



# NEVADA STATE BOARD OF ACCOUNTANCY

1325 Airmotive Way, Ste. 220 \* Reno, NV 89502 \* (775) 786-0231

## INITIAL APPLICATION FOR UNIFORM CPA EXAMINATION

Read the instructions carefully before completing this form.

All sections of the application are required and must be completed or your application will be returned.

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Male  Female

NAME: MUST EXACTLY MATCH THE NAME ON YOUR ID

FIRST MIDDLE LAST SUFFIX

MAIDEN/PREVIOUS NAME MOTHER'S MAIDEN NAME

### CONTACT INFORMATION:

ADDRESS

CITY STATE ZIP CODE COUNTRY

TELEPHONE NUMBER

EMAIL ADDRESS

- SELECT SUBJECT(S) TO BE TAKEN:
- Business Environment & Concepts (BEC)
  - Auditing and Attestation (AUD)
  - Regulation (REG)
  - Financial Accounting & Reporting (FAR)

**Note:** All subjects chosen on this application must be paid for in full prior to receiving your NTS. Only sign up for subjects that you plan to take within 6 months.



In the space provided, attach a 2" x 2" passport type photograph taken within the last three months, showing your head and shoulders only.

Received \_\_\_\_\_ Check No. \_\_\_\_\_ Amount \_\_\_\_\_

## **EDUCATION**

Candidates must have completed the educational requirements at the time the application is filed. Nevada requires evidence that you have met the educational requirement. Official transcripts must be received prior to application approval.

## **TRANSFER CANDIDATES**

- Yes No Is this the first time you are applying for the Uniform CPA Examination in Nevada?
- Yes No Have you ever applied for the Uniform CPA Examination in another state?  
If YES, what state? \_\_\_\_\_ When did you apply? \_\_\_\_\_ (Month/Year)
- Yes No Are you transferring credit from that state?

If credit is being transferred to Nevada, information must be submitted to Nevada by the state board from which the transfer is requested. The form is located on our web site at [www.nvaccountancy.com](http://www.nvaccountancy.com) under the forms section titled "Authorization for Exchange of Information".

## **SELF REPORTING INFORMATION**

If "Yes" to any of the following questions, state facts fully on a separate sheet and attach.

- Yes No Have you ever: been charged with; convicted of or pled nolo contendere or have an order of deferred prosecution entered involving any criminal offense (felony, misdemeanor or undesignated), other than a minor traffic violation, in any state or federal court?
- Yes No Have you had an application for license denied, or a license, certification, registration, or membership restricted, suspended, or revoked by any state, federal, governing, or licensing Board?
- Yes No Have you ever been charged with fraud, formally or informally, in any proceeding?
- Yes No Has your conduct ever been called into question with reference to the unethical practice of public accounting?
- Yes No Have you ever been censured, reprimanded, disciplined, suspended, disqualified or disbarred as a member of any profession or as a practitioner before any administration or agency, or have you ever been suspended or removed from any public or private office, because of conduct reflecting upon your character?
- Yes No Have you ever been denied any license or certificate that required the proof of good moral character?
- Yes No Have you ever had an application for the CPA exam denied for any reason?

## **AFFIDAVIT**

I understand and agree that I will not divulge the nature of any examination questions or answer to any individual or entity; I will report to the Board any solicitations or disclosures to which I become aware; I will not remove, or attempt to remove, any examination materials from the examination room. Failure to comply with this attestation may result in invalidated exam grades, disqualification from future Uniform CPA Examinations, civil and/or criminal penalties.

I confirm that I have read and understand the provisions contained in the "Information for Candidates". I agree that in the event my examination data are lost or damaged, any claim I may have will be limited to the examination fee(s) paid by me.

