

NEW HAMPSHIRE

INFORMATION FOR FIRST-TIME CANDIDATES FOR THE UNIFORM CPA EXAMINATION

The New Hampshire Board of Accountancy (Board) has engaged CPA Examination Services (CPAES), a division of the National Association of State Boards of Accountancy, Inc. (NASBA) for application processing, credential evaluation, and score reporting. Please read this information carefully before completing the application forms.

APPLICATION FORMS

First-time applications must be completed by candidates who:

- ❖ have never taken the Uniform CPA Examination as a candidate of this jurisdiction.
- ❖ have previously applied, but were found ineligible or incomplete to take the examination as an applicant of this jurisdiction.
- ❖ have previously taken the examination as an applicant of another jurisdiction but who have not earned credit.
- ❖ have previously taken the examination as an applicant of another state and wish to transfer credit to this jurisdiction.

ELIGIBILITY FOR EXAMINATION

All first-time applicants (and transfer) applicants must meet each of the following:

1. A conferred bachelor's degree from a recognized university or college that is accredited;
2. Either within the bachelor's degree or earned outside the bachelor's from a recognized university or college that is accredited, a candidate must have a minimum of 120 credit hours;
3. A minimum of 24 semester hours in business, of which 12 must be in accounting earned either within the bachelor's degree or earned outside the bachelor's degree from a recognized university or college that is accredited.
4. The Board does not allow or accept a three-year bachelor's degree with professional qualification.
5. The Board will accept the combination of a three-year bachelor's degree and two-year master's degree.

All educational requirements must be met at the time of application. All educational transcript(s) and/or foreign evaluations are required to be submitted at the time of application.

Please Note: Education requirements must be met through academic coursework completed at an accredited institution. Professional training is not acceptable toward these requirements. Coursework completed as part of a Chartered Accountant program is considered professional training and is, therefore, not accepted toward the education requirements for the U.S. Uniform CPA Examination.

COURSE REQUIREMENTS

- ❖ Courses earned at a regionally accredited community college or two-year degree granting institution are acceptable.
- ❖ Correspondence, online courses and CLEP credit are acceptable when a candidate receives credit for the courses at a regionally accredited university. These courses must appear on an official transcript.
- ❖ CPA Review Courses may be accepted when taken at a regionally accredited institution and credit is awarded for the courses.
- ❖ Commercial review courses are not acceptable.
- ❖ The Board does not accept any credit earned toward a Chartered Accountant designation, nor does it accept credentials from the Institute of Chartered Accountants.

APPLICANTS WITH DISABILITIES

In accordance with the provisions of the Americans with Disabilities Act, examination administration accommodations are available for applicants who qualify. Such applicants must obtain a form to request special accommodations from CPA Examination Services. The completed form must be returned to CPA Examination Services with all required documentation. This form may be obtained on our website at www.nasba.org.

TRANSCRIPTS

- I. Applicants who have completed all educational requirements at the time of application must:
- ❖ submit to CPA Examination Services relevant official transcript(s) from each institution at which original credit toward the educational requirement has been earned.
 - ❖ The award of the baccalaureate degree must be reflected on the transcript(s) submitted. The transcript must be from the registrar's office with the registrar's official seal.
 - ❖ Transcripts may be submitted by applicant but must be an original with the original seal.
 - ❖ meet the education requirements and be able to provide an official transcript or transcripts indicating such BEFORE submitting application to sit for the examination.
 - ❖ Photocopies of transcripts are not acceptable.
 - ❖ Transcripts "Issued to Student" are not acceptable.
 - ❖ If required documentation is not received, the application will be determined to be incomplete and the candidate will not be permitted to take the examination and will forfeit the application fee paid.
- II. Applicants who have completed educational requirements at institutions outside the U.S. must:
- ❖ **Before July 1, 2012:** have your credentials evaluated by any member of the [National Association of Credentials Evaluation Services, Inc.](#) Please visit their website for a complete listing.
 - ❖ **After July 1, 2012:** have your credentials evaluated by the [Association of International Credential Evaluators](#) (AICE), [Foreign Academic Credential Service](#) (FACS), [Josef Silny and Associates](#) or [Educational Credential Evaluators](#) (ECE).
 - ❖ Applicants must obtain the form to request this service from the evaluation service agency.
 - ❖ submit their foreign transcript(s) from each institution at which original credit toward the educational requirement has been earned.
 - ❖ require the agency to evaluate as follows:
 1. An equivalency summary that indicates the analogous academic degrees in the U.S. the applicant holds;
 2. A credential analysis that specifies:
 - (i) The name of the country;
 - (ii) The degree awarded;
 - (iii) The year the degree was awarded; and
 - (iv) The entity that awarded the degree;
 3. A course-by-course listing; and
 4. A course credit analysis that includes:
 - (i) Total credits earned toward the degree as stated on transcripts submitted;
 - (ii) Total accounting credits earned; and
 - (iii) Total business credits earned.
 - ❖ Completed original evaluations must be received by CPA Examination Services. The original evaluation may be submitted by applicant. Photocopies are not acceptable.
 - ❖ If required documentation is not received, the application will be determined to be incomplete and the applicant will not be permitted to take the examination and will forfeit the application fee paid.
 - ❖ A copy of the international transcript must be included with the report sent to NASBA for each individual evaluation from the evaluation service. The application will be considered incomplete without these documents and the processing of the application will not move forward until transcripts are provided.

