

COLORADO

INFORMATION FOR FIRST-TIME CANDIDATES FOR THE UNIFORM CPA EXAMINATION

The Colorado State Board of Accountancy (Board) has engaged CPA Examination Services (CPAES), a division of the National Association of State Boards of Accountancy, Inc. (NASBA) for application processing, credential evaluation, and score reporting. Please read this information carefully before completing the application forms.

APPLICATION FORMS

First-time applications must be completed by candidates who:

- ❖ have never taken the Uniform CPA Examination as a candidate of this jurisdiction.
- ❖ have previously applied, but were found ineligible or incomplete to take the examination as an applicant of this jurisdiction.
- ❖ have previously taken the examination as an applicant of another jurisdiction but who have not earned credit.
- ❖ have previously taken the examination as an applicant of another state and wish to transfer credit to this jurisdiction.

ELIGIBILITY FOR EXAMINATION

All first-time applicants must:

- ❖ Have a Social Security Number if they are physically present in the U.S. If the applicant is not physically present in the U.S., he or she must complete the Social Security Number Affidavit, and
- ❖ Complete the Affidavit of Eligibility, and
- ❖ Meet ONE of the following educational requirements:

1. Those who received a baccalaureate degree before July 1, 1993, and apply for examination and/or certification prior to July 1, 2015, by one of the six U.S. regional accrediting bodies, are required to complete:

- At least 27 semester (40 quarter) hours in accounting subjects, of which 21 semester (32 quarter) hours must be in specialized accounting courses such as:
 - Cost Accounting,
 - Taxation,
 - Intermediate Accounting,
 - Accounting Theory,
 - Advanced Accounting.

At least three of the 27 semester hours (four quarter hours out of the 40) must be in auditing, and must address U.S. generally accepted auditing standards (GAAS). To receive credit for accounting-related coursework, the transcripts must indicate an accounting program code, or the applicant must furnish other information to demonstrate an accounting-related course.

- At least 21 semester (or 32 quarter) hours in other business administration courses such as business law, management, marketing, statistics, business communication, economics and finance. However, no more than six semester hours (nine quarter hours) in any one of these areas can be applied toward the 21 semester hour total.

2. Those who received a baccalaureate degree after June 30, 1993 and apply for examination and/or certification prior to July 1, 2015 by one of the six U.S. regional accrediting bodies, are required to complete:

- At least 27 semester (40 quarter) hours in accounting subjects, of which at least three semester (four quarter) hours must be in auditing. The hours in auditing must address U.S. GAAS. To

receive credit for accounting-related coursework, the transcripts must indicate an accounting program code, or the applicant must furnish other information to demonstrate an accounting-related course. At least 21 semester (32 quarter) hours must be in upper-division accounting courses such as:

- Accounting Ethics,
 - Accounting Information Systems,
 - Accounting Research and Analysis,
 - Accounting Theory,
 - Financial Accounting and Reporting of Business Organizations,
 - Financial Accounting and Reporting for Government and Not-for-Profit Entities,
 - Financial Statement Analysis,
 - Fraud Examination,
 - Internal Controls and Risk Assessment,
 - Managerial or Cost Accounting,
 - Taxation,
 - Tax Research and Analysis,
 - Other areas as approved by the Board.
- At least 21 semester (32 quarter) hours in related courses in other areas of business administration such as those listed below. No more than six semester (nine quarter) hours in any single category can be applied toward the 21 semester hour total.
 - Behavior of Organizations, Groups and Persons,
 - Business Communications,
 - Business Ethics,
 - Business Law,
 - Computer Information Systems,
 - Economics,
 - Finance,
 - Legal and Social Environment of Business,
 - Management,
 - Marketing,
 - Quantitative Application in Business,
 - Statistics,
 - Other areas as approved by the Board.

The courses required above in option 2 shall be taken at or acceptable for transfer by colleges and universities with approved accounting programs described in Rule 2.3.

3. Applicants who have earned degrees or course credit at institutions without regional accreditation may be considered under the stipulations of Colorado Rules 2.2 B or C, and 2.3 B.

All educational documents including official school transcripts, Affidavit of Eligibility, SSN Affidavit, Certificates of Enrollment, and/or foreign evaluations with foreign transcripts are required to be submitted at the time of application. These documents are required to be mailed directly to CPAES from the academic institution or evaluation service.

Please Note: Education requirements must be met through academic coursework completed at an accredited institution. Professional training is not acceptable toward these requirements. Coursework completed as part of a Chartered Accountant program is considered professional training and is, therefore, not accepted toward the education requirements for the U.S. Uniform CPA Examination.

