



International Qualification Examination

Candidate Bulletin

March 24, 2011



NASBA



International Qualification Examination Candidate Bulletin

INTRODUCTION..... 5

What is the International Qualification Examination (IQEX)?..... 5

What is a Certified Public Accountant (CPA)? 6

Who Are the Organizations?..... 6

 U.S. International Qualifications Appraisal Board (IQAB)..... 6

 The National Association of State Boards of Accountancy (NASBA) 6

 The American Institute of Certified Public Accountants (AICPA)..... 6

 Prometric™ 7

 The U.S. Boards of Accountancy 7

STEP 1: AM I QUALIFIED TO TAKE IQEX?..... 8

Institute of Chartered Accountants in Australia (ICAA) 8

Canadian Institute of Chartered Accountants (CICA) 8

Chartered Accountants Ireland (CAI) 9

Instituto Mexicano de Contadores Públicos (IMCP)..... 9

New Zealand Institute of Chartered Accountants (NZICA)..... 9

STEP 2A: APPLY TO TAKE THE EXAMINATION-INITIAL APPLICATION.....10

The Initial Application.....10

Application Deadline10

Evidence of Qualification11

Examination Fee Payment11

Refund Policy.....11

ADA Accommodations12

STEP 2B: APPLY TO TAKE THE EXAMINATION-RE-EXAMINATION12

The Re-Examination Application.....12

Application Deadline12

Evidence of Qualification13

International Qualification Examination Candidate Bulletin

Examination Fee Payment	13
Refund Policy.....	13
ADA Accommodations	14
STEP 3: RECEIVE YOUR NOTICE TO SCHEDULE	15
STEP 4: SCHEDULE YOUR EXAMINATION.....	16
Testing Window.....	16
Testing Centers.....	16
Schedule Your Examination Appointment.....	16
Pre-Approved Special Testing Accommodations	17
Make Changes to Your Appointment	18
Re-schedule Your Appointment	18
Cancel an Appointment	18
Re-scheduling/Cancellation Fee.....	19
Test Center Closings.....	19
STEP 5: PREPARE FOR THE EXAMINATION.....	20
Preparation for the Examination	20
Content Specification Outline (CSO)	20
STEP 6: TAKE YOUR EXAMINATION.....	26
Arrive Early	26
Identification.....	26
Primary Forms of Identification	26
Secondary Forms of Identification.....	27
At the Test Center.....	27
Time Allotted to Take the Examination.....	28
Breaks	28
Examination Specifications	29
Test Center Regulations	29
Examination Confidentiality Policy	30

International Qualification Examination Candidate Bulletin

Candidate Misconduct, Cheating, Copyright Infringement 30
 Prohibited Items 31

Grounds for Dismissal 29

Reporting Problems with the Examination..... 29
 During Your Examination Session..... 29
 After Completing Your Examination 29
 To Report Cheating 30
 To Report a Test Center Issue 30
 Comments about the Content of Examination Questions..... 30

STEP 7: RECEIVE YOUR SCORE.....31

 When You Should Expect Your Score31

 Scoring the Examination31

STEP 8: APPLY FOR LICENSURE 32

 Where can I apply?..... 32

BOARDS OF ACCOUNTANCY 35

Introduction

What is the International Qualification Examination (IQEX)?

International recognition for professional accountants has become increasingly important in the current global business environment. International recognition simplifies cross-border practice and enhances the prestige of professional accountancy. The accounting environment has been influenced by international agreements such as the North American Free Trade Agreement (NAFTA) and the General Agreement on Trade in Services (GATS).

The IQEX program is a function of the National Association of State Boards of Accountancy (NASBA). The examination is prepared by the American Institute of Certified Public Accountants (AICPA). If you are interested in becoming a U.S. CPA by reciprocity from a foreign body determined by the U.S. International Qualifications Appraisal Board (IQAB) to have education, examination and experience substantially equivalent to that of the United States, you may be eligible to take the IQEX.

The purpose of the IQEX is to facilitate the U.S. CPA qualification process for those accounting professionals from other countries whose professional bodies have entered into mutual recognition agreements with the U.S. accounting profession. At present, such agreements are in effect with the following organizations:

Institute of Chartered Accountants in Australia (ICAA)
Canadian Institute of Chartered Accountants (CICA)
Chartered Accountants Ireland (CAI)
Instituto Mexicano de Contadores Públicos (IMCP)
New Zealand Institute of Chartered Accountants (NZICA)

The examination is a computer-based test consisting of multiple choice questions and is offered at a network of test centers located across the United States, U.S. territories and Canada. IQEX is offered to professionals who have obtained designations substantially equivalent to the U.S. CPA. In recognition of those qualifications, IQEX is designed to test differences between the accounting standards used in the U.S. and the accounting standards used in other countries. The examination covers the following subjects: Ethics, Professional and Legal Responsibilities; Business Law; Uniform Commercial Code; Federal Taxation and Accounting Issues; Business Structure; Accounting and Reporting for Governmental and Not-for-Profit Organizations; and Recent Regulatory Issues.

In order to take the examination, you must be declared eligible by submission of an application to NASBA.

Since 1993, the IQEX has proven to be a highly valid and reliable measure of candidate abilities. This focus on quality has made it possible for United States accountancy boards to rely on the results in determining who is competent to practice public accounting in their jurisdictions.

What is a Certified Public Accountant (CPA)?

The U.S. Certified Public Accountant (CPA) credential is a license issued by one of the 55 states or territories of the United States that authorizes the holder to practice as a certified public accountant in that jurisdiction. Licensing of CPAs helps to protect the public because only those individuals who have met prescribed requirements are permitted to hold themselves out to the public as certified public accountants. In many jurisdictions, IQEX is one part of the licensing requirement that serves to protect the public interest by helping to ensure that only qualified individuals become licensed as Certified Public Accountants.

Who Are the Organizations?

U.S. International Qualifications Appraisal Board (IQAB)

NASBA and the AICPA have jointly established the U.S. International Qualifications Appraisal Board to eliminate impediments to reciprocity by serving as the link between the accounting profession in the United States and the accounting profession in other countries. IQAB has the responsibility of reviewing the accounting qualifications of other countries, negotiating mutual recognition agreements with the professional accounting organizations and encouraging the adoption of these agreements by the state boards of accountancy.

The National Association of State Boards of Accountancy (NASBA)

The 55 United States and territorial boards of accountancy are the members of the National Association of State Boards of Accountancy. NASBA exists to serve its members by providing numerous services that encourage common understanding and practices to promote uniformity across the country to facilitate interstate practice.

The American Institute of Certified Public Accountants (AICPA)

The AICPA is the largest national, professional organization for CPAs in the U.S. The AICPA provides members with the resources, information and leadership that will enable them to provide valuable services, in the highest professional manner, to benefit the public as well as employers and clients. For the IQEX, the AICPA determines the content of the examination, prepares the examination questions, determines the method of scoring, prepares advisory scores and conducts statistical analyses of examination results.

Prometric™

As the global leader in technology-enabled testing and assessment services for information technology certification, academic admissions and professional licensure and certifications, Prometric operates a network of computer-based test centers around the world. Among its many clients are the professional licensure examinations for physicians, architects and pharmacists, as well as educational examinations such as the Graduate Record Examination (GRE).

The U.S. Boards of Accountancy

In the U.S., the CPA license is issued at the jurisdiction level. The United States Constitution grants each state or territory the power to regulate the practice of the professions within that jurisdiction's borders. In most jurisdictions, these powers are carried out by a "board of accountancy." These boards of accountancy are made up of appointed individuals and staff (many of whom are CPAs) who are charged with the responsibility of carrying out the laws promulgated by the legislatures. The board of accountancy is an administrative agency that handles the day-to-day operations relative to regulating the practice of accountancy including activities involved with entry into the profession. A complete list of jurisdictional boards of accountancy is available at the end of this Candidate Bulletin.

STEP 1: Am I Qualified to Take IQEX?

Institute of Chartered Accountants in Australia (ICAA)

Candidates must have qualified as Chartered Accountants in Australia and must currently be members in good standing with the Institute of Chartered Accountants in Australia (ICAA). Candidates who qualified as Australian Chartered Accountants on the basis of recognition of education completed in other countries are not eligible to apply. Candidates must have completed the PY or CA program in Australia.

Candidates who have qualified as members of the ICAA must meet one of the following educational categories:

1. Hold an approved master's degree, plus completion of the ICAA PY or CA program.
2. Hold a four-year approved baccalaureate or honors degree with completion of the ICAA PY or CA program.
3. Hold a three-year baccalaureate non-accounting degree with completion of an approved graduate conversion course in accounting, plus completion of the ICAA PY or CA program.
4. Hold a three-year baccalaureate degree with an approved major in accounting plus completion of the ICAA PY or CA program. ** If you are in this category, you are eligible for the IQEX but your education is equivalent to a U.S. baccalaureate degree only. Some states may require additional education for licensure. For additional information about the licensure process, contact the state board's office (see list of state boards in this bulletin).

