

**DEPARTMENT OF CONSUMER AFFAIRS**

CALIFORNIA BOARD OF ACCOUNTANCY
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**MATERIALS CHECKLIST FOR TYPE E APPLICATION**

The California Board of Accountancy (CBA) is providing this checklist to assist with filing a complete **Type E Application – An applicant who passed the Canadian Chartered Accountant Uniform Certified Public Accountant Qualification Examination (CAQEX) of the American Institute of Certified Public Accountants (AICPA) or the International Uniform Public Accountant Qualifications Examination (IQEX) of the AICPA and the National Association of State Boards of Accountancy (NASBA).**

APPLICATION MATERIALS

- Application for Certified Public Accountant License. (Rev. 2/15)
 - One (1) current 2" x 2" photograph.
 - Criminal Conviction Disclosure Form. (Rev. 2/15)
 - California Residents** – Live Scan Service for applicants residing in California.
- or**
- Out of State Residents** – Two (2) fingerprint cards for applicants residing out-of-state – Please contact the CBA as this is not available on the CBA website.
 - General or Attest Certificate of Experience – Public Accounting from each public accounting employer documenting your general or attest experience.
- and/or**
- General or Attest Certificate of Experience – Nonpublic Accounting from each nonpublic accounting employer documenting your general or attest experience
 - Original letter** from the AICPA or NASBA attesting to passage of the CAQEX or IQEX Examination.

TRANSCRIPTS/EVALUATIONS

- U.S. Education** – Official transcripts from all colleges or universities must be sent to the CBA directly from the institution. The baccalaureate or higher degree must be posted to the transcript.
- Foreign Education** – Applicants who attended or graduated from foreign schools must have their foreign transcripts evaluated by a CBA-approved foreign credentials evaluation service. Official evaluations must be mailed to the CBA directly from the CBA-approved foreign credentials evaluation service. For detailed information regarding foreign transcript evaluations, please refer to the publication titled *Information for Applicants for the Certified Public Accountant License*.

If official transcripts and/or evaluations were submitted to the CBA during the exam process it may not be necessary to have additional transcripts and/or evaluations submitted.

CALIFORNIA PROFESSIONAL ETHICS (PETH) EXAMINATION

- Passage of the **California Professional Ethics (PETH)** examination provided by the California CPA Education Foundation. The California CPA Education Foundation will notify the CBA when you have successfully passed the examination. Visit www.calcpa.org/PETH for more information.

FEES

- Application Processing Fee - \$250 (nonrefundable).
 - Live Scan Fingerprint Processing Fee – Must be paid directly to the Live Scan Service for applicants residing in California.
- or**
- Fingerprint Processing Fee - \$49 for applicants residing outside California (nonrefundable).

For information regarding the requirements for licensure in California, please read the *CPA Licensing Applicant Handbook*. This handbook may be obtained by visiting the CBA website at www.cba.ca.gov or you may contact the CBA's Initial Licensing Unit at (916) 561-1701 and request that one be mailed to you.