

# Application for Licensure

## National Association of Certified Public Bookkeepers

### Certified Payroll Specialist

#### APPLICATION INSTRUCTIONS AND INFORMATION

**General Statement:** The National Association of Certified Public Bookkeepers (NACPB) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, submit a complete application form including all applicable supporting documents and fees. Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and are not refundable.

#### PLEASE READ ALL INSTRUCTIONS CAREFULLY

**Address of Record:** The street and email address you provide on this application will be your address of record. All correspondence from NACPB will be sent to that street or email address.

#### SUPPORTING DOCUMENTS AND FEES:

You may apply for the license by education or education alternative with experience verified.

#### Requirements

Certified Payroll Specialist license requirements include:

1. Complete the Payroll Certification course and pass the exam
2. Complete the QuickBooks Online Certification course and pass the exam
3. Verify one-year (2,000 hours) of bookkeeping experience
4. Agree to abide by the Code of Professional Conduct
5. Obtain 16 hours of CPE credit each year beginning the first subsequent year after license is issued
6. Complete and submit the Application for Licensure documents:
  - Application for Licensure
  - Code of Conduct
  - Work Experience Verification Forms (completed by Employer and/or Client(s))
7. Submit a \$100 non-refundable [application-processing fee](#).

#### Education Alternative

If you possess an associates or bachelor's degree in accounting, you may substitute the course requirements (1-2) above by submitting your transcripts for approval via email to [info@nacpb.org](mailto:info@nacpb.org). If approved, you are still required to pass the two-part Uniform Certified Payroll Specialist examination:

1. Payroll Certification exam
2. QuickBooks Online Certification exam

#### **ADDITIONAL IMPORTANT INFORMATION:**

1. **Bookkeeping or Accounting Experience:** In accordance with the NACPB CPS Licensing Regulations and Rules, “bookkeeping or accounting experience” means applying bookkeeping or accounting skills and principles taught as a part of the bookkeeping and accounting professions and generally accepted by the professions.
2. **License Renewal:** All CPS licenses expire December 31 of each year. Licensees have until December 31 to renew their license. Each renewal cycle thereafter is for a full year. Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license.
3. **Continuing Professional Education:** 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.
4. **Name Change:** If you have been licensed by NACPB under any other name, please submit documentation of your name change (i.e. copy of a marriage license or divorce decree).
5. **Email all completed application forms to [info@nacpb.org](mailto:info@nacpb.org).**

Please complete and submit the completed Employment/Client Experience Verification form documenting your completion of the NACPB Certified Payroll Specialist license experience requirement.

**APPLICANT GENERAL INFORMATION**

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First Name	MI	Last Name	
(Complete how you want your name to appear on your license)			

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Address

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City	State	Zip	
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Phone	Fax
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Email

I hereby certify that I have completed all licensing requirements. I understand that I may be subject to audit by NACPB of having met these requirements. I also certify 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.

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

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**For Internal Use Only**

Exams	_____
Payment	_____
Code of Conduct	_____
Course Completion (Quizzes)	_____
Experience	_____
Education	_____

**EDUCATION VERIFICATION**

If applying by education with a Bachelor's or Associates Degree in Accounting please include your transcripts with the license application.

School Attended: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

**WORK EXPERIENCE VERIFICATION: TO BE COMPLETED BY CPS CANDIDATE**

**CERTIFIED PAYROLL SPECIALIST (CPS) LICENSE REQUIREMENT**

Candidates for CPS licensure must have obtained one-year of bookkeeping or accounting experience. Candidates must complete and verify one-year (2,000 hours) of on-the-job bookkeeping or accounting experience. Candidates must submit an Employment/Client Verification form signed by an owner or manager of the business of employment or by a client(s) of the professional bookkeeper.

**INSTRUCTIONS**

Submit a separate form (Part 2) for each employer/client you have listed below. Request that each employer/client listed complete the form and return it to you for submission.

**BOOKKEEPING OR ACCOUNTING EXPERIENCE:**

Please provide the following information beginning with the most recent experience.

**EMPLOYER/CLIENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

**EMPLOYER/CLIENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

**EMPLOYER/CLIENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

**WORK EXPERIENCE VERIFICATION: TO BE COMPLETED BY CPS CANDIDATE:**

**EMPLOYER/CLIENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

**EMPLOYER/CLIENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

**EMPLOYER/CLIENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

**EMPLOYER/CLIENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

Total Number of Hours (must meet or exceed 2,000 hours): \_\_\_\_\_

**CODE OF PROFESSIONAL CONDUCT OF THE  
NATIONAL ASSOCIATION OF CERTIFIED PUBLIC BOOKKEEPERS  
AGREEMENT**

Please read, sign, and mail the completed Code of Professional Conduct of the National Association of Certified Public Bookkeepers.

