

**NORTH CAROLINA STATE BOARD OF CPA EXAMINERS
UNIFORM CPA EXAMINATION
INFORMATION SHEET**

APPLICATION PROCESSING

Please allow at least seven (7) to ten (10) business days for the Board to process your completed application (including any attachments such as transcripts) and forward your application to the National Candidate Database (NCD) which is operated by the National Association of State Boards of Accountancy (NASBA). Incomplete applications (including incorrect payments) will not be processed and will be returned to the applicant.

The National Candidate Database will process your application and generate a Notice to Schedule (NTS) which will be sent to you. After receiving your Notice to Schedule, contact Prometric to schedule your appointment(s) to sit for the Uniform CPA Examination.

SCHEDULING AN APPOINTMENT

After receiving your Notice to Schedule (NTS), you must contact Prometric to schedule your appointment(s) to sit for the Uniform CPA Examination. You may schedule your appointment(s) by calling the Prometric Candidate Services Call Center at 1-800-580-9648. Hearing-impaired candidates using a teletypewriter (TTY) should call 1-800-529-3950 to schedule an appointment. Appointments may also be scheduled through the Prometric web site, www.prometric.com. You will not receive a written confirmation of your appointment(s); you must write down the date, time, location, and confirmation number for each of your appointments. Confirmation of your appointment(s) will be available for viewing on the Prometric web site, www.prometric.com.

When scheduling your appointment(s), be aware that the sections of the computer-based Uniform CPA Examination are named differently from the sections of the paper-and-pencil Uniform CPA Examination and that the length of the sections of the computer-based Uniform CPA Examination are different from the sections of the paper-and-pencil Uniform CPA Examination. The chart below compares the name and length of the sections of the two Examinations:

COMPUTER-BASED EXAMINATION	PENCIL-AND-PAPER EXAMINATION
Auditing & Attestation (4.5 hrs.)	Audit (4.5 hrs.)
Financial Accounting & Reporting (4.0 hrs.)	Financial Accounting & Reporting (4.5 hrs.)
Regulation (3.0 hrs.)	Accounting & Reporting (3.5 hrs.)
Business Environment & Concepts (2.5 hrs.)	Business Law & Professional Responsibilities (3.0 hrs.)

The computer-based Uniform CPA Examination will be available approximately 60 days out of each calendar quarter. This 60-day period is called a testing window and there are four testing windows each calendar year. A candidate may take any of the four examination sections during any testing window. However, a candidate may take each section of the examination only one time during a testing window. The chart below shows the testing windows for 2007 and 2008:

JAN. 2007	FEB. 2007	MARCH 2007	APRIL 2007	MAY 2007	JUNE 2007
On demand to schedule & sit	On demand to schedule & sit	On demand to schedule; not available to sit	On demand to schedule & sit	On demand to schedule & sit	On demand to schedule; not available to sit
JULY 2007	AUG. 2007	SEPT. 2007	OCT. 2007	NOV. 2007	DEC. 2007
On demand to schedule & sit	On demand to schedule & sit	On demand to schedule; not available to sit	On demand to schedule & sit	On demand to schedule & sit	On demand to schedule; not available to sit

JAN. 2008	FEB. 2008	MARCH 2008	APRIL 2008	MAY 2008	JUNE 2008
On demand to schedule & sit	On demand to schedule & sit	On demand to schedule; not available to sit	On demand to schedule & sit	On demand to schedule & sit	On demand to schedule; not available to sit
JULY 2008	AUG. 2008	SEPT. 2008	OCT. 2008	NOV. 2008	DEC. 2008
On demand to schedule & sit	On demand to schedule & sit	On demand to schedule; not available to sit	On demand to schedule & sit	On demand to schedule & sit	On demand to schedule; not available to sit

PROMETRIC TEST CENTERS

You may schedule an appointment to take the Uniform CPA Examination at more than 300 Prometric Test Centers in the United States. The six (6) North Carolina sites are in Asheville, Charlotte, Greensboro, Greenville, Raleigh, and Wilmington.

A list of Prometric Test Centers is available from the Prometric web site, www.prometric.com. Most Prometric Test Centers are open 8: 00 a.m. – 5:00 p.m., Monday - Friday.

CANCELING OR RESCHEDULING AN APPOINTMENT

If you need to cancel a scheduled appointment, you must cancel the appointment by one of the following methods:

- Call the Prometric Candidate Services Call Center at 1-800-580-9648 between 8:00 a.m. and 8:00 p.m., Monday – Friday;
- Use the scheduling tool on the Prometric web site, www.prometric.com (available 24 hours a day, 7 days a week); or
- Call the Prometric Test Center at which your appointment is scheduled and speak with a Test Center Administrator. Please note that leaving a voice mail message at the test center is NOT an acceptable method of canceling your appointment.

If you need to reschedule an appointment, you may reschedule the appointment by one of the following methods:

- Call the Prometric Candidate Services Call Center at 1-800-580-9648 between
- 8:00 a.m. and 8:00 p.m., Monday – Friday;
- Use the scheduling tool on the Prometric web site, www.prometric.com (available 24 hours a day, 7 days a week); or
- Call the Prometric Test Center at which your appointment is scheduled and speak with a Test Center Administrator. Please note that leaving a voice mail message at the test center is NOT an acceptable method of rescheduling your appointment.

Please note that any changes made thirty (30) or more days prior to the scheduled appointment will not result in a rescheduling fee; however, you will not be allowed to reschedule to a date within five (5) business days from the date when you reschedule. If you reschedule between five (5) and twenty-nine (29) days prior to your scheduled appointment, you will be charged a \$35.00 rescheduling fee and you will not be allowed to reschedule to a date within five (5) business days from the date when you reschedule.

If you contact Prometric between five (5) business days and up to 24 hours before the scheduled appointment, you will be charged a rescheduling fee, which depends on which section(s) of the examination you are rescheduling, and you will not be allowed to reschedule to a date within five (5) business days from the date when you reschedule.

If you contact Prometric less than 24 hours before the scheduled appointment, you will not be allowed to reschedule, you will forfeit all examination fees paid for that examination section, and you will be required to re-apply with the Board to take that examination section.

NOTE: Prometric defines “business days” as Monday – Saturday. The Board defines “business days” as Monday – Friday.

NOTE: Rescheduling fees are assessed by Prometric and must be paid by the candidate; the Board is not authorized, under any circumstances, to waive or pay the fees associated with the rescheduling of a candidate’s appointment(s).

A candidate with special testing accommodations must call 1-800-967-1139 to reschedule his or her appointment(s). A candidate using a teletypewriter must call 1-800-529-3590 to reschedule his or her appointment(s).