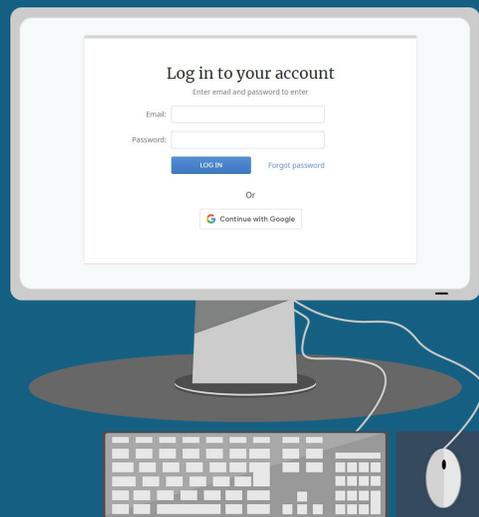


North Dakota | Board of Accountancy

RENEWAL PROCESS GUIDE



Begin by
accessing
the Certemy
website.

The screenshot shows a web browser window with the URL `ndsba.certemy.com/entry/login`. The browser's address bar and tabs are visible at the top. The page header includes the logo for the North Dakota Board of Accountancy, with the text "NORTH Dakota Board of Accountancy" and the tagline "Be Legendary". The main content area features a login form with the heading "Log in to your account" and the instruction "Enter email and password to enter". The form contains two input fields: "Email:" and "Password:", each with a red eye icon for toggling visibility. Below the fields is a blue "LOG IN" button and a link for "Forgot password".

Certemy - Customer Login x New Tab x +

← → ↻ 🏠 🗑️ ndsba.certemy.com/entry/login

Certemy - Login NASBA.org - Sign In GF ND Courts Records... Bank of America | O...

NORTH Dakota Board of Accountancy
Be Legendary

Log in to your account

Enter email and password to enter

Email:

Password:

[LOG IN](#) [Forgot password](#)

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

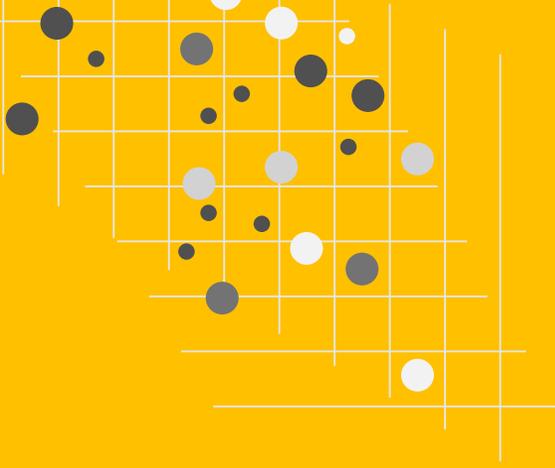
There is only one credential to complete if you do not hold out to be a CPA in North Dakota:

