

MINNESOTA

INFORMATION FOR FIRST-TIME CANDIDATES FOR THE UNIFORM CPA EXAMINATION

The Minnesota Board of Public 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:

- ❖ Be a resident, be regularly employed, or working in Minnesota for the purpose of obtaining qualifying experience or will have been within the 90 days preceding or following the date of the CPA examination; AND
- ❖ Be of good moral character; AND
- ❖ Meet any **ONE** of the following educational requirements on or after July 1, 2006:
 1. Earned a graduate degree with a concentration in accounting from an accounting program or department that is accredited (level three accreditation) by an accrediting agency listed with the United States Department of Education.
 2. Earned a graduate degree from a business school or college of business that is accredited (level two accreditation) by an accrediting agency recognized by the Board and completed:
 - a) at least 24 semester hours in accounting at the undergraduate level including coverage of, but not necessarily separate courses in;
 - financial accounting,
 - auditing,
 - taxation, and
 - management accounting.
 - b) at least 15 semester hours in accounting at the graduate level, including coverage of, but not necessarily separate courses in;
 - financial accounting,
 - auditing,
 - taxation, and
 - management accounting.
 - c) an equivalent combination thereof, including coverage of, but not necessarily separate courses in;
 - financial accounting,
 - auditing,
 - taxation, and
 - management accounting.

3. Earned a baccalaureate degree from a business school or college of business that is accredited (level two accreditation) by an accrediting agency listed with the United States Department of Education and completed:
 - a) at least 24 semester hours in accounting at the undergraduate or graduate level, including coverage of, but not necessarily separate courses in;
 - financial accounting,
 - auditing,
 - taxation, and
 - management accounting; and completed
 - b) at least 24 semester hours in business-related courses or additional accounting courses at the undergraduate or graduate level.

4. Earned a baccalaureate or higher degree from an accredited educational institution (level one accreditation) that included or is supplemented by:
 - a) at least 24 semester hours in accounting at the upper division or graduate level, including coverage of, but not necessarily separate courses in;
 - financial accounting,
 - auditing,
 - taxation, and
 - management accounting.

All educational transcripts, Certificate of Enrollments and/or foreign evaluations are required to be submitted to CPA Examination Services. Official school transcripts, Certificate of Enrollments and/or foreign evaluations may be submitted by applicants separately or included with First-time Application.

COURSE REQUIREMENTS

- ❖ Commercial CPA review courses are not acceptable.
- ❖ Education earned at a community college or two-year degree granting institution is acceptable.
- ❖ Upper division is normally defined as junior or senior level. In accounting, this would be all courses taken beyond the elementary level.
- ❖ Graduate level is defined as courses that apply toward an advanced degree offered by an accredited educational institution offering bachelor's and graduate degrees in business or accounting.
- ❖ 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.

TRANSCRIPTS

- I. Applicants who have completed all educational requirements at the time of application must:
 - ❖ submit to CPA Examination Services relevant official transcript(s) from each institution at which original credit toward the educational requirement has been earned.
 - ❖ The official transcript(s) may be submitted by applicant.
 - ❖ 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 within 180 days of their anticipated degree graduation date at the time of application must:

- ❖ submit to CPA Examination Services relevant official transcript(s) from each institution at which original credit toward the educational requirement has been earned.
- ❖ submit to CPA Examination Services a completed Certificate of Enrollment (COE) form. This form is evidence that the applicant is currently enrolled and that: (1) the applicant will NOT sit for all or part of the examination prior to 90 days of the anticipated degree graduation date; and (2) all courses and graduation requirements will be completed no later than 120 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 Notice to Schedule (NTS) will not be issued to the applicant until at least ninety 90 days before the anticipated degree graduation date as stated on the Certificate of Enrollment (COE).**
- ❖ The official transcript(s) and Certificate of Enrollment form may be submitted by the applicant.
- ❖ 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:

- ❖ applicants who took any section of the Uniform CPA Examination within 90 days prior to the anticipated degree graduation date, the final official transcript is required to be received at CPA Examination Services within 150 days after taking the first test section.
- ❖ applicants who did not take the Uniform CPA Examination within 90 days prior to the anticipated degree graduation date, the final official transcript is required to be received at CPA Examination Services within 150 days from the anticipated degree graduation date as stated on the Certificate of Enrollment.
- ❖ The final official transcript must display satisfactory completion of all courses and the degree graduation date.
- ❖ The official transcript may be submitted by the applicant.

These applicants are advised;

- ❖ Examination scores will not be released, nor will the applicant be permitted to take future examinations until CPA Examination Services 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), will NOT receive any credit for any Uniform CPA Examination section taken, and will NOT be permitted to take any future examinations and will be required to reapply as a First-time applicant.

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

- ❖ have their educational credentials evaluated by [Educational Credential Evaluators, Inc.](#)
- ❖ 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 to the evaluation service agency.
- ❖ The evaluation of the foreign transcript(s) must be a course-by-course comparison to Minnesota requirements.
- ❖ Completed original evaluations must be submitted to CPA Examination Services. The original evaluation may be submitted by applicant. 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.

APPLICANTS WITH DISABILITIES

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

MATERIALS TO BE SUBMITTED

- **Online First-time Application:** you are required to submit the following to CPAES:
- 1) Official transcript(s). Submission by applicant or school to CPAES.
 - 2) Certificate of Enrollment, if applicable. Submission by applicant or school to CPAES.
 - 3) Foreign Evaluation, if applicable. Submission by applicant or evaluation agency to CPAES.
 - 4) ADA Accommodation Form, if applicable. Submission by applicant to CPAES.
 - 5) Authorization for Interstate Exchange of Score Information, if applicable. Directly from the office of the state board 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 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). Submission by applicant or school to CPAES.
 - 4) Certificate of Enrollment, if applicable. Submission by applicant or school to CPAES.
 - 5) Foreign Evaluation, if applicable. Submission by applicant or evaluation agency to CPAES.
 - 6) ADA Accommodation Form, if applicable. Submission by applicant to CPAES.
 - 7) Authorization for Interstate Exchange of Score Information, if applicable. Directly from the office of the state board 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):		\$ 175.00
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 (NTS).

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 the *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 cbtns@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.

If the applicant has applied to sit for the examination using the Certificate of Enrollment (COE), the Notice to Schedule (NTS) will NOT be issued to the applicant until at least ninety (90) days prior to the anticipated degree graduation date as shown on the Certificate of Enrollment (COE).

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 is 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

CPA Examination Services
Minnesota Coordinator
PO Box 198469
Nashville, TN 37219-8469

Toll-free: 800-CPA-EXAM

Direct: 615.880.4250

Fax: 615.880.4290

Web: www.nasba.org

Email: cpaes-mn@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.