

PUERTO RICO

INFORMATION FOR FIRST-TIME CANDIDATES FOR THE UNIFORM CPA EXAMINATION

The Puerto Rico 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 before completing the appropriate 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

A first-time (and transfer) applicant must:

- Be a resident of Puerto Rico or have a place of business in Puerto Rico; **Please note:** Initial and Re-examination candidates must meet the residency requirement;
- Be at least 21 years of age at the time of certification;
- Not have been convicted of a major or minor crime that implies moral deprivation, and must arrange for a certificate of good conduct (“[Certificado Negativo de Antecedentes Penales](#)”) to be submitted by the Puerto Rico Police Department to CPA Examination Services.
- Meet education requirements indicated below:

If you have graduated by December 31, 1999, you may qualify by one of the following:

1. Have a baccalaureate degree in Business Administration with a major in accounting from a college or university approved by the board; **OR**
2. Have a baccalaureate degree from a college or university recognized by the Board and at least 58 semester (or 87 quarter) hours in business subjects, of which 32 semesters (or 48 quarter) hours must be in accounting; **OR**
3. Have a baccalaureate degree from a college or university recognized by the Board and, in the absence of having completed the required number of credit hours in business subjects, provide evidence of completing eight years of public accounting experience. (In its discretion, the Board may substitute two years of accounting experience in the private or government sector or two years of teaching experience at the college or university level for one year of public accounting experience.)

If you have graduated **AFTER** December 31, 1999, you **MUST** qualify by the following:

- Complete 150 semester hours of general college education to include a baccalaureate degree with 38 semester hours in accounting and 32 semester hours in general business courses from a college or university approved by the Board, with a minimum 2.0 GPA in accounting and business courses, as stipulated by the Board via regulation.

All educational requirements must be met at the time of application. All educational transcript(s) and/or foreign evaluations are required to be submitted to CPA Examination Services **directly from the academic institution(s)**.

Experience Requirements

Initial candidates applying on the basis of experience must arrange to have official baccalaureate degree transcripts submitted directly to CPA Examination Services at the time of application. In addition, they must submit a written request with experience information directly to the PR State Board of Accountancy for review and approval: Junta de Contabilidad P.O. Box 9023271, San Juan, PR 00902-3271.

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.

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 official transcript(s) must be received **directly from the academic institution(s)**.
 - ❖ 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 are applying based on experience must:
 - ❖ submit to CPA Examination Services the official baccalaureate degree transcripts. The official transcript must be received **directly from the academic institution** to CPA Examination Services.
 - ❖ submit a written request with experience information **directly to the PR State Board of Accountancy** for review and approval: Junta de Contabilidad P.O. Box 9023271, San Juan, PR 00902-3271.
 - ❖ **Please note:** Candidates who earned a baccalaureate degree prior to December 31, 1999 may apply under this option.
 - ❖ 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.

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.

MATERIALS TO BE SUBMITTED

- **Online First-time Application:** you are required to submit the following to CPAES:
- 1) Official transcript(s). Directly from academic institution CPAES.
 - 2) A receipt indicating that a certificate of good conduct (“[Certificado Negativo de Antecedentes Penales](#)”) has been requested from the Puerto Rico Police Department. The original certificate must subsequently be mailed to CPAES directly from Puerto Rico Police Department.
 - 3) Completed Character Reference Affidavit (requires two references). Submission by applicant 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 and notarized 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). Directly from academic institution to CPAES.
 - 4) A receipt indicating that a certificate of good conduct (“Certificado Negativo de Antecedentes Penales”) has been requested from the Puerto Rico Police Department. The original certificate must subsequently be mailed to CPAES directly from Puerto Rico Police Department.
 - 5) Completed Character Reference Affidavit. (requires two (2) references) Submission by applicant 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):		\$ 210.00
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 cbtns@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.

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.

TRANSFER OF EXAMINATION CREDIT

Applicants, transferring credit(s) from another jurisdiction into Puerto Rico, must have earned credit under the same rules as are in effect in Puerto Rico. An applicant who has passed one or more sections of the CPA examination under another jurisdiction shall be given conditional credit by this board provided the applicant is still eligible to be considered a reexamination candidate in the original state where credit was earned.

An Authorization for Interstate Exchange of Examination Information Form is required to be submitted. The 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.

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
Puerto Rico Coordinator
PO Box 198469
Nashville, TN 37219-8469

Toll-free: 800-CPA-EXAM

Direct: 615.880.4250

Fax: 615.880.4290

Web: www.nasba.org

Email: cpaes-pr@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.