



CPA LICENSE APPLICATION CHECKLIST

Check the statement below that applies to you to determine what application materials must be submitted.

- Application Type**
- A:** Passed the CPA Exam as a California candidate and has not been issued a valid license in any state.
 - B:** Passed the CPA Exam as a candidate of a state other than California and has not been issued a valid license in any state.
 - C:** Has been issued a valid license to practice public accounting in a state other than California.
 - C (4/10):** Has been issued a valid license in a state other than California and has been active and in good standing for at least four of the last ten years.
 - D:** Once held a license in California and CPA license was cancelled due to nonpayment of fees.
 - E:** Passed the Canadian Chartered Accountant Uniform Certified Public Accountant Qualification Examination (CAQEX) or the International Uniform Certified Public Accountant Qualification Examination (IQEX).
 - F:** California licensee originally issued to perform general accounting services who has now completed attest experience.

Application License types A through E require the following:

- 1) Application Processing Fee \$250
- 2) [Application for Certified Public Accountant License](#)
- 3) [Criminal Conviction Disclosure Form](#)
- 4) [Passage of the California Professional Ethics \(PETH\)](#)

| Additional Application Requirements | Application Type | | | | | | |
|--|------------------|---|---|-------------|---|---|---|
| | A | B | C | C (4/10) | D | E | F |
| Certificate of General or Attest Experience (Type F – Attest Only) General Public Accounting , General Non-Public Accounting Attest Public Accounting , Attest Non-Public Accounting | X | X | X | | | X | X |
| U.S. Transcripts/Foreign Evaluation | X | X | X | | | X | |
| Authorization for Release of Examination and/or Licensure Information | | X | X | | | | |
| Certificates of Completion for 80 Hours of Continuing Education | | | | | X | | |
| Original Letter from AICPA/NASBA Attesting to Passage of CAQEX or IQEX | | | | | | X | |

| | | | | | | | | |
|---|--|--|--|--|--|--|--|---|
| Attest Experience Acknowledgement Request (\$25 Processing Fee) | | | | | | | | X |
|---|--|--|--|--|--|--|--|---|

Links to the various forms can also be found at: https://www.dca.ca.gov/cba/applicants/index.shtml#skip_to_forms

U.S. Education - Official transcripts may be submitted with your CPA License application OR mailed directly to the CBA. All transcripts must be in an unopened envelope sealed by the school.

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 may be submitted with your application or mailed directly to the CBA from the evaluation service. All foreign education evaluations MUST be in an unopened envelope sealed by the evaluation service. For a list of foreign evaluation services, please see [CBA Approved Foreign Credentials Evaluation Services](#).

The PETH exam is provided by the California CPA Education Foundation (CalCPA). CalCPA will notify the CBA when you have successfully passed the PETH. Visit www.calcpa.org/ethics-exam for more information.

Once your application has been received by the CBA, you will receive an acknowledgement email including authorization and instructions to submit fingerprints for the purposes of conducting a criminal history record check with the California Department of Justice and the Federal Bureau of Investigation

The CBA has dedicated staff in the Initial Licensing Unit (ILU) to assist you on the pathway to licensure. If you have any questions or would like to request an application be mailed to you, contact the ILU at licensinginfo@cba.ca.gov or (916) 561-1701.