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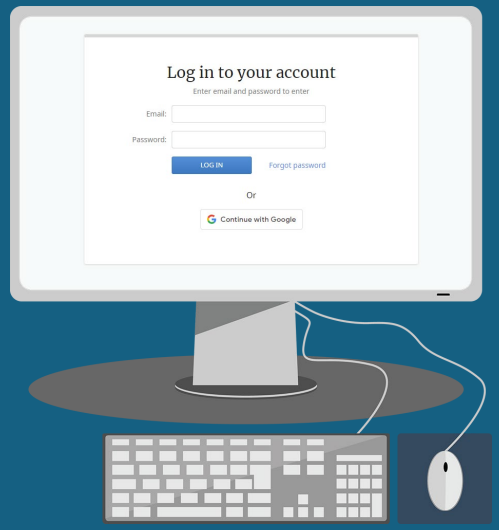
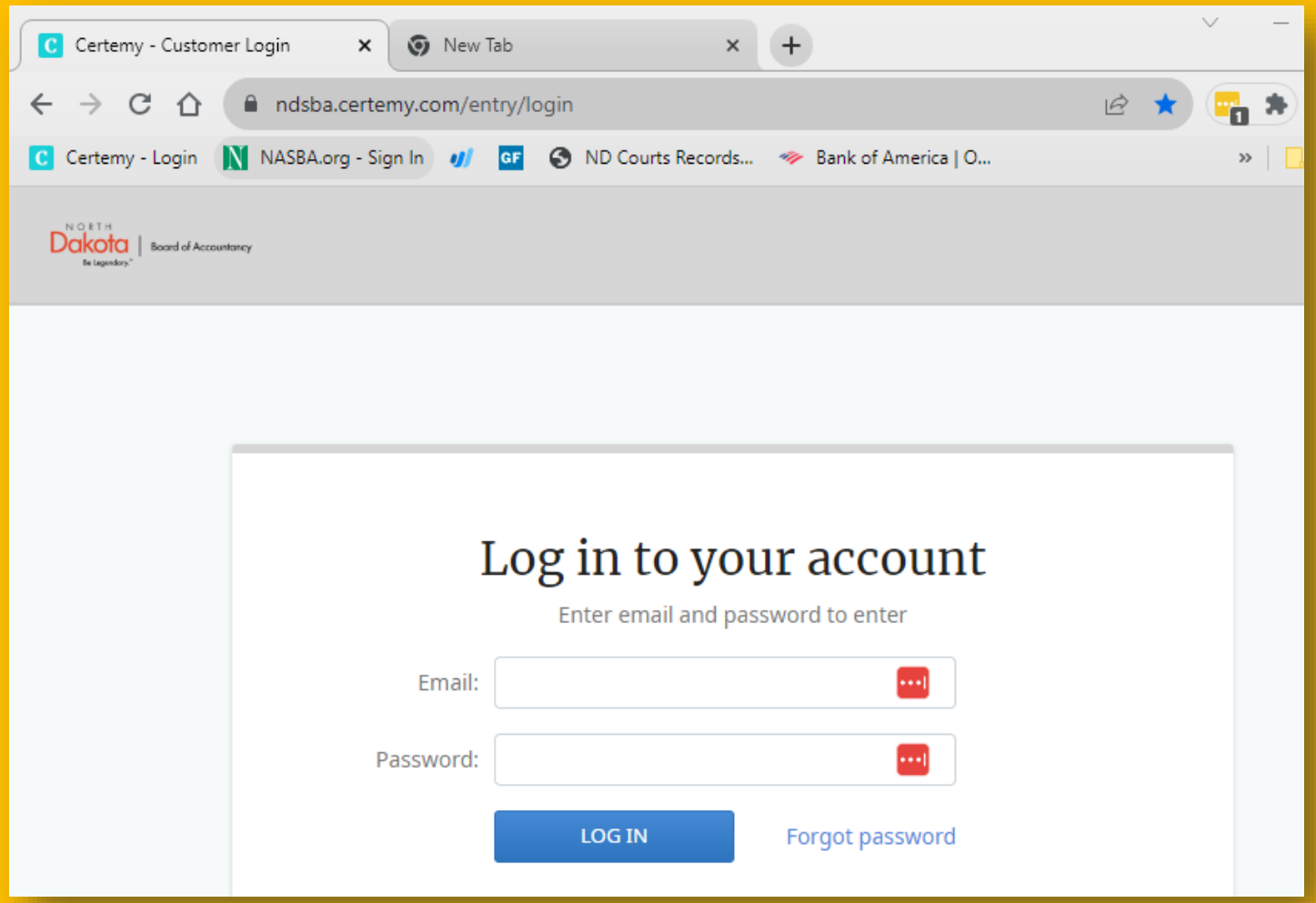
RENEWAL PROCESS GUIDE



Begin by accessing the Certemy website.



Depending on how you were originally licensed in North Dakota, your Credential will read:

