

2023 SC Board of Accountancy Update

License Renewals:

License Renewals, Firm Renewals and CPE hours are due to the Board of Accountancy no later than 11:59 p.m. on **February 1, 2023**.

Renewal Fees:

CPA, PA and Accounting Practitioner	\$80
In-State Firm	\$50
Out-of-State Firm	\$50

- A license not renewed by 11:59 p.m. on February 1st will be considered lapsed.
- Licensees will be required to file a Reinstatement Application and pay a \$500 reinstatement fee if renewal is filed or completed after February 16th.
- Licensees who continue to practice with a lapsed license after February 16th may be subject to additional conditions in order to reinstate their license.

Contact Us Telephone: (803) 896-4770 Email: Contact.Accountancy@llr.sc.gov

Continuing Professional Education (CPE):

Licensees must now obtain at least two hours of CPE in ethics each calendar year, as part of the 40 hours of CPE that licensees are required to complete annually. S. C. Code Section 40-2-250(C)(6) provides: "An annual ethics requirement must be met and included in the documented hours of continuing professional education. No less than two hours of the annual forty hours of continuing professional education must relate to ethics." The Board of Accountancy no longer requires the SC-specific ethics course, so licensees can now meet the annual ethics requirement by choosing any qualified CPE course in behavioral or regulatory ethics.

You must report a minimum of 40 hours of CPE within each calendar year (January 1 through December 31), to be reported by February 1 of the following year. The maximum number of hours you may carry over from one year to the next is 20. All 2022 CPE must be completed by December 31, 2022.

Not all learning activities qualify for CPE. The event must be structured as CPE, have a sponsor, and the sponsor must issue a Certificate of Completion/Attendance to receive credit (Regulation 1-08(A)(2)(d)). This means Certificates of Attendance/Completion must show a 2022 date. All self-study courses must be Quality Assurance Services (QAS) approved, and **you may not claim more than 20 hours of self-study CPE**. You must submit Certificates of Completion for all self-study courses taken when you submit your CPE Reporting Form.

Online CPE webinars are considered live presentations provided the course:

- Requires participants to respond periodically to verify attendance.
- Allows participants to contact the moderator to ask questions.

If you are providing a copy of the firm's CPE report to substitute for page 2 of the Board's reporting form:

- Complete page 1 of the CPE reporting form.
- Ensure the substitute form provides all of the same data as page 2 of the Board's reporting form.
- Make sure the data required is easily recognizable. If not, complete page 2.

The Board requires CPE to be uploaded via the online [document submission](#) page. You must:

- Complete both pages of the [report](#) and sign it.
- If you have any self-study certificates, you must include them in the PDF file with your report.
- Convert all pages of the reporting form and all self-study certificates into a PDF document.
- File CPE reports for non-licensed firm owners using the firm's online [document submission](#) page.
- If you were issued an **original (first) license** after the exam in 2022, **you are not required** to complete or report CPE for 2022. If you earned CPE in 2022, it cannot be carried forward to 2023.
- If you were issued a **reciprocal license** in 2022, **you must** complete and report CPE for 2022

Safeguarding Client Records

Regulation 1-12(A), requires all licensees and firms that have custody or ownership of client records to designate a partner, personal representative, or other responsible party to assume responsibility for client records in the case of incapacity or death of the licensee or dissolution of the firm. Your designated responsible party must agree to assume responsibility for safeguarding client records. While your designated responsible party is not required to be a licensee, the Board prefers that your designated responsible party be a licensee.

Firm Registration Information and Responsibilities:

- Non-CPA owners must complete the same number of qualified CPE hours as CPA owners, and the firm and the resident manager are responsible for the compliance of non-CPA owners with all applicable accountancy statutes and regulations, including CPE requirements, and making sure that the non-CPA owner is of good moral character and not does not engage in any conduct that, if committed by a licensee, would constitute a violation of the regulations promulgated by the Board.
- **If a firm hires a CPA who is licensed in another state and whose principal place of business will be in South Carolina, the resident manager must make sure the CPA obtains a South Carolina license by reciprocity. If the principal place of business is in South Carolina, a South Carolina CPA license is required before he or she can sign or hold out in any manner as a SC CPA.**
- Both the resident manager and the individual CPA may be sanctioned if the application for a South Carolina license is not timely filed.
- If you have a firm, you must renew your firm registration separately from your individual CPA license.
- Section 40-2-20(23)(b) defines the practice of accounting as: using or assuming the title “Certified Public Accountant” or the abbreviation “CPA” or any other title, designation, words, letters, abbreviation, sign, card, or device tending to indicate that the person is a certified public accountant.
- Firm registration requirements:
 - A firm must be registered with the Board if it has an office in this State, that provides attest or compilation services, or uses in its business name the title, “Certified Public Accountants”, “Public Accountants”, “Accounting Practitioners”, or the abbreviation “CPAs”, “PAs”, or “APs”, or uses any other title, designation, words, letters, abbreviation, sign, card or device indicating the firm is a CPA firm or an Accounting Practitioner firm.
- If a firm provides any of the services listed below, the firm must enroll in an acceptable Peer Review program as outlined in Regulation 1-09(C):
 - Audits
 - Reviews of financial statements
 - Compilations of financial statements
 - Examinations of prospective financial statements
 - Compilations of prospective financial statements
 - Agreed-upon procedures of prospective financial statements
 - Examination of written assertions
 - Agreed-upon procedures of written assertions
- **If not already on file with the Board**, firms subject to peer review must send a copy of their most recent peer review to the Board as part of the renewal process. Peer review reports should be uploaded via the online [document submission](#) page for the firm.

Accountancy Practice Act and Regulations

- Accountancy Practice Act: <https://www.scstatehouse.gov/code/t40c002.php>
Regulations: <https://www.scstatehouse.gov/codereqs/Chapter%201.pdf>