

## ***Some practical tips to move you along!***

### ***Take care of yourself***

- Exercise and eat right!
- Play intramural or other sports

### ***Expand your horizons***

- Play a musical instrument
- Join a performing arts group
- Attend a church or synagogue regularly
- Travel
- Read

### ***Strengthen Communications***

- Write a blog
- Take communications classes
- Bone up on business etiquette

### ***Make the most of your education***

- Major in accounting
- Conduct a research project with other students
- Write a research paper (with or without others) and submit it for publication
- Participate in competitive events
- Learn Excel – really well

### ***Apply your skills***

- Volunteer with a non-profit or educational organization
- Volunteer with a VITA program
- Help friends with basic money management
- Volunteer at a church or synagogue
- Tutor undergraduate accounting or business students

- Create a personal budget and stick to it

### ***Network with professionals***

- Attend a chapter meeting of the FICPA
- Join the FICPA as a student member
- Join a Young CPA group

### ***Develop leadership skills***

- Lead a student organization
- Organize or coordinate an event

### ***Explore the accounting profession***

- Job shadow a CPA
- Review the resources available at [ThisWaytoCPA.com](http://ThisWaytoCPA.com)
- Talk with professors and professionals about the accounting field

### ***Prepare for the CPA exam***

- Get strategies from professors and peers
- Use a CPA Exam review course

### ***Prepare yourself for the workplace***

- Attend career or job fairs, meet-the-firm events, or similar college events
- Get a professional email address
- Create a professional profile online with social media
- Develop a solid resume
- Attend a workshop on job strategies
- Meet with potential employers during campus visits

**The Florida Institute of CPAs...**  
an association for accounting professionals  
*and* accounting students!

**[www.FICPA.org](http://www.FICPA.org)**



# **Your Path to Becoming a CPA in Florida!**



**FICPA**

Florida Institute of Certified Public Accountants

Post Office Box 5437  
Tallahassee, FL 32314  
(800) 342-3197 or (850) 224-2727  
[accountingcareers@ficpa.org](mailto:accountingcareers@ficpa.org)

## EDUCATION

Declare accounting as your major.

Join an accounting societies or professional associations like the FICPA.

Participate in other student organizations and clubs, which will give you:

- *Study buddies and exam review discounts*
- *Networking opportunities*

Complete an internship in accounting, which will give you:

- *Real world experience to help you better understand the context of questions on the exam*
- *Professional contacts to help you find a job and the possibility of a part time or full time job with the employer after the internship*

Graduate with a bachelors' degree in accounting.

- *Your actual degree doesn't have to be in accounting, but that will make it easier to get the required accounting and auditing as well as other business courses*

Continue your education – earn at least 150 credit hours total.

- *Check the requirements for licensure to make sure you take the right number of hours per subject area and the right level of courses*
- *36 semester hours of accounting related courses and 39 semester hours of general business courses*

Earn your Masters' degree – you're almost there!

- *You don't need it to be a CPA, but wouldn't you rather list that on your resume than "graduate level studies"?*

## EXAM

Apply to the Florida Board of Accountancy to take the CPA exam (and be eventually licensed in Florida).

Pay the fee for exam and initial registration

The exam is offered in four sections:

- *Auditing and Attestation (AUD)*
- *Business Environment and Concepts (BEC) (contains short essays)*
- *Financial Accounting and Reporting (FAR)*
- *Regulation (REG)*

You must have at least 120 credit hours in the specified areas of study.

The exam testing window each quarter is - 2 months on, 1 month off - repeat the next quarter (i.e., test January and February, off March).

You choose the section you want to take and the date.

The exam is the same across the US, you can take it at any Prometric Center.

Once you start taking the exam, you have 18 months to pass all four parts, otherwise what you took in the beginning rolls off and you'll start retaking sections.

Plan on giving yourself a year to complete the exam. The extra 6-month cushion can help with unplanned personal situations that arise or retaking any part(s) of the exam.

## Useful Web sites:

[www.cpa-exam.org](http://www.cpa-exam.org) - the Uniform CPA Exam

[www.nasba.org](http://www.nasba.org) - the National Association of State Boards of Accountancy provides regulations for the state or jurisdiction where you want to be licensed.

[www.myflorida.com/dbpr/cpa/exam.html](http://www.myflorida.com/dbpr/cpa/exam.html) - offers specific requirements and information for Florida.

[www.ficpa.org](http://www.ficpa.org) - for student and professional members of the Florida Institute of CPAs.

[www.thiswaytocpa.com](http://www.thiswaytocpa.com) - for accounting graduates and young professionals studying for the CPA exam.

[www.StartHereGoPlaces.com](http://www.StartHereGoPlaces.com) - for high school and two-year college students for general career information, scholarships, and more.

## EXPERIENCE

You need one year of experience (2,000 hours) to get a CPA license in Florida.

The experience is under the direct supervision of a CPA and can be in public practice, business and industry, government, or education.

You can start the "experience clock" as soon as you are "exam eligible", meaning that you have met the requirements to take the CPA exam.

- *Part time work and internships under the supervision of a CPA count towards earning experience.*

Submit your information for licensure to the Florida Board of Accountancy within 36 months from passing the exam.