CPA Exam Licensure

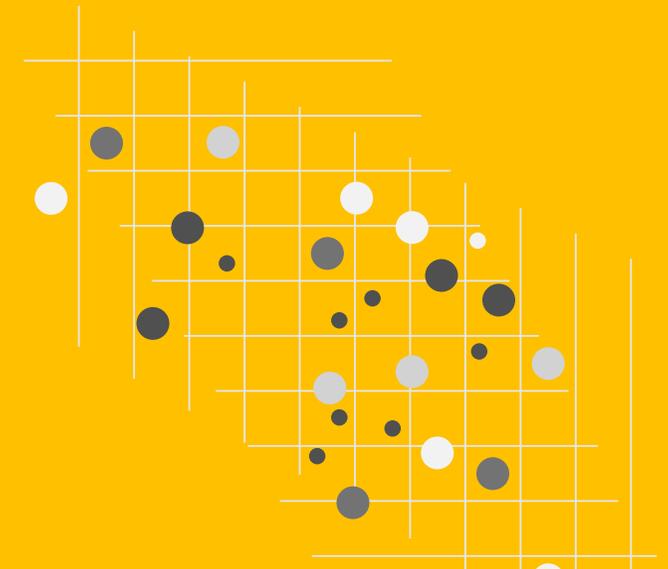
CPA Grade Transfer

CPA Substantial Equivalency

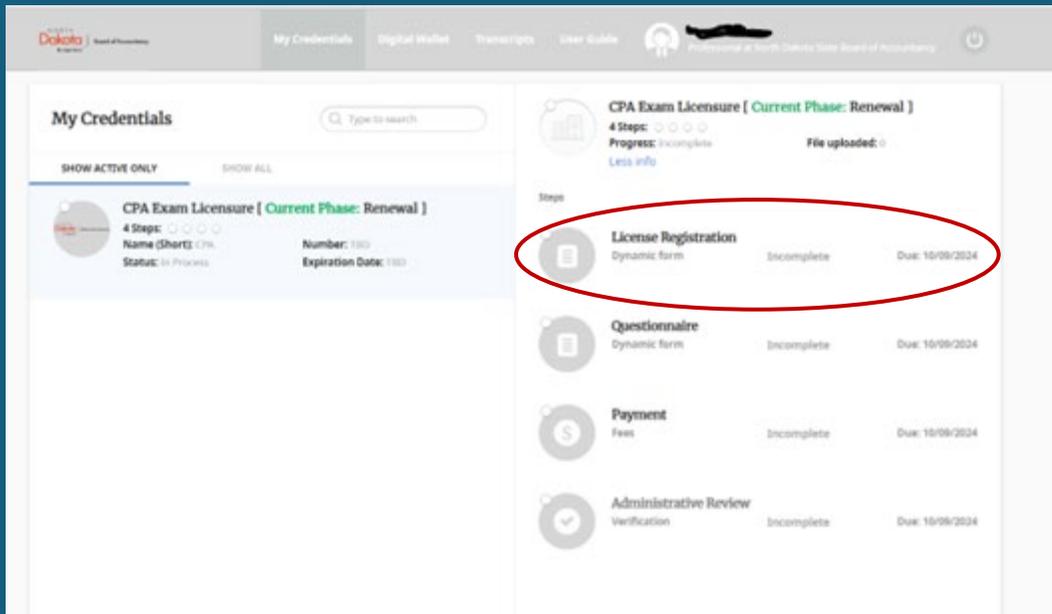
CPA Traditional Reciprocity Licensure Renewal



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? *

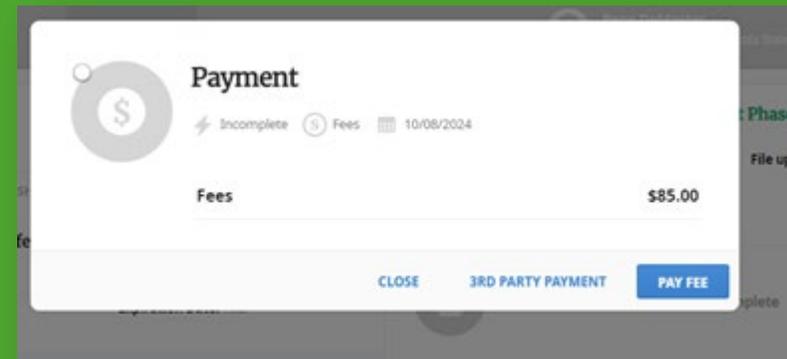
- No
 Yes

Signature

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to be the name 'L. W. ...'.

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 step is pending part of your renewal is not complete.

