



# Individual Membership Application

The Minnesota Association of Public Accountants

1000 Westgate Drive, Suite 252 | St. Paul, Minnesota 55114

Phone: 651-290-6289 OR 800-501-4521 (MN only) | Fax: 651-290-2266

E-mail: info@mapa-mn.com | Web site: www.mapa-mn.com

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

- Full Membership**, Year started in accounting: \_\_\_\_\_
- Associate Membership**, Year started in accounting: \_\_\_\_\_

- CPA**, State: \_\_\_\_\_ License Number: \_\_\_\_\_
  - RAP**, State: \_\_\_\_\_ Registration Number: \_\_\_\_\_
  - Enrolled Agent**, Certificate Number: \_\_\_\_\_
  - Other**, State: \_\_\_\_\_ Number: \_\_\_\_\_
  - ABA – Accredited Business Accountant**, Date: \_\_\_\_\_
  - ATA – Accredited Tax Advisor**, Date: \_\_\_\_\_
  - ATP – Accredited Tax Preparer**, Date: \_\_\_\_\_
  - ECS – Elder Care Specialist**, Date: \_\_\_\_\_
- Highest degree attained: \_\_\_\_\_ College: \_\_\_\_\_ Yr Grad: \_\_\_\_\_
- Semester hours: \_\_\_\_\_ OR  Quarter hours in accounting: \_\_\_\_\_

### Please send the following to MAPA:

- Membership application
- Membership dues
- Sample of your professional stationery
- Business card
- Copy of CPA license, RAP registration, ACAT credential or EA license

MAPA's fiscal year is May 1 through April 30. Annual membership dues are reduced for those joining after November 1.

May	\$125.00
June-Oct	\$150.00
Nov-Apr	\$ 75.00

Firm Name: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Sole Practitioner  Officer of Corporation  Partner  Employee  
 Home Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Spouse: \_\_\_\_\_  
 What is your preferred address?  Home  Work

Please check one: I consider myself to be in public accounting.  Yes  No

Please indicate the highest level of service provided:

- Audit  Reviews  Compilation  Compilation without notes  None. I don't prepare financial statements.

Please indicate the approximate percentage of time spent in your practice on:

\_\_\_\_\_ Audit \_\_\_\_\_ Review \_\_\_\_\_ Compilation \_\_\_\_\_ Tax \_\_\_\_\_ Other

Have you ever been a member of MAPA?  Yes  No

Are you a member of NSA?  Yes  No

I was referred to MAPA by \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Region:** \_\_\_\_\_

*Please attach a separate sheet for any additional comments or explanations.*

**Method of payment:**  Check enclosed (made payable to MAPA)  Visa  MasterCard

Card Number: \_\_\_\_\_ Name on card (please print): \_\_\_\_\_

Cardholder phone: \_\_\_\_\_ Security code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

### RETURN APPLICATION AND PAYMENT TO:

**The Minnesota Association of Public Accountants**

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(For office use only)

initials	_____	fin.	_____
date	_____		
CK/CC	_____		
amt. paid	_____		
bal. due	_____		



# Requirements for Membership

## **FULL MEMBERS**

Persons in public practice who meet the requirements of any one of the following subsections shall be eligible for Full Membership in the Minnesota Association of Public Accountants.

- A. Possess a valid license as a Certified Public Accountant or such other title as may be granted under state law for the practice of accountancy for the public.
- B. Be registered with the State of Minnesota as a Registered Accounting Practitioner.
- C. Be accredited in accountancy or taxation by the Accreditation Council for Accountancy and Taxation.
- D. Be enrolled to practice before the Internal Revenue Service.
- E. Persons who are full members of the Minnesota Association of Public Accountants prior to June 30, 2004, without having a credential in A. through D. above, shall be deemed to have met the eligibility requirements enumerated in Section 1 of this article. Thereafter, all applicants for Full Membership in the Minnesota Association of Public Accountants shall comply with the requirements of Section 1.

In addition to meeting one of the above requirements, each applicant for Full Membership shall be at least 18 years of age and have at least one (1) year of experience in public practice. The Minnesota Association of Public Accountants adopts the Minnesota State Board of Accountancy Rules in their entirety, including the sections on continuing professional education, except as noted below regarding the number of hours of education. Full members must abide by the Code of Professional Conduct of the Minnesota State Board of Accountancy.

Members who qualify as full members under A. through D. above are required to obtain the required number of hours of continuing professional education, in accordance with the credentials they hold. Members who qualify under E. above shall be required to obtain 120 hours of approved Continuing Professional Education in each three year period, with a minimum of 20 hours per year. At least 8 hours of the 120 hours must be in Ethics.

Proof of Continuing Education Credits shall be deemed fulfilled by a current license or registration issued by the Minnesota State Board of Accountancy, current Enrolled Agent status, or current certificate issued by the Accreditation Council for Accountancy and Taxation. Licensed and registered members shall provide a copy of the current license or registration with the dues renewal form. Members using the Accreditation Certificate shall provide a copy of the current seal with the dues renewal form. Members who qualify as Enrolled Agents must include a copy of their enrollment card with the dues renewal form. Members who qualify under E. above shall provide a signed statement annually at June 30 listing the continuing education credits

earned during the period from July 1 through June 30 of that year. The Education Committee shall be charged to review these statements.

Full Members shall be required to participate in the Minnesota Association of Public Accountants Quality Review Program, or other equivalent program that meets the quality review standards in rules adopted by the Minnesota State Board of Accountancy and Minnesota Association of Public Accountants.

When a member in good standing discontinues his or her practice as a public accountant to enter another gainful occupation, he or she shall automatically become an Associate Member until such time as he or she reenters the field of public accountancy.

## **ASSOCIATE MEMBERS**

Persons having an interest in accountancy as a student, teacher, or an owner or employee engaged in public, private or governmental accounting work, may be admitted as Associate Members. They may have all rights and privileges of a full member, except the rights to vote and hold office. Associate members must abide by the Code of Professional Conduct of the Minnesota State Board of Accountancy.

No individual who would qualify as a full member under Section 1. of Article II of the MAPA Bylaws may hold an associate membership in the organization.