

UNIFORM CPA EXAMINATION APPLICATION INSTRUCTIONS (RE-EXAM APPLICANT)

- A. If you previously sat for at least one section of the Uniform CPA Examination (Exam), you must complete this re-Exam application to reapply to sit for the Exam. Re-applying for an Exam section before receiving your score notice for that same Exam section will result in the forfeiture of the administrative fee upon notification of a passing score.
- B. You must answer all questions for the application to be complete. The Board will not consider incomplete applications and will return the application to you. **If you do not complete the PDF version of the application, please print all responses in ALL CAPS using blue or black ink.**
- 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, you must provide a photocopy of the official document that authorizes the name change.
- D. The Board's preferred method of contacting applicants is email (Question 5). Email from the Board will come from the domain @nccpaboard.gov; please add this domain to your approved/safe senders list. Email from NASBA will come from the domain @nasba.org; please add this domain to your approved/safe senders list. NASBA sends Exam information to candidates **by email only**.
- E. You are not required to sit for all four Exam sections in one sitting, nor are you required to sit for all unpassed sections in one sitting. You may choose to sit for one, two, three, or four sections (Question 6). When your application to sit for the Exam is approved, you will receive a Notice to Schedule (NTS) from NASBA. Your NTS will be sent from @nasba.org with the subject "NTS Notification Service." 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 before the NTS expires. **The expiration date on an NTS cannot be extended.**
- 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 you.
- G. As a re-Exam applicant, regardless of the number of Exam sections for which you are sitting, you must submit the \$75.00 administrative fee and the per-section fee for each section of the Exam for which you are applying. All fees and costs paid with an approved application for the Exam are **non-refundable** and cannot be used toward a future Exam application. Fees for the Exam are shown below.

Administrative Fee	\$75.00	\$75.00
Auditing & Attestation (AUDIT)	\$226.15	
Business Environments & Concepts (BEC)	\$226.15	
Financial Accounting & Reporting (FAR)	\$226.15	
Regulation (REG)	\$226.15	
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 is considered incomplete and will be returned you. A \$36.00 processing fee will be charged for any check which does not clear the issuing financial institution.

- H. If you require testing accommodations under the Americans with Disability Act (ADA), please contact Phyllis Elliott (**phyllise@nccpaboard.gov**) to obtain the necessary forms.
- I. Send all inquiries about your application to Phyllis Elliott (**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

If you are paying by credit card and are not submitting transcripts, etc., you may submit your application and credit card payment by email to **phyllise@nccpaboard.gov**.

APPLICATION CHECKLIST

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

- o Did you answer all questions?
- o Did you sign and date the application?
- o Did you enclose the correct fees?
- o Did you make your check payable to the State Board of CPA Examiners?
- o Did you make a copy of this application and all attachments?

Please allow at least 10 business days for your application to be processed; you may check the status of your application through a link on the Board's website (**https://nccpaboard.gov/applicants/**).

North Carolina State Board of Certified Public Accountant Examiners

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CREDIT CARD PAYMENT

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

_____ MasterCard _____ VISA Amount \$ _____

Card Number _____

CVV/Security Code _____ Expiration Date _____
(3-digit code on back of card near or in signature box) (MM/YYYY)

Exact Name on Card _____

Billing Address for Card _____
Street or PO Box and City, State, Zip Code

Signature _____ Date _____

FOR BOARD USE

AUTHORIZATION CODE _____