Canadian Institute of Chartered Accountants (CICA)

In order to qualify for IQEX, candidates must have passed the Uniform Final Examination (UFE) in Canada and must currently be members in good standing with a Provincial CA Institute. Candidates who qualified as Canadian Chartered Accountants (CAs) on the basis of recognition of credentials earned in other countries are not eligible to apply. Candidates must have met all experience requirements by the application deadline in order to qualify.

Chartered Accountants Ireland (CAI)

Candidates must have qualified as Chartered Accountants in Ireland, successfully completed the Chartered Accountants Final Admitting Examination, and must currently be members in good standing with the Chartered Accountants Ireland (CAI). Candidates who qualified as Chartered Accountants on the basis of recognition of education completed in other countries are not eligible to apply.

Candidates who have qualified as Associates of the CAI are eligible for the IQEX. The CAI's ACA qualification has been certified in Ireland by Higher Education and Training Awards Council (HETAC – www.hetac.ie) as being equivalent to Level 9 on the National Framework of Qualifications (www.nfq.ie). This level is equivalent to a master's degree programme. No further education requirement is stipulated.

Professional Experience Waiver: Candidates can qualify for the IQEX based on their experience. Candidates must meet the following requirements:

- Successfully completed the Chartered Accountants Final Admitting Examination
- Practiced public accountancy during five of the last ten years within their jurisdiction
- Hold a valid license to practice public accountancy

Instituto Mexicano de Contadores Públicos (IMCP)

Candidates must have qualified as Contadores Públicos Certificados (CPCs) with the Mexican Dirección General de Profesiones de la Secretaría de Educación Pública and must currently be members in good standing with the Instituto Mexicano de Contadores Públicos (IMCP). Candidates who qualified as Contadores Públicos Certificados on the basis of recognition of education completed in other countries are not eligible to apply. Candidates must have passed the Examen Uniforme de Certificación de la Contaduría Pública in Mexico (EUC), and must have met all experience requirements by the application deadline in order to qualify. Candidates who have not passed the EUC are required to have been members in good standing with IMCP as of September 27, 2002.

New Zealand Institute of Chartered Accountants (NZICA)

In order to qualify for the IQEX, candidates must have completed four years of approved degree level study at an approved tertiary including a bachelor's degree and coverage of required topics. In addition, candidates must have completed New Zealand's Professional Competence Program and must currently be members in good standing with the New Zealand Institute of Chartered Accountants. Candidates who became members of the NZICA on the basis of recognition of credentials earned in other countries are not eligible to apply. Candidates must have met all experience requirements by the application deadline in order to qualify.

STEP 2a: Apply to Take the Examination-Initial Application

The Initial Application

An initial application must be submitted by those candidates who have 1) never applied for the IQEX or 2) previously applied but were found ineligible.

The application is available to download from NASBA's Web site at www.nasba.org beginning approximately five months prior to the examination window. Complete and submit the application form along with the examination fee to NASBA. Please, complete the application form before printing a copy. Once your application has been evaluated, you will receive your Notice to Schedule.

Important: The name on your application must appear exactly the same as it appears on the identification you plan to take to the testing center. If the names do not match, you will not be admitted to the examination center and your fees will be forfeited.

Applications and fees should be mailed to:

for regular postal delivery:

NASBA
Attn: IQEX
PO Box 198469
Nashville, TN 37219

for overnight delivery services:

NASBA
Attn: IQEX
150 4th Ave N, Ste 700
Nashville, TN 37219

Application Deadline

Application Deadline: August 1, 2011

Note: Testing centers fill quickly. Do not expect to be able to test at the end of the testing window. Testing space at the end of the window fills more quickly than space at the beginning of the window. Failure to schedule your examination will result in all fees being forfeited. Fees are NOT refundable.

To have the best chance of scheduling on your preferred date and at your preferred testing center, schedule your examination early. Notices to Schedule (NTS) will begin to be released in June. Your application and Letter of Good Standing must be received before your NTS will be released.

Evidence of Qualification

All candidates must request a *Letter of Good Standing* to be submitted directly from their professional credentialing institution to document their qualifications. For additional information regarding qualification requirements, see the section titled “Am I Qualified.” The Letter of Good Standing must be received by August 15. As of this date, all incomplete applications will be closed and the fees paid will be forfeited. Fees are NOT refundable.

The letter **MUST** be submitted directly from your institute and can be sent to:

NASBA	NASBA	Fax:	E-mail
Attn: IQEX	Attn: IQEX	615-880-4290	iqex@nasba.org
PO Box 198469	150 4 th Ave N	Attn: IQEX	
Nashville, TN 37219	Suite 700		
	Nashville, TN 37219		

Please, only use **ONE** of the above methods. Do not send multiple copies of your *Letter of Good Standing*.

Examination Fee Payment

The examination fee for initial candidates is **\$845.00**. This fee must be paid by cashier’s check from a U.S. bank or money order issued in U.S. dollars drawn on U.S. funds and made payable to NASBA. The fee must be submitted with the application. We are unable to process credit card payments for initial candidates at this time.

Important: If you reschedule an appointment, there may be an additional fee (see “Make Changes to Your Appointment”). The examination fee is not refundable or transferable.

Refund Policy

Refunds: Examination fees are not refunded and cannot be transferred to future examinations. Remember your NTS includes an expiration date. If your NTS expires prior to your taking the examination, or you fail to attend your scheduled testing appointment, you will not be able to reschedule or receive a refund on any of the fees you have paid and you will have to reapply for a future examination and pay the appropriate examination fees.

Rescinded Eligibility: If NASBA informs you that you are not eligible to take the IQEX because of changes in educational requirements, candidate misconduct, or other reasons determined, your Notice to Schedule will be canceled. You will receive a copy of a canceled NTS. If you have NOT scheduled an appointment, you do not need to take any other action. If you have scheduled an appointment, NASBA will contact Prometric to cancel your appointment and rescind your eligibility. In the event that you are no longer eligible to take the examination, you will NOT receive a refund of any examination fee.

ADA Accommodations

NASBA complies with the Americans with Disabilities Act of 1990. To ensure equal opportunity for all qualified persons, NASBA will make reasonable accommodations for applicants with disabilities. NASBA will not pay for any costs you may incur in obtaining the required diagnosis and recommendation. However, we will pay for reasonable accommodations that are approved and granted by NASBA.

The IQEX ADA Modification Request form is available to download from NASBA's Web site at www.nasba.org. This form and the required medical documentation must be submitted by the application deadline.

STEP 2b: Apply to Take the Examination-Re-Examination

The Re-Examination Application

A re-examination application must be submitted by those candidates who 1) have previously taken the examination or 2) have previously applied, were found eligible but did not take the examination.

NASBA will begin accepting re-examination applications approximately four months prior to the examination window. Refer to www.nasba.org for exact dates. There is no paper application for re-examination candidates. Re-examination candidates may choose to pay their fee using a MasterCard or Visa. Credit card applications must be submitted by phone by calling 866-MY-NASBA or 615-312-3781. Re-examination candidates who do not want to pay by credit card must call NASBA's office to request an invoice which must be returned with the appropriate fee prior to the application deadline. This fee must be paid by cashier's check from a U.S. bank or money order issued in U.S. dollars drawn on U.S. funds and made payable to NASBA.

Application Deadline

Application Deadline: August 1, 2011

Note: Testing centers fill quickly. Do not expect to be able to test at the end of the testing window. Testing space at the end of the window fills more quickly than space at the beginning of the window. Failure to schedule your examination will result in all fees being forfeited. Fees are NOT refundable.

To have the best chance of scheduling on your preferred date and at your preferred testing center, schedule your examination early. Notices to Schedule (NTS) will begin to be released in June. Your application and Letter of Good Standing must be received before your NTS will be released.

Evidence of Qualification

All candidates must request a *Letter of Good Standing* to be submitted directly from their professional credentialing institution to document their qualifications each time they apply for the IQEX. For additional information regarding qualification requirements, see the section titled “Am I Qualified.” The Letter of Good Standing must be received by August 15. As of this date, all incomplete applications will be closed and the fees paid will be forfeited. Fees are NOT refundable.

The letter **MUST** be submitted directly from your institute and can be sent to:

NASBA
Attn: IQEX
PO Box 198469
Nashville, TN 37219

NASBA
Attn: IQEX
150 4th Ave N
Suite 700
Nashville, TN 37219

Fax:
615-880-4290
Attn: IQEX

E-mail
iqex@nasba.org

Please, only use **ONE** of the above methods. Do not send multiple copies of your *Letter of Good Standing*.

Examination Fee Payment

The examination fee is **\$795.00**. Re-examination candidates may choose to pay their fee using a MasterCard or Visa. Credit card applications must be submitted by phone by calling 866-MY-NASBA or 615-312-3781. Re-examination candidates who do not want to pay by credit card must call NASBA’s office to request an invoice which must be returned with the appropriate fee prior to the application deadline. This fee must be paid by cashier’s check from a U.S. bank or money order issued in U.S. dollars drawn on U.S. funds and made payable to NASBA.

Important: If you reschedule an appointment, there may be an additional fee (see “Make Changes to Your Appointment”). The examination fee is not refundable or transferable.

