

UNIFORM CPA EXAMINATION APPLICATION INSTRUCTIONS (Initial Applicant)

- A. If you are applying for the Uniform CPA Examination (Exam) for the ***first time***, you must complete this initial Exam application. If you have applied previously for at least one section of the Exam, you must complete a re-Exam application.
- 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 use blue or black ink and write your responses in ALL CAPS.
- C. When completing Question 3, your name must ***exactly*** match the name on the primary photo id you will use for admittance to the Prometric Testing Center. If your name has changed (marriage, divorce, etc.) since you attended college and the name on your transcript does not match the name on your application, you must provide the Board with a photocopy of the official document that authorizes the name change.
- D. You must provide two identical copies of a photo that meets the current US passport requirements (<https://bit.ly/3uJUzS9>). Snapshots, vending machine photos, digital photos, previously laminated photos, and photocopies of your driver's license or passport ***will not*** be accepted. Print your full name on the back of each photograph; photographs are not returned to you.
- E. The Board contacts applicants by email (Question 6); you must provide the Board with at least one valid email address. If your email address changes after you apply for the Exam, notify the Board immediately. Email from the Board is sent from the domain @nccpaboard.gov; please add this domain to your approved/safe senders list. NASBA sends Exam-related information such as Notices to Schedule ***by email only***. Email from NASBA is sent from the domain @nasba.org; please add this domain to your approved/safe senders list.
- F. You are not required to apply for all four Exam sections on this application. You may choose to sit for one, two, three, or four sections (Question 7). If the Board approves your Exam application, you will receive an email from NASBA with a link to your Notice to Schedule (NTS) for the section(s) you selected on the application. If you do not receive the NTS notification within 15 business days after approval of your application, contact Phyllis Elliott at phyllise@nccpaboard.gov. An NTS is valid ***for six months from the date of issue*** and you must schedule and sit for the Exam section(s) on the NTS before the NTS expires. ***The expiration date on an NTS cannot be extended.***
- G. All attachments in the Pertinent Data section (Question 8) must accompany the application when you submit it to the Board. Applications that do not include the necessary attachments when submitted are considered incomplete and will be returned to you. 21 NCAC 08F .0103(f) authorizes the Board to conduct a background check, including a check of criminal records, of Exam applicants.
- H. Official transcripts (Question 9) must bear the signature of the Registrar and the official school seal; state the graduation date and degree awarded (if you have graduated); and specify all accounting courses completed and the credit hours earned toward the Board's concentration in accounting requirement. Photocopies of transcripts are not accepted.
- E-transcripts are unofficial if printed and submitted with your application. Please request that the college or university send the transcript directly to Phyllis Elliott (phyllise@nccpaboard.gov). If you choose this option, you must check "Y" on Question 9-A.
- I. Moral character references (Question 10) must have sufficient knowledge of your moral character. Generally, each reference should have known you for ***at least one year***. All information lines must be completed. Persons related to you by blood or marriage ***cannot*** sign the certificate of moral character. If you make copies of Page 2 of the application for each of your references to complete and sign, make sure you print and sign your name, and write the date on each copy.
- J. This application includes an Ethnicity and Gender questionnaire. The sole use of the information is to identify the population segments represented in the Board's examination and licensing database. If you prefer not to disclose your ethnicity or gender, please check the appropriate "I do not wish to disclose" box. State Government policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information, or disability. Your responses on the questionnaire will not affect the approval or processing of your application.

- K. An application received without proper payment will not be processed by the Board and will be returned to the applicant. All fees and costs paid with an **approved** application for the Exam are **non-refundable** and cannot be used toward a future Exam application. Make checks payable to: State Board of CPA Examiners. You may pay the fees using VISA or MasterCard (use the attached authorization slip). If a check or VISA or MasterCard authorization does not clear the issuing financial institution, the application will be deemed incomplete, returned to the applicant, and the Notice to Schedule (NTS), if issued, will be canceled. A \$36.00 processing fee will be charged for any check which does not clear the issuing financial institution.