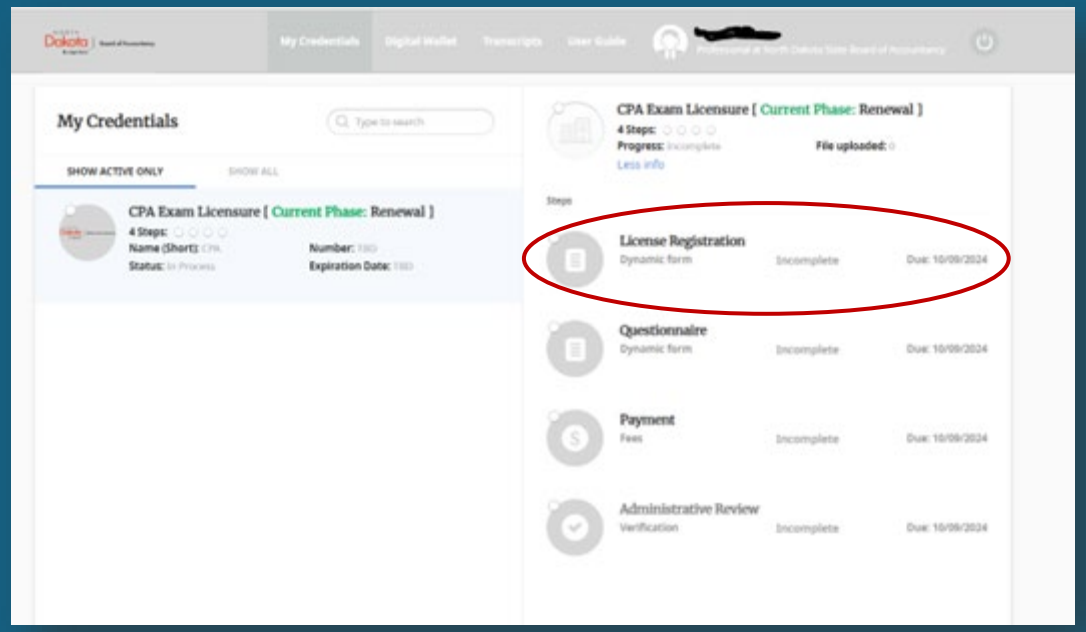
- CPA Exam Licensure
- CPA Grade Transfer
- CPA Substantial Equivalency
- CPA Traditional Reciprocity Licensure Renewal

There is only one credential to complete if you do not hold out to be a CPA in North Dakota:

- CPA Exam Licensure
- CPA Grade Transfer
- CPA Substantial Equivalency
- CPA Traditional Reciprocity Licensure Renewal

If you do hold out as a CPA in North Dakota and you do not report your CPE to another U.S. state, you must complete the Continuing Professional Education credential as well.

License Registration



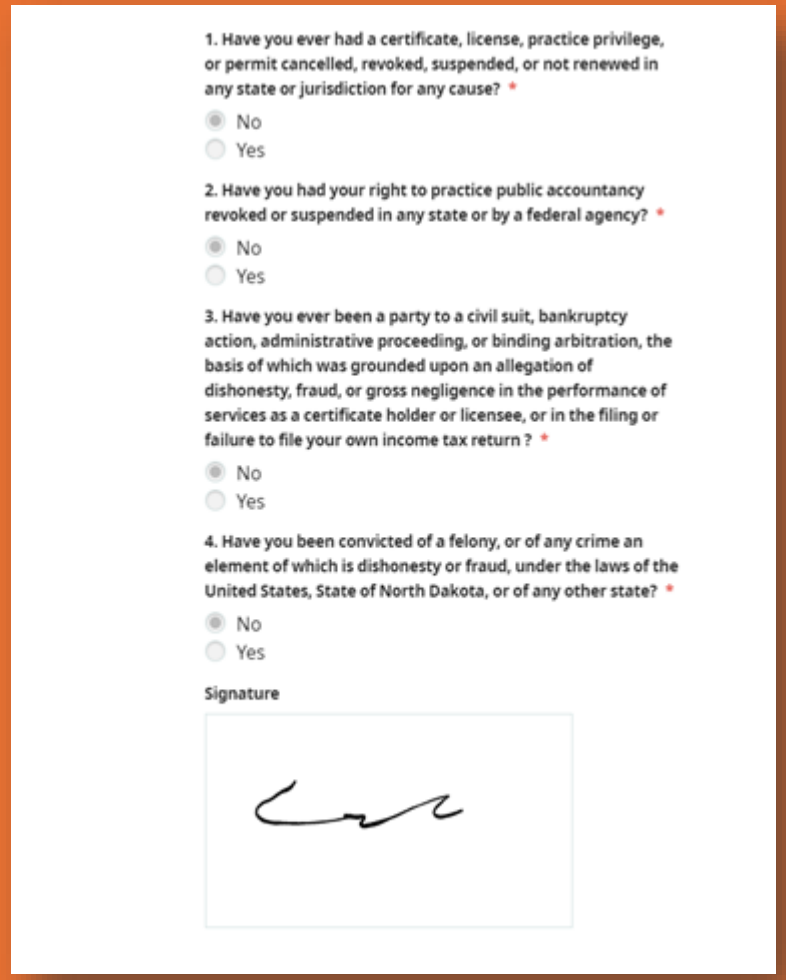
Click on License Registration.

Your contact information is pre-populated.

- Please review the information and update as needed.
- Check whether you hold out as a CPA in North Dakota, complete the attestation, draw your signature in the box with your mouse and click submit confirm.

Questionnaire

- Click complete now.
- Answer the questions.
- Click continue.
- Draw your signature in the box with your mouse.
- Click submit confirm.



1. Have you ever had a certificate, license, practice privilege, or permit cancelled, revoked, suspended, or not renewed in any state or jurisdiction for any cause? *

No
Yes

2. Have you had your right to practice public accountancy revoked or suspended in any state or by a federal agency? *

No
Yes

3. Have you ever been a party to a civil suit, bankruptcy action, administrative proceeding, or binding arbitration, the basis of which was grounded upon an allegation of dishonesty, fraud, or gross negligence in the performance of services as a certificate holder or licensee, or in the filing or failure to file your own income tax return ? *

No
Yes

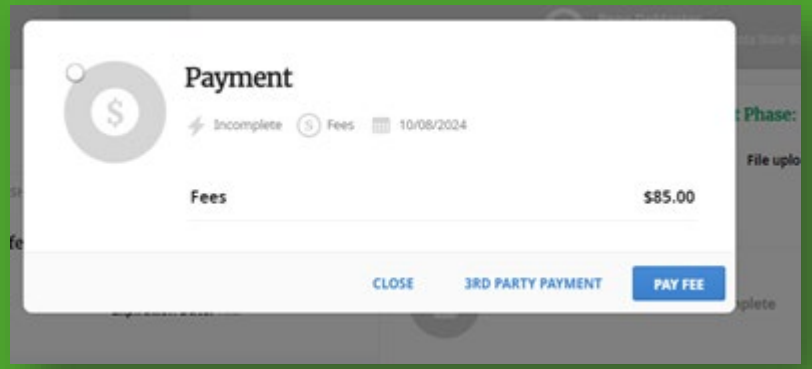
4. Have you been convicted of a felony, or of any crime an element of which is dishonesty or fraud, under the laws of the United States, State of North Dakota, or of any other state? *

No
Yes

Signature

Payment

- Click pay fee
- Enter credit card information
- Click ‘Pay $85’ then confirm.