Refund Policy

Refunds: Examination fees are not refunded and cannot be transferred to future examinations. Remember your NTS includes an expiration date. If your NTS expires prior to your taking the examination, or you fail to attend your scheduled testing appointment, you will not be able to reschedule or receive a refund on any of the fees you have paid and you will have to reapply for a future examination and pay the appropriate examination fees.

Rescinded Eligibility: If NASBA informs you that you are not eligible to take the IQEX because of changes in educational requirements, candidate misconduct, or other reasons determined, your Notice to Schedule will be canceled. You will receive a copy of a canceled NTS. If you have NOT scheduled an appointment, you do not need to take any other action. If you have scheduled an

International Qualification Examination Candidate Bulletin

appointment, NASBA will contact Prometric to cancel your appointment and rescind your eligibility. In the event that you are no longer eligible to take the examination, you will NOT receive a refund of any examination fee.

ADA Accommodations

NASBA complies with the Americans with Disabilities Act of 1990. To ensure equal opportunity for all qualified persons, NASBA will make reasonable accommodations for applicants with disabilities. NASBA will not pay for any costs you may incur in obtaining the required diagnosis and recommendation. However, we will pay for reasonable accommodations that are approved and granted by NASBA.

The IQEX ADA Modification Request form is available to download from NASBA's Web site at www.nasba.org. This form and the required medical documentation must be submitted by the application deadline.

STEP 3: Receive Your Notice to Schedule

Once your application has been processed, you have been determined to be eligible to take the IQEX and you have paid all fees, you will receive a Notice to Schedule (NTS).

When you receive the NTS, verify that all information is correct. Be certain that the name appearing on the NTS matches EXACTLY the name on the identification documents that you will use during check-in at the testing center. If the information is incorrect or the ID and NTS do not match, immediately contact NASBA to request a correction.

You must bring your NTS with you to the examination. **You will NOT be admitted to the examination center without your NTS and proper identification and you will forfeit your examination fee.** If the name on your NTS does not match your photo identification EXACTLY, you will not be admitted to the testing center.

We will begin issuing the Notices to Schedule mid-June. You will receive your NTS via e-mail if you include an e-mail address on your application. If you have not received your NTS within 4 weeks of submitting a complete application, call a NASBA candidate service representative at 866-MY-NASBA (866-696-2722). You will not be able to schedule an examination appointment or take the examination without a valid NTS.

There is a set time period for which an NTS is valid. You must schedule and take the examination during this time. After this time, your NTS will expire and all fees will be forfeited. If you do not take the examination before the NTS expires, you will not be able to extend it, apply it to the next examination, or receive a refund of any of the fees you have paid.

STEP 4: Schedule Your Examination

Testing Window

The IQEX is offered once each year. The period of testing is known as the “testing window:”

The testing window for 2011 is **September 1, 2011 - September 30, 2011**.

The testing window for 2012 has not yet been set.

Testing Centers

You will be allowed to take the examination at any one of the authorized Prometric test centers in the 54 U.S. jurisdictions and Canada. Test centers move, new ones are opened and some close from time to time. The most current list of test centers may be found on the Prometric Web site at www.prometric.com.

Schedule Your Examination Appointment

Before you begin the scheduling process, have your first, second and third choice of dates and times planned.

You should schedule your examination appointment as soon as possible after you receive your NTS to increase the likelihood that you will receive your first choice of date, time and location. You must schedule your examination appointment at least five days in advance of the test date. NASBA and Prometric are not responsible if you cannot schedule an appointment before the expiration date of your Notice to Schedule (NTS).

No appointments may be made for any examination fewer than five days in advance of the desired test date. For example, if you call or use the Internet on Monday to schedule an appointment, the first available date will be Saturday of the same week. Walk-in appointments are not permitted. Please note that candidates with special testing accommodations must schedule at least 10 days in advance of the desired test date (See “Pre-Approved Special Testing Accommodations” for additional information).

International Qualification Examination Candidate Bulletin

There are two options for scheduling:

1. Visit www.prometric.com on the Internet

You will find the easiest and quickest way to schedule an examination appointment (as well as reschedule and cancel an appointment, if necessary) is on the Internet. Using the Internet provides you 24-hour access to scheduling and avoids any “on hold” waiting time. Because of this, you have the quickest and most direct access to preferred dates and test center locations. Additionally, you will instantly receive a detailed confirmation of your appointment (on screen and via e-mail).

Before you make your appointments, you must have received your NTS. Additionally, be ready to identify the dates, times and locations where you want to take the examination.

Before you begin, you must have your NTS in front of you. You will be required to provide information from the NTS.

2. Prometric’s Candidate Services Call Center

Call 800-864-8080. Prometric’s Candidate Services Call Center is open Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time. (Hearing-impaired candidates using teletypewriter [TTY] may call 800-529-3590 to schedule appointments.)

Before you call, you must have your NTS in front of you. You will be required to provide the customer service representative with information from the NTS.

You will NOT receive written confirmation of your appointment. Be sure to write down the date, time, location and confirmation number for your appointments. We strongly encourage you to visit www.prometric.com to print a confirmation of your appointment. If you need directions to the test center, ask the customer service representative at the time you make your appointment. There are multiple test centers in some metropolitan areas, so be sure you are certain of the correct test center location where you are scheduled to take your examination.

Pre-Approved Special Testing Accommodations

You can request special accommodations by submitting the IQEX ADA Modification Form which is available to download from the IQEX page of www.nasba.org. This form must be submitted with your application each time you apply.

If NASBA has approved you for special testing accommodations, the information regarding the nature of the accommodation will be sent to you. The type of accommodation will be shown on your NTS and will be sent to Prometric. Neither you nor the customer service representative may make any changes to the accommodations that have been approved. When you get your NTS, if you believe that the accommodations are incorrect, you must contact NASBA before proceeding.

Before you call to schedule your examination, you must have your NTS in front of you. You will be required to provide the customer service representative with information from the NTS. Please be aware that you must schedule the examination at least 10 days in advance of the date that you select. Call 800-967-1139. *Do not call this number unless you have been pre-approved for special testing accommodations by NASBA.*

International Qualification Examination Candidate Bulletin

A confirmation will be mailed to you; however, in the event that it does not reach you before your appointment, be sure to write down the date, time, location and confirmation number for your appointment. If you need directions to the test center, ask the customer service representative at the time you make your appointment. There are multiple test centers in some metropolitan areas, so be sure you are certain of the correct test center location where you are scheduled to take your examination.

Make Changes to Your Appointment

Re-schedule Your Appointment

After you have made an appointment for the examination, you may find it necessary to change your appointment. **Be aware that you may be required to pay a re-scheduling fee or forfeit your examination fee, depending on when you notify Prometric of the change.**

If you are unable to appear for your appointment, you are required to re-schedule using one of the methods below. If you fail to re-schedule using one of the methods below, you will be marked as a “no-show” and you will forfeit your examination fees.

You may reschedule an existing appointment by one of two methods:

1. On the Internet

Use Prometric’s Web scheduling tool located at www.prometric.com. The system is available 24 hours a day, seven days a week. You must have your confirmation number available from your original appointment.

2. Prometric’s Candidate Services Call Center

Call 800-864-8080. The Center is open Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time. You will NOT receive written confirmation of your appointment. Be sure to write down the date, time, location and confirmation number for your appointment. We strongly encourage you to visit www.prometric.com to print a confirmation of your appointment.

Candidates with special testing accommodations must call 800-967-1139 to re-schedule. Candidates using a teletypewriter (TTY) should call 800-529-3590.

Cancel an Appointment

After you have made an appointment for the examination, you may find it necessary to cancel your appointment. **Be aware that you may be required to pay a cancellation fee or forfeit your examination fee, depending on when you notify Prometric of the change.**

If you are unable to appear for your appointment, you are required to cancel using one of the methods below. If you fail to cancel using one of the methods below, you will be marked as a “no-show” and you will forfeit your examination fees.

International Qualification Examination Candidate Bulletin

You may cancel an existing appointment by one of two methods:

1. On the Internet

Use Prometric's Internet scheduling tool located at www.prometric.com. The system is available 24 hours a day, seven days a week. We strongly encourage you to print, and keep for your records, the confirmation of the change.

2. Prometric's Candidate Services Call Center

Call 800-864-8080. The Center is open Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time. You will NOT receive a written confirmation of the cancellation. We strongly encourage you to visit www.prometric.com to confirm the change.

If you need to cancel your appointment and do not wish to reschedule, you will NOT receive a refund of the examination fees you have paid. If you do not appear for your appointment, you will NOT receive a refund of the examination fees you have paid.

Candidates with special testing accommodations must call 800-967-1139 to cancel. Candidates using a teletypewriter (TTY) should call 800-529-3590 to cancel an appointment.

