SMU COX

MASTERS IN ACCOUNTING

A Gift to Future CPAs: A Step-by-Step Guide Created by Prior MSAs

Updated: June 9, 2017

You have taken a great first step in becoming a CPA. You have decided to attend Southern Methodist University's MSA program. Probably a primary concern of yours coming into this year involves the CPA exam.

- ***When will I be eligible to take the exam?***
- ***How will I apply for it?***
- ***How am I supposed to handle studying for Becker along with keeping up with my regular courses?***
- ***How should I study for the exam?***
- ***And most importantly, will I pass?***

Perhaps these are some of the questions that have run through your mind as you enter this year. The process of becoming a CPA may seem daunting (especially now), but if you get started early and stay on top of the process, you will reduce much of the stress involved in the process.

CPA Exam / Becker Informational Meeting:

A few weeks into the school year (probably sometime in September), the program will have a CPA Exam / Becker informational meeting. This meeting will primarily address two issues: information on applying for the CPA exam itself and information about the Becker study program. The information about applying for the exam will be put to use immediately. You will be told to get started on preparing your application and the required accompanying materials. **DO WHAT YOU ARE TOLD.** Do not put this off until the last minute. Get it done and send it to the Texas State Public Board of Accountancy (or other board, depending on the state in which you plan to practice). You will hear numerous stories of why putting this off until the last minute is a bad idea. Take the experiences of others to heart to make your CPA application process as stress free as possible.

Students who will start working in states other than Texas:

If you are planning to start work in a state other than Texas, you will want to register through that state. You will still be able to do Becker with your SMU classmates during summer and also physically take the exam sitting in Texas. However, you will direct NASBA to send your scores elsewhere by having registered through another state.

The remainder of this guide is divided into two sections:

1. Initial submission of Application of Intent. This is a very important step as we need to make sure we know exactly where you stand relative to becoming CPA exam eligible. If we identify issues early, we can adjust your course load / plans.
2. The rest. This will lots of information including re-submissions with additional classes taken, registering for the sections (reserving your seat), and the steps that come after your receive scores.

Depending on your situation, you may be instructed to work on the two sections at different points in time than other students. Please follow the instructions you are given. The goal is to make the process as efficient and stress-free as possible for you.

****** Now to the process! ******

Initial submission of Application of Intent

Required Steps:

1. Go to the site for the Texas State Board of Public Accountancy (TSBPA). You will find a host of information surrounding the application process along with the application of intent itself.

Application Of Intent Package For Individuals Without Uniform CPA Examination Credits To Be Transferred To Texas

General Instructions:

This package contains the forms necessary to show intent to qualify as a Texas CPA by passing the Uniform CPA Examination.

Return these forms if you plan to start taking the examination in Texas and have not earned credit on the CPA exam while an applicant of another licensing jurisdiction. Your application must be accompanied by check or money order in U.S. dollars. DO NOT SEND CASH.

Keep a copy of the completed forms and documents for your records.

When this application is approved, you will be instructed on the next steps to take to apply for the CPA examination.

Required Forms and Documents:

IMPORTANT: If you receive a message that the file "is damaged" or "requires a newer version of Adobe Reader"), you may need to install a newer version of Adobe Reader. You can download the latest version of Adobe Reader at no cost.

Forms with the notation "(fillable)" offer you the option of entering your information on-screen before printing and sending it to the Board. If you still have questions after reviewing the forms on-line, contact the Qualifications Division at the Board.

Forms and documents that are available on-line:

Application of Intent (X0008) (fillable) **required**

Authorization and Release (X0010) **required**

Background Statement (X0030)

These documents contain instructional information and may be helpful in completing the application.

General Information - Application of Intent (X0006)

Instructions - Application of Intent (X0007)

Check List - Application of Intent (X0009)

FICE Code List for Colleges and Universities (X0011)

Fingerprinting

You will be provided a checklist which is quite helpful in keeping track of your application materials that you have completed. Working your way through the Application of Intent package, you will find a few items that may need further explanation.

2. Fill out the Application of Intent. You will need to list all of your business and accounting courses on the application itself.

    Q: Is the required business/accounting communications course a stand-alone or an integrated course?

    A: If you attended Southern Methodist University for your undergraduate studies and took BLI 3302, then you will mark this as a “stand-alone” course. If taking communications in the Masters program, the requirement will