REQUIREMENTS FOR ISSUANCE OF CERTIFICATE AS CERTIFIED PUBLIC ACCOUNTANT

Applicants are advised that all education must be completed at the time of licensure. Applicants are required to pass an open-book examination on professional ethics. The examination is a home-study course prepared by the American Institute of Certified Public Accountants (AICPA). It is available from the AICPA by calling (888) 777-7077, or by visiting their website at www.aicpa.org.

Starting January 1, 2007, pursuant to H.B. 06S-1009, C.R.S 24-34-107, only persons lawfully present in the United States will be issued a license. Therefore, ALL applicants for original licensure or licensees renewing a current Colorado license after January 1, 2007 are required to complete and sign the Affidavit of Eligibility, and may also be required to provide valid identification when requested.

SOCIAL SECURITY NUMBER REQUIREMENT:

Social Security Number is **Required:** Effective January 1, 2009, a Social Security Number is required for all licensees who are physically present in the U.S. The Division of Registrations will deem an application to be incomplete when the applicant is a U.S. resident and fails to submit his/her Social Security Number. The Division will accept sworn affidavits in lieu of Social Security Numbers from foreign nationals not physically present in the U.S.

SSN Disclosure:

Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's Social Security Number. Disclosure of your Social Security Number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; and locating an individual who is under an obligation to pay child support as required by § 26-13-107(3) (a) (I) (A), C.R.S. Failure to provide your Social Security Number for these mandatory purposes will result in the denial of your licensure application. It is the Colorado Board's position that disclosure of your Social Security Number is voluntary to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your Social Security Number will not be released by the Colorado Board for any other purpose not provided for by law. The Colorado Board may contract with a private vendor to provide licensure examinations and examination administration services. That vendor might require that you provide your Social Security Number in order to take your examination.

Notice for Foreign Applicants Regarding a Social Security Number

All applicants who reside in the U.S. must provide their Social Security Number when applying for licensure. The Division will accept a sworn SSN Affidavit in lieu of a Social Security Number from foreign nationals not physically present in the U.S.

APPLICANTS WITH DISABILITIES

In accordance with the provisions of the Americans with Disabilities Act, examination administration accommodations are available for candidates who qualify. Such applicants must obtain a form to request special accommodations from CPAES. The completed form must be returned to CPAES with all required documentation. This form may be obtained on our website at www.nasba.org.

COURSE REQUIREMENTS

- ❖ Commercial CPA review courses are not acceptable.

- ❖ Correspondence, online courses and CLEP credit are acceptable when an applicant receives credit for the courses at a regionally accredited university. These courses must appear on an official transcript.
- ❖ Education earned at a community college or two-year degree granting institution is acceptable.

TRANSCRIPTS

I. Applicants who have completed all educational requirements at the time of application must:

- ❖ submit to CPAES relevant official transcript(s) from each institution at which original credit toward the educational requirement has been earned.
- ❖ The official transcript(s) must be received **directly from the academic institution(s)**.
- ❖ Photocopies of transcripts are not acceptable.
- ❖ Transcripts “Issued to Student” are not acceptable.
- ❖ If required documentation is not received, the application will be determined to be incomplete and the candidate will not be permitted to take the examination and will forfeit the application fee paid.

II. Applicants who are currently enrolled in college at the time of application must:

- ❖ submit to CPAES relevant official transcript(s) from each institution at which original credit toward the educational requirement has been earned.
- ❖ submit to CPAES a completed Certificate of Enrollment form. This form is evidence that the applicant is currently enrolled and that all courses and graduation requirements will be completed no later than 60 days following the actual date the applicant took the first test section. The form must be signed by an authorized official of the college and signed by the applicant.
- ❖ The official transcript(s) and Certificate of Enrollment Form must be received **directly from the academic institution(s)**.
- ❖ If required documentation is not received, the application will be determined to be incomplete and the candidate will not be permitted to take the examination and will forfeit the application fee paid.

After all educational requirements have been met, the applicant must:

- ❖ have the academic institution(s) submit to CPAES an official transcript to confirm degree conferral and satisfactory completion of courses.
- ❖ The final official transcript must display satisfactory completion of all courses and the degree graduation date.
- ❖ The official transcript must be received **directly from the academic institution(s)**.

These applicants are advised:

- ❖ Examination scores will not be released, nor will the applicant be permitted to take future examinations until CPAES receives the final official transcript.
- ❖ Failure to successfully complete the courses and/or degree requirements as indicated on the Certificate of Enrollment will result in the examination score(s) being voided.
- ❖ If the required final official transcript is not received, the application will be determined to be incomplete and the applicant will NOT receive examination score(s) or any credit for any Uniform CPA Examination section taken, will NOT be permitted to take any future examinations and will be required to reapply as a First-time applicant.

III. Applicants who are members of the following Institutes of Chartered Accountants may take the examination without an evaluation of their education.

