

How to Apply for the CPA Exam

What to have on hand before you start the online application as a first-time Exam candidate in Florida.

Applying for the Exam is a bit like getting your driver's license or passport – it's just easier if you have everything already with you to save yourself the time and frustration of trying to find things on-the-fly.

✓ School Contact Info to Request Your Academic Transcripts (all schools attended)

✓ ID
✓ Exam Plan

✓ Payment
✓ Copy of Your Transcript(s)

CPA Exam Application Process

- ① Create a CPA Central Account**

To begin, go to: www.myfloridalicense.com/DBPR/certified-public-accounting/

Scroll down until you see "Getting Started with Certified Public Accounting"

Select Other Applications, CPA Exam, then Sit for CPA Exam.

Apply using online services. To apply using online services you will need to create an account, or log in if you have an existing account.

OR

Apply using a printable application. You will need to mail your completed application, application fee and required documentation to The Department of Business and Professional Regulation (DBPR) at 2601 Blair Stone Rd., Tallahassee, FL 32399
- ② Qualifying Questions**

These questions are used to determine if you meet the requirements to sit for the CPA Exam. You must be able to answer yes to these questions to be eligible to take the exam.
- ③ Applicant Information and Contact Details**

Your name on the application must be exactly the same as what's on your ID. If the ID you present at the testing center later doesn't match what's on your application, you will not be allowed to take the CPA Exam. That would be soul-crushing and we don't want that for you! It is also important to note that your social security number is required to apply for any individual license within the DBPR.
- ④ Current or Prior Licenses**

If you currently or previously have held a business or professional license/registration in Florida or elsewhere, be ready to enter information about those licenses. If you have not held such a license or registration, you can skip this section.
- ⑤ Prior Names**

Have you used or been called or known by another name (maiden name, pseudonym, nickname) or used an alias other than the one you provided for this application? If so, you'll need to provide that information.

Pro Tip

If you qualify for a Low Income Fee Waiver or a Military License Fee Waiver, you will need to upload your waiver to the online application or mail it in with your printable application.



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Education

While you will upload or mail in your official transcripts (more on that later), the application still asks you to list each college and university you attended with information like the school address, type of degree, and graduation date.

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Exam Section(s) You're Applying For

Many candidates prefer to get all four sections over as quickly as possible while info is still fresh in their brains. However, ask yourself, realistically — what section(s) do you think you can sit for in six months? Factor in your study sessions, academic schedule, workload, vacations, personal obligations, SLEEP and more to get a clear look at timing these out.

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Contact Preference

Next you'll select mail or email as your contact preference. Once approved as a Florida candidate, this is how you will receive your notice to schedule your examination from NASBA.

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Background Questions

Be ready to answer questions about felony conviction(s). It is crucial to answer this question truthfully, regardless of your situation, as you will have an opportunity to explain any incidents at a later date. Honesty is paramount in the CPA profession, as it is built on trust and integrity. Ensure your responses are accurate and transparent.

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Mother's Maiden Name

Provide your mother's maiden name (on the paper application, this is included in Applicant Information section).

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Documentation

You will need to submit the following documents, if applicable:

- Official transcripts
- Supporting documentation related to any criminal history or an affirmative answer to the disciplinary action (if applicable).
- Authorization of Interstate Exchange of Examination & Licensure Information Form (complete this form if you have been approved to sit for the examination in another state).
- Documents Required For Military License Fee Waiver (if applicable).

Applicants using the online application may upload, fax or mail supporting documents in to the department. When submitting supporting documents to the department you must reference the application number that you will be provided once you submit your online application.

Applicants using the paper application must mail supporting documents in to the department with their application.

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Review

Please review your application data for completeness and accuracy. If you see mistakes, go back to make corrections.

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Affirmation

You must certify that you have read the application in its entirety and that all of the information included on your application is true.