Re-scheduling/Cancellation Fee

If you need to re-schedule or cancel your examination appointment, you will be subject to the following fees:

- 30+ days before your appointment no fee
- 5-29 days before your appointment \$45.00
- 5 days – 24 hours before your appointment \$75.00
- less than 24 hours before your appointment all fees are forfeited

Test Center Closings

If severe weather or local emergency requires a test center to be closed, every attempt will be made to contact you. However, if you are unsure if your test center is open on the day of your examination, you may call the local test center directly. If the center is open, it is your responsibility to keep the appointment. If the center is closed, you will be given the opportunity to re-schedule without penalty. If you are unable to contact the local test center, check on the Web site at www.prometric.com/sitestatus or call the Candidate Services Call Center at 800-864-8080, Monday through Friday, from 8:00 a.m. to 8:00 p.m. Eastern Time.

STEP 5: Prepare for the Examination

Preparation for the Examination

The best preparation for the International Qualification Examination is a thorough review of the examination content. NASBA does not offer any information regarding review courses or study materials.

Content Specification Outline (CSO)

The outline below specifies the knowledge in which candidates are required to demonstrate proficiency:

- I. Ethics, Professional, and Legal Responsibilities in Tax Practice (10% -14%)
 - A. Ethics and Responsibilities in Tax Practice
 - 1. Treasury Department Circular 230
 - 2. AICPA Statements on Standards for Tax Services
 - 3. Internal Revenue Code of 1986, as amended, and Regulations related to tax return preparers
 - B. Licensing and Disciplinary Systems
 - 1. Role of state boards of accountancy
 - 2. Requirements of regulatory agencies
 - C. Legal Duties and Responsibilities
 - 1. Common law duties and liability to clients and third parties
 - 2. Federal statutory liability
 - 3. Privileged communications, confidentiality, and privacy acts

- II. Professional Responsibilities in Audit and Accounting (2% - 6%)
 - A. Ethics and Independence
 - 1. Code of Professional Conduct (AICPA)
 - 2. Public Company Accounting Oversight Board (PCAOB)
 - 3. U. S. Securities and Exchange Commission (SEC)
 - 4. Government Accountability Office (GAO)
 - 5. Department of Labor (DOL)
 - 6. Sarbanes-Oxley Act of 2002, Title II
 - 7. Sarbanes-Oxley Act of 2002, Title III, Section 303
 - 8. Code of Ethics for Professional Accountants (IFAC)
 - B. Other Professional Responsibilities
 - 1. Sarbanes-Oxley Act of 2002, Title IV
 - 2. Sarbanes-Oxley Act of 2002, Title I

International Qualification Examination Candidate Bulletin

III. Business Law (24% - 32%)

A. Agency

1. Formation and termination
2. Authority of agents and principals
3. Duties and liabilities of agents and principals

B. Contracts

1. Formation
2. Performance
3. Third party assignments
4. Discharge, breach, and remedies

C. Uniform Commercial Code

1. Sales contracts
2. Negotiable instruments
3. Secured transactions
4. Documents of title and title transfer

D. Debtor-Creditor Relationships

1. Rights, duties, and liabilities of debtors, creditors, and guarantors
2. Bankruptcy and insolvency

E. Government Regulation of Business

1. Federal securities regulation
2. Other federal laws and regulations (antitrust, copyright, patents, money-laundering, labor, employment, and ERISA)

F. Business Structure (Selection of a Business Entity)

1. Advantages, disadvantages, implications, and constraints
2. Formation, operation, and termination
3. Financial structure, capitalization, profit and loss allocation, and distributions
4. Rights, duties, legal obligations, and authority of owners and management

IV. Federal Tax Process, Procedures, Accounting, and Planning (6% - 10%)

A. Federal Tax Legislative Process

B. Federal Tax Procedures

1. Due dates and related extensions of time
2. Internal Revenue Service (IRS) audit and appeals process
3. Judicial process
4. Required disclosure of tax return positions
5. Substantiation requirements
6. Penalties
7. Statute of limitations

C. Accounting Periods

D. Accounting Methods

1. Recognition of revenues and expenses under cash, accrual, or other permitted methods
2. Inventory valuation methods, including uniform capitalization rules
3. Accounting for long-term contracts
4. Installment sales

E. Tax Return Elections, Including Federal Status Elections, Alternative Treatment, Elections, or Other Types of Elections Applicable to an Individual or Entity's Tax Return

International Qualification Examination Candidate Bulletin

- F. Tax Planning
 - 1. Alternative treatments
 - 2. Projections of tax consequences
 - 3. Implications of different business entities
 - 4. Impact of proposed tax audit adjustments
 - 5. Impact of estimated tax payment rules on planning
 - 6. Role of taxes in decision-making
 - G. Impact of Multijurisdictional Tax Issues on Federal Taxation (Including Consideration of Local, State, and Multinational Tax Issues)
 - H. Tax Research and Communication
 - 1. Authoritative hierarchy
 - 2. Communications with or on behalf of clients
- V. Federal Taxation of Property Transactions (8% - 12%)
- A. Types of Assets
 - B. Basis and Holding Periods of Assets
 - C. Cost Recovery (Depreciation, Depletion, and Amortization)
 - D. Taxable and Nontaxable Sales and Exchanges
 - E. Amount and Character of Gains and Losses, and Netting Process
 - F. Related Party Transactions
 - G. Estate and Gift Taxation
 - 1. Transfers subject to the gift tax
 - 2. Annual exclusion and gift tax deductions
 - 3. Determination of taxable estate
 - 4. Marital deduction
 - 5. Unified credit
- VI. Federal Taxation of Individuals (8% - 12%)
- A. Gross Income
 - 1. Inclusions and exclusions
 - 2. Characterization of income
 - B. Reporting of Items from Pass-Through Entities
 - C. Adjustments and Deductions to Arrive at Taxable Income
 - D. Passive Activity Losses
 - E. Loss Limitations
 - F. Taxation of Retirement Plan Benefits
 - G. Filing Status and Exemptions
 - H. Tax Computations and Credits
 - I. Alternative Minimum Tax
- VII. Federal Taxation of Entities (18% - 22%)
- A. Similarities and Distinctions in Tax Treatment Among Business Entities
 - 1. Formation
 - 2. Operation
 - 3. Distributions
 - 4. Liquidation

International Qualification Examination Candidate Bulletin

- B. Differences Between Tax and Financial Accounting
 - 1. Reconciliation of book income to taxable income
 - 2. Disclosures under Schedule M-3
 - C. C Corporations
 - 1. Determination of taxable income/loss
 - 2. Tax computations and credits, including alternative minimum tax
 - 3. Net operating losses
 - 4. Entity/owner transactions, including contributions and distributions
 - 5. Earnings and profits
 - 6. Consolidated returns
 - D. S Corporations
 - 1. Eligibility and election
 - 2. Determination of ordinary income/loss and separately stated items
 - 3. Basis of shareholder's interest
 - 4. Entity/owner transactions, including contributions and distributions
 - 5. Built-in gains tax
 - E. Partnerships
 - 1. Determination of ordinary income/loss and separately stated items
 - 2. Basis of partner's/member's interest and basis of assets contributed to the partnership
 - 3. Partnership and partner elections
 - 4. Transactions between a partner and the partnership
 - 5. Treatment of partnership liabilities
 - 6. Distribution of partnership assets
 - 7. Ownership changes and liquidation and termination of partnership
 - F. Trusts and Estates
 - 1. Types of trusts
 - 2. Income and deductions
 - 3. Determination of beneficiary's share of taxable income
 - G. Tax-Exempt Organizations
 - 1. Types of organizations
 - 2. Obtaining and maintaining tax-exempt status
 - 3. Unrelated business income
- VIII. Governmental and Not-for-Profit Accounting and Reporting (2% - 6%)
- A. Governmental Accounting Concepts
 - 1. Measurement focus and basis of accounting
 - 2. Fund accounting concepts and applications
 - 3. Budgetary accounting
 - B. Format and Content of Comprehensive Annual Financial Report (CAFR)
 - 1. Government-wide financial statements
 - 2. Governmental funds financial statements
 - 3. Proprietary funds financial statements
 - 4. Fiduciary funds financial statements
 - 5. Notes to financial statements
 - 6. Management's discussion and analysis

International Qualification Examination Candidate Bulletin

7. Required supplementary information (RSI) other than Management's Discussion and Analysis
 8. Combining statements and individual fund statements and schedules
 9. Deriving government-wide financial statements and reconciliation requirements
 - C. Financial Reporting Entity, Including Blended and Discrete Component Units
 - D. Typical Items and Specific Types of Transactions and Events: Recognition, Measurement, Valuation, Calculation, and Presentation in Governmental Entity Financial Statements
 1. Net assets and components thereof
 2. Fund balances and components thereof
 3. Capital assets and infrastructure assets
 4. General long-term liabilities
 5. Interfund activity, including transfers
 6. Nonexchange revenue transactions
 7. Expenditures
 8. Special items
 9. Encumbrances
 - E. Not-for-Profit (Nongovernmental) Accounting and Reporting
 1. Financial Statements including:
 - a. Statement of financial position
 - b. Statement of activities
 - c. Statement of cash flows
 - d. Statement of functional expenses
 2. Typical Items and Specific Types of Transactions and Events: Recognition, Measurement, Valuation, Calculation, and Presentation in Financial Statements of Not-for-Profit Organizations including:
 - a. Support, revenues, and contributions
 - b. Types of restrictions on resources
 - c. Types of net assets
 - d. Expenses, including depreciation and functional expenses
 - e. Investments
- IX. Corporate Governance (2% - 6%)
- A. Rights, Duties, Responsibilities, and Authority of the Board of Directors, Officers, and Other Employees
 1. Financial reporting
 2. Internal control (including COSO or similar framework)
 3. Enterprise risk management (including COSO or similar framework)
 - B. Control Environment
 1. Tone at the top – establishing control environment
 2. Monitoring control effectiveness
 3. Change control process

Prometric's *Test Drive*

Prometric's *Test Drive* program provides candidates with a real world, end-to-end practice run before the date of their scheduled test. During the 30 minute appointment, candidates will experience a complete run through of the testing experience they will encounter on their actual testing day.