As an initial Exam applicant, regardless of the number of Exam sections for which you are sitting, you must submit the \$230.00 administrative fee and the per-section fee for each section for which you are applying. Fees for the Exam sections are shown below.

Administrative Fee	\$230.00	\$230.00
Auditing & Attestation (AUDIT)	\$226.15	
Financial Accounting & Reporting (FAR)	\$226.15	
Regulation (REG)	\$226.15	
Business Environments & Concepts (BEC)	\$226.15	
TOTAL FEES TO BE SUBMITTED WITH APPLICATION		

- L. If you require testing accommodations under the Americans with Disability Act (ADA), please complete the appropriate ADA forms that are available from the Forms & Applications page of nccpaboard.gov. Please contact Phyllis Elliott at phyllise@nccpaboard.gov if you have questions about requesting ADA accommodations.
- M. Send all inquiries about your Exam application to Phyllis Elliott at phyllise@nccpaboard.gov.

APPLICATION CHECKLIST

- Did you answer all questions, including the Ethnicity and Gender questionnaire?
- Did you enclose two identical copies of a photo that meets current US passport standards?
- Did you write your name on the back of each photo?
- Did you enclose official transcript(s) or request an e-transcript to be sent to the Board?
- If you answered yes to A, B, C, or D in Question 8, did you enclose a copy of the relevant documents?
- If you answered no to E in Question 8, did you enclose proof of resident alien status or a notarized affidavit of your intention to become a US citizen?
- Did you obtain three (3) moral character references?
- Did you enclose a check or VISA or MasterCard authorization for the correct fees?
- If paying by check, did you make your check payable to the **State Board of CPA Examiners**?
- Did you sign and date the application?
- Did you make a copy of the completed application and all attachments for your records?

Mail Your Completed Application and All Attachments to:

Exam Application
 NC State Board of CPA Examiners
 PO Box 12827
 Raleigh, NC 27605

- Most initial Exam applications are approved and processed within 10 business days of receipt, but delays may occur. You may check the status of your application on the Exam Applicant page of the Board's website, nccpaboard.gov.
- After your application is approved and processed, it will take about 10 business days for NASBA to notify you that your Notice to Schedule (NTS) is available. The notification will be sent from NASBA (@nasba.org); check your spam/junk folder for the email.
- To access your NTS and Exam scores, you must have a NASBA Single-Sign-On (SSO) account. Set up your account at candidate-portal.nasba.org. If you are unable to create an account, contact NASBA at cbtnpa@nasba.org.

DO NOT RETURN THESE INSTRUCTIONS WITH YOUR APPLICATION.

North Carolina State Board of CPA Examiners
 1101 Oberlin Road Suite 104 • Raleigh NC 27605
 Phone: (919) 733-4224 • Fax: (919) 733-4209 • Web: nccpaboard.gov

UNIFORM CPA EXAMINATION – INITIAL APPLICANT

1. **SOCIAL SECURITY NUMBER** _____ - _____ - _____ 2. **DATE OF BIRTH** |_____| |_____| |_____|
MM DD YYYY

3. **NAME (MUST EXACTLY MATCH THE NAME ON PHOTO ID TO BE USED FOR ADMITTANCE TO TESTING CENTER)**

First Middle Last

MOTHER'S MAIDEN NAME _____

4. **HOME ADDRESS AND PHONE NUMBER**

City State Zip Code

Phone |_____| |_____| - |_____|
Area Code

Fax |_____| |_____| - |_____|
Area Code

_____ Personal Email Address

5. **BUSINESS ADDRESS AND PHONE NUMBER**

Name of Firm/Company/Organization

_____ City _____ State _____ Zip Code

Phone |_____| |_____| - |_____|
Area Code

Fax |_____| |_____| - |_____|
Area Code

_____ Business Email Address

6. **PREFERRED EMAIL ADDRESS (SELECT ONE):**
 Home Email Business Email

7. **SELECT SECTION(S) TO BE TAKEN:**
 Auditing & Attestation (AUDIT) Business Environment & Concepts (BEC)
 Financial Accounting & Reporting (FAR) Regulation (REG)

