

UNIFORM CPA EXAMINATION APPLICATION INSTRUCTIONS (RE-EXAM APPLICANTS)

- A. All applicants who have previously sat for at least one section of the computer-based Uniform CPA Examination (“Examination”) must complete this re-Exam application to reapply to sit for the Examination. Re-applying for an Examination section before receiving your score notice for that same Examination section will result in the forfeiture of the administrative fee upon notification of a passing score.
- 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 2, your name must **exactly** match the name on the photo id you will use for admittance to the Prometric Testing Center. If your name has changed (marriage, divorce, etc.) since you completed a previous application for the Examination, please provide a photocopy of the official document which authorizes the name change.
- D. The Board’s preferred method of contacting applicants is e-mail (Question 5). 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.
- E. Applicants are not required to sit for all four Examination 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 6). When 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.
- F. All attachments in the Pertinent Data section (Question 7) 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.
- G. All re-Exam applicants, regardless of the number of Exam sections for which they are sitting, shall pay, with this application, the \$75.00 administrative fee and the section fee for each section of the Examination for which you are applying. Fees for the Examination are shown below.

Administrative Fee	\$75.00	\$75.00
Auditing & Attestation (AUDIT)	\$218.18	
Financial Accounting & Reporting (FAR)	\$207.15	
Regulation (REG)	\$185.10	
Business Environments & Concepts (BEC)	\$174.08	
TOTAL FEES TO BE SUBMITTED WITH APPLICATION		

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 and will be returned to the applicant. A \$25.00 processing fee will be charged for any check which does not clear the issuing financial institution.

- H. 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.
- I. All inquiries regarding your application should be sent by e-mail to **phyllise@nccpaboard.gov**.
- J. 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 any 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 sign and date the application?

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

North Carolina State Board of Certified Public Accountant Examiners
1101 Oberlin Road, Suite 104 • PO Box 12827 • Raleigh NC 27605
Phone (919) 733-4222 • Facsimile (919) 733-4209 • Web www.nccpaboard.gov

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 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 _____