

Application for License Renewal/Reinstatement

LICENSE NUMBER	PROFESSION TITLE	RENEWAL FEE	EXPIRATION DATE	REINSTATEMENTS
Please fill in:	Certified Payroll Specialist	\$25.00 Member \$50.00 Nonmember	12/31/09	Additional fees are required after expiration. See reverse for details.

↓ NAME AND ADDRESS OF RECORD ↓	↓ ADDRESS/PHONE CORRECTION ↓
Please write in your name and address of record.	Address: _____ City: _____ State: _____ Zip: _____ Phone: (_____) _____ - _____ Email: _____
	This address will be used for all correspondence from NACPB. You may use a business address or PO Box instead of a home address. If your address changes at any other time, notify NACPB directly. Do not rely on a postal service forwarding order.

QUALIFYING QUESTIONNAIRE	Answer "YES" or "NO" for each question. Do not leave any question blank.
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Please note that false, misleading, or fraudulent answers may result in loss of licensure and are subject to random audit.

(For questions 1 - 4 below, motor vehicle offenses such as driving while impaired or intoxicated must be disclosed, but minor traffic offenses such as parking or speeding violations do not need to be listed.)

- _____ 1. Since the last renewal or issuance of this license have you pled guilty to, pled no contest to, been convicted of, made a plea in abeyance to, or entered into a deferred sentence with respect to any felony or misdemeanor in any jurisdiction?
- _____ 2. Since the last renewal or issuance of this license have you been charged with or arrested for any felony or misdemeanor in any jurisdiction?
- _____ 3. Since the last renewal or issuance of this license have you surrendered or had any disciplinary action taken against a license to practice in a regulated profession?
- _____ 4. Are you currently under investigation or is any disciplinary, administrative, or criminal action pending against you now by any agency?

If you answered "YES" to question 1, 2, 3, or 4 above, see #1A on page two for instructions on additional requirements.

AFFIDAVIT/SIGNATURE	Read the following carefully. Sign below or follow the instructions as indicated.
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I hereby certify that I have completed or will complete all renewal requirements, if applicable, including those specified below before the expiration or reinstatement of my license. I understand that I may be subject to audit by NACPB of having met these requirements.

I also certify that I am the licensee described and identified in this application for license renewal/reinstatement. I am qualified in all respects for the renewal or reinstatement of this license. To the best of my knowledge, the information contained in this application is complete and correct, and is free of fraud, misrepresentation, or omission of material fact. I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

Signature: _____ **Date:** _____ *(If unable to sign, see #1B on page 2 for instructions.)*

RENEWAL REQUIREMENTS	Specific to your license:	Unlawful Conduct:
CPS's are required to complete 16 hours of approved CPE in each year period. The licensee must complete and return the CPE Reporting form with the CPS License Renewal form to NACPB no later than December 31. The licensee is responsible to obtain the forms and to report their CPE by the December 31 deadline. Failure to complete or report CPE will result in denial of renewal of the CPS license. If the initial license term is less than the full year CPE reporting period, the CPS is required to complete 4 hours of CPE for each full quarter of licensure during the CPE reporting period.		Your license will automatically expire unless you renew it prior to its expiration date. If your license expires, you may not hold yourself out as a CPS until a new license is issued. For NACPB Use Only – Do Not Write in this Area
DO NOT submit documentation of your completed hours unless you are audited.		

1. ADDITIONAL REQUIRED DOCUMENTATION:

A) If you answered "yes" to question 1, 2, 3, and/or 4 on the first page of this renewal, you must submit complete documentation – including any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement – for each and every arrest, charge, and/or conviction.

B) If you cannot sign the Affidavit on the first page of this renewal, you must submit a complete written explanation of why you cannot sign. If applicable, this explanation must include the reasons you have not or will not complete the continuing education requirements before the expiration or reinstatement of your license. NACPB personnel will reach a renewal decision on a case-by-case basis after a thorough review of your explanation. Additionally, you may be requested to provide additional information if the documentation submitted is insufficient.

2. CHECKLIST FOR TIMELY RENEWAL/REINSTATEMENT BY MAIL:

- Answer all four of the certification questions on page 1 and provide additional documentation, if applicable (#1A above).
- Sign the Affidavit on page 1 or submit a complete explanation of why you cannot sign (#1B above).
- Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.
- Sign your check or money order. **DO NOT SEND CASH.** (Make checks or money orders payable to "NACPB.") You may also pay by credit card online at www.nacpb.org/licenser renewal.cfm
- Enclose documentation of your legal name change, if applicable. (See #3 below.)
- Mail all fees, forms, and documentation to NACPB at 162 W. Baer Creek Drive, Kaysville, UT 84037.

3. LEGAL NAME CHANGE: If your legal name has changed, you must verify the change by submitting a copy of a marriage certificate, divorce decree, court order, social security card, or contractor name change form.

4. ADDRESS CHANGE: You are responsible to notify NACPB of address changes as they occur. Do not rely on postal service forwarding orders to provide NACPB with this information.

5. TIMELY RENEWAL: You are responsible to comply with all renewal/reinstatement requirements. Your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to immediately submit a completed Application for License Renewal/Reinstatement.

6. APPLICATION APPROVAL: Your application will be approved unless you do not meet the renewal/reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by NACPB. Those selected for audit will be notified. Please note that NACPB reserves the right to initiate action at any time against a licensee who did not meet the renewal/reinstatement requirements at the time the license was issued.

7. NON-REFUNDABLE FEES: Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

8. REINSTATEMENT FEES: If you fail to timely renew your license by December 31, 2009, you will be subject to the following conditions:

A) If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$25.00.

B) If you are reinstating your license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$50.00.

NOTICE: If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the new application fees. Contact NACPB for assistance if reinstating after two years of expiration.