MATERIALS TO BE SUBMITTED

➤ **Online First-time Application:** you are required to submit the following to CPAES:

- 1) Official transcript(s). Submission by applicant or school to CPAES.
- 2) A 2x2 photograph taken within the last three months, showing your head and shoulders only.
- 3) Foreign Evaluation, if applicable. Submission by applicant or evaluation agency to CPAES.
- 4) ADA Accommodation Form, if applicable. Submission by applicant to CPAES.
- 5) Authorization for Interstate Exchange of Score Information, if applicable. Directly from the office of the state board to CPAES.

Applicants are advised to request submission of all forms to CPAES prior to applying for the examination.

➤ **Paper First-time Application:** you are required to submit the following to CPAES:

- 1) Completed, signed first-time paper application.
- 2) Payment document for application and examination fees.
 - Certified check or money order made payable to CPA Examination Services. Notate your name and sections to be taken in the “Memo” section.
- 3) Official transcript(s). Submission by applicant or school to CPAES.
- 4) A 2x2 photograph taken within the last three months, showing your head and shoulders only.
- 5) Foreign Evaluation, if applicable. Submission by applicant or evaluation agency to CPAES.
- 6) ADA Accommodation Form, if applicable. Submission by applicant to CPAES.
- 7) Authorization for Interstate Exchange of Score Information, if applicable. Directly from the office of the state board to CPAES.

Applicants are advised to request submission of transcripts and foreign evaluations to CPAES prior to applying for the examination. All other forms should be included along with original First-time Application.

APPLICATION AND EXAMINATION FEES

All candidates are required to pay both an application fee and an examination fee upon submission of the first-time application.

Application fee (non-refundable):		\$ 220.00
Examination fee:		
Auditing and Attestation	(AUD)	\$ 195.35
Business Environment and Concepts	(BEC)	\$ 176.25
Financial Accounting and Reporting	(FAR)	\$ 195.35
Regulation	(REG)	\$ 176.25

Applicants are able to apply for one or more sections of the examination at a time; however, are advised to only apply for a section of the examination if they are ready to take it within the next **six** months.

Forms of Payment

Online application/registration

The only form of payment is via credit card (MasterCard, VISA or Discover only). To apply for the CPA Examination online, please visit cpacentral.nasba.org. You will be asked to create a user account. Registering for a user account will allow you to apply for the exam, maintain your current information, view your scores, check your application status and reprint your Notice(s) To Schedule.

Paper Application

The acceptable forms of payments are: Certified check, money order or company check. Certified checks, money orders or company checks must be drawn through a U.S. bank and made payable to CPA Examination Services. All fees must be paid at the time of application and must be in U.S. dollars.

A fee of \$35.00 will be charged for a report of insufficient funds by the bank.

WITHDRAWAL/REFUND/EXTENSIONS

There is no provision for withdrawing from the examination, refunding fees or extending the expiration date of the Notice to Schedule.

Applicants with documented hardships may request an exception to policy under the following criteria:

- VISA rejections;
- Military Deployment;
- Medical emergency;
- Death in immediate family.

Applicants must submit an Exception to Policy form (located at www.nasba.org) with supporting documentation for consideration. The request must be received no later than 30 days from the date of the documented hardship.

NOTICE TO SCHEDULE (NTS)

Applicants are advised to see the Candidate Bulletin at www.nasba.org for complete instructions. After eligibility to take the examination is determined, NASBA will issue an NTS to applicants. The NTS is sent via the method of notification selected by the applicant.