Please Note: There is a 3rd party payment option, that is for North Dakota board staff.
If you click that option, your payment will be rejected.

Administrative Review

This step is completed by the board staff once your registration is reviewed. It will not be approved until your continuing professional education is submitted and approved. If this is step is pending part of your renewal is not complete.

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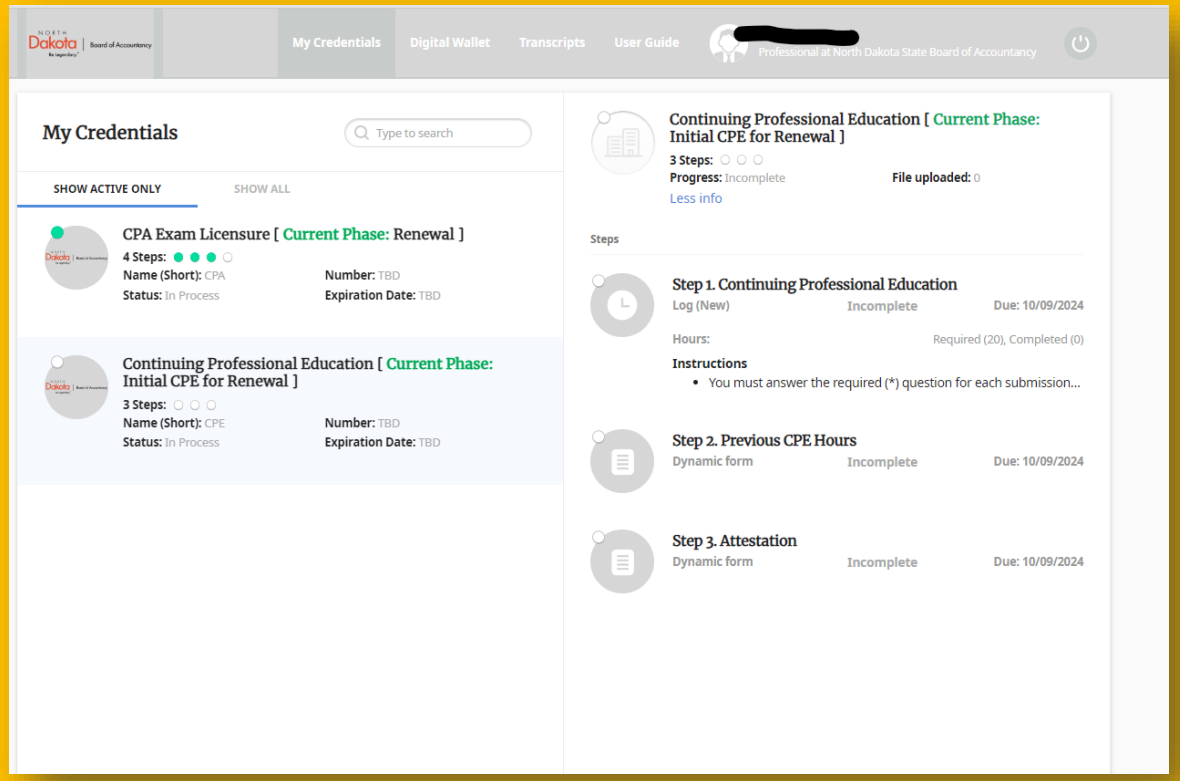
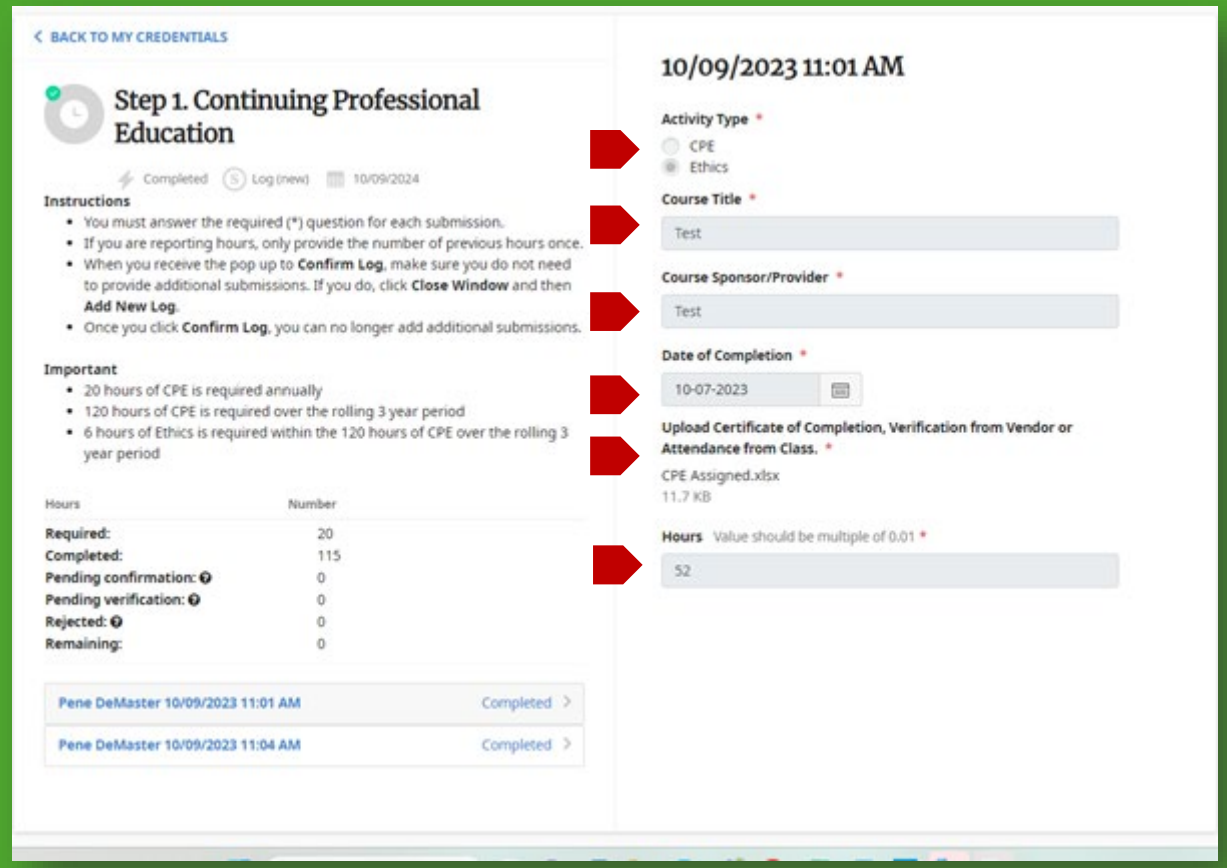
CONTINUING EDUCATION