During the run through, the candidate will participate in:

- The scheduling and registration process
- The complete check-in process
- Introduction to test center staff and surroundings
- A live 15-minute sample test demonstrating the testing process (note, the exam is generic and will not contain Accounting questions)
- Full preparation for the real test

For more information, please visit www.Prometric.com/TestDrive.

STEP 6: Take Your Examination

Arrive Early

You must arrive at the test center at least 30 minutes before the scheduled appointment time for your examination. This allows time to sign in, have your identification checked, review the security and test center policies and be seated at your workstation. Arriving for your scheduled testing appointment anytime after the scheduled start time may result in your being denied permission to test and you will not receive a refund. Be sure to arrive at least 30 minutes before your scheduled appointment time to avoid forfeiting all fees for the examination.

You will not be admitted into the test center without your NTS and you will forfeit your examination fees.

Identification

The IQEX employs very strict security measures. One level of security involves your identification. **The same form of your name must appear on your application, NTS and on the identification you present at the test center.** Do not change the spelling and do not change the order of your name on your application or when making your appointment. If your name is different from your identifications at check-in, you will not be permitted to test.

You are required to present two forms of identification, one of which must contain a recent photograph, when you arrive to take your examination. Each form of identification must bear your signature and must not be expired. If you do not present acceptable identification, you will not be allowed to take your examination and you will forfeit your examination fees.

You must present one of the following primary forms of identification:

Primary Forms of Identification

- Valid (not expired) driver's license with photo and signature issued by one of the 50 U.S. states or by a U.S. territory
- Valid (not expired) driver's license with photo and signature issued by a foreign government authority, that is printed in English to the extent necessary to compare the candidate's name with the one on the NTS and confirm that it is a valid driver's license (Examples are driver's licenses issued by Canadian, Australian, New Zealand, British authorities, and from countries that retain English as an official language)
- Valid (not expired) passport with photo and signature issued by the U.S.
- Valid (not expired) government issued passport (for non-US citizens) that has the candidate's name exactly matching the name that appears on the candidate's NTS
- Valid state identification card issued by one of the 50 U.S. states or by a U.S. territory (candidates who do not drive may have an identification card issued by the agency that also issues driver's licenses).

Secondary Forms of Identification

Secondary forms of identification must include candidate's signature. Acceptable forms of secondary identification include:

- An additional government issued identification from the above listing
- Valid credit card
- Bank automated teller machine card (ATM)
- Bank Debit Card

The following are UNACCEPTABLE forms of identification:

- A draft classification card
- A Social Security card
- A student identification card
- A United States permanent residency card (green card)

If the test center staff has questions about the identification presented, you may be asked for additional proof of identity. You may be refused access to an examination and forfeit the examination fees if the staff believes that you have not proven your identity. Admittance to the test center and examination does not imply that your identification is valid or that your scores will be reported if subsequent investigations reveal impersonation or forgery.

At the Test Center

The staff at each test center has been trained in the procedures specific to the IQEX. You must arrive at the test center at least 30 minutes before your scheduled appointment. If you arrive after your scheduled appointment time, you may forfeit your appointment and examination fees. Arrive early and be sure to have your NTS and required identification. You will not be admitted to the examination without the NTS and required identification.

Your examination should begin within 30 minutes of the scheduled start time. If circumstances arise, other than candidate error, which delays your session more than 30 minutes, you will be given the choice of continuing to wait or re-scheduling your appointment.

You must place personal belongings, such as a purse or cell phone, in the storage lockers provided by the test center. You will be given the key to your locker which must be returned to the test center staff when you leave. The lockers are very small and are not intended to hold large items. Do not bring anything to the test center unless it is absolutely necessary. Test center personnel will not be responsible for lost or stolen items.

You must keep your identification with you at all times. If you leave the testing room for any reason, you will be required to show your identification to be readmitted.

Scratch paper and pencils will be provided to you. You are required to return the scratch paper to the test center staff when your examination is complete. If you need additional scratch paper, you

International Qualification Examination Candidate Bulletin

may request it from the test center staff, but you must first turn in the original sheets of paper you received in order to get a new supply. You must not bring any other paper or pencils to the workstation in the testing room. An in-system calculator will be provided. You may not bring a calculator and a separate calculator will not be provided.

You will be escorted to a workstation by test center staff. You must remain in your seat during the examination, except when authorized to get up and leave the testing room.

After you log in, proceed through the introductory screens without delay. There is a time limit on the initial screens and, if that time limit is exceeded, the test session will automatically terminate. If you encounter ANY computer problem, report it immediately to test center staff.

When you finish the examination, leave the testing room quietly, turn in your scratch paper and sign the test center log book. The test center staff will dismiss you after completing all necessary procedures.

Time Allotted to Take the Examination

The length of the examination is 4.5 hours.

Note: 30 minutes will be added to your examination session so that you can complete the sign-in process and survey without infringing on your examination time. Therefore, your confirmation notice will reflect examination time plus 30 minutes. This will not increase your examination time. If you have been approved for special testing accommodations with extra time, please refer to your accommodation letter for the actual length of your examination.

The computer screen will have a count-down timer which will let you know the time remaining as you work through the examination. Plan your time so that you do not use your time up early in the examination and do not have enough time later in the examination. Prometric test center appointments are for 30 minutes longer than the length of the examination to allow you time to enter your examination section identification number and complete the candidate survey at the end of the examination. However, you will only be given 4.5 hours to actually take the examination (including breaks). If you have been approved for special testing accommodations with extra time please refer to your accommodation letter for the actual length of your examination.

Breaks

The examination is divided into two units known as testlets. After indicating that you have completed the first testlet, you will be presented with the option to take a break. You will only receive this option between testlets. If you choose to take a break, you will be asked to leave the testing room quietly and sign the test center log book. The test center staff will confirm you have completed the testlet prior to your break. You do not have to take a break. **The clock will keep running during the break.** Therefore, it is recommended that you use break time wisely. When you return from a break, you will be required to enter your examination password in order to continue the examination. Note that breaks lasting more than ten minutes will be reported to NASBA.

International Qualification Examination Candidate Bulletin

You will not be allowed to take a break at any other time during the examination. If you leave the testing room at any time, without exiting the testlet and selecting the break option, you will not be allowed to return to the testing room and information regarding your absence will be reported to NASBA.

Examination Specifications

The examination is comprised of 150 four-option multiple-choice questions (MCQ). The examination is offered in English only. IQEX is a "non-disclosed" examination, which means that the questions and answers are not released after the examination has been given. Each candidate answers a predetermined set of questions; to help protect the integrity of the examination, candidates do not answer all the same questions.

Test Center Regulations

A standardized environment is necessary to ensure that the examination you take is essentially equivalent to the examination all other IQEX candidates take. For this reason, all candidates must follow the same regulations.

- Papers, books, food or purses are not allowed in the testing room
- Eating, drinking or use of tobacco is not allowed in the testing room
- Talking or communicating with other candidates is not allowed in the testing room
- Calculators, personal digital assistants or other computer devices are not allowed in the testing room – an on-line calculator will be available
- Communication devices (e.g., cell phones, pagers, beepers, wireless internet connections to personal digital assistants) are not allowed in the testing room
- Recording devices (audio and video) are not allowed in the testing room
- You must not leave the testing room without the permission of the test center staff

A more extensive list of prohibited items is found on page 28.

Examination Confidentiality Policy

Before you begin your examination, you will be required to accept the terms of the following confidentiality policy statement. If you do not accept the statement, your test will be terminated and your examination fees will be forfeited.

Confidentiality Policy Statement

I hereby certify that I will respect the confidentiality of the International Qualification Examination. I attest that I will not:

- *divulge the nature or content of any International Qualification Examination question or answer under any circumstances;*
- *engage in any unauthorized communication during testing;*
- *refer to unauthorized materials or use unauthorized equipment during testing; or*
- *remove or attempt to remove any examination materials, notes or any other items from the examination room.*

I understand that I am required to report to the AICPA any examination question disclosures, or solicitations for disclosure of which I become aware.

I understand that I am allowed one break between testlets. I understand that I will be asked to complete any open testlet before leaving the testing room for a break. However, the time allowed to complete the exam is fixed and includes break time.

In addition, I understand that failure to comply with this attestation may result in invalidation of my grades, disqualification from future examinations, expulsion from the testing facility, and possible civil or criminal penalties

In addition, I understand that failure to comply with this attestation may result in invalidation of my grades, disqualification from future examinations, expulsion from the testing facility and possible civil or criminal penalties.