North Dakota | Board of Accountancy

CONTINUING EDUCATION

My Credentials [Search]

SHOW ACTIVE ONLY | SHOW ALL

- CPA Exam Licensure [Current Phase: Renewal]**
4 Steps: ●●●○
Name (Short): CPA | Number: TBD
Status: In Process | Expiration Date: TBD
- Continuing Professional Education [Current Phase: Initial CPE for Renewal]**
3 Steps: ○○○
Name (Short): CPE | Number: TBD
Status: In Process | Expiration Date: TBD

Continuing Professional Education [Current Phase: Initial CPE for Renewal]

3 Steps: ○○○ | Progress: Incomplete | File uploaded: 0 | [Less info](#)

Steps

- Step 1. Continuing Professional Education**
Log (New) | Incomplete | Due: 10/09/2024
Hours: Required (20), Completed (0)
Instructions
 - You must answer the required (*) question for each submission...
- Step 2. Previous CPE Hours**
Dynamic form | Incomplete | Due: 10/09/2024
- Step 3. Attestation**
Dynamic form | Incomplete | Due: 10/09/2024

Step 1: Submit Hours

[← BACK TO MY CREDENTIALS](#)

Step 1. Continuing Professional Education

Completed Log (new) 10/09/2024

Instructions

- You must answer the required (*) question for each submission.
- If you are reporting hours, only provide the number of previous hours once.
- When you receive the pop up to **Confirm Log**, make sure you do not need to provide additional submissions. If you do, click **Close Window** and then **Add New Log**.
- Once you click **Confirm Log**, you can no longer add additional submissions.

Important

- 20 hours of CPE is required annually
- 120 hours of CPE is required over the rolling 3 year period
- 6 hours of Ethics is required within the 120 hours of CPE over the rolling 3 year period

Hours	Number
Required:	20
Completed:	115
Pending confirmation:	0
Pending verification:	0
Rejected:	0
Remaining:	0

10/09/2023 11:01 AM

Activity Type *

CPE
 Ethics

Course Title *

Test

Course Sponsor/Provider *

Test

Date of Completion *

10-07-2023

Upload Certificate of Completion, Verification from Vendor or Attendance from Class. *

CPE Assigned.xlsx
11.7 KB

Hours Value should be multiple of 0.01 *

52

Pene DeMaster 10/09/2023 11:01 AM Completed >

Pene DeMaster 10/09/2023 11:04 AM Completed >

- 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.

The screenshot shows a web application interface for the State of Dakota Board of Accountancy. A modal dialog box titled "Confirm log" is centered on the screen. The dialog contains the following text: "You have reached the total Hours required. To submit this information and complete this log, please select 'Confirm Log.' If you would like to add another record, please click 'Close Window' and then the option to add another record." At the bottom of the dialog, there are two buttons: "CLOSE WINDOW" (highlighted with a red circle) and "CONFIRM LOG".

The background interface shows a "Step 1. Complete Professional" section with a "Partially complete" status and a date of "10/09/2024". Below this are "Instructions" and "Important" sections. The "Important" section lists requirements: 20 hours of CPE annually, 120 hours over a 3-year period, and 6 hours of Ethics. A table at the bottom left shows the following data:

Hours	Number
Required:	20
Completed:	0
Pending confirmation:	52
Pending verification:	0
Rejected:	0
Remaining:	0

On the right side of the interface, there are fields for "Date of Completion" (10-07-2023) and "Upload Certificate of Completion, Verification from Vendor or Attendance from Class." (CPE Assigned.xlsx, 11.7 KB). The "Hours" field is set to 52. At the bottom right, there are "EDIT" and "DELETE" buttons.

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

[← BACK TO MY CREDENTIALS](#)

Education

Partially completed Log (new) 10/09/2024

Instructions

- You must answer the required (*) question for each submission.
- If you are reporting hours, only provide the number of previous hours once.
- When you receive the pop up to **Confirm Log**, make sure you do not need to provide additional submissions. If you do, click **Close Window** and then **Add New Log**.
- Once you click **Confirm Log**, you can no longer add additional submissions.