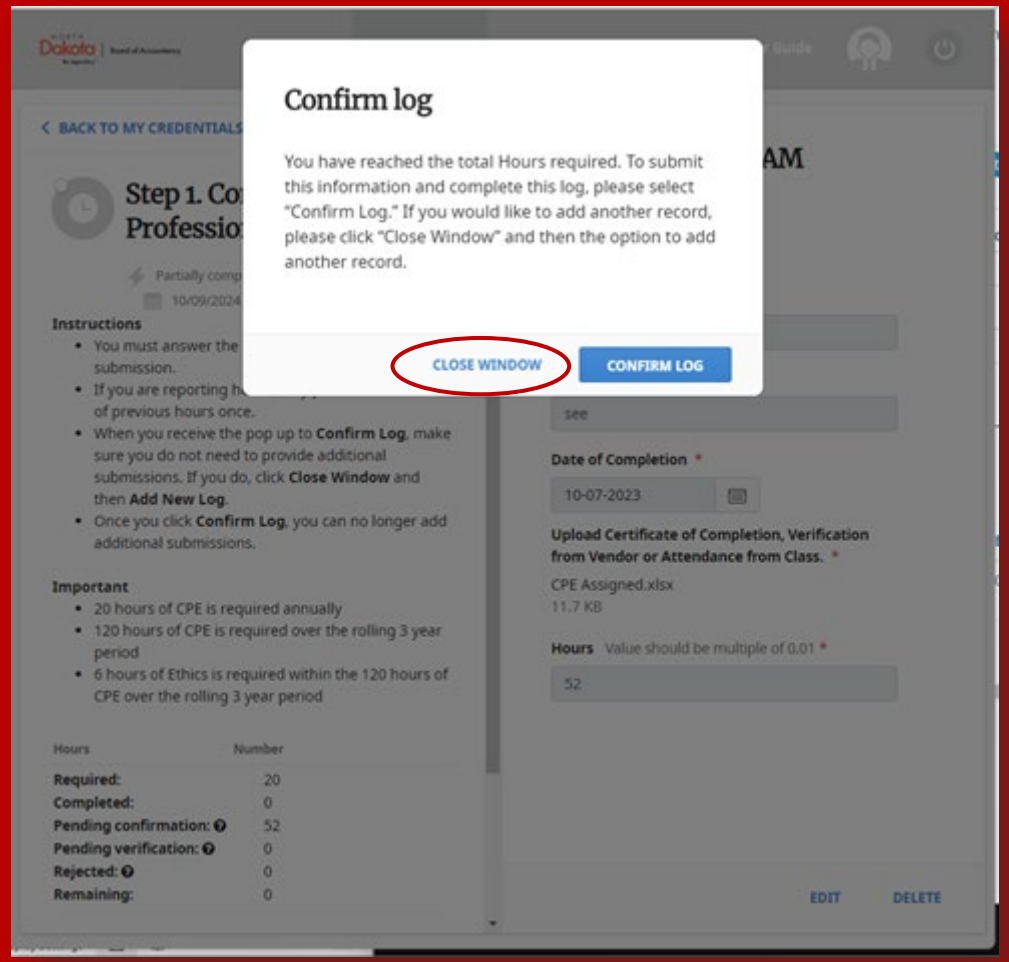


Step 1: Submit Hours



- Enter Activity Type
- Enter Course Title,
- Enter Course Sponsor/Provider
- Enter Date of Completion
- Upload Certificate of Completion, Verification from Vendor or Attendance from Class.
- Enter Hours
- Click Submit

If you need to enter another record, DO NOT click Confirm Log.
Click Close Window and add the new record.