Candidate Misconduct, Cheating, Copyright Infringement

NASBA and the AICPA take candidate misconduct, including cheating on the International Qualification Examination, very seriously. If NASBA determines that a candidate is culpable of misconduct or has cheated, the candidate will be subject to a variety of penalties including, but not limited to, invalidation of scores, disqualification from subsequent examination administrations, and civil and criminal penalties. In cases where candidate misconduct or cheating is discovered after a candidate has obtained a CPA license or certificate, a board of accountancy may rescind the license or certificate.

International Qualification Examination Candidate Bulletin

If the test center staff suspects misconduct, a warning will be given to the candidate for any of the following situations:

- Communicating, orally or otherwise, with another candidate or person
- Copying from or looking at another candidate's materials or workstation
- Allowing another candidate to copy from or look at materials or workstation
- Giving or receiving assistance in answering examination questions or problems
- Reading examination questions aloud
- Engaging in conduct that interferes with the administration of the examination or unnecessarily disturbing staff or other candidates

Grounds for confiscation of a prohibited item and warning the candidate include possession of any prohibited item (whether or not in use) inside, or while entering or exiting the testing room.

Prohibited Items

Items prohibited from the examination center include, but are not limited to:

- Books
- Briefcase
- Calculator/Portable Computer
- Calculator Watch
- Camera, Photographic or Scanning Device (still or video)
- Cellular Phone
- Cigarette/Tobacco Product
- Container of any kind
- Dictionary
- Earphone
- Earplug (other than those provided by Test Center)
- Eraser
- Eyeglass Case
- Food or Beverage
- Handbag/Backpack/Hip Pack
- Hat or Visor (except head coverings worn for religious reasons)
- Headset or Audio Earmuffs (other than those provided by Test Center)
- Jewelry – Pendant Necklace or Large Earrings
- Newspaper or Magazine
- Non-Prescription Sunglasses
- Notebook
- Notes in any written form
- Organizer / Day Planner
- Outline
- Pager / Beeper
- Paper (other than that provided by Test Center)
- Pen / Pencil (other than that provided by Test Center)
- Pencil Sharpener
- Personal Digital Assistant or Other Electronic Device
- Plastic Bag
- Purse/Wallet
- Radio/Transmitter/Receiver
- Ruler/Slide Ruler
- Study Material
- Tape/Disk Recorder or Player
- Umbrella
- Watch
- Weapon of any kind

In addition, jackets and sweaters are also prohibited; however, if you require a separate sweater or a jacket due to room temperature, it must be worn at all times.

International Qualification Examination Candidate Bulletin

NASBA, the AICPA and Thomson Prometric use a variety of procedures to prevent candidate misconduct and cheating on the examination. Test center staff is trained to watch for unusual behavior and incidents during the examination. In addition, all examination sessions are audio/videotaped to document the occurrence of any unusual activity and candidate misconduct is reported to NASBA on a daily basis.

All examination materials are owned and copyrighted by the AICPA. Any reproduction and/or distribution of examination materials, including memorization, without the express written authorization of the AICPA, are prohibited. This behavior infringes on the legal rights of the AICPA and, in addition to the penalties listed above, the AICPA will take appropriate legal action when any copyright infringements have occurred.

Grounds for Dismissal

If you engage in misconduct or do not follow the test center regulations, the test center staff may dismiss you from the examination or you may have your scores canceled by NASBA. The following are examples of behavior that will not be tolerated during the examination:

- Repeating acts of misconduct after receiving prior warning(s)
- Attempting to remove or removing examination questions from the testing room by any means
- Copying, writing or summarizing examination questions on any material other than the scratch paper issued to you
- Tampering with computer software or hardware, or attempting to use a computer for any reason other than completing the examination session
- Intentional refusal or failure to comply with instructions of the test center staff
- Conduct that may threaten bodily harm or damage to property

Reporting Problems with the Examination

During Your Examination Session

Report equipment/functionality issues to test center staff without delay.

After Completing Your Examination

*If you feel that the circumstances surrounding your test administration prevented you from performing at a level consistent with your knowledge and skills; or, if you have a question or concern about the test, you must notify NASBA **no later than 10 business days from the date of your examination to document your concern.***

You may notify NASBA using any one of the methods below.

1. By E-mail: candidatecare@nasba.org

International Qualification Examination Candidate Bulletin

2. By Telephone: 866-MY-NASBA (866-696-2722)
3. By Fax: 615-880-4225
4. By U.S. Mail: NASBA
IQEX
150 Fourth Avenue North, Suite 700
Nashville, TN 37219

To Report Cheating

If you witnessed a candidate cheating or believe a test center employee acted improperly, contact Prometric's security department at **800-347-3781**.

To Report a Test Center Issue

If you experienced a problem at the testing center, contact Prometric's Customer Care at 800-853-6769.

Comments about the Content of Examination Questions

If you believe you have identified a problem with a question, you should fax your comments to the AICPA Examination Team at 201-938-3443, Attn: IQEX. Your fax should include the precise nature of your concern, the rationale, and, if possible, references. Do NOT attempt to outline the exact question in your fax.

Your fax must be received by the AICPA **within 4 days of testing** to ensure that all comments are received and reviewed in time for scoring. Be sure to include your examination section identification number in your fax.

The AICPA reviews every fax received by the deadline; however, the AICPA is unable to respond directly to candidates.

STEP 7: Receive Your Score

When You Should Expect Your Score

Advisory scores and performance information are sent by the AICPA to NASBA. The AICPA does not provide score information to candidates.

The score release date for the 2011 examination will be in early December 2011. When more information is available, it will be posted to our web site at www.nasba.org.

Score will be mailed to the address on file at the time of score release. Scores will also be released on-line at www.nasba.org. You will need your examination ID to access your score on-line. Your examination ID will be listed on your Notice to Schedule. You will need to retain your NTS after your examination for your records.

Scoring the Examination

NASBA reports scores on a numeric scale of 0-99, with 75 as a passing score. This scale does NOT represent “percent correct.” A score of 75 reflects examination performance that has been judged to represent the knowledge and skills needed to practice competently in the U.S.

The questions contained in the examination are formatted to allow responses to be scored electronically. You will receive credit for each correct answer to a multiple-choice question. You are not penalized for incorrect responses.

STEP 8: Apply for Licensure

Where can I apply?

If your goal is to practice public accounting in the U.S., the following jurisdictions are prepared to consider applications for certification or licensure from IQEX candidates.

Jurisdiction	CPAA	ICAA	CICA	ICAI	IMCP	exceptions?
Alabama			Y			
Alaska						
Arizona						
Arkansas	Y	Y	Y	Y	Y	
California	Y	Y	Y	Y	Y	
Colorado	Y	Y	Y	Y	Y	Y
Connecticut						
Delaware	Y	Y	Y	Y	Y	
District of Columbia	Y	Y	Y	Y	Y	
Florida	Y	Y	Y	Y	Y	
Georgia	Y	Y	Y	Y	Y	Y
Guam	Y	Y	Y	Y	Y	
Hawaii						
Idaho	Y	Y	Y	Y	Y	
Illinois	Y	Y	Y	Y	Y	
Indiana	Y	Y	Y	Y	Y	
Iowa	Y	Y	Y	Y	Y	
Kansas	Y	Y	Y	Y	Y	
Kentucky	Y	Y	Y	Y	Y	
Louisiana	Y	Y	Y	Y	Y	Y
Maine	Y	Y	Y	Y	Y	
Maryland	Y	Y	Y	Y	Y	
Massachusetts			Y			Y
Michigan	Y	Y	Y	Y	Y	
Minnesota	Y	Y	Y	Y	Y	Y
Mississippi	Y	Y	Y	Y	Y	Y
Missouri	Y	Y	Y	Y	Y	
Montana	Y	Y	Y	Y	Y	
Nebraska	Y	Y	Y	Y	Y	Y
Nevada	Y	Y	Y	Y	Y	Y
New Hampshire	Y	Y	Y	Y	Y	Y
New Jersey	Y	Y	Y	Y	Y	
New Mexico	Y	Y	Y	Y	Y	
New York	Y	Y	Y	Y	Y	Y
North Carolina			Y			Y
North Dakota	Y	Y	Y	Y	Y	
Ohio	Y	Y	Y	Y	Y	

International Qualification Examination Candidate Bulletin

Jurisdiction	CPAA	ICAA	CICA	ICAI	IMCP	exceptions?
Oklahoma	Y	Y	Y	Y	Y	
Oregon	Y	Y	Y	Y	Y	
Pennsylvania	Y	Y	Y	Y	Y	
Puerto Rico						
Rhode Island						
South Carolina	Y	Y	Y	Y	Y	Y
South Dakota	Y	Y	Y	Y	Y	
Tennessee	Y	Y	Y	Y	Y	
Texas	Y	Y	Y	Y	Y	
Utah	Y	Y	Y	Y	Y	
Vermont	Y	Y	Y	Y	Y	
Virgin Islands						
Virginia	Y	Y	Y	Y	Y	
Washington	Y	Y	Y	Y	Y	Y
West Virginia	Y	Y	Y	Y	Y	
Wisconsin	Y	Y	Y	Y	Y	
Wyoming	Y	Y	Y	Y	Y	

Exceptions

CO: Applicants for licensure must meet Colorado's experience requirements.