8. **PERTINENT DATA**

A. Have you ever been charged, arrested, convicted, found guilty of, received a prayer for judgment continued, or pleaded *nolo contendere* to any offense, inclusive of traffic infractions? If yes, please attach a copy of the relevant records. You are not required to disclose any arrest, charge, or conviction expunged by the court. __ Y __ N

B. Have you ever had an application for a license denied or any license disciplined, suspended, or revoked by any state or federal agency? If yes, please attach detailed explanation/information. __ Y __ N

C. Have you ever sat for or received credit for any section of the Uniform CPA Examination in another jurisdiction? If yes, attach documentation. __ Y __ N

D. Have you ever been denied (for a reason other than not meeting the education requirement) to sit for the Uniform CPA Examination in any other jurisdiction(s)? If yes, attach detailed explanation/information. __ Y __ N

E. Are you a US citizen? If you are not a US citizen, you must provide proof of resident alien status or a notarized affidavit of intention to become a US citizen. __ Y __ N

9. **EDUCATION**

A. Attach official transcript(s) and list college(s) attended, degree(s) awarded, and graduation date(s). If you are still in school, indicate anticipated graduation date(s). Are you submitting an e-transcript through a transcript service? Y N

College or University	Degree(s) Awarded	Graduation Date

B. If you have not completed the concentration in accounting, list college(s), course(s), semester hours, and anticipated completion date(s).

College or University	Course Name	Sem. Hrs.	Completion Date

10. UNIFORM CPA EXAMINATION CERTIFICATE OF MORAL CHARACTER

Please read carefully before signing this form. This form is not to be signed by persons related by blood or marriage to the applicant. Suggested references include, but are not restricted to the following groups: instructors, employers, co-workers, clergy, public officials, and neighbors. Persons signing this certificate are expected to know the applicant for a period of time sufficient to make an evaluation of his or her moral character and to be familiar with the applicant's lifestyle outside the workplace or classroom. Persons signing this certificate should do so only after careful consideration and only after reviewing the properly completed application package to determine that the applicant has made all required disclosures.

The applicant has affirmed to me that 1) the accompanying application was completed by the applicant prior to my signing this statement, and 2) all matters concerning his or her moral character have been made known to me. I have reviewed this completed application and believe it fully discloses all information necessary to properly evaluate this application.

I, the undersigned, certify that I am personally acquainted with the applicant and that the applicant is of good moral character (*i.e.*, has a personal history of honesty, fairness, and respect for the rights of others and for the laws of the State of North Carolina and this nation); that he or she would be entirely worthy of the trust reposed in him or her by the State of North Carolina and the public as a CPA and that, in my opinion, conscientiously observes the high professional responsibilities of a CPA. I further certify that to the best of my knowledge, he or she has never been charged, arrested, convicted, found guilty of, received a prayer for judgment continued, or pleaded *nolo contendere* to any offense inclusive of traffic infractions, or declared by any court of competent jurisdiction to have committed any fraud; or if I have any reservations about the applicant's moral character, I agree to send a letter outlining my opinions concerning these matters to the NC State Board of CPA Examiners, PO Box 12827, Raleigh, NC 27605.

Printed Name

Relationship to Applicant (employer, friend, etc.)

Address

Years Known Applicant

City/State/ZIP

Telephone Number

Employer

Signature

Date

Printed Name

Relationship to Applicant (employer, friend, etc.)

Address

Years Known Applicant

City/State/ZIP

Telephone Number

Employer

Signature

Date

Printed Name

Relationship to Applicant (employer, friend, etc.)