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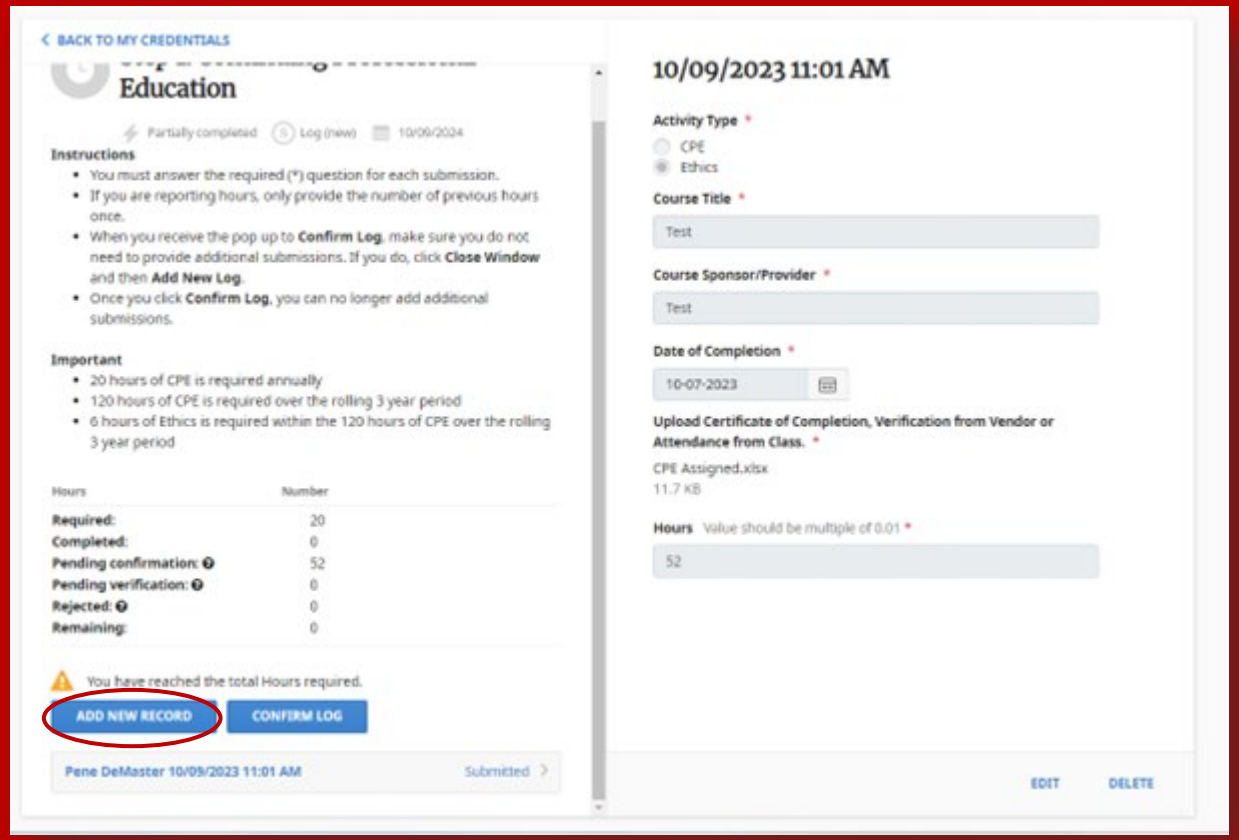
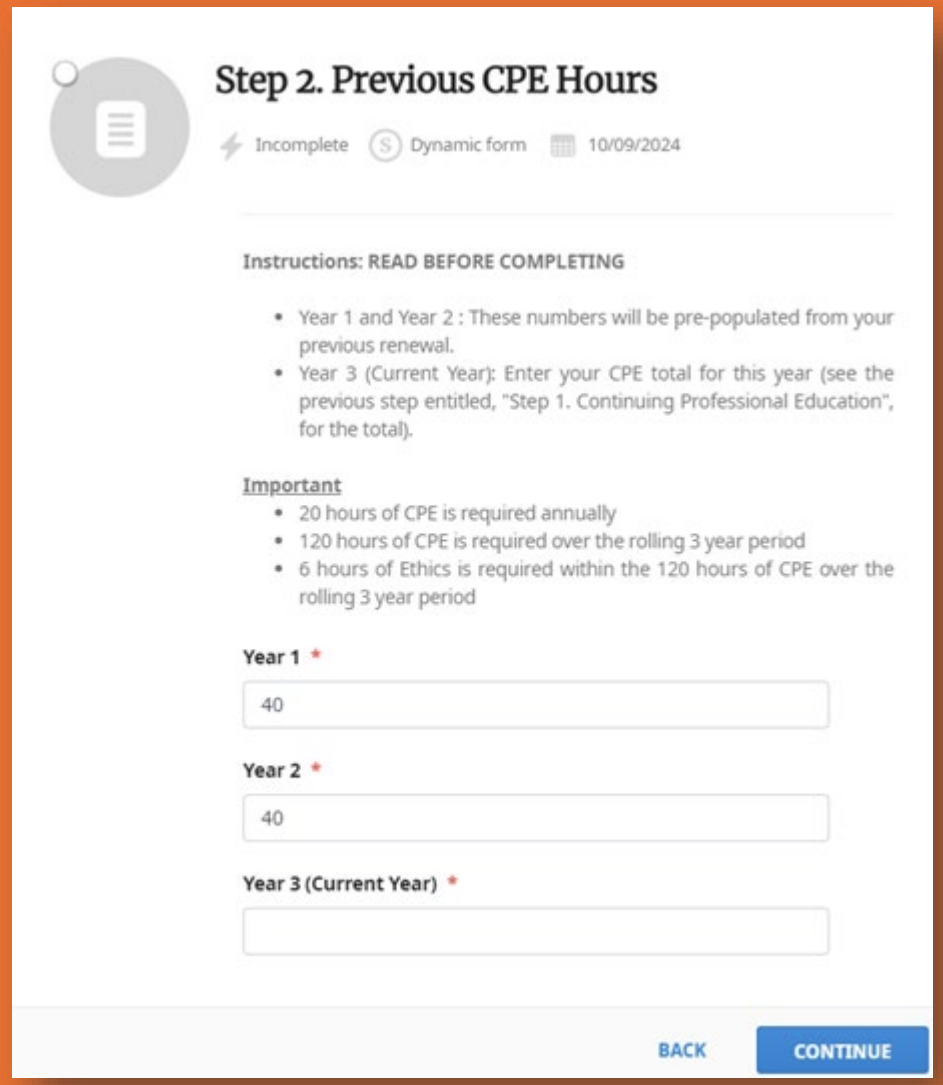