- ❖ Candidates must be a member of one of the following institutes:
 - ❖ Australia (Institute of Chartered Accountants in Australia)
 - ❖ Canada (Canadian Institute of Chartered Accountants)

- ❖ Bermuda Institute of Chartered Accountants
- ❖ Ireland (Institute of Chartered Accountants in Ireland)
- ❖ New Zealand (New Zealand Institute of Chartered Accountants)

These applicants are required to:

- ❖ submit a photocopy of the Chartered Accountant Certificate.
- ❖ The seal must be visible in the copy to be considered official.
- ❖ This form is required to be received **directly from the Institute of Chartered Accountants to CPAES.**
- ❖ If required documentation is not received, the application will be determined to be incomplete and the applicant will not be permitted to take the examination and will forfeit the application fee paid.

NOTE: Members of Canadian Institutes of Chartered Accountants should consider applying for IQEX instead of the Uniform CPA Examination.

IV. Applicants who are Chartered Accountants holding a certificate from other countries must;

- ❖ have their educational credentials evaluated by any member organization of the National Association of Credential Evaluation Services, Inc. (NACES). Please visit their website at www.naces.org for a complete listing.
- ❖ obtain the form to request this service from the evaluation service agency.
- ❖ submit their foreign transcript(s) from each institution at which original credit toward the educational requirement has been earned.
- ❖ The evaluation of the foreign transcript(s) must be a course-by-course comparison to Colorado requirements.
- ❖ Completed original evaluations must be received by CPAES **directly from the evaluation service.** Photocopies are not acceptable.
- ❖ If required documentation is not received, the application will be determined to be incomplete and the applicant will not be permitted to take the examination and will forfeit the application fee paid.

V. Applicants who have completed educational requirements at institutions outside the U.S. must;

- ❖ have their educational credentials evaluated by any member organization of the National Association of Credential Evaluation Services, Inc. (NACES). Please visit their website at www.naces.org for a complete listing.
- ❖ obtain the form to request this service from the evaluation service agency.
- ❖ submit their foreign transcript(s) from each institution at which original credit toward the educational requirement has been earned.
- ❖ The evaluation of the foreign transcript(s) must be a course-by-course comparison to Colorado requirements.
- ❖ Completed original evaluations must be received by CPAES **directly from the evaluation service.** Photocopies are not acceptable.
- ❖ If required documentation is not received, the application will be determined to be incomplete and the applicant will not be permitted to take the examination and will forfeit the application fee paid.
- ❖ The Colorado Board of Accountancy now requires that a copy of the international transcript be included with the report sent to NASBA for each individual evaluation from the evaluation service. The application will be considered incomplete without these documents and the processing of the application will not move forward until transcripts are provided.

MATERIALS TO BE SUBMITTED

➤ **Online First-time Application:** you are required to submit the following to CPAES:

- 1) Official transcript(s). Directly from each academic institution to CPAES.
- 2) Completed, signed and notarized “Attestation Form.” Submission by applicant to CPAES.
- 3) Completed Affidavit of Eligibility. Submission by applicant to CPAES.
- 4) A complete SSN Affidavit, if applicable. Submission by applicant to CPAES.
- 5) A Chartered Accountant Certificate (photocopy), if applicable. Submission by applicant to CPAES.
- 6) Certificate of Enrollment, if applicable. Directly from academic institution to CPAES.
- 7) Foreign Evaluation with foreign transcripts, if applicable. Directly from evaluation service to CPAES.
- 8) ADA Accommodation Form, if applicable. Submission by applicant to CPAES.

Applicants are advised to request submission of all forms to CPAES prior to applying for the examination.

➤ **Paper First-time Application:** you are required to submit the following to CPAES:

- 1) Completed, signed and notarized first-time paper application.
- 2) Payment document for application and examination fees.
 - Certified check or money order made payable to CPA Examination Services. Notate your name and sections to be taken in the “Memo” section.
- 3) Official transcript(s). Directly from each academic institution to CPAES.
- 4) Completed, signed and notarized “Attestation Form.” Submission by applicant to CPAES.
- 5) Completed Affidavit of Eligibility. Submission by applicant to CPAES.
- 6) A complete SSN Affidavit, if applicable. Submission by applicant to CPAES.
- 7) A Chartered Accountant Certificate (photocopy), if applicable. Submission by applicant to CPAES.
- 8) Certificate of Enrollment, if applicable. Directly from academic institution to CPAES.
- 9) Foreign Evaluation with foreign transcripts, if applicable. Directly from evaluation service to CPAES.
- 10) ADA Accommodation Form, if applicable. Submission by applicant to CPAES.

Applicants are advised to request submission of transcripts, Certificate of Enrollment and foreign evaluations to CPAES prior to applying for the examination. All other forms should be included along with original First-time Application.

APPLICATION AND EXAMINATION FEES

All candidates are required to pay both an application fee and an examination fee upon submission of the first-time application.