I certify that all representations I have made in this application are true and complete in every respect. I hereby authorize the Nevada State Board of Accountancy to make inquiries, as it deems necessary to verify the accuracy and completeness of all representations I make as part of my application. I hereby release, discharge and exonerate the Nevada State Board of Accountancy, its officers, directors, agents, and employees from any and all liability of every nature and kind arising out of the verification of information I have provided or the Nevada State Board of Accountancy has obtained.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## UNIFORM CPA EXAMINATION INFORMATION AND INSTRUCTIONS FOR INITIAL CANDIDATES

### APPLICATION FORMS

This application is to be used for first-time (initial) applicants only. Be sure you have received the current form. Initial applications must be completed by applicants who:

- Have never taken the examination as a candidate of this state;
- Have previously taken the examination as a candidate of another state but who have not earned credit.
- Have previously taken the examination as a candidate of another state and wish to transfer credit to Nevada.

Applicants who have earned credit must arrange for the transfer of their grades from the original jurisdiction to the Nevada State Board of Accountancy. The grades will only be accepted by Nevada provided the state has standards and requirements equivalent to the requirements of Nevada. An Authorization for Interstate Exchange of Information form will be required. This form is available from our website at: [www.nvaccountancy.com](http://www.nvaccountancy.com)

### APPLICATION FEES

The Nevada State Board of Accountancy requires all initial candidates to pay a **\$100** non-refundable application fee payable to the Nevada State Board of Accountancy. Nevada accepts credit cards, checks and money orders.

**AND**

The National Association of State Boards of Accountancy (NASBA) requires the following additional testing fees based on the section(s) you are applying for. **DO NOT SEND NASBA'S FEES TO THE NEVADA STATE BOARD OFFICE.** You will be billed by NASBA (called a "payment coupon") for this fee after the Nevada State Board of Accountancy has issued your Authorization to Test. You will receive this payment coupon via the contact preference indicated on the application. **You will be required to pay these fees in full prior to receiving your Notice To Schedule.** Be sure that you can pay in full for all exam sections chosen, prior to selecting them on your application. You will not be allowed to pay as you sit for each section chosen on your application. **Testing fees are NOT refundable.** There is no provision for withdrawing from the examination.

AUD	\$208.40
FAR	\$208.40
REG	\$208.40
BEC	\$208.40

### NOTICE TO SCHEDULE

Once your eligibility to take the exam is determined, the Nevada State Board will send an Authorization To Test (ATT) to the National Candidate Database (NCD) at NASBA. Candidates will be billed for the NASBA fee as shown above. **Fees must be paid to NASBA within 6 months after the ATT is sent.** After the fees are paid, NASBA will issue a Notice To Schedule (NTS). The NTS is sent to applicants via the contact preference indicated on the application form. **The NTS will be valid for a 6-month period. Be sure you can sit for all exam sections chosen within six months from the date you send in your application.** Upon receipt of the NTS, candidates are required to contact Prometric for site location(s) and test times. Candidates may sit in any of the Prometric test sites in any state. Nevada currently has two testing centers at the following address:

Reno  
Sylvan Learning Center  
5250 Neil Road  
Suite 110  
Reno NV 89502  
(775) 829-2700

Las Vegas  
Sylvan Learning Center  
625 S. Valley Blvd.  
Suite 414  
Las Vegas NV 89118  
(702) 889-4132

For an additional list of the Prometric Testing Centers and information visit their website at [www.prometric.com](http://www.prometric.com). The Nevada State Board of Accountancy does not control space availability or locale of the testing centers. If a candidate needs to cancel an appointment you must do so by using one of the three methods:

- Use Prometric's Internet scheduling tool located at [www.prometric.com/cpa](http://www.prometric.com/cpa) . The system is available 24 hours a day, seven days a week.
- Call the Candidate Services Call Center at 1-800-580-9648. The center is open Monday – Friday from 8:00am to 8:00pm Eastern Time.
- Call the local test center where your appointment is scheduled. Leaving a voice mail message at the local test center is NOT an acceptable method of canceling your appointment.