Step 2: Previous CPE Hours

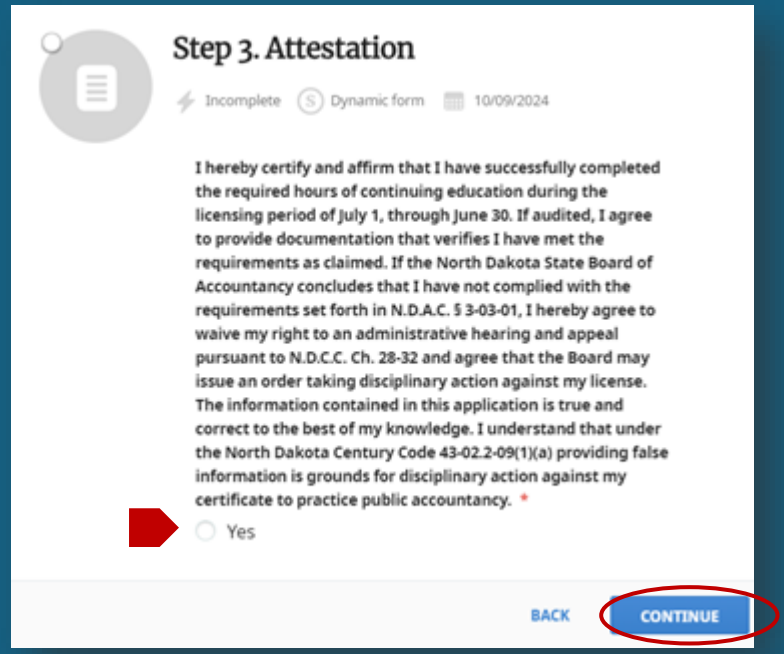


- Year 1 and 2 will pre-populate from last year.
- Please review to be sure they are correct.

  Update as needed.
- Year 3 is the **current year** and will be blank.
- Enter the number of CPE credits you are

  reporting for the current year.

Step 3: Attestation



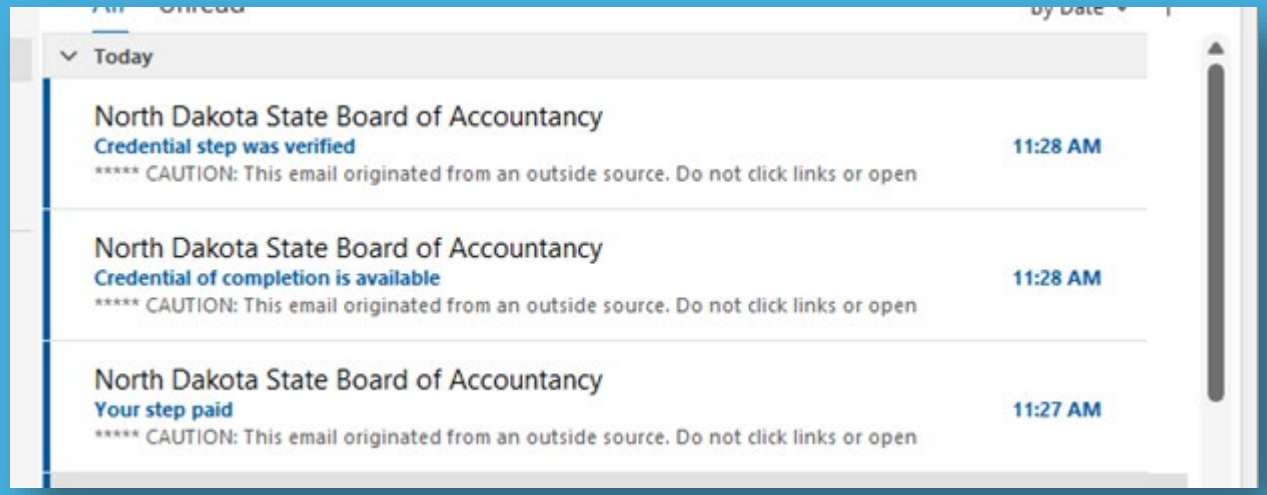
- Read the Attestation statement.
- Click ‘Yes’.
- Click the Continue Button.

Once your License Registration Renewal and Continuing Professional Education is reviewed by board staff it will either be approved or rejected for more information.

If any part of your renewal is rejected Certemy will send an automatically generated email with an explanation for why your form was rejected.

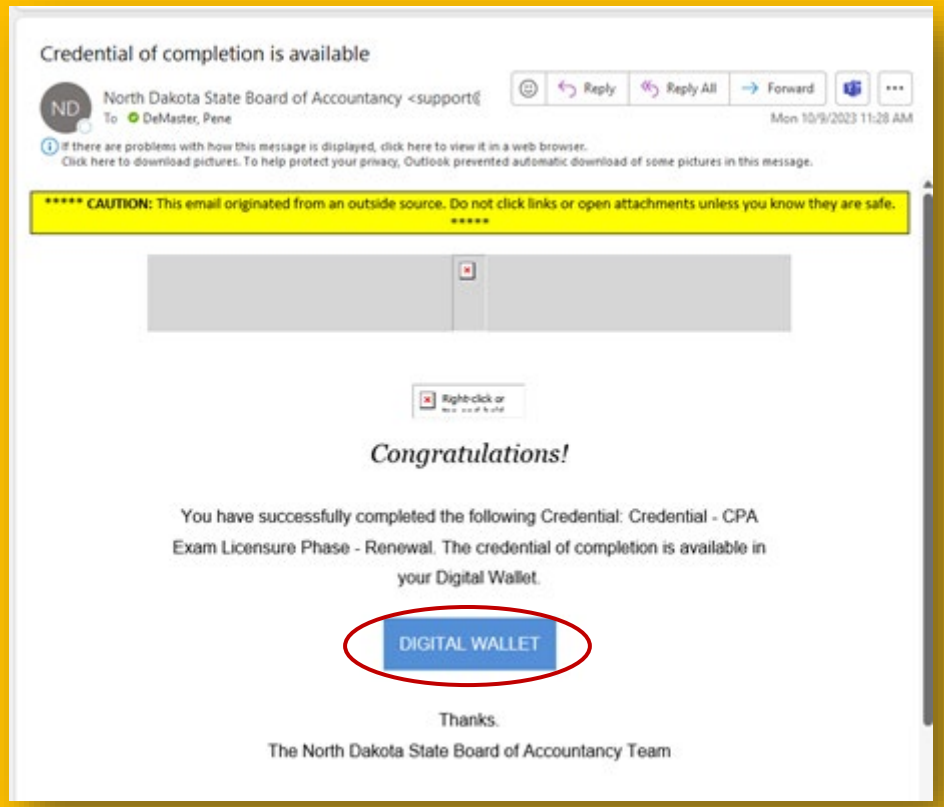
Once each step is approved Certemy will send you an automatically generated email notifying you as such.

