



**Secretary of State
Office of Professional Regulation**

**CERTIFIED PUBLIC ACCOUNTANT
Application Instructions for Registration of an Accounting Firm In-State or Mobility**

“FIRM” means a sole proprietorship, a corporation, a partnership, association, or any other entity that practices public accountancy. Sole proprietors must apply for a firm registration.

Registration

1. Complete the application and nonrefundable application fee.
2. Submit evidence of registration of the name of your business (i.e., Certificate of Incorporation, Vermont Domestic; Certificate of Authority, foreign non-Vermont; Trade Name or Partnership Certificate) from the Corporations Division, Office of the Secretary of State, 128 State Street, Montpelier, VT 05633-1101, Phone (802)828-2386.
3. In accordance with Rule 10.7, applicants performing attest functions within the State of Vermont must provide satisfactory evidence of a Peer Review conducted within the three years preceding application to Vermont. “Peer review” means a system wide study, appraisal, or review of one or more aspects of the professional work of a person or firm in the practice of public accounting that performs attest services, by a person or persons who are licensed under this chapter and who are not affiliated with the person or firm being reviewed.
4. This form must be completed by a responsible individual authorized by the firm to represent its interest in the State of Vermont. This individual must hold a current license as a certified public accountant from a jurisdiction that has licensure requirements substantially equivalent (see 26 V.S.A. § 74c. Substantial Equivalency). This person should complete all mandatory questions in respect to themselves.
5. You must provide verification of licensure in good standing for the firm from all states or jurisdictions in which the firm is or has been licensed.

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.