



WHAT YOU NEED TO KNOW

TO BECOME A CPA IN INDIANA

The CPA Exam will be one of the most challenging tests you will take. But with a solid educational foundation, excellent resources and the dedication to pass the Exam, you can conquer it and go on to become a CPA.

KNOW WHAT TO EXPECT:

PREPARING YOURSELF FOR THE CPA EXAM

Today's CPAs are blowing the outdated stereotype that they are number-crunching, pocket-protector-wearing geeks right out of the water. CPAs are today's business world leaders. If you're ready to take the steps necessary to start your career in the CPA profession, read on for the steps you need to take to succeed.

PRE-EVALUATION APPLICATION

Students and candidates have the option to have a pre-evaluation of their transcripts. A pre-evaluation will identify academic deficiencies in a candidate's education prior to submitting the initial application for the Uniform CPA Examination of the State of Indiana. Pre-evaluations are advisory in nature and are not a final determination of eligibility.

FIND OUT MORE

Pre-Evaluation Application

nasba.org — search for “Indiana pre-evaluation” for a pdf of the Indiana Application for Pre-Evaluation

► SCHEDULING THE EXAM(S)

Candidates are able to take the CPA Exam at any of the Prometric testing centers in all 54 jurisdictions (the United States, in addition to Guam, Virgin Islands, Puerto Rico and District of Columbia). To locate the Prometric testing center in your area, visit prometric.com.

► TESTING WINDOWS

The CPA Exam will be available approximately 60 days out of each calendar quarter. This 60-day period is called a testing window. There will be four testing windows each calendar year.

January/February	Open
March	Closed
April/May	Open
June	Closed
July/August	Open
September	Closed
October/November	Open
December	Closed

► CPA EXAM FORMAT

The CPA Exam is a four-part, computer-based test (CBT). Each section includes three multiple-choice testlets. The Auditing and Attestation, Financial Accounting and Reporting and Regulation exams include two simulations. Simulations are similar to case studies and test knowledge and skills in real-life work situations.

Candidates will be allowed to sit for each section of the CPA Exam individually and in any order.

Candidates will retain credit for any section(s) passed under the CBT for 18-months, (without having to attain a minimum score on failed sections and without regard to whether they have taken other sections). Candidates will not be allowed to retake a failed section within the same testing window.

All four exam sections must be passed within a rolling 18-month period which begins on the date that the first passed exam section was taken.

► CPA EXAM SECTIONS

Auditing and Attestation (AUD) covers knowledge of auditing procedures, generally accepted auditing standards and other standards related to attest engagements, and the skills needed to apply that knowledge. AUD is a 4.5 hour test.

Business Environment and Concepts (BEC) covers knowledge of general business environment and business concepts that candidates need to know in order to understand the underlying business reasons for and accounting implications of business transactions, and the skills needed to apply that knowledge. BEC is a 2.5 hour test.

Financial Accounting and Reporting (FAR) covers knowledge of generally accepted accounting principles for business enterprises, not-for-profit organizations, and governmental entities, and the skills needed to apply that knowledge. FAR is a 4 hour test.

Regulation (REG) covers knowledge of federal taxation, ethics, professional and legal responsibilities, and business law, and the skills needed to apply that knowledge. REG is a 3 hour test.

NOW
YOU'RE READY:

FIND OUT MORE

Prometric Testing Centers
prometric.com — locate the Prometric testing center in your area

CPA Exam Sections
cpa-exam.org — learn more about the CPA Exam sections

TAKING THE CPA EXAM

After all your hard work and studying, you're ready to sit for the Exam. We recommend you take the Exam immediately after graduation while everything is fresh in your mind. Follow these steps below to make sure you're prepared to pass the Exam.

APPLYING FOR THE UNIFORM CPA EXAM

Once you've met the education requirements, you can apply to sit for the CPA Exam by completing the application for the Uniform CPA Exam. Applicants are asked to submit the completed first-time application, application and exam fees, and official transcripts. Any foreign evaluations also need to be submitted, if applicable. Applicants are advised to only apply for sections of the Exam they will be ready to sit for within six months. Typically, applicants will have a six- to-eight week wait period before they receive the notice to schedule (NTS).

► EXPERIENCE REQUIREMENTS

In order to become licensed as a CPA in Indiana, candidates must have 24-months of full-time employment in the following positions: Sec. 8. (a) This section and sections 8.2 through 8.5 of this rule implement the requirements in IC 25-2.1-3-10 for experience to be obtained by applicants for certified public accountant certificates before the certificate or license may be issued by the board.

The experience requirements are twenty-four (24) months of full-time employment in the following positions:

1. As an employee or an accounting intern engaged in an accounting position in a firm (as that term is defined in 872 IAC 1-0.5-1(11)).
2. As an employee in a financial or accounting position in industry, government, or a nonprofit organization.
3. As an employee in an advisory and/or consulting services position related to one (1) or more of the following activities:
 - A. Financial.
 - B. Accounting.
 - C. Operational.
4. As an instructor teaching accounting in a college or university (four (4) year institutions or junior colleges).
5. As an instructor teaching accounting in an institution created under IC 20-12-61 or private school registered under IC 20-12-62.