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Payment

All applicants must pay a \$50 non-refundable application fee. Applicants using the online application can make payment by credit card or electronic check (ACH). Applicants using the paper application will mail a check with their application. Checks should be made payable to the Department of Business and Professional Regulation

Additional Info

Timing After Application Submission


It is recommended to submit your transcripts when submitting your application online or you can mail them to DBPR, 2601 Blair Stone Road, Tallahassee, FL 32399. Once the transcripts are received, it can take up to 10 business days depending on DBPR's workload to match the transcripts with your application file. Next, your education is evaluated. It typically takes 2-3 weeks for you to hear from the Board of Accountancy on the status of your application. If there are deficiencies, your application remains open for 2 years, allowing you to meet the deficiency. If you do not meet the deficiency within those 2 years the application expires. If you are approved, it typically takes about 4 weeks for NASBA to process a Notice to Schedule (NTS). However, around May/June, this can take up to 6-8 weeks.

Questions?

Contact Lindsey Buck,
Career Development Manager,
at emergpro@ficpa.org or
850-521-5934.

Example

What an NTS Looks Like

 The Uniform CPA Examination

Notice To Schedule (NTS)
TO THE TEST CENTER, YOU WILL NOT BE PERMITTED TO TAKE THE EXAM WITHOUT THIS DOCUMENT!

You have been approved by XXXX Board of Public Accountancy to take the following CPA Examination section(s):

First Name Last Name
150 4th Ave North
Nashville, TN 37219

Exam Section	Section ID	Launch Code (Password)	Earliest You Can Take The Exam	Latest You Can Take The Exam
ATD	3141592	3141592	02/15/2021	06/11/2021
BEC	3141593	3141593	02/15/2021	06/11/2021
FAR	3141594	3141594	02/15/2021	06/11/2021
REG	3141595	3141595	02/15/2021	06/11/2021

National Candidate ID: 8975389
Passport Name: First Name Last Name

Check the accuracy of your name: The same version of your name must appear on your application, Notice to Schedule (NTS), and identification (ID) you present at the testing center. If your name on this NTS does not match, submit an Information Change Request from your CPAcentral Account at least 10 days before your appointment.

Schedule your exam: We recommend you schedule your exam within 8-7 days of receipt of this Notice. Use the online schedule at www.prometric.com/cpa, or call the Customer Service Call Center at 800-850-9644.

Review the CPA Exam Format, and Functionality Video and take the Sample Test: at <http://www.nasba.org/cpaexam/cpaexamformatandfunctionalityvideoandsampletest>

IMPORTANT INSTRUCTIONS - READ CAREFULLY BEFORE YOUR EXAM APPOINTMENT

- * Take this NTS, along with two forms of identification, to the test center. You will not be allowed to take the exam if you do not have this NTS and acceptable identification (ID) with you!
- * All Uniform CPA Examination candidates are advised to read the Candidate Bulletin available at www.nasba.org
- * Arrive at the test center at least 30 minutes before your scheduled examination. A digital photo will be taken as part of the check-in procedures. Late arrivals may not be able to take the exam.
- * Your ID will be scanned and verified in a magnetic strip and barcode reader and biometrics will be used to capture your finger print to increase security and identity verification.
- * Be aware that once you enter your password to start the exam, you have limited time to read and respond to the introductory screen. If that time is exceeded, the exam will automatically terminate and it will not be possible to restart the exam.
- * During the exam you may only take a break during scheduled break times (i.e., from the time you end one examination section).

To reschedule or cancel a test appointment: You may reschedule or cancel at www.prometric.com/cpa or by contacting the Customer Service Call Center. If you reschedule fewer than 30 business days before your appointment, you will incur a rescheduling fee. No cancellations are allowed 24 hours or less from your appointment time.

YOU MUST TAKE THIS NTS TO THE TEST CENTER, YOU WILL NOT BE PERMITTED TO TAKE THE EXAM WITHOUT THIS DOCUMENT!

Updated Nov 2018

Notice to Schedule (NTS)

Once your application has been processed and you have been determined eligible to take the CPA Exam, you will receive an email from NASBA directing you to the NASBA CPA Candidate Account website where you will be able to view/print your NTS. Your NTS will list the section(s) of the Exam you're approved to take, which enables you to contact Prometric to begin the scheduling process.