Address

Years Known Applicant

City/State/ZIP

Telephone Number

Employer

Signature

Date

11. POLICY ON CHEATING

Any individual found to have engaged in conduct which subverts, or attempts to subvert, the Uniform CPA Examination process may, at the discretion of the North Carolina State Board of CPA Examiners, have his or her scores on the Examination withheld and/or declared invalid, be disqualified from holding the CPA certification, and may be subject to the imposition of other appropriate sanctions. Conduct which subverts or attempts to subvert the Uniform CPA Examination process includes, but is not limited to: (1) conduct which violates the standard of the test administration, such as communicating with any other examinee during the administration of the Uniform CPA Examination; copying answers from another examinee or permitting one's answers to be copied by another examinee during the administration of the Examination; having in one's possession, during the administration of the Examination, any books, notes, written or printed material, or data of any other kind, other than the distributed Examination materials; and failure to cooperate with testing officials, and (2) conduct which violates the credentialing process, such as falsifying or misrepresenting educational credentials or other information required for admission to the Examination; impersonating an examinee; or having an impersonator take the Examination on another's behalf.

12. AFFIDAVIT OF APPLICANT

I have read North Carolina General Statute (NCGS) 93 and Title 21 North Carolina Administrative Code, Subchapter 08F (21 NCAC 08F) and do understand the State law and the rules of the Board applicable to the Uniform CPA Examination. Except as stated in a letter attached to this application, I meet all of the requirements to apply for this Examination. This completed application and all required attachments have been shown to and read by all persons who are attesting to my eligibility to take this Examination. I declare under the penalties of perjury that the information and statements made in this application are, to the best of my knowledge, true, correct, and complete. I understand that the contents of this application, including all attachments, as well as any disciplinary action or Consent Order, regarding me, may be subject to the North Carolina Public Records Act. I understand by applying to sit for this Examination I am waiving any claim of confidentiality or privacy regarding disclosure of such public records.

I understand that the Examination is the property of the North Carolina State Board of CPA Examiners and that I will not remove any Examination materials, notes, or any other unauthorized materials from the examination room. I agree to keep confidential and will not disclose in any manner whatsoever any information concerning the questions or content of the Uniform CPA Examination as a result of taking the Examination. I understand that failure to comply may result in invalidation of my grades, disqualification from future Examinations, and possible civil and criminal penalties. Furthermore, I agree that in the event my Examination is lost, any claim I may have against the North Carolina State Board of CPA Examiners will be limited to the Examination fees and costs paid by me. I have read this application and do understand it and the policies of the North Carolina State Board of CPA Examiners. **All fees and costs paid with an approved application for the Uniform CPA Examination are non-refundable and cannot be used toward a future Uniform CPA Examination application.** I agree to comply with all written rules and instructions pertaining to the administration of the Uniform CPA Examination, including the policy on cheating, which is printed above. I release from liability all parties who respond to investigative inquiries from the Board. **By signing below, I authorize the Board to verify any of the representations and information set forth in this application by any means, including a criminal records check or another background check.**

Printed Name: _____

Signature: _____

Date: _____

Ethnicity and Gender Questionnaire

State Government policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information, or disability. The sole use of the information requested below is to identify the population segments represented in the Board's examination and licensing database. If you prefer not to disclose your ethnicity or gender, please check the appropriate "I do not wish to disclose" box.

Ethnicity (Select One)

- White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- Native American or Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America) who maintain tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More Ethnicities (Not Hispanic or Latino):** All persons identifying with more than one of the above five ethnicities.
- Self-Identify Ethnicity** _____
- I Do Not Wish to Disclose My Ethnicity**

Gender (Select One)

- Male**
- Female**
- Self-Identify Gender** _____
- I Do Not Wish to Disclose My Gender**

**North Carolina State Board of Certified Public Accountant Examiners
MasterCard or VISA Payment Authorization**

MasterCard and VISA payments 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/near signature box) (MM/YYYY)

Exact Name on Card _____

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

Signature _____ Date _____

FOR BOARD USE: AUTHORIZATION CODE _____