



North Carolina State Board of Certified Public Accountant Examiners

Checklist: Initial Application for the Uniform CPA Examination

Before proceeding to the initial Exam application, please make sure you have the following items available:

- Full legal name. The name you enter on the application must match exactly the name on the primary ID you will present at the Prometric Testing Center.
 - If the name you enter on the application does not match the name on any academic transcript you are submitting, please send a copy of the document (marriage license, divorce decree, etc.) that legally authorizes the name change by email to examinations@nccpaboard.gov.
- Mother's maiden name
- If you are not a U.S. citizen, you must upload
 - Proof of resident alien status (e.g., a copy of your permanent resident card), or
 - A notarized statement of your intention to become a U.S. citizen. You must use [this template](#).
- Current contact information (mailing address, email address, and phone number)
- A 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).
- Moral character references from three people who are not related to you by blood or marriage and who have sufficient knowledge of your personal history of honesty, fairness, respect for the rights of others, and respect for the laws of the State of North Carolina and the United States. Each reference must complete [this form](#), and you will upload each completed form to the portal.
- Copies of all records related to any charge, arrest, conviction, finding of guilt, prayer for judgment continued, or nolo contendere plea to any offense, including traffic violations, along with a personal statement explaining each matter. You are not required to disclose any arrest, charge, or conviction that has been expunged by the court. You will upload these documents to the portal.
- A detailed explanation and all relevant documents regarding any license denial or any license discipline, suspension, or revocation by any state or federal agency. You will upload these documents to the portal.
- A detailed explanation and all relevant documents related to an application for a license that was denied by any state or federal agency. You will upload these documents to the portal.
- If you have ever taken any section of the Uniform CPA Examination in a jurisdiction other than North Carolina, you must state the jurisdiction(s).
- If you have ever been denied by another jurisdiction (for a reason other than not meeting the education requirement) to sit for the Uniform CPA Examination, you must provide a detailed explanation of the denial. You will upload this document to the portal.

- Official transcripts showing completion of at least a bachelor’s degree, including or supplemented by a concentration in accounting.
 - If you are submitting an e-transcript, request that your college or university registrar or transcript service provider send official electronic transcripts to examinations@nccpaboard.gov.
 - If you are submitting a transcript by mail, request that your college or university registrar or transcript service provider mail official transcripts directly to Examinations, NC State Board of CPA Examiners, PO Box 12827, Raleigh, NC 27605.
 - If you have education or transcripts from a non-U.S. institution that you wish the Board to consider with your application, check “yes” on the application, then email examinations@nccpaboard.gov for authorization for an educational background evaluation by NASBA’s International Evaluation Services (NIES).
- MasterCard, VISA, or American Express to pay the administrative and section fees.

You are not required to apply for more than one Exam section on your initial application. The Board recommends that you apply only for the section or sections you are prepared to study and take within six months of your application's approval. If you choose to apply for multiple sections on this application, you may select up to three Core sections and one Discipline section.

Americans with Disabilities Act (ADA)

If you require an ADA accommodation, please answer “yes” to the ADA question in the application. You will be prompted to answer questions about your eligibility and accommodation history, and to upload the following forms.

- [Americans with Disabilities Act \(ADA\) Documentation of Candidate's ADA Accommodation History](#) (completed by University Disability Services)
- [Americans with Disabilities Act \(ADA\) Professional Evaluation and Documentation of ADA Disability](#) (completed by licensed or certified professional)
- [Americans with Disabilities Act \(ADA\) Physician's Verification of Disability and Need for ADA Accommodation](#) (completed by physician)

If you have questions about the requirements for sitting for the Exam or completing the initial Exam application, please contact the [Examinations staff](#).