Important

- 20 hours of CPE is required annually
- 120 hours of CPE is required over the rolling 3 year period
- 6 hours of Ethics is required within the 120 hours of CPE over the rolling 3 year period

Hours	Number
Required:	20
Completed:	0
Pending confirmation: ⓘ	52
Pending verification: ⓘ	0
Rejected: ⓘ	0
Remaining:	0

⚠ You have reached the total Hours required.

ADD NEW RECORD **CONFIRM LOG**

Pene DeMaster 10/09/2023 11:01 AM Submitted >

10/09/2023 11:01 AM

Activity Type *

CPE

Ethics

Course Title *

Test

Course Sponsor/Provider *

Test

Date of Completion *

10-07-2023

Upload Certificate of Completion, Verification from Vendor or Attendance from Class. *

CPE Assigned.xlsx
11.7 KB

Hours Value should be multiple of 0.01 *

52

EDIT **DELETE**

Step 2: Previous CPE Hours



Step 2. Previous CPE Hours

 Incomplete  Dynamic form  10/09/2024

Instructions: READ BEFORE COMPLETING

- Year 1 and Year 2 : These numbers will be pre-populated from your previous renewal.
- Year 3 (Current Year): Enter your CPE total for this year (see the previous step entitled, "Step 1. Continuing Professional Education", for the total).

Important

- 20 hours of CPE is required annually
- 120 hours of CPE is required over the rolling 3 year period
- 6 hours of Ethics is required within the 120 hours of CPE over the rolling 3 year period

Year 1 *

Year 2 *

Year 3 (Current Year) *

[BACK](#) [CONTINUE](#)

- 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

Step 3. Attestation

Incomplete Dynamic form 10/09/2024

I hereby certify and affirm that I have successfully completed the required hours of continuing education during the licensing period of July 1, through June 30. If audited, I agree to provide documentation that verifies I have met the requirements as claimed. If the North Dakota State Board of Accountancy concludes that I have not complied with the requirements set forth in N.D.A.C. 53-03-01, I hereby agree to waive my right to an administrative hearing and appeal pursuant to N.D.C.C. Ch. 28-32 and agree that the Board may issue an order taking disciplinary action against my license. The information contained in this application is true and correct to the best of my knowledge. I understand that under the North Dakota Century Code 43-02.2-09(1)(a) providing false information is grounds for disciplinary action against my certificate to practice public accountancy. *

Yes

BACK CONTINUE

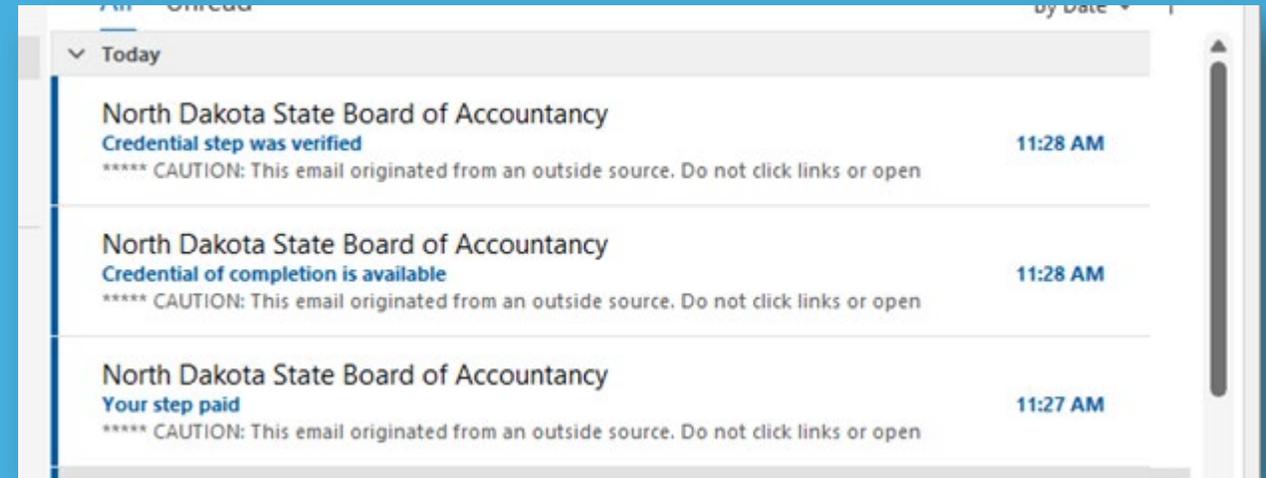
- Read the Attestation statement.
- Click 'Yes'.
- Click the Continue Button.