Application fee (non-refundable):		\$ 150.00
Examination fee		
Auditing and Attestation	(AUD)	\$ 195.35
Business Environment and Concepts	(BEC)	\$ 176.25
Financial Accounting and Reporting	(FAR)	\$ 195.35
Regulation	(REG)	\$ 176.25

Applicants are able to apply for one or more sections of the examination at a time; however, are advised to only apply for a section of the examination if they are ready to take it within the next **six** months.

Forms of Payment

Online application/registration

The only form of payment is via credit card (MasterCard, VISA or Discover only). To apply for the CPA Examination online, please visit cpacentral.nasba.org. You will be asked to create a user account. Registering for a user account will allow you to apply for the exam, maintain your current information, view your scores, check your application status and reprint your Notice(s) To Schedule.

Paper Application

The acceptable forms of payments are: Certified check, money order or company check. Certified checks, money orders or company checks must be drawn through a U.S. bank and made payable to CPA Examination Services. All fees must be paid at the time of application and must be in U.S. dollars.

A fee of \$35.00 will be charged for a report of insufficient funds by the bank.

WITHDRAWAL/REFUND/EXTENSIONS

There is no provision for withdrawing from the examination, refunding fees or extending the expiration date of the Notice to Schedule.

Applicants with documented hardships may request an exception to policy under the following criteria:

- VISA rejections;
- Military Deployment;
- Medical emergency;
- Death in immediate family.

Applicants must submit an Exception to Policy form (located at www.nasba.org) with supporting documentation for consideration. The request must be received no later than 30 days from the date of the documented hardship.

NOTICE TO SCHEDULE (NTS)

Applicants are advised to see the Candidate Bulletin at www.nasba.org for complete instructions. After eligibility to take the examination is determined, NASBA will issue an NTS to applicants. The NTS is sent via the method of notification selected by the applicant.

The NTS is valid for one testing event or six months, whichever is first exhausted for each examination section. The email is sent from cbtnts@nasba.org. If the NTS is not received within four weeks of submitting a First-time Application, contact CPA Examination Services via email at cpaexam@nasba.org.

If your NTS expires prior to taking the examination section(s), applicants will not be able to reschedule, receive a credit or receive a refund on any of the fees paid and will have to reapply for the examination and pay the appropriate fees.

The NTS must be presented for entry at the testing center. Applicants arriving without an NTS will be denied permission to test. Applicants will forfeit fees and be required to reapply and pay applicable fees.

The NTS can be reprinted at www.nasba.org.

SCHEDULING THE EXAMINATION

Upon receipt of the NTS, applicants are required to contact Prometric at www.prometric.com/CPA/default.htm to schedule the examination. The scheduling, rescheduling or cancellation of testing appointments is done through Prometric. See the Candidate Bulletin located at www.nasba.org for complete instruction on how to

schedule, reschedule or cancel an appointment. Applicants may be required to pay a penalty and/or forfeit examination fees, depending on when Prometric is notified of the change or cancellation.

A list of test centers is available at www.prometric.com. CPAES does not control space availability or location of the test centers.

Applicants arriving for a testing appointment anytime after the scheduled appointment time may result in being denied permission to test. Applicants will forfeit fees and be required to reapply and pay applicable fees.

EXAMINATION CREDIT

Applicants may take the examination sections individually and in any order. Applicants shall be deemed to have passed the examination if the candidate obtains credit for passing each of the four examination sections. The passing score for each section is 75. Credit for passing an examination section shall be valid from the date of the examination regardless of the date on which the candidate receives actual notice of the passing score.

Credit for any section passed shall be valid for 18 months from the date the candidate took that section regardless of the number of sections taken or the scores on any failed sections. Applicants shall pass all four examination sections within a rolling 18 month period that begins on the testing date the first examination section was passed. Applicants who do not pass all four examination sections within the 18 month period shall lose credit for each section passed outside the period and must retake those sections.

Applicants cannot retake failed sections within the same testing window.

NAME, ADDRESS or SOCIAL SECURITY NUMBER CHANGE

Candidate information changes such as name, address or social security number must be submitted in writing to CPA Examination Services. Candidates must submit the Address/Name Change Form located at www.nasba.org with supporting documentation.

Scores

Score Notices are mailed to the address on file. Candidates are advised to submit Address/Name Change Form at least two weeks prior to the release of scores.

CONTACT US

Mailing Address
CPA Examination Services
Colorado Coordinator
PO Box 198469
Nashville, TN 37219-8469

Toll-free: 800-CPA-EXAM

Direct: 615.880.4250
Web: www.nasba.org

Fax: 615.880.4290
Email: cpaes-co@nasba.org

800-CPA-EXAM Call Center hours:
Monday - Thursday: 8 a.m. – 2 a.m., Eastern Time.
Friday: 8 a.m. – 6 p.m., Eastern Time.