GA:

LA: Passing scores on IQEX will satisfy the examination requirement. However, applicants for licensure will be required to meet the Board's education and experience requirements.

MA: Passing scores on IQEX will satisfy Massachusetts's examination requirement. However, applicants for licensure will be evaluated for Massachusetts's 150 hour education requirement.

MN: Applicants for licensure must comply with the Minnesota statutes section 326A.04, subd. 7.

MS: Passing scores on IQEX will satisfy the examination requirement. However, applicants for licensure will be required to meet the Board's education and experience requirements.

NE: Applicants for licensure must comply with Nebraska statutes section 1-124.

NV: Passing scores on IQEX will satisfy the examination requirement. However, applicants for licensure will be required to meet the Board's education and experience requirements.

NH: Applicants for licensure need to meet New Hampshire examinations, education and experience requirements.

NY: Passing scores on IQEX will satisfy the examination requirement. However, applicants for licensure will be required to meet the Board's education and experience requirements.

NC: Chartered Accountants are only recognized from the following provinces: British Columbia, Nova Scotia, Ontario, New Brunswick, and Saskatchewan.

SC: Applicants for licensure must comply with 40-2-240.

WA: Chartered Accountants are only recognized from the following provinces: Alberta, British Columbia, Manitoba, New Brunswick, Nova Scotia, and Ontario.

States without an exception listed above have indicated a willingness to accept all terms of the mutual recognition agreement. In the mutual recognition agreements, parties agree to the following:

- Candidates meeting the educational requirements established in the agreement should be considered to have satisfied the educational requirements necessary to receive full reciprocity in the U.S.
- Applicants are required to pass an examination designed to assure that the applicants have satisfactory knowledge of relevant local and national legislation, standards, and practices in the jurisdiction being entered. In the U.S., the International Qualification Examination (IQEX) is required to test the knowledge of applicants from other jurisdictions.

International Qualification Examination Candidate Bulletin

- The amount and nature of the experience required by the original designation must be equivalent to the experience requirement of the jurisdiction granting the reciprocal designation and must have been obtained under the supervision of or verified by CA, CPA, or CPC in the original jurisdiction. If either the amount or nature of the experience acquired by an applicant in the jurisdiction of original designation does not meet the requirements of the jurisdiction granting the reciprocal designation, the applicant may be permitted to complete prescribed experience in the jurisdiction into which entry is sought.

The information listed above is advisory in nature. Ultimately, licensure decisions, including acceptance of the IQEX examination and international qualification, are determined by the board. For specific information regarding board procedures, please contact the board of accountancy.

Boards of Accountancy

For additional information regarding the licensure process, contact the board of accountancy in the state in which you want to be licensed

Alabama State Board of Public Accountancy
PO Box 300375
Montgomery, AL 36130-0375
Phone: 334-242-5700
Fax: 334-242-2711
Email: lamar.harris@asbpa.alabama.gov
Web: www.asbpa.alabama.gov

California Board of Accountancy
2000 Evergreen Street, Suite 250
Sacramento, CA 95815-3832
Phone: 916-263-3680
Fax: 916-263-3675
Email: pbowers@cba.gov
Web: www.dca.ca.gov/cba

Alaska State Board of Public Accountancy
Dept. of Commerce, Community and Economic
Development
Division of Corporations, Business &
Professional Licensing Box 110806
Juneau, AK 99811-0806
Phone: 907-465-3811
Fax: 907-465-2974
Email: debora.stovern@alaska.gov
Web: www.commerce.state.ak.us/occ/pcpa.cfm

Colorado State Board of Accountancy
1560 Broadway
Suite 1350
Denver, CO 80202
Phone: 303-894-7800
Fax: 303-894-2310
Email: accountants@dora.state.co.us
Web: www.dora.state.co.us/accountants

Arizona State Board of Accountancy
100 N. 15th Avenue, Suite 165
Phoenix, AZ 85007
Phone: 602-364-0804
Fax: 602-364-0903
Email: mpetersen@azaccountancy.gov
Web: www.accountancy.state.az.us

Commonwealth of the Northern Mariana Islands
PO Box 503198
Saipan, CNMI 96950
Phone: 671-727-3362
Fax: 671-632-1209
Email: burger@pticom.com

Arkansas State Board of Public Accountancy
101 East Capitol, Suite 450
Little Rock, AR 72201
Phone: 501-682-1520
Fax: 501-682-5538
Email: leveta.ray@arkabsas.gov
Web: www.arkansas.gov/asbpa/

Connecticut State Board of Accountancy
30 Trinity Street
Hartford, CT 06106
Phone: 860-509-6179
Fax: 860-509-6247
Email: sboa@ct.gov
Web: www.ct.gov/sboa

International Qualification Examination Candidate Bulletin

Delaware State Board of Accountancy
Cannon Building, Suite 203
861 Silver Lake Blvd.
Dover, DE 19904
Phone: 302-744-4500
Fax: 302-739-2711
Email: judy.letterman@state.de.us
Web: www.dpr.delaware.gov/boards/accountancy/index.shtml

Hawaii Board of Public Accountancy
Department of Commerce & Consumer Affairs
PO Box 3469 335 Merchant Street (96813)
Honolulu, HI 96801-3469
Phone: 808-586-2696
Fax: 808-586-2874
Email: accountancy@dcca.hawaii.gov
Web: www.hawaii.gov/dcca/areas/pvl/boards/accountancy/

District of Columbia Board of Accountancy
1100 4th Street, SW
Fifth Floor, E500
Washington, DC 20002
Phone: 202-442-4333
Fax: 202-698-4329
Email: john.mcfaland@dc.gov
Web: www.dkra.dc.gov

Idaho State Board of Accountancy
PO Box 83720
Boise, ID 83720-0002
Phone: 208-334-2490
Fax: 208-334-2615
Email: barbara.porter@isba.idaho.gov
Web: www.isba.idaho.gov

Florida Board of Accountancy
240 NW 76 Drive, Suite A
Gainesville, FL 32607
Phone: 850-487-1395
Fax: 352-333-2508
Email: veloria.kelly@dbpr.state.fl.us
Web: www.myflorida.com/dbpr/cpa/index.shtml

Illinois Board of Examiners
100 Trade Centre Drive
Suite 403
Champaign, IL 61820-7233
Phone: 217-531-0950
Fax: 217-531-0960
Email: help@ilboa.org
Web: www.ilboa.org

Georgia State Board of Accountancy
237 Coliseum Drive
Macon, GA 31217-3858
Phone: 478-207-2440
Fax: 478-314-9119
Email: dmickler@sos.state.ga.us
Web: www.sos.state.ga.us/plb/accountancy

Illinois Department of Financial And Professional
Regulation
Public Accountancy Section
320 W. Washington Street, 3rd Floor
Springfield, IL 62786
Phone: 217-785-0800
Fax: 217-782-7645
Email: todd.robertson@illinois.gov
Web: www.idfpr.com

Guam Board of Accountancy
335 S. Marine Corps Drive
Suite 101
Tamuning, GU 96913
Phone: 671-647-0813
Fax: 671-647-0816
Email: execdir@guamboia.org
Web: www.guamboia.org

Indiana Board of Accountancy
Indiana Government Center S.
402 West Washington Street, Room W072
Indianapolis, IN 46204-2246
Phone: 317-234-3040
Fax: 317-233-4236
Email: paross@pla.in.gov
Web: in.gov/pla/accountancy.htm

International Qualification Examination Candidate Bulletin

Iowa Accountancy Examining Board
1920 SE Hulsizer Avenue
Ankeny, IA 50021-3961
Phone: 515-281-5910
Fax: 515-281-7411
Email: jodi.adams@iowa.gov
Web: www.state.ia.us/government/com/prof/account/home.html

Kansas Board of Accountancy
Landon State Office Building
900 SW Jackson, Suite 556
Topeka, KS 66612-1239
Phone: 785-296-2162
Fax: 785-291-3501
Email: info@ksboa.ks.gov
Web: www.ksboa.org/

Kentucky State Board of Accountancy
332 West Broadway, Suite 310
Louisville, KY 40202-2115
Phone: 502-595-3037
Fax: 502-595-4500
Email: cpa@ky.gov
Web: cpa.ky.gov

State Board of CPAs of Louisiana
601 Poydras Street, Suite 1770
New Orleans, LA 70139
Phone: 504-566-1244
Fax: 504-566-1252
Email: sitemaster@cpaboard.state.la.us
Web: www.cpaboard.state.la.us

Maine Board of Accountancy
Department of Prof. & Fin. Regulation
Office of Lic. & Reg., 35 State House Station
Augusta, ME 04333
Phone: 207-624-8603
Fax: 207-624-8637
Email: cheryl.c.hersom@maine.gov
Web: www.maine.gov/pfr/professionallicensing/professions/accountants/index.htm