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.

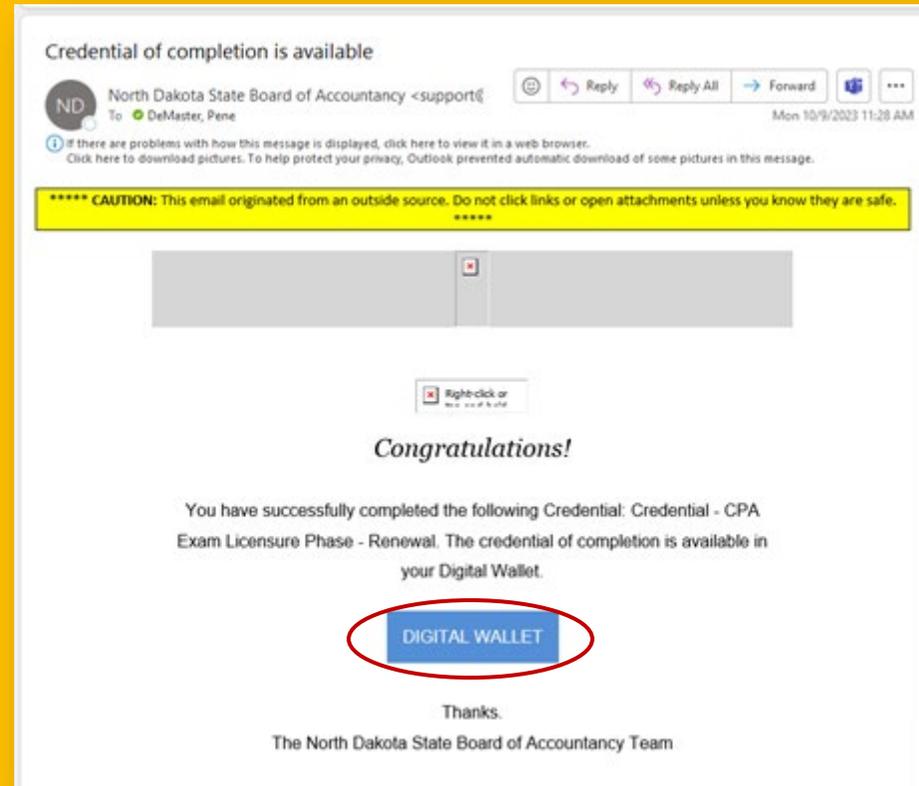
Once each step is approved Certemy will send you an automatically generated email notifying you as such.