There will be a link back to Certemy to your license card in the digital wallet.



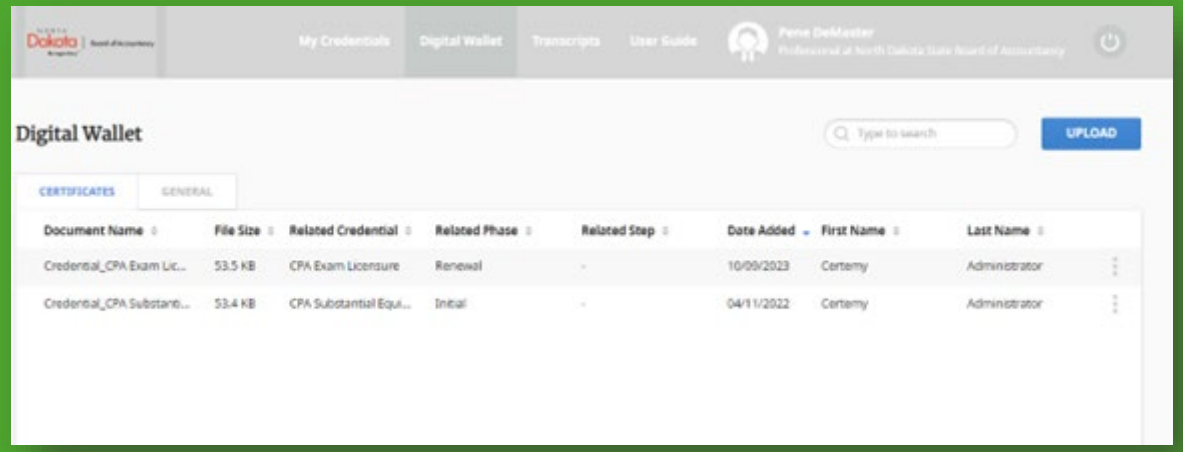
Digital Wallet

Click the blue Digital Wallet link.



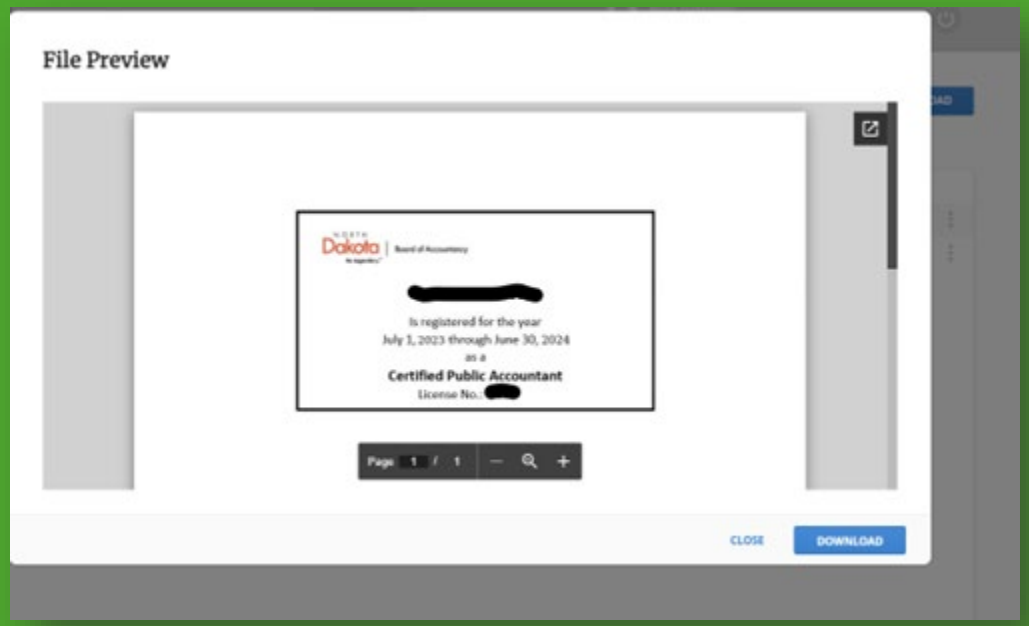
Certificates

Your license card is under the certificates.
These are sorted by date with the newest license card at the top of the list.



Certificates

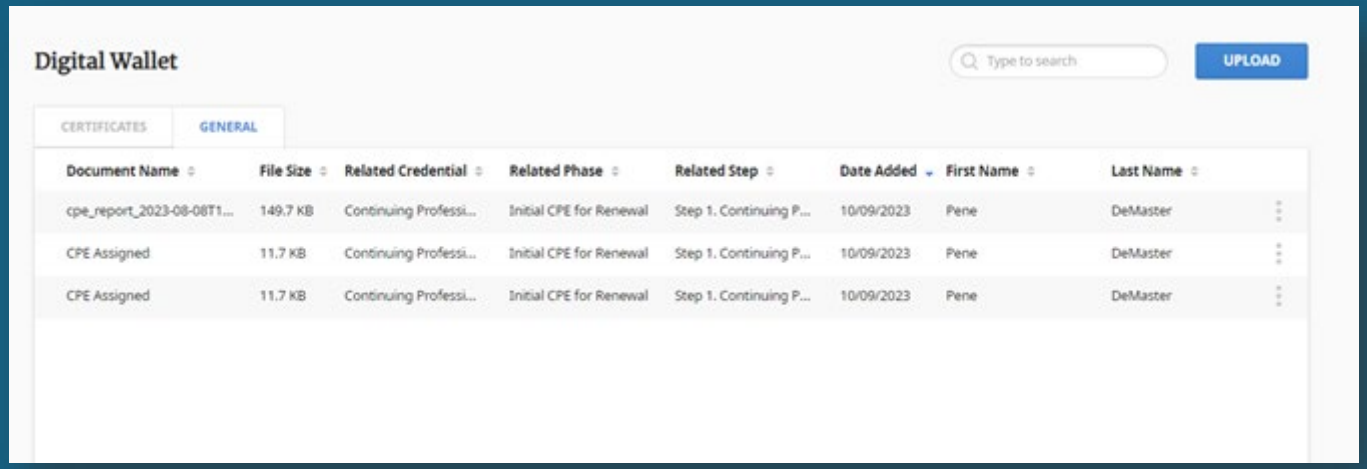
Click download and print your new license card.