Maryland State Board of Public Accountancy
500 N. Calvert Street, 3rd Floor
Baltimore, MD 21202-3651
Phone: 410-230-6258
Fax: 410-333-6314
Email: dgring@dllr.state.md.us
Web: www.dllr.state.md.us/license/cpa/

Massachusetts Board of Public Accountancy
239 Causeway Street., 5th Floor
Boston, MA 02114
Phone: 617-727-1806
Fax: 617-727-0139
Email: Ann.Constable@state.ma.us
Web: www.mass.gov/dpl/boards/pa

Michigan Board of Accountancy
Dept. of Labor & Economic Growth
P.O. Box 30018
Lansing, MI 48909-7518
Phone: 517-241-8205
Fax: 517-373-2162
Email: karrj@michigan.gov
Web: www.michigan.gov/accountancy

Minnesota State Board of Accountancy
85 East 7th Place, Suite 125
St. Paul, MN 55101
Phone: 651-757-1517
Fax: 651-296-7938
Email: doreen.frost@state.mn.us
Web: www.boa.state.mn.us

Mississippi State Board of Public Accountancy
5 Old River Place
Suite 104
Jackson, MS 39202-3449
Phone: 601-354-7320
Fax: 601-354-7290
Email: email@msbpa.state.ms.us
Web: www.msbpa.state.ms.us

International Qualification Examination Candidate Bulletin

Missouri State Board of Accountancy
PO Box 613
Jefferson City, MO 65102
Phone: 573-751-0012
Fax: 573-751-0890
Email: Pamela.hill@pr.mo.gov
Web: pr.mo.gov/accountancy.asp

Montana Board of Public Accountants
301 S Park
PO Box 200513
Helena, MT 59620-0513
Phone: 406-841-2383
Fax: 406-841-2309
Email: shpfeifer@mt.gov
Web: www.publicaccountant.mt.gov

Nebraska State Board of Public Accountancy
PO Box 94725
Lincoln, NE 68509-4725
Phone: 402-471-3595
Fax: 402-471-4484
Email: Dan.Sweetwood@Nebraska.gov
Web: www.nbpa.ne.gov

Nevada State Board of Accountancy
1325 Airmotive Way
Suite 220
Reno, NV 89502
Phone: 775-786-0231
Fax: 775-786-0234
Email: cpa@nvaccountancy.com
Web: www.nvaccountancy.com/

New Hampshire Board of Accountancy
Regional Drive
78 Regional Dr., Bldg. 2
Concord, NH 03301
Phone:
Fax: 603-271-8702
Email: boa@nh.gov
Web: www.nh.gov/accountancy

New Jersey State Board of Accountancy
124 Halsey Street, 6th Floor
PO Box 45000
Newark, NJ 07101
Phone: 973-504-6380
Fax: 973-648-2855
Email: william.mandeville@lps.state.nj.us
Web:
www.state.nj.us/lps/ca/accountancy/index.htm

New Mexico Public Accountancy Board
5200 Oakland NE, Suite D
Albuquerque, NM 87113
Phone: 505-222-9850
Fax: 505-222-9855
Email: Patricia.Soukup@state.nm.us
Web:
www.rld.state.nm.us/accountancy/index.html

New York State Board for Public Accountancy
State Education Department
Division of Professional Licensing Services 89
Washington Avenue, 2nd Fl. East Mezzanine
Albany, NY 12234-1000
Phone: 518-474-3817 ext. 160
Fax: 518-474-6375
Email: cpabd@mail.nysed.gov
Web: www.op.nysed.gov/prof/cpa/

North Carolina State Board of CPA Examiners
1101 Oberlin Road, Suite 104
PO Box 12827
Raleigh, NC 27605-2827
Phone: 919-733-4222
Fax: 919-733-4209
Email: rbrooks@nccpaboard.gov
Web: www.nccpaboard.gov

North Dakota State Board of Accountancy
2701 S. Columbia Road
Grand Forks, ND 58201-6029
Phone: 800-532-5904
Fax: 701-775-7430
Email: ndsba@nd.gov
Web: www.nd.gov/ndsba

International Qualification Examination Candidate Bulletin

Accountancy Board of Ohio
77 South High Street, 18th Floor
Columbus, OH 43215-6128
Phone: 614-466-4135
Fax: 614-466-2628
Email: ronald.rotaru@acc.state.oh.us
Web: www.acc.ohio.gov

Oklahoma Accountancy Board
4545 Lincoln Blvd., Suite 165
Oklahoma City, OK 73105-3413
Phone: 405-521-2397
Fax: 405-521-3118
Email: nprietojohns@oak.ok.gov
Web: www.ok.gov/oab

Oregon Board of Accountancy
3218 Pringle Road, S.E. #110
Salem, OR 97302-6307
Phone: 503-378-4181
Fax: 503-378-3575
Email: pat.hearn@state.or.us
Web: oregon.gov/BOA

Pennsylvania State Board of Accountancy
2601 North Third St.
Harrisburg, PA 17110
Phone: 717-783-1404
Fax: 717-705-5540
Email: st-accountancy@state.pa.us
Web: www.dos.state.pa.us/account

Puerto Rico Board of Accountancy
Box 9023271
Old San Juan Station
San Juan, PR 00902-3271
Phone: 787-722-4816
Fax: 787-722-4818
Email: eballori@estado.gobierno.pr
Web: www.estado.gobierno.pr/contador.htm

Rhode Island Board of Accountancy
1511 Pontiac Ave., 68-1
Cranston, RI 02920
Phone: 401-462-9550
Fax: 401-462-9536
Email: rsnyder@dbr.ri.gov
Web: www.dbr.state.ri.us/divisions/accountancy/

South Carolina Board of Accountancy
110 Centerview Drive-Kingstree Building (29210)
P.O. Box 11329
Columbia, SC 29211-1329
Phone: 803-896-4770
Fax: 803-896-4554
Email: cubittd@llr.sc.gov
Web: www.llr.state.sc.us/POL/Accountancy

South Dakota Board of Accountancy
301 East 14th Street, Suite 200
Sioux Falls, SD 57104
Phone: 605-367-5770
Fax: 605-367-5773
Email: nicole.kasin@state.sd.us
Web: www.accountancy.sd.gov

Tennessee State Board of Accountancy
500 James Robertson Parkway
Davy Crockett Tower
Nashville, TN 37243-1141
Phone: 615-741-2550
Fax: 615-532-8800
Email: accountancy.board@tn.gov
Web:
www.tn.gov/commerce/boards/tnsba/index.shtml

Texas State Board of Public Accountancy
333 Guadalupe
Tower III, Suite 900
Austin, TX 78701-3900
Phone: 512-305-7800
Fax: 512-305-7854
Email: executive@tsbpa.state.tx.us
Web: www.tsbpa.state.tx.us

International Qualification Examination Candidate Bulletin

Utah Board of Accountancy
P.O. Box 146741
Salt Lake City, UT 84114-6741
Phone: 801-530-6628
Fax: 801-530-6511
Email: dansjones@utah.gov
Web: www.dopl.utah.gov/licensing/accountancy.html

West Virginia Board of Accountancy
106 Capitol Street
Suite 100
Charleston, WV 25301-2610
Phone: 304-558-3557
Fax: 304-558-1325
Email: wvboa@mail.wvnet.edu
Web: www.wvboacc.org

Vermont Board of Public Accountancy
Office of Professional Regulation
National Life Bldg, North, FL 2
Montpelier, VT 05620-3402
Phone: 802-828-2875
Fax: 802-828-2465
Email: cpreston@sec.state.vt.us
Web: www.vtprofessionals.org

Wisconsin Accounting Examining Board
1400 East Washington Avenue
P.O. Box 8935
Madison, WI 53708-8935
Phone: 608-266-2112
Fax: 608-267-3816
Email: angela.arrington@wisconsin.gov
Web: drl.wi.gov/boards/acc/index.htm

Virgin Islands Board of Public Accountancy
Dept. Of Licensing & Consumer Affairs
Office of Boards and Commissions 3000 Golden
Rock Shopping Center, Ste. 9
Christiansted, St. Croix, VI 00820
Phone: 340-773-2226x245
Fax: 340-713-8308
Email: [temporarily un-availalbe](mailto:temporarily_un-availalbe)
Web: www.dlca.gov.vi

Wyoming Board of Certified Public Accountants
2020 Carey Avenue, Suite 702
Cheyenne, WY 82002
Phone: 307-777-7551
Fax: 307-777-3796
Email: pmorga@wyo.gov
Web: cpaboard.state.wy.us/

Virginia Board of Accountancy
9960 Mayland Drive
Perimeter Center, Suite 402
Richmond, VA 23233
Phone: 804-367-8505
Fax: 804-527-4409
Email: wade.jewell@boa.virginia.gov
Web: www.boa.virginia.gov

Washington State Board of Accountancy
PO Box 9131
Olympia, WA 98507-9131
Phone: 360-753-2585
Fax: 360-664-9190
Email: Ricks@cpaboard.wa.gov
Web: www.cpaboard.wa.gov