

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

**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 (usually within **three (3) to five (5) business days**). 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](http://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](http://www.prometric.com).

The computer-based Uniform CPA Examination is available approximately 60 days out of each calendar quarter. This 60-day period is called a testing window and there are four testing windows per calendar year. A candidate may take any of the four (4) examination sections during any testing window. However, a candidate may take each section of the examination only once during a testing window. The chart below shows the testing windows:

<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
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
<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
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](http://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](http://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](http://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 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).

## **WHAT TO KNOW BEFORE ARRIVING AT THE PROMETRIC TEST CENTER**

### **ARRIVE EARLY**

You must arrive at the test center at least 30 minutes prior to your scheduled appointment time. Arriving at least 30 minutes prior to your appointment time allows you to sign in, have your digital photograph taken, review the security and test center policies, and be seated at your workstation. Arriving 30 minutes or more after the scheduled start time may result in you being denied permission to test and all examination fees paid for that exam section may be forfeited. Make sure you arrive at least 30 minutes prior to your scheduled appointment to avoid forfeiting all examination fees paid for that examination section.

### **TAKE YOUR NOTICE TO SCHEDULE (NTS) WITH YOU**

Your Notice to Schedule (NTS) includes an "Examination Password" that you must enter on the computer as part of the login process. You will not be admitted into the test center without the Notice to Schedule and you will forfeit all examination fees paid for that examination section. It is a good idea to make a copy of your NTS and keep it in your locked glove compartment so that you will have an extra copy in case you need it when you arrive at the test center.

### **MAKE SURE YOUR PRIMARY IDENTIFICATION INCLUDES THE SAME NAME THAT APPEARS ON YOUR APPLICATION AND NOTICE TO SCHEDULE**

Do not change the spelling of your name or the order of your names on your application or when making appointments. If, at check-in, your name is different from the name listed on your primary identification, you will not be permitted to test and will forfeit all examination fees paid for that examination section.

### **HAVE TWO ACCEPTABLE FORMS OF IDENTIFICATION**

You must present two (2) acceptable forms of identification to be admitted to the test center. At least one form of identification must contain a recent photograph. Each form of identification must bear your signature and must not be expired. If you do not present acceptable identification, you will not be permitted to take your examination and you will forfeit all examination fees paid for that section.

#### **Acceptable forms of primary identification include:**

- A valid (not expired) state or territory-issued driver's license with your photograph and signature;
- A valid (not expired) state or territory-issued identification card with your photograph and signature (Candidates who do not drive may have an identification card issued by the agency which also issues driver licenses.);

- A valid (not expired) government-issued passport with your photograph and signature; or
- A United States military identification card with your photograph and signature.

**Acceptable forms of secondary identification include:**

- A Board-issued exam identification card;
- A valid (not expired) credit card;
- A bank ATM card;
- A debit card; or
- Another item from the list of acceptable forms of primary identification

**Unacceptable forms of identification include:**

- A draft classification card;
- A Social Security card;
- A student identification card (such as those issued by colleges and universities); or
- A United States permanent residence card (green card)

**YOUR EXAMINATION SHOULD BEGIN WITHIN 30 MINUTES OF THE SCHEDULED START TIME**

If circumstances caused by Prometric arise that delay the start of your session more than 30 minutes, you will be given the choice to continue waiting for the session to begin or rescheduling your appointment at no additional cost to you.

**ALL ITEMS OTHER THAN YOUR PRIMARY PHOTO ID MUST BE PLACED IN A STORAGE LOCKER PROVIDED BY THE TEST CENTER**

All items (including purses, wallets, cell phones, jackets, pens & pencils, sodas & coffee, bottled water, candy, snacks, etc.) other than your primary photo ID, must be placed in a storage locker prior to beginning your testing session. You will be given the key to the locker and you may access your assigned locker during your breaks. You must return the key to the test center staff when you finish your testing session. The lockers are very small and are not intended to hold large items. Do not bring any items, other than those that are absolutely necessary, to the test center. **NOTE:** Test center personnel is not responsible for lost or stolen items.

**KEEP YOUR PRIMARY FORM OF IDENTIFICATION WITH YOU AT ALL TIMES**

You must keep your primary form of identification with you at all times. If you leave the testing room for any reason, such as a break, you will be required to show your primary form of identification to be readmitted to the testing area.

## **THE TEST CENTER PERSONNEL WILL PHOTOGRAPH AND FINGERPRINT YOU**

The test center personnel will take a digital photo of you; this photo will become a part of your permanent testing record. If the digital camera equipment is not working, the test center personnel will take a Polaroid® picture of you. A biometric fingerprint-capturing system will be used. You will also be asked to provide a fingerprint before and after breaks. If for physical/medical reasons your fingerprint will not be available, you must contact the Board prior to your testing appointment.

