



Applying for the CPA License in Florida

Once you are ready to apply for the CPA license in Florida (yessss!), the process is finally quite simple. You do still have to follow the steps below and check your email to make sure you don't miss any important licensing-related messages.

Note: This process is for candidates who passed the CPA Exam, within the last three years, as a Florida candidate to apply for licensure as a CPA. If you passed the Exam in another state or hold a license in another state, you must apply using the Licensure by Endorsement application. If applying for licensure by endorsement, the process and timing can vary.

1 Assemble the necessary documents one last time.

College/university details, work history, and references (including name and license number of verifying licensee).

2 Go to www2.myfloridalicense.com (this is the agency charged with licensing and regulating businesses and professionals in the State of Florida). Head to the section titled "Apply Or Manage My License" and then follow the links to apply for a Certified Public Accounting individual licensure initial license.

3 Apply using online services.

You will need to link your account to your previous account with us by using your entity number. The entity number can be found on your approval letter that you received when you were approved to sit for the CPA exam.

OR

Apply using a printable application. You will need to mail your completed application, application fee and required documentation to: Department of Business and Professional Regulation 2601 Blair Stone Rd Tallahassee, FL 32399

4 Answer eligibility questions

You must be able to answer yes to these questions to be eligible to apply for licensure.

5 Update your personal information.

- Social security number
- Mailing address
- Full legal name
- Contact information

Pro Tip

We recommend using your personal email address that will follow you everywhere instead of a work or school email address that might change later.

6 Answer background question.

If you answer yes to the background question, you must complete the Explanation for Background questions sections.

Application Fee: All candidates must submit a \$50 non-refundable application fee.

For paper applications: you must submit a check (made payable to the Department of Business and Professional Regulation) with your mailed in application.

For online applicants: you will submit your payment electronically through the online application portal.

7 Document Upload.

- Verification of Work Experience form. You must complete and upload the Verification of Work Experience form by providing applicant information and signature, employer information, dates of employment, verifying licensee's name, license information, signature, and character affirmation question. This is a step that many candidates miss.
- Official Transcripts. Upload official school transcripts verifying completion of a baccalaureate degree and 150 semester hours of education from every accredited institution to include specific accounting and business courses. Do not submit copies of transcripts.

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