



# ATTENTION ALL USVI CERTIFIED PUBLIC ACCOUNTANTS 2025 CPA PERMIT RENEWAL WINDOW NOW OPEN

The 2025 CPA permit renewal window opened on May 1, 2025.  
Please note that the renewal process consists of **two required steps:**

## STEP 1: NASBA PERMIT(S) RENEWAL & CPE COMPLIANCE

- Renew your **individual and firm permits** online at [www.mycpalicense.org](http://www.mycpalicense.org).
- Upload all Continuing Professional Education (CPE) documentation to NASBA's CPE Audit Service platform at <https://cpeauditservice.nasba.org/> before completing the renewal application.
- You may continuously upload your CPE certificates throughout the year.

### KEY REMINDERS

- **A minimum of 40 CPE** credit hours are required for the year ending December 31, 2024.
- Upload your CPE certificates into the CPE Audit Service platform - renewals won't be processed without them.
- Failure to complete the permit renewal by September 1, 2025, will result in penalties.
- Save your CPE certificates electronically (PDF or JPEG) for ease of upload.
- You can also update historical CPE audit data through the platform.
- **For firm permit renewals:**
  - Good Standing: All owners/partners must be licensed and in good standing.
  - Peer Review: If the firm performs audits, reviews, or other attest services, firm must be enrolled in an approved peer review program and compliant with its requirements.

For more information, visit the USVI Board's website at

<https://dlca.vi.gov/boardcertifications/steps/cparequirements/>

or contact DLCA's Office of Boards and Commissions.

## STEP 2: DLCA BUSINESS LICENSE RENEWAL

- After completing your NASBA renewal and CPE uploads, proceed to **renew your business license** at [dlca.vi.gov](http://dlca.vi.gov).

### SUPPORT CONTACTS

- **NASBA:** [licensing@nasba.org](mailto:licensing@nasba.org)
- **DLCA:** [licensing@dlca.vi.gov](mailto:licensing@dlca.vi.gov) | 340.713.3522 (STX) | 340.714.3522 (STT)

**NASBA AND DLCA ARE HERE TO ASSIST YOU THROUGHOUT THE RENEWAL PROCESS**