Confirm the name appearing on your NTS matches the name on your identification EXACTLY. You will need this for check-in at the testing center. If the information is incorrect, immediately contact CPA Exam Services.

Your NTS includes the Exam section identification. This number is also used as the Exam "Launch Code" (password). You will enter your Launch Code as a part of the online login process.

Important: Carefully read the information on your NTS — see following example for what's included.

Notice-to-Schedule (NTS) Expiration Date

The Board of Accountancy sets the time period for which an NTS is valid (generally six months) during which you must schedule and take the examination section(s). If

- 1) your NTS expires prior to taking the Exam section
- 2) you don't attend your scheduled testing appointment; or
- 3) you don't complete the Exam, you will not be able to reschedule or receive a refund.

Candidates impacted by these situations will have to reapply and pay the appropriate fees for another testing opportunity and a new NTS.

Acceptable Forms of Identification

The same version of your name must appear on your application, this Notice to Schedule and on the identification you present at the testing center. You must present two forms of identification at the testing center, one of which must include a recent photograph and your signature and be on the list of primary forms of identification below. The other identification must include your signature. Neither form of identification may be expired.

Primary Forms of Identification:

- * Valid (not expired) government issued driver's license with photograph and signature. The license must be printed in English to the extent required to compare the name with the one on the NTS and to confirm validity.
- * Valid (not expired) state identification card with a recent photograph and signature issued by one of the fifty U.S. states or by a U.S. territory. (Candidates who do not drive may have an identification card issued by the agency which also issues driver's licenses.)
- * Valid (not expired) government issued passport with a recent photograph and signature.
- * United States military identification card with a recent photograph and signature.

Secondary Forms of Identification:

- * Additional government issued identification from the above list.
- * Accountancy Board-issued identification.
- * Valid credit card (with signature).
- * Bank automated teller machine (ATM) card (with signature).
- * Valid bank debit card (with signature).

The following are UNACCEPTABLE forms of identification:

- * Draft identification card.
- * Social Security card.
- * Student identification card.
- * United States permanent residency card (green card).

International Test Center Candidates:

- * For primary ID, candidates MUST bring to the appointment a valid, non-expired Passport meeting specific country immatriculation criteria. If Passport is unexpired, a secondary ID is required (refer to the Candidate Bulletin for assistance and secondary ID details).

If the test center staff has questions about the identification presented, you may be asked for additional proof of identity. You may be refused access to the examination and forfeit the examination fee for that session if the staff believes that you have not proven your identity. Attendance in the test center and examination does not imply that your identification is valid or that your scores will be reported if subsequent investigations reveal impersonation or forgery.

Prohibited Items - Items that cannot be taken into the testing room include but are not limited to:

Books	Food or Beverage	Paper (not provided by Test Center)
Blueprint	Handwriting Backcheck Slip Pack	Pencil Sharpener
Calculator (Permitted Computer)	Not or View (except hand coverings worn for religious reasons)	Personal Digital Assistant or Electronic Device
Calculator Watch	Headset or Audio Equipment (not provided by Test Center)	Plastic Bag
Calculator Pouch	Jewelry - Pendant Necklaces or Large Earrings	Purse/Wallet
Cigarette/Tobacco Product	Non-Perforated Sunglasses	Ruler/Trisquare/Ruler/Eraser
Compass of any kind	Non-Perforated Sunglasses	Ruler/Slide Ruler
Dictionary	Non-Perforated Sunglasses	Scrub Mask
Eraser	Non-Perforated Sunglasses	Tape/Disk Recorder or Player
Eraser Case	Non-Perforated Sunglasses	Uppercase
	Non-Perforated Sunglasses	Watch
	Non-Perforated Sunglasses	Weapon of any kind

"Due to the Coronavirus pandemic, Prometric test center procedures will be altered in accordance with local and state regulatory requirements, public health best practices, and Prometric policies available at <http://www.prometric.com/cpa-exam-virus-update>

By entering a Prometric test center candidates are attesting that they understand and agree to test with these altered practices and agree that they assume any risk regarding the Coronavirus and their testing experience."