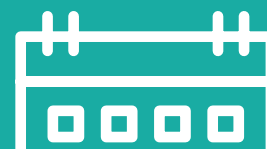


# Scheduling Your CPA Exam



You've applied to sit for the CPA Exam and been approved (yay!), so now it's time to actually schedule the section(s) you'll take.

## A few tips on timing:

- ✓ Schedule early to receive your preferred testing location, date and time.
- ✓ You must schedule your appointment at least 5 days in advance of the test date.
- ✓ If you have testing accommodations, you must schedule at least 10 days in advance of the test date if you're taking it in the U.S. or U.S. territories.
- ✓ If you are planning to sit for BEC, pay close attention to the Exam timelines to know when application and scheduling deadlines are.



## Steps to Schedule Online

If you're a do-it-yourselfer, here's a handy guide outlining how to schedule through Prometric's website.

- ✓ Go to [prometric.com/CPA](https://prometric.com/CPA).
- ✓ Select "Schedule" from left side of screen.
- ✓ Review the Policies, Testing Accommodations and Additional Testing Information, then the Uniform CPA Examination Conduct and Non-Disclosure Agreement before entering the scheduling platform.
- ✓ Enter the Exam Section ID listed on your Notice-to-Schedule and the first four characters of your last name, then hit submit.
- ✓ You will see an Exam Selection screen that verifies the section you are wishing to schedule. Click the arrow to move forward.
- ✓ Type in your address and date range in which you are looking to schedule your Exam. (Note: This date range only covers a two-week period. You will not be able to view dates after the "latest you can take the Exam date" that's listed on your NTS.) If you are planning to take the Exam at an international testing location or in Guam, you are required to pay the associated administration fees before you can schedule at these locations.
- ✓ Select your testing date.
- ✓ Select your testing time, then click the arrow to move forward.
- ✓ You will need to enter your profile information. (Note: Make sure to enter a valid email address since your appointment confirmation will be sent here, and your confirmation number is required if you ever need to reschedule or cancel, because...life happens.) Then click the arrow to proceed.
- ✓ The final page is your "Appointment Verification." Verify all information is correct and click "Complete Appointment" to schedule the Exam.



## Steps to Schedule by Phone

- ✓ If you prefer live help or have a situation you think is a little more complicated, here's how to schedule through Prometric's Candidate Services Call Center.
- ✓ You must schedule a separate appointment for each section of the Exam you are planning to take.
- ✓ If you call to schedule two or more sections, be prepared to identify the dates, times and locations you want to take each section. It is not necessary to make all appointments in one call.
- ✓ Before you call, have your Notice-to-Schedule on hand so you can provide the customer service representative with that info.
- ✓ Prometric's Candidate Services Call Center is open Monday-Friday from 8 a.m.-8 p.m. Eastern Time.
- ✓ Prometric's Candidate Services Call Center Phone Number: 800-580-9648

## Pro Tip

Print the confirmation number for your appointment and/or keep for your records in case you need to use that number to reschedule your appointment.