**Introduction**

The Code of Professional Conduct of the National Association of Certified Public Bookkeepers (NACPB) include principles that govern the performance of professional services by licensees.

The Code of Professional Conduct was adopted by the NACPB Licensing Board to provide guidance to all licensees—those in public practice, in industry, in government, and in education—in the performance of their professional responsibilities.

Compliance with the Code of Professional Conduct, as with all standards in an open society, depends primarily on licensees' understanding and voluntary actions, secondarily on reinforcement by peers and public opinion, and ultimately on disciplinary proceedings, when necessary, against licensees who fail to comply.

**Section 100 – Principles of Professional Conduct**

.01 Obtaining a NACPB license is voluntary. By obtaining a license, a licensee assumes an obligation of self-discipline above and beyond the requirements of laws and regulations.

.02 These Principles of the Code of Professional Conduct express the profession's recognition of its responsibilities to the public and to clients. They guide licensees in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The Principles call for an unswerving commitment to honorable behavior, even at the sacrifice of personal advantage.

**Section 101 - Article I—Responsibilities**

*In carrying out their responsibilities as professionals, licensees should exercise sensitive professional and moral judgments in all their activities.*

.01 As professionals, licensees perform an essential role in society. Consistent with that role, licensees of the NACPB have responsibilities to all those who use their professional services. Licensees also have a continuing responsibility to cooperate with each other to improve the skill of bookkeeping, maintain the public's confidence, and carry out the profession's special responsibilities for self-governance. The collective efforts of all licensees are required to maintain and enhance the traditions of the profession.

**Section 102 - Article II—The Public Interest**

*Licensees should accept the obligation to act in a way that will serve the public interest, honor the public trust, and demonstrate commitment to professionalism.*

.01 A distinguishing mark of a profession is acceptance of its responsibility to the public. The bookkeeping profession's public consists of clients, credit grantors, governments, employers, investors, the business and financial community, and others who rely on the objectivity and integrity of licensees to maintain the orderly functioning of commerce. This reliance imposes a public interest responsibility on licensees. The

public interest is defined as the collective well-being of the community of people and institutions the profession serves.

.02 In discharging their professional responsibilities, licensees may encounter conflicting pressures from among each of those groups. In resolving those conflicts, licensees should act with integrity, guided by the precept that when licensees fulfill their responsibility to the public, clients' and employers' interests are best served.

.03 Those who rely on licensees expect them to discharge their responsibilities with integrity, objectivity, due professional care, and a genuine interest in serving the public. They are expected to provide quality services, enter into fee arrangements, and offer a range of services—all in a manner that demonstrates a level of professionalism consistent with these Principles of the Code of Professional Conduct.

.04 All who accept licensure in the NACPB commit themselves to honor the public trust. In return for the faith that the public reposes in them, licensees should seek continually to demonstrate their dedication to professional excellence.

### **Section 103 - Article III—Integrity**

*To maintain and broaden public confidence, licensees should perform all professional responsibilities with the highest sense of integrity.*

.01 Integrity is an element of character fundamental to professional recognition. It is the quality from which the public trust derives and the benchmark against which a licensee must ultimately test all decisions.

.02 Integrity requires a licensee to be, among other things, honest and candid within the constraints of client confidentiality. Service and the public trust should not be subordinated to personal gain and advantage. Integrity can accommodate the inadvertent error and the honest difference of opinion; it cannot accommodate deceit or subordination of principle.

.03 Integrity is measured in terms of what is right and just. In the absence of specific rules, standards, or guidance, or in the face of conflicting opinions, a licensee should test decisions and deeds by asking: "Am I doing what a person of integrity would do? Have I retained my integrity?" Integrity requires a licensee to observe both the form and the spirit of technical and ethical standards; circumvention of those standards constitutes subordination of judgment.

.04 Integrity also requires a licensee to observe the principles of objectivity and of due care.

### **Section 104 - Article IV—Objectivity**

*A licensee should maintain objectivity and be free of conflicts of interest in discharging professional responsibilities.*

.01 Objectivity is a state of mind, a quality that lends value to a licensee's services. It is a distinguishing feature of the profession. The principle of objectivity imposes the obligation to be impartial, intellectually honest, and free of conflicts of interest.