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



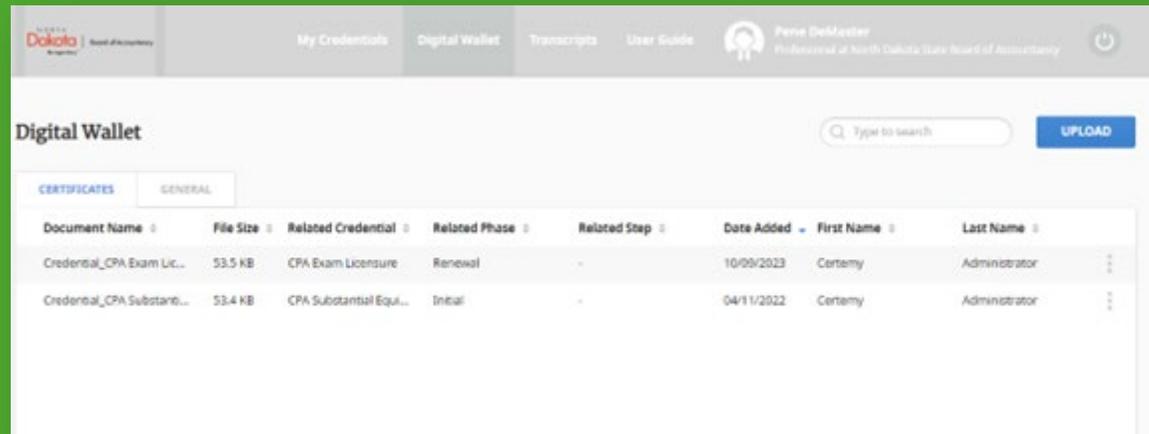
Digital Wallet

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.

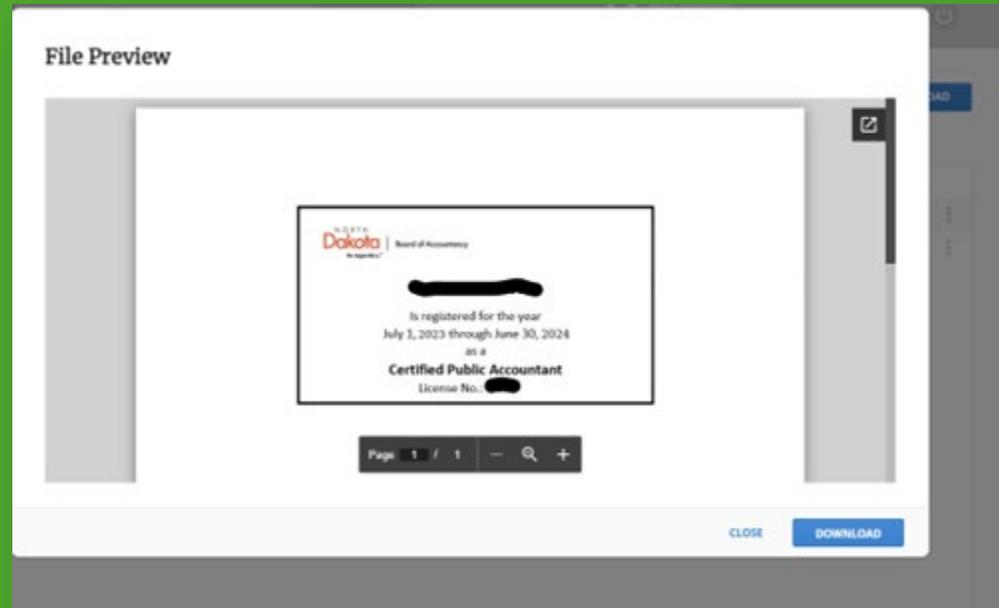


The screenshot shows the 'Digital Wallet' section of a web application. At the top, there is a navigation bar with 'My Credentials', 'Digital Wallet', 'Transcripts', and 'User Guide'. The user is identified as 'Pene DeMaster' from the 'Professional of North Dakota State Board of Accountancy'. Below the navigation bar, the 'Digital Wallet' title is followed by a search bar and an 'UPLOAD' button. Two tabs, 'CERTIFICATES' and 'GENERAL', are visible, with 'CERTIFICATES' selected. A table lists the certificates with columns for Document Name, File Size, Related Credential, Related Phase, Related Step, Date Added, First Name, and Last Name. Two certificates are listed, sorted by date with the newest at the top.