Review Prior Years CPE

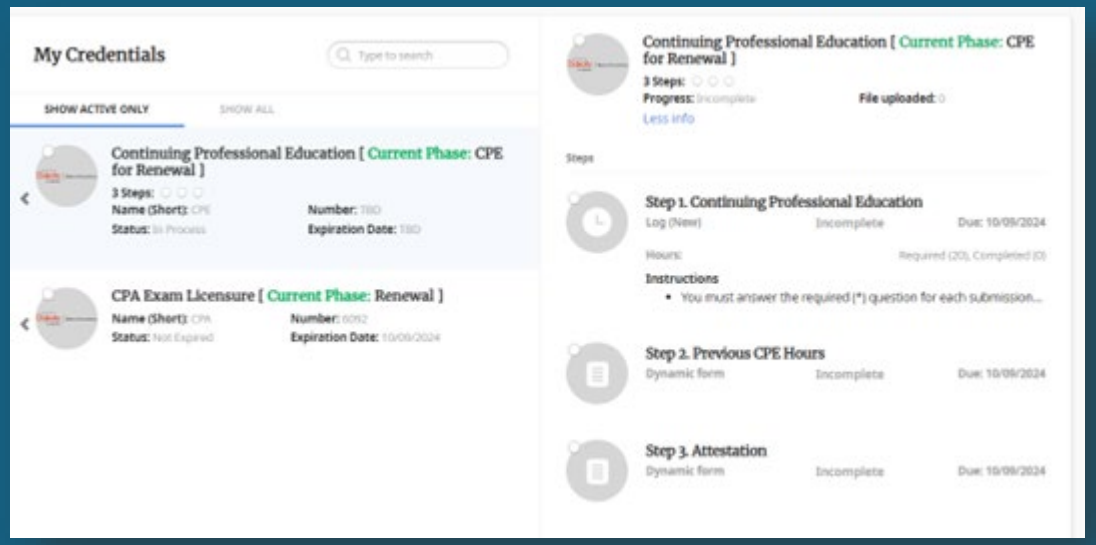
There are two ways.

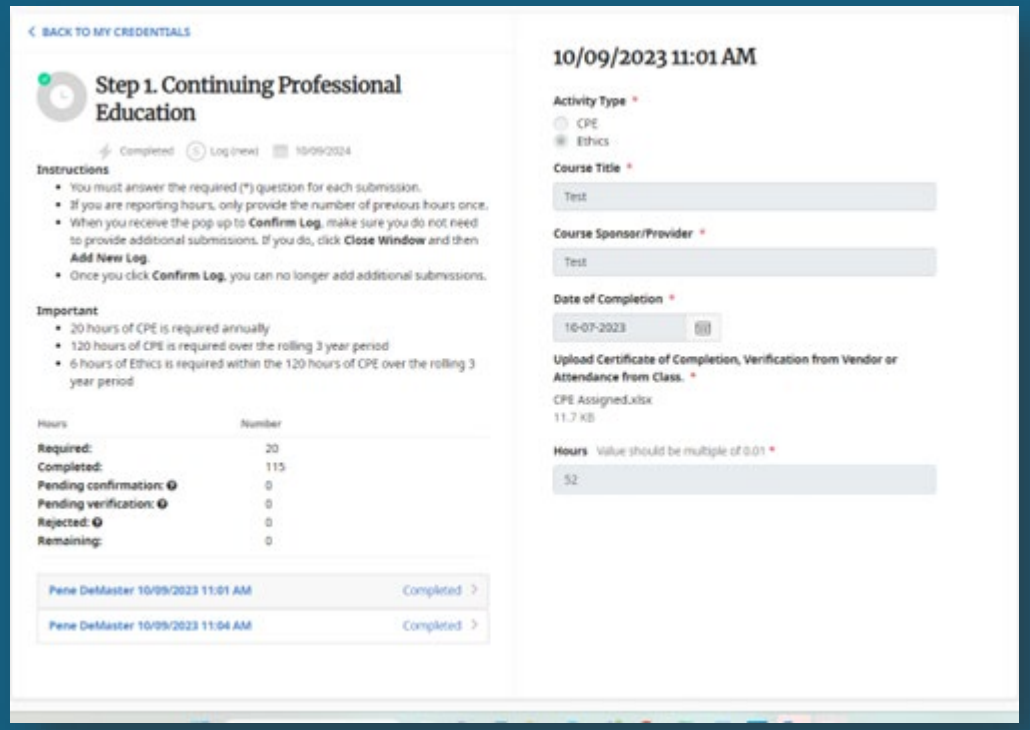
Digital Wallet: Click the digital wallet at the top of your screen, then click the general tab. Your CPE is listed in date order.



Review Prior Years CPE

My Credentials: Click the back arrow on the Continuing Professional Education credential to last year's report.





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If you believe your renewal is complete but you continue to receive notifications from the North Dakota State Board of Accountancy, **please do not ignore it**. Contact Pene DeMaster pdemaster@nd.gov to be sure all steps are completed and verified. If you do not it may be a costly mistake.