California Board of Accountancy
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Uniform CPA Examination Application
Checklist for First-time Applicants

The Uniform CPA Examination (CPA Exam) Application Checklist below is provided to assist you in submitting a complete application.

To Apply for the CPA Exam, please complete the following steps:

☐ Create your personal Exam Application account on the CBA's website:

  https://www.cba.ca.gov/cbt_public

☐ Complete Exam Application Account information

☐ Print and Sign Application Remittance Form

☐ Mail Application Remittance Form with all educational transcripts and/or
  foreign education evaluations with your $100.00 payment to the CBA.

Official educational documents submitted with your Application Remittance Form MUST be in the original sealed envelope, or mailed directly to the CBA by the educational institution or CBA-approved foreign credentials evaluation service provider.

ATTENTION RECENT GRADUATES: All required coursework <u>and</u> degree conferral must be shown on official transcripts and/or evaluations. Prior to requesting official transcript(s), please confirm with your school that your conferred baccalaureate degree has been posted.

Once qualified, you will be sent an approval notification from the CBA. The approval authorizes you to select desired CPA Exam section(s) by submitting your request online for an Authorization to Test.

Detailed information related to the CPA Exam is available online at the American Institute of Certified Public Accountant's website located at www.aicpa.org or at the National Association of State Boards of Accountancy's website at www.nasba.org.

(Rev. 1/2019)