



Tips and Information to Help You Navigate the Process

Recent graduates or students near completion of educational requirements may be preparing for the next step – taking the CPA Exam. Here are tips to help candidates and employers navigate through the process.

Meeting the Eligibility Requirements

- ❑ Candidates must obtain **at least 150 semester hours** of college education, including a baccalaureate or higher degree from an accredited college or university. One of the following conditions must be met:
 - ▲ Earned a graduate degree from an accredited college or university, and completed:
 - At least 24 semester hours in accounting at the undergraduate level or 15 semester hours in accounting at the graduate level or an equivalent combination thereof; and
 - At least 24 semester hours in business administration and economics courses, other than accounting courses, at the undergraduate or graduate level.
 - ▲ Earned a baccalaureate degree from an accredited college or university, and completed:
 - At least 24 semester hours in accounting at the undergraduate or graduate level; and
 - At least 24 semester hours in business administration and economics courses other than accounting courses.
- ❑ The education requirements must be met at the time individuals apply for the CPA Exam.

Applying to Take the Exam

- ❑ The Indiana State Board of Accountancy has engaged CPA Examination Services, a division of the National Association of State Boards of Accountancy (NASBA) for application processing, credential evaluation, and grade reporting.
- ❑ For those who have never taken the exam or have taken the exam as a candidate of another jurisdiction, complete an initial application form.
- ❑ Upon submission of the initial application, payment is required for both an application fee and an examination fee.
 - ▲ Application fee: \$135

- ▲ Examination fees
 - Auditing and Attestation: \$159.25
 - Business Environment and Concepts: \$114.25
 - Financial Accounting and Reporting: \$148
 - Regulation: \$125.50
- ❑ Allow **four to six weeks** for processing of applications and all required educational documentation.
 - ▲ Receipt of applications will be sent according to the method of notification indicated on the initial application.
 - This notice only acknowledges that the application materials have been received (allow five to 10 business days for the acknowledgment).
 - A notification of any deficiencies in the application will be sent within six weeks.
- ❑ To **download an application**, visit incpas.org and click on the CPA Exam Application “hot button” link.

Submitting Materials

- ❑ The following needs to be submitted to CPA Examination Services:
 - ▲ Completed and signed initial application with a 2" x 2" photograph attached
 - ▲ Fee is payable to CPA Examinations Services
 - Checks or money orders must be drawn on a U.S. bank
 - ▲ **Official transcripts submitted directly from the academic institution(s)** at which original credit towards the educational requirements was earned
- ❑ Submit application materials, application fees and examination fees to:
 - ▲ CPA Examination Services, P.O. Box 440555, Nashville, TN, 37244
- ❑ Mail transcripts and all other correspondence to:
 - ▲ CPA Examination Services, Indiana Coordinator, P.O. Box 198469, Nashville, TN 37219-8469

Receiving Your Notice to Schedule (NTS)

- ❑ When applications have been processed and eligibility has been determined, candidates will receive a Notice to Schedule (NTS)
 - ▲ The NTS will list the section(s) of the exam candidates are approved to take

continued on page 33

CPA EXAM TIPS

continued from page 23

- Verify that all the information on the NTS is correct and that the name that appears matches **EXACTLY** the name on the identification that will be used during check in.
- If it does not match, contact CPA Examination Services immediately to request a correction.
 - ▲ Candidates have six months from the date of the NTS to schedule and take the approved exam section(s)
 - ▲ Candidates **MUST** bring the NTS with them to the exam
 - Admittance into the test center will be denied without the NTS and all exam fees for that section will be forfeited.
 - The NTS contains an “examination password” candidates will enter as part of the log-in process

Scheduling the Exam

- The computer-based exam is offered the first two months of each calendar quarter, known as “testing windows.” – January-February, April-May, July-August and October-November
- Candidates must schedule exam appointments at **least five days in advance**, however, 45 days before it is recommended to increase chances of receiving preferences.
- Candidates are allowed to **take the exam at any U.S. Prometric test centers.**
 - ▲ Go to prometric.com/cpa.

Taking the Exam

- Review available **tutorial and sample tests** on cpa-exam.org.
- Know how to use a mouse, keyboard and common spreadsheets, including formulas and word processing.
 - ▲ Practice using a computer for periods of time longer than an hour.
- Know how to use an online four-function calculator or spreadsheet for standard calculations.
 - ▲ **Answer all multiple-choice questions** – the exam is positively graded so there is no penalty for guessing.

Receiving Exam Credit

- Candidates may take the exam sections individually and in any order. Credit will be received for each section passed.
 - ▲ The passing grade for each section is **75**
- Credit for any section passed will be valid for 18 months from the date the section was taken.
 - ▲ Candidates **must pass all four sections within that 18 month period** or lose credit for each section passed outside of the period.
 - ▲ Note: Candidates cannot retake a failed section(s) within the same testing window.

For more information, review the **Uniform CPA Candidate Bulletin**. It can be downloaded at cpa-exam.org/cpa/bulletin.html. ■

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