## **YOU MUST SIGN THE TEST CENTER LOGBOOK**

Each time you exit and re-enter the testing room, you must sign the logbook and present your primary form of identification.

## **TEST CENTER PERSONNEL WILL ESCORT YOU TO A WORKSTATION**

A member of the test center staff will escort you to a workstation so that you may begin your testing session. You must remain in your seat at all times during the examination except when authorized to get up and leave the testing room, such as for a scheduled break.

## **SCRATCH PAPER AND PENCILS WILL BE PROVIDED TO YOU**

The test center staff will provide you with scratch paper and pencils to use during the testing session. You will be required to return the scratch paper (used and unused) to the test center staff when your examination is complete. If, during testing, you need additional scratch paper, you may request it from the test center staff, but you must first turn in the original sheets of paper you received. You will not be allowed to bring any paper or pencils into the testing room.

## **NOTIFY THE TEST CENTER STAFF ABOUT PROBLEMS**

Notify the test center staff immediately if:

- You experience a problem with your computer;
- An error message appears on the computer screen (DO NOT clear the message);
- You need additional scratch paper or pencils; or
- You need the test center staff for any other reason

## **COMPLETING THE TEST SESSION**

When you finish the examination section, leave the testing room quietly, turn in your scratch paper and pencils, and sign the test center logbook. After completing the necessary procedures, the test center staff will dismiss you and you may leave the test center.

## **FAX SPECIFIC QUESTIONS ABOUT THE EXAMINATION TO THE AICPA**

If you have specific questions or concerns regarding the Uniform CPA Examination, you are encouraged to fax those questions or concerns to the AICPA Examinations Team at (201) 938-3443. This procedure is designed to assure you that all technically accurate answers will be considered during grading. Your fax must include the precise nature of your concern, the rationale, and if possible, references. The fax must also include your candidate examination section identification number. Your fax must be received by the AICPA within four (4) days of completing the referenced examination section. This will ensure that all comments are received and reviewed in a timely manner before grades are released to the National Association of State Boards of Accountancy (NASBA). The AICPA cannot respond personally to each candidate who faxes concerns; however, every fax received by the deadline will be reviewed and considered.

## **QUESTIONS OR COMMENTS ABOUT THE TEST CENTER ENVIRONMENT, THE TEST CENTER STAFF, OR OTHER ISSUES NOT DIRECTLY RELATED TO THE CONTENT OF THE EXAMINATION**

Written questions or comments about the test center environment, the test center staff, or other issues not directly related to the content of the examination should be directed to the Board's Executive Director no later than ten (10) business days from the referenced date of your examination; you will receive a written response from the Board. Your written comments must include your name, the precise nature of your concern, and your candidate examination section identification number. Mail your written questions or comments to Robert N. Brooks, Executive Director, North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh, NC 27605-2827. Fax your written comments to (919) 733-4209, Attn.: Robert N. Brooks, Executive Director, North Carolina State Board of CPA Examiners. E-mail your written comments to [rbrooks@nccpaboard.gov](mailto:rbrooks@nccpaboard.gov).

## Ten Tips for Candidates Taking the Uniform CPA Examination

1. Before submitting your Uniform CPA Examination application to the Board, make sure it is complete and that you have attached all the required documents (including payment). Incomplete applications are returned.
2. If you request that your Notice to Schedule (NTS) be sent by e-mail (the fastest method) make sure it does not get caught by your spam blocker.
3. When you receive your NTS, contact Prometric ([www.prometric.com](http://www.prometric.com)) immediately to schedule your exam(s). Place a copy of your NTS in your locked glove compartment in your car.
4. Schedule your exam(s) in the first months of the testing windows; more seats are generally available. Try to schedule on the off-peak days of Tuesday, Wednesday, and Thursday.
5. Review your NTS to make sure the name on the NTS is exactly the same as your identification documents and that the exams you scheduled are at the correct time and day.
6. Drive by the testing center, if feasible, at the time you have scheduled your exam(s) to ensure that you know the location of the center and how much time it should take you to get there.
7. Review the Uniform CPA Examination tutorial and sample tests at [www.cpa-exam.org](http://www.cpa-exam.org). You must be familiar with the exam functionality including software, format, and directions. Failure to do so may have an adverse affect on your exam scores.
8. On the day of your exam(s), make sure you have your NTS and two identification documents with you before you leave for the testing center. If you forget your NTS, use the one in your locked glove compartment of your car.
9. Get to the testing center early. If you arrive late, you may not be able to sit for the exam.
10. When you enter your password to begin the exam, you must go through some exam introduction screens. You have ten (10) minutes to go through these screens and start the exam. If you spend time writing down memory aids and mnemonics and the computer times out, your exam section is terminated and cannot be restarted. You will have to reapply and pay all the testing fees again for that exam section.