Document Name	File Size	Related Credential	Related Phase	Related Step	Date Added	First Name	Last Name
Credential_CPA Exam Lic...	53.5 KB	CPA Exam Licensure	Renewal	-	10/09/2023	Ceremy	Administrator
Credential_CPA Substano...	53.4 KB	CPA Substantial Equi...	Initial	-	04/11/2022	Ceremy	Administrator

Certificates

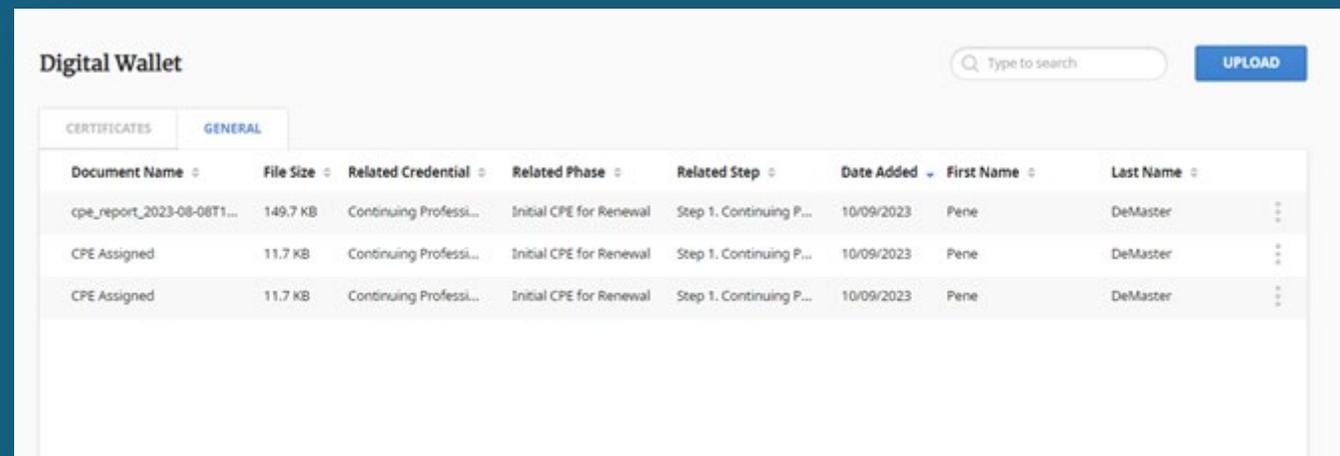
Click download and print your new license card.



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.

