

**AGREEMENT
BETWEEN
NATIONAL ASSOCIATION OF STATE BOARDS OF ACCOUNTANCY, INC.
AND
COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF STATE**

THIS AGREEMENT is made and entered into on this 1st day of June 2011, by and between the National Association of State boards of Accountancy, Inc. ("NASBA"), a Delaware not-for profit corporation with offices at 150 Fourth Avenue North, Suite 700, Nashville, Tennessee 37219, and the DEPARTMENT OF STATE (the "DEPARTMENT"), as authorized by virtue of the Constitution of the Commonwealth of Puerto Rico and Law 101 of July 12, 2002, represented by the Secretary of State, Hon. Kenneth McClintock Hernández, of legal age, resident of San Juan, Puerto Rico, hereinafter referred to as the "DEPARTMENT."

RECITALS

WHEREAS, the DEPARTMENT desires the provision of certain professional services with respect to CPA licensing and NASBA desires to provide such services on the terms and conditions set forth below. NASBA currently provides the Commonwealth of Puerto Rico CPA exam administrative services, which are addressed in a separate agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing, the mutual covenants and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the DEPARTMENT and NASBA hereby agree as follows:

I. **PROVISION OF SERVICES:**

NASBA shall in accordance with the terms and conditions of this Agreement:

1. Provide licensing services set forth in the Scope of Work below and incorporated herein by this reference, in accordance with statutes and rules and regulations of the Commonwealth of Puerto Rico.
2. Provide Accountancy Licensee Database (ALD) services in accordance with the guidance and approval of the Commonwealth of Puerto Rico listed in the Scope of Work set forth below.
3. Collect applicant fees as set forth in the Fee Schedules set forth below.

II. SCOPE OF WORK:

A. Overview:

In carrying out this Agreement, NASBA will provide the following services for the DEPARTMENT'S Accountancy Board:

1. Licensing Services:

- Design and distribute licensure application materials as approved by the DEPARTMENT and the Accountancy Examining Board;
- Notify applicants when they are eligible to apply for licensure;
- Provide licensing information and instruction on the NASBAtools.com web site in English and Spanish;
- Provide applicants with a toll-free telephone number;
- Respond to applicant inquiries;
- Receive and process initial, reciprocal, transfer of grades, international, firm, renewal, reactivation, reinstatement, change of status, applications and fees;
- Resolve complaints made by applicants;
- Provide the DEPARTMENT a list of reviewed application and recommend approval or denial of licensure and submit questionable files;
- Forward licensing files to the DEPARTMENT;
- Provide an efficient process for applicants to report name change and other changes in personal or professional information;
- Provide a method of ensuring the completeness and accuracy of applicant files;
- Track applicants' and licensees' history;
- Send notification to admitted CPA's when it is time for license renewal;
- Send notification of compliance to admitted CPAs with an expired license;
- Maintain written policies and procedures for evaluating and processing applications and the maintenance and disposition of applicant files;
- Provide DEPARTMENT with a Report and Roster of Initial License Applicants after Board Approval;
- Provide DEPARTMENT with address labels of successful applicants;
- Provide DEPARTMENT with annual report of license renewals;