The NTS is valid for one testing event or six months, whichever is first exhausted for each examination section. The email is sent from cbtnnts@nasba.org. If the NTS is not received within four weeks of submitting a First-time Application, contact CPA Examination Services via email at cpaexam@nasba.org.

If your NTS expires prior to taking the examination section(s), applicants will not be able to reschedule, receive a credit or receive a refund on any of the fees paid and will have to reapply for the examination and pay the appropriate fees.

The NTS must be presented for entry at the testing center. Applicants arriving without an NTS will be denied permission to test. Applicants will forfeit fees and be required to reapply and pay applicable fees.

The NTS can be reprinted at www.nasba.org.

SCHEDULING THE EXAMINATION

Upon receipt of the NTS, applicants are required to contact Prometric at www.prometric.com/CPA/default.htm to schedule the examination. The scheduling, rescheduling or cancellation of testing appointments is done through Prometric. See the Candidate Bulletin located at www.nasba.org for complete instruction on how to schedule, reschedule or cancel an appointment. Applicants may be required to pay a penalty and/or forfeit examination fees, depending on when Prometric is notified of the change or cancellation.

A list of test centers is available at www.prometric.com. CPAES does not control space availability or location of the test centers.

Applicants arriving for a testing appointment anytime after the scheduled appointment time may result in being denied permission to test. Applicants will forfeit fees and be required to reapply and pay applicable fees.

REQUIREMENTS FOR ISSUANCE OF CERTIFICATE AS CERTIFIED PUBLIC ACCOUNTANT

In order to obtain a certificate and license to practice as a CPA for the State of New Hampshire, you must submit all necessary forms, meet the education, the good character and have public accounting or governmental experience pursuant to RSA 309-B: 5. The public accounting experience must be obtained pursuant to RSA 309-B: 5 IX, and the governmental must be obtained pursuant to RSA 309-B: 5 X. You may earn your experience before, during or after the exam. A complete set of statutes and administrative rules are available on the Board's website at <http://www.nh.gov/accountancy> .

Special Notice:

Successful completion of the Uniform CPA Examination does not qualify a person to use the designation CPA. New Hampshire is not a two-tiered state and no certificate is issued upon successful completion of the Uniform CPA Examination.

TRANSFER OF EXAMINATION CREDIT

Applicants transferring credit(s) from another jurisdiction into New Hampshire must have earned credit under the laws and rules that were in effect in New Hampshire at the time the applicant sat in the other jurisdiction.

The Authorization for Interstate Exchange of Examination Information form must be completed and submitted to CPA Examination Services directly from the Accountancy Board where original credit was earned. This form may be obtained online at www.nasba.org.

EXAMINATION CREDIT

Applicants may take the examination sections individually and in any order. Applicants shall be deemed to have passed the examination if the candidate obtains credit for passing each of the four examination sections. The passing score for each section is 75. Credit for passing an examination section shall be valid from the date of the examination regardless of the date on which the candidate receives actual notice of the passing score.

Credit for any section passed shall be valid for 18 months from the date the candidate took that section regardless of the number of sections taken or the scores on any failed sections. Applicants shall pass all four examination sections within a rolling 18 month period that begins on the testing date the first examination section is passed. Applicants who do not pass all four examination sections within the 18 month period shall lose credit for each section passed outside the period and must retake those sections.

Applicants cannot retake failed sections within the same testing window.

NAME, ADDRESS or SOCIAL SECURITY NUMBER CHANGE

Candidate information changes such as name, address or social security number must be submitted in writing to CPA Examination Services. Candidates must submit the Address/Name Change Form located at www.nasba.org with supporting documentation.

Scores

Score Notices are mailed to the address on file. Candidates are advised to submit Address/Name Change Form at least two weeks prior to the release of scores.

CONTACT US

Mailing Address:
CPA Examination Services
New Hampshire Coordinator
PO Box 198469
Nashville, TN 37219-8469

Toll-free: 800-CPA-EXAM

Direct: 615.880.4250
Web: www.nasba.org

Fax: 615.880.4290
Email: cpaes-nh@nasba.org

800-CPA-EXAM Call Center hours:
Monday - Thursday: 8 a.m. – 2 a.m., Eastern Time.
Friday: 8 a.m. – 6 p.m., Eastern Time.

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