

UNIFORM CPA EXAMINATION APPLICATION INSTRUCTIONS (Initial Applicants)

- A. All applicants applying for the computer-based Uniform CPA Examination (Examination) for the **first time** must complete this initial application. After an individual has applied for and sat for at least one section of the computer-based Examination, he or she may complete a re-exam application to sit for the Examination. All initial applicants shall pay, with this application, the \$230.00 administrative fee **and** the section fee for each section for which he or she is applying. Any application received without proper payment will not be considered and will be returned to the applicant. Fees for the Examination are shown below.
- B. Please type or legibly print all responses in blue or black ink only. All questions must be answered for the application to be considered complete. Incomplete applications will not be considered and will be returned to the applicant.
- C. When completing Question 3, the name must **exactly** match the name on the primary photo id to be used for admittance to the Prometric Testing Center. If your name has changed (marriage, divorce, etc.) since you attended college and the name on your transcript does not match the name on your application, you must provide a photocopy of the official document which authorizes the name change.
- D. Provide two identical copies of a **recent** (taken within the past six months) passport-type black and white or color photograph of you alone. The photographs must be 2" x 2" and your face (from the bottom of your chin to the top of your head, including hair) should comprise between 1" and 1 3/8" of the total size. Photographs must be of passport quality. Snapshots, vending machine photos, digital photos, or previously laminated photos will not be accepted. Please print your name on the back of each photograph; photographs will not be returned.
- E. The Board's preferred method of contacting applicants is e-mail (Question 6). If you do not have an e-mail address, you must provide the Board with at least one other form of contact, such as a mailing address or fax number.
- F. Applicants for the Examination are not required to sit for all four sections in one sitting nor are applicants required to sit for all unpassed sections in one sitting; you may chose to sit for one, two, three, or four sections (Question 7). If your application to sit for the Examination is approved, you will receive a Notice to Schedule (NTS) from the Board. The NTS is valid for six months from the date of issue and you must schedule and sit for the Exam section(s) you indicated on your application. All fees and costs paid with an approved application for the Examination are **non-refundable** and cannot be used toward a future Examination application.
- G. All attachments in the Pertinent Data section (Question 8) and Education section (Question 9) must accompany the application when it is submitted to the Board. Applications that do not include the necessary attachments when submitted will be deemed incomplete and will be returned to the applicant.
- H. Official transcripts (Question 9) must a) bear the signature of the Registrar and the official school seal; b) state the graduation date and degree awarded (if you have graduated); and c) specify all accounting courses completed and credit hours earned toward the Board's concentration in accounting requirement. Photocopies of transcripts will not be accepted.
- I. All applicants, regardless of the number of Examination sections for which you are sitting, shall pay an initial administrative fee of \$230.00. You must submit the administrative fee **and** the section fee for each section for which you are applying with this application. Fees for the Examination are shown below.

Administrative Fee	\$230.00	\$230.00
Auditing & Attestation (AUDIT)	\$195.35	
Financial Accounting & Reporting (FAR)	\$195.35	
Regulation (REG)	\$176.25	
Business Environments & Concepts (BEC)	\$176.25	
TOTAL FEES TO BE SUBMITTED WITH APPLICATION		

- J. Make checks payable to: State Board of CPA Examiners. Fees may be paid by VISA or MasterCard (use enclosed authorization slip). If a check or credit card does not clear the issuing financial institution, the application will be deemed incomplete, returned to the applicant, and the Notice to Schedule (NTS), if issued, will be cancelled. A \$25.00 processing fee will be charged for any check which does not clear the issuing financial institution.
- K. Moral character references must have sufficient knowledge of your moral character. Generally, moral character references should have known you for at least one year. All information lines must be completed. Persons related by blood or marriage to the applicant cannot sign the certificate of moral character.

- L. If you have a disability or handicap and wish to request special accommodations, you must contact the Board to obtain the proper forms to be submitted with your application.
- M. All inquiries regarding your application should be sent by e-mail to **phyllise@nccpaboard.gov**.
- N. Keep these instructions and a copy of your completed application for your records. Mail your completed application to:

**Exam Application
NC State Board of CPA Examiners
PO Box 12827
Raleigh, NC 27605-2827**

APPLICATION CHECKLIST

Please review your application and all attachments for completeness before submitting your application to the Board.

- Did you complete the application using blue or black ink?
- Did you answer all questions?
- Did you enclose the correct fees?
- Did you make your check payable to the State Board of CPA Examiners?
- Did you enclose two identical copies of a recent passport-type photograph with your name printed on the back?
- Did you enclose official transcript(s), if required?
- Did you enclose proof of resident alien status or notarized affidavit of intention to become a US citizen, if required?
- Did you obtain three (3) moral character references?
- Did you sign and date the application?
- Did you keep a photocopy of the completed application for your records?

NOTE: Please allow at least 10-15 business days for your application to be processed and an NTS to be generated by NASBA.

Visit the Board's website, www.nccpaboard.gov, for additional Exam information.

CREDIT CARD PAYMENT

Credit card payment cannot be processed unless all fields below are complete.

_____ MasterCard _____ VISA Amount \$ _____

Account Number _____

Card Security Code _____ Expiration Date _____
(located on back of card in/near signature box) (Month/Year)

Exact Name on Card _____

Billing Address for Card _____
Street Address/PO Box City/State/Zip Code

Signature _____ Date _____

FOR BOARD USE: AUTHORIZATION CODE _____