## COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF STATE BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

## **Renewal Instructions**

1. Login to PALS at <u>www.pals.pa.gov</u>. Complete and verify your account information, then click "Save Changes" to proceed to your user dashboard.



2. Review your licensure and important Board/Commission information in the toolbar located at the top of your dashboard. Click the renewal box to begin to renewal process.

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ere are the things you need to know to renew the license.		
icense information	Renewal Instructions	Action
four License ( ( And Million Constitution Reserved) will expire in 153 Vays	<ul> <li>For your final to Continuing and Automation (196) which includes</li> <li>80 hours of continuing and auditing</li> <li>8 hours in accounting and auditing</li> <li>8 hours in tax</li> <li>4 hours in ethics</li> <li>No more than 40 hours in self-study courses</li> <li>4 minimum of 20 CPE hours per calendar year 2016 and 2017</li> <li>All CPE must be obtained within the calendar year 2016 and 2017 and must be completed before renewing.</li> </ul>	Cherew

Complete the renewal application form and upload any documents if applicable. Click Continue to review your application and
 Add to Cart Proceed to the payment process and submit the renewal application to the Board/Commission.

It is your responsibility to make sure your license is renewed by the expiration date.