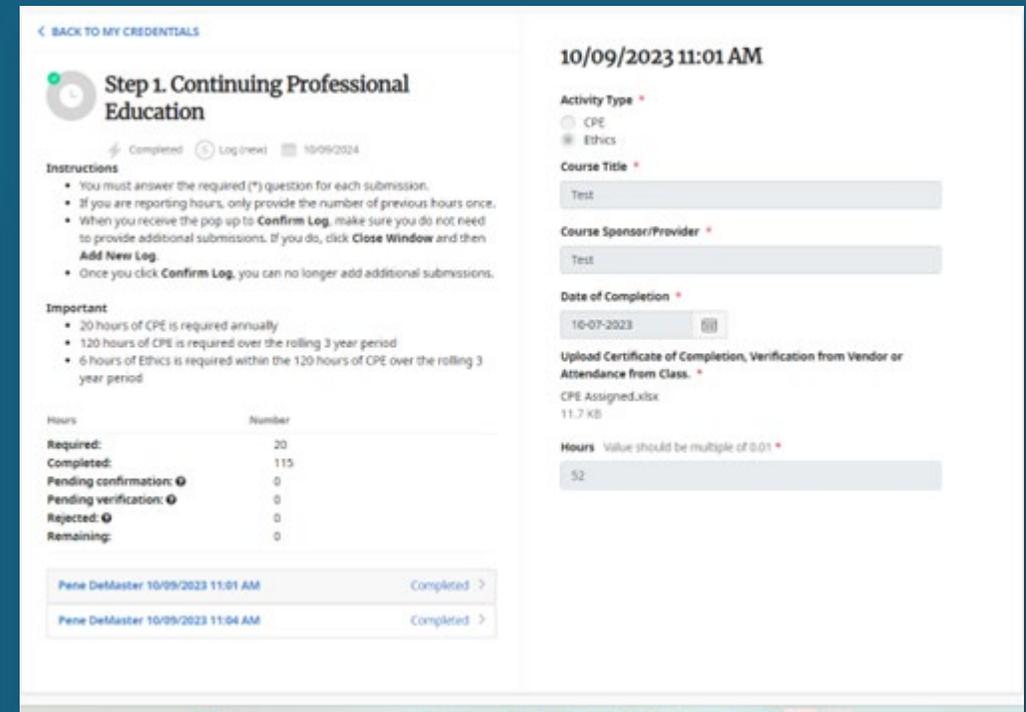
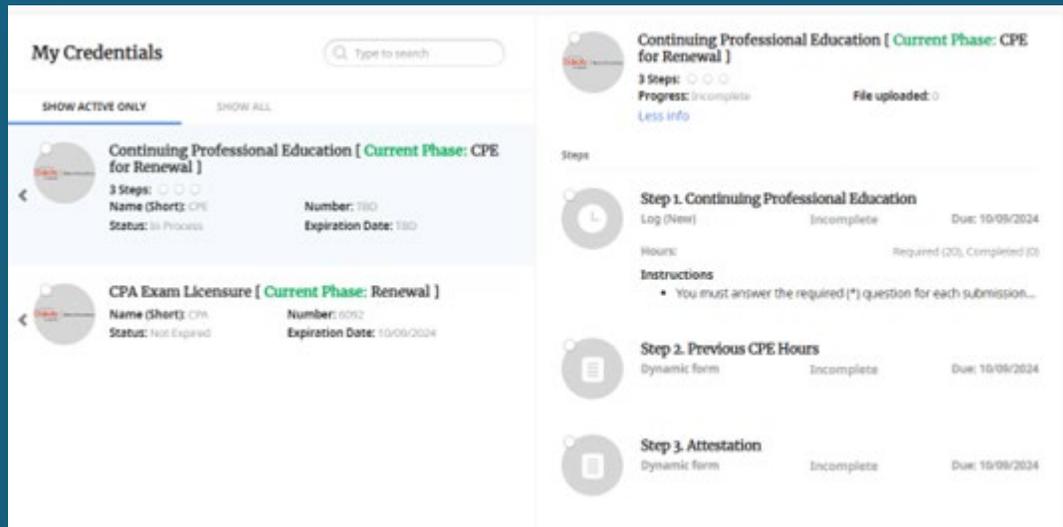


The screenshot shows the 'Digital Wallet' interface. At the top, there is a search bar with the placeholder text 'Type to search' and an 'UPLOAD' button. Below the search bar, there are two tabs: 'CERTIFICATES' and 'GENERAL'. The 'GENERAL' tab is selected. The main content area displays a table with the following columns: Document Name, File Size, Related Credential, Related Phase, Related Step, Date Added, First Name, and Last Name. The table contains three rows of data, all dated 10/09/2023.

Document Name	File Size	Related Credential	Related Phase	Related Step	Date Added	First Name	Last Name
cpe_report_2023-08-08T1...	149.7 KB	Continuing Professi...	Initial CPE for Renewal	Step 1. Continuing P...	10/09/2023	Pene	DeMaster
CPE Assigned	11.7 KB	Continuing Professi...	Initial CPE for Renewal	Step 1. Continuing P...	10/09/2023	Pene	DeMaster
CPE Assigned	11.7 KB	Continuing Professi...	Initial CPE for Renewal	Step 1. Continuing P...	10/09/2023	Pene	DeMaster

Review Prior Years CPE

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



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.