, you will be required to start a new document instead of continuing to add courses to the initial document.

4. Once you hit the **SUBMIT** option, you will be taken to a **CERTIFICATION** page that requires you to swear that everything you entered is true and correct. Once you answer affirmatively, you will be given the opportunity to create a .pdf file. You must hit the **SUBMIT** button again to get to the page where you can download or print the .pdf copy of your report. The .pdf file is what triggers the system to upload your reported hours to your CPE Master file. Save this .pdf file for your records. (The Board recommends that you keep the current calendar year, plus the previous three calendar years, should you be chosen for a CPE audit).

5. If at all possible, only use the **SUBMIT** feature once everything for the entire year has been added to the form. However, if you discover you have omitted or need to add more courses, call the Board office at (304) 558-3557 and we can assist you.

6. Do not use the **EXIT** option unless you want to start over without saving.