.02 Licensees often serve multiple interests in many different capacities and must demonstrate their objectivity in varying circumstances. Licensees in public practice render bookkeeping, accounting, payroll, tax, and business advisory services. Other licensees perform bookkeeping, accounting, and prepare financial statements in the employment of others, and serve in financial and management capacities in industry, education, and government. They also educate and train those who aspire to admission into the profession. Regardless of service or capacity, licensees should protect the integrity of their work, maintain objectivity, and avoid any subordination of their judgment.

.03 For a licensee in public practice, the maintenance of objectivity requires a continuing assessment of client relationships and public responsibility. In providing all other services, a licensee should maintain objectivity and avoid conflicts of interest.

.04 Licensees not in public practice have the responsibility to maintain objectivity in rendering professional services. Licensees employed by others to perform bookkeeping, accounting, and prepare financial statements are charged with the same responsibility for objectivity as licensees in public practice and must be scrupulous in their application of bookkeeping and accounting principles and candid in all their dealings with licensees in public practice.

#### **Section 105 - Article V—Due Care**

*A licensee should observe the profession's ethical standards, strive continually to improve competence and the quality of services, and discharge professional responsibility to the best of the licensee's ability.*

.01 The quest for excellence is the essence of due care. Due care requires a licensee to discharge professional responsibilities with competence and diligence. It imposes the obligation to perform professional services to the best of a licensee's ability with concern for the best interest of those for whom the services are performed and consistent with the profession's responsibility to the public.

.02 Competence is derived from a synthesis of education and experience. It begins with a mastery of the common body of knowledge required for designation as a licensee. The maintenance of competence requires a commitment to learning and professional improvement that must continue throughout a licensee's professional life. It is a licensee's individual responsibility. In all engagements and in all responsibilities, each licensee should undertake to achieve a level of competence that will assure that the quality of the licensee's services meets the high level of professionalism required by these Principles.

.03 Competence represents the attainment and maintenance of a level of understanding and knowledge that enables a licensee to render services with facility and acumen. It also establishes the limitations of a licensee's capabilities by dictating that consultation or referral may be required when a professional engagement exceeds the personal competence of a licensee or a licensee's firm. Each licensee is responsible for assessing his or her own competence—of evaluating whether education, experience, and judgment are adequate for the responsibility to be assumed.

.04 Licensees should be diligent in discharging responsibilities to clients, employers, and the public. Diligence imposes the responsibility to render services promptly and carefully, to be thorough, and to observe applicable technical and ethical standards.

.05 Due care requires a licensee to plan and supervise adequately any professional activity for which he or she is responsible.

**Section 106 - Article VI—Scope and Nature of Services**

*A licensee in public practice should observe the Principles of the Code of Professional Conduct in determining the scope and nature of services to be provided.*

.01 The public interest aspect of licensees' services requires that such services be consistent with acceptable professional behavior for licensees. Integrity requires that service and the public trust not be subordinated to personal gain and advantage. Objectivity requires that licensees be free from conflicts of interest in discharging professional responsibilities. Due care requires that services be provided with competence and diligence.

.02 Each of these Principles should be considered by licensees in determining whether or not to provide specific services in individual circumstances. No hard-and-fast rules can be developed to help licensees reach these judgments, but they must be satisfied that they are meeting the spirit of the Principles in this regard.

.03 In order to accomplish this, licensees should:

- Practice in firms that ensure that services are competently delivered and adequately supervised.
- Assess, in their individual judgments, whether an activity is consistent with their role as professionals.

**Licensee Agreement**

I agree to comply with the Code of Professional Conduct of the National Association of Certified Public Bookkeepers.

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Licensee Signature

Date

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Licensee Printed Name

This application may be executed and delivered by electronic means and upon such delivery the electronic signature will be deemed to have the same effect as if the original signature had been delivered to NACPB.

**WORK EXPERIENCE VERIFICATION TO BE COMPLETED BY LICENSE CANDIDATE'S EMPLOYER/CLIENT (complete one per employer/client):**

Name of license candidate: \_\_\_\_\_

Please answer "Yes" or "No."

I understand that "bookkeeping or accounting experience" means applying bookkeeping or accounting skills and principles as an employee or independent contractor for and in behalf of a business or nonprofit organization.

- Yes
- No

I hereby attest that the applicant named above was employed or contracted during the following periods of time during which the candidate satisfactorily applied bookkeeping or accounting skills and principles.

- Yes
- No

**VERIFICATION:**

Employer/Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates of employment/services: From \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

Employer/client Signature: \_\_\_\_\_

Job Duties/Comments:

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