



North Carolina State Board of Certified Public Accountant Examiners

Checklist: Reciprocal NC CPA License

Before proceeding with the reciprocal NC CPA license application, please make sure you have the following items and information ready to upload to or enter in the portal:

- Recent digital image of you that meets U.S. passport standards (front view, full face, plain light background, no hats or dark glasses). When you upload the digital image, make sure the file name matches your full legal name (e.g., JanieQuinnSmith.jpg).
- Certificate of Completion for the North Carolina Accountancy Law course offered by the NCACPA. The certificate must show that you completed the course within the 12 months before submitting your application for licensure.
- *Authorization for Interstate Exchange of Examination & Licensure Information* completed by the jurisdiction (Board of Accountancy) that holds your Exam scores and/or CPA license information.
- A detailed personal statement and copies of all court documents or other records related to
 - any charge, arrest, conviction, finding of guilt, prayer for judgment continued, or nolo contendere plea to any offense, including traffic violations. You are not required to disclose any arrest, charge, or conviction that the court expunged.
 - having an application for a license or certificate denied by any state or federal agency, or having a license or certificate suspended, canceled, or revoked by a governing or licensing board or by a state or federal agency.
 - any past or current investigations, charges, or discipline by a governing or licensing board or by a state or federal agency.
 - being a party to any civil suit, bankruptcy action, administrative proceeding, or binding arbitration, the basis of which is grounded upon an allegation of negligence, dishonesty, fraud, misrepresentation, or incompetence.
- MasterCard, VISA, or American Express to pay the license fee.