

# APPLYING FOR A CALIFORNIA CPA LICENSE

## HOW TO APPLY FOR A CPA LICENSE



Find the online application on the CBA website at [www.cba.ca.gov](http://www.cba.ca.gov) by clicking **Apply Now** in the Licensure box on the homepage.



Submit all required documentation

Submit the application and pay the processing fee

1



**CPA LICENSE APPLICATION RECEIVED**  
*Payment and application are processed*



*Be sure to complete and provide all required documentation. Submit the online application.*

2



**REQUIREMENTS ARE REVIEWED**  
*Passage of the CPA Exam*  
*Education*  
*One year of General Accounting Experience*  
*California Professional Ethics Exam*  
*State/Federal Fingerprint Clearance*



*Education Requirements include:*  
*Bachelor's degree*  
*150 semester units*  
*24 units of Accounting Subjects*  
*24 units of Business-Related Subjects*  
*20 units Accounting Study*  
*10 units Ethics Study*

3



**CPA LICENSE APPROVED**  
*License issued upon payment of initial license fee*



*If the application is deficient, additional documentation may need to be submitted.*

# QUALIFYING FOR A CALIFORNIA CPA LICENSE

## HOW TO QUALIFY FOR A CPA LICENSE



### Exam

*Pass the Uniform CPA Examination (CPA Exam)*



### Education

*Complete the Required Education*



### Experience

*Obtain Accounting Experience*



### Ethics

*Pass the California Professional Ethics Exam*

### ADDITIONAL EDUCATION REQUIREMENTS

*In addition to the CPA Exam requirements of a bachelors degree and 24 units in each accounting and business-related subjects, you will need:*

**10**

Ethics Study



**7**

Semester Units

**+**

**3**

Semester Units

*(4 quarter units)*

In Accounting Ethics or Accountants' Professional Responsibilities

**20**

Accounting Study



**6**

Semester Units of Accounting Subjects

**+**

**14**

Semester Units of Business-Related Subjects

**150**

Total Semester Units

### EXPERIENCE REQUIREMENTS

**12**

*Months of experience obtained through employment in public or non-public accounting*

- ✓ Obtained under the supervision of an individual holding an active CPA license
- ✓ Completed in accordance with the applicable professional standards

#### *Attest Engagements:*

*To be issued a license with the ability to sign reports on attest engagements, you must also demonstrate completion of a minimum of 500 hours in attest experience.*

*Experience in academia can be considered qualifying toward general accounting experience if specific requirements are met and the course(s) are in an accounting subject listed in CBA Regulations.*

**EDUCATION CAN BE COMPLETED AT COMMUNITY COLLEGES, UNIVERSITIES, OR OTHER INSTITUTIONS OF LEARNING.**