(b) Clerical functions shall not count under this section toward meeting the experience requirements. Clerical functions are positions that do not have accounting significance, including doing merely mathematical calculations, account analysis (looking into accounting books for specific information already recorded), and merely recording information in the general ledger (as opposed to compiling the information). Positions that partly qualify

under this section and partly do not qualify shall be treated under this method provided for in section 8.2 of this rule with the part of the position that does not qualify under this section being treated as if it were part-time employment.

(c) Experience in fractions of months will be counted.

(d) An applicant may combine the types of experience described in subsection (a). To do so, the applicant must obtain a total of twenty-four (24) months of experience.

(Indiana Board of Accountancy; Rule 69-1,8; filed Jun 30, 1978, 9:54 a.m.: 1 IR 396; filed Aug 18, 1983, 3:20 p.m.: 6 IR 1928; filed Mar 20, 1985, 3:25 p.m.: 8 IR 1033; filed Aug 28, 1986, 3:20 p.m.: 10 IR 65; filed Nov 28, 1988, 5:32 p.m.: 12 IR 922; filed Jun 1, 1994, 5:00 p.m.: 17 IR 2343; errata filed Sep 14, 1994, 2:50 p.m.: 18 IR 269; filed Feb 21, 2000, 7:06 a.m.: 23 IR 1651; readopted filed Jun 22, 2001, 8:57 a.m.: 24 IR 3824; filed Apr 4, 2002, 9:28 a.m.: 25 IR 2518; filed Apr 16, 2004, 10:04 a.m.: 27 IR 2734; readopted filed Oct 4, 2007, 3:32 p.m.: 20071031-IR-872070066RFA)

The information contained in this brochure was current as of March 2009. However, all requirements detailed in this brochure are subject to change. The Indiana Board of Accountancy is the final authority on all such matters.

TO OBTAIN AN APPLICATION CALL THE INDIANA BOARD OF ACCOUNTANCY AT (317) 234-3040.

► **INTERNSHIPS COUNT!!**

YOU'VE
EARNED IT

OBTAINING YOUR CPA LICENSE IN INDIANA

Every state requires CPA candidates to take and pass the Uniform CPA Examination, but states differ on the additional requirements for obtaining the CPA license in their state.

APPLYING FOR YOUR CPA LICENSE

Once a candidate has passed all four parts of the CPA Exam and has met the 24-month experience requirement, one can apply for a CPA license.

FIND OUT MORE

Indiana CPA Society
incpas.org
info@incpas.org
(317) 726-5000

Indiana Board of
Accountancy
in.gov/pla/accountancy
pla11@pla.IN.gov
(317) 234-3040

National Association
of State Boards of
Accountancy
nasba.org

The Uniform CPA
Examination web site
cpa-exam.org

▶ 150-HOUR RULE

YOU MUST REACH 150-CREDIT HOURS OF COLLEGE EDUCATION BEFORE YOU CAN EVEN APPLY TO SIT FOR THE CPA EXAM.

Sec. 6.1. (a) Compliance with IC 25-2.1-3-2 regarding educational requirements for first time CPA examination candidates will be met by obtaining at least one hundred fifty (150) semester hours of college education, including a baccalaureate or higher degree from an accredited college or university. As part of the one hundred fifty (150) semester hours, a candidate must meet any one (1) of the following conditions:

1. Earned a graduate degree from a college or university that is accredited by an accrediting organization as included in section 6.3 of this rule and completed:
 - A. at least twenty-four (24) semester hours in accounting at the undergraduate level or fifteen (15) semester hours in accounting at the graduate level or an equivalent combination thereof; and
 - B. at least twenty-four (24) semester hours in business administration and economics courses, other than accounting courses, at the undergraduate or graduate level.

The business administration courses may include up to six (6) hours of business and tax law courses and up to six (6) hours of computer science courses. The accounting hours must include courses covering the subjects of financial accounting, auditing, taxation, and managerial accounting. If the accounting hours are a mixture of graduate and undergraduate hours, the higher number of required hours applies. An equivalent combination of undergraduate and graduate

semester hours under clause (A) would be a total of twenty-four (24) semester hours calculated at the rate of one and six-tenths (1.6) semester hours for each actual one (1) semester hour in accounting at the graduate level and one (1) semester hour for each actual one (1) semester hour in accounting at the undergraduate level.

2. Earned a baccalaureate degree from a college or university that is accredited by an accrediting organization as included in section 6.3 of this rule and completed:
 - A. at least twenty-four (24) semester hours in accounting at the undergraduate or graduate level, including courses covering the subjects of financial accounting, auditing, taxation, and managerial accounting; and
 - B. at least twenty-four (24) semester hours in business administration and economics courses other than accounting courses.

The business administration courses may include up to six (6) hours of business and tax law courses and up to six (6) hours of computer science courses.

(b) College courses with substantial duplication of content may be counted only one (1) time toward the requirements in IC 25-2.1-3-2 and this section. This subsection shall not apply to internships.

(Indiana Board of Accountancy; 872 IAC 1-1-6.1; filed Jun 5, 1998, 3:58 p.m.: 21 IR 3933; readopted filed Jun 22, 2001, 8:57 a.m.: 24 IR 3824; filed Aug 3, 2001, 4:34 p.m.: 24 IR 3989; filed Jul 30, 2003, 5:15 p.m.: 26 IR 3881; filed Sep 8, 2004, 2:45 p.m.: 28 IR 212; filed Nov 29, 2004, 11:45 a.m.: 28 IR 1182; readopted filed Oct 4, 2007, 3:32 p.m.: 20071031-IR-872070066RFA)



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