**An eligible candidate has 6 months from the date of the NTS to schedule and sit for the exam. If your NTS has expired you will be required to submit a re-exam application to the Nevada Board in order to obtain a new NTS.**

## **EXAMINATION SCHEDULE AND SECTIONS**

The Computerized CPA Examination will be offered during the first two months and 10 days of each calendar quarter. These months of testing are referred to as a "Testing Window". You will not be able to schedule during the "Down Dates" in order to allow for grade release and system maintenance. Grades will be released at various times throughout the testing window:

<u>Testing Window</u>	<u>Down Dates</u>
January 1 <sup>st</sup> – March 10 <sup>th</sup>	March 11 - 31
April 1 <sup>st</sup> – July 10 <sup>th</sup>	June 11 - 30
July 1 <sup>st</sup> – September 10 <sup>th</sup>	September 11- 30
October 1 <sup>st</sup> – December 10 <sup>th</sup>	December 11 - 31

Applicants will be allowed to apply for one or more section(s) of the examination at a time. A candidate may not re-take any section of the examination during a testing window. It is important to plan accordingly; it is your responsibility to schedule the remaining unpassed sections of the examination so you do not lose credit for previously passed sections. Please review the section titled "credit for subjects after the computerized examination".

NASBA is recommending scheduling appointments at least 45 days prior to the date in which you wish to sit for the examination(s). The Nevada State Board will process your application and forward the necessary information to NASBA within 5 business days of receiving your completed application and transcripts.

Candidates should plan to report to their assigned examination site one hour before the start of each scheduled session. Detailed instructions concerning scheduling to test will be included on the Notice To Schedule (NTS).

<u>Section</u>	<u>Length</u>
AUD	4 hours
FAR	4 hours
REG	4 hours
BEC	4 hours

It is recommended that candidates visit the [www.cpa-exam.org](http://www.cpa-exam.org) website to view the Uniform CPA Exam Tutorial to ensure familiarity with the computerized format prior to sitting for the examination. Candidates should also view the Uniform CPA Examination Candidate Bulletin.

## **CANDIDATES WITH DISABILITIES**

In accordance with the provisions of the Americans with Disabilities Act, examination administration modifications are available for candidates who qualify. Such candidates must include a request with their application to the Nevada State Board of Accountancy. Upon receipt of your requested accommodations, it will be considered and you will be notified of the Board's decision. Documentation of a disability and/or previous accommodations must be attached to the exam application. Candidates must submit a request every time that they apply for the examination and require special modifications. The completed forms must be returned to the Nevada State Board with all required documentation before scheduling.

## **EDUCATIONAL REQUIREMENTS**

Candidates must have completed the following educational requirements at the time the application is filed.

College transcripts must be ordered by the candidate to be sent to the Nevada State Board of Accountancy directly from the institutions. Approval will not be granted until all transcripts have been received. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE TRANSCRIPTS ARE RECEIVED TIMELY BY THE NEVADA STATE BOARD OFFICE.** Official Transcripts should be mailed to: 1325 Airmotive Way, Suite 220, Reno NV 89502.

Effective May 16, 2018 Nevada's education requirement to sit for the CPA Examination has changed to require the following education: Candidate's transcripts must indicate the completion of a Bachelor's Degree with a Major in Accounting. If you do not have a major in accounting you will need to provide evidence of completion of the following courses:

21 semester credits in Accounting courses above the introductory level. Subjects to be covered include:

Financial Accounting (Intermediate I, II, III or advanced)	9 Credits
Cost Accounting	3 Credits
Auditing	3 Credits
Federal Income Tax	3 Credits
Business Law	3 Credits

All course work received from an accredited community college, college or university will be considered when trying to establish the education requirement.

If your education does not meet the above requirements you will not be approved as a candidate for the CPA Exam. If you are trying to meet the requirements and find some course titles differ, please contact this office for a determination of acceptability.

If your degree is from a foreign country you must have it evaluated by a foreign credentialing service accepted by the Board. The evaluation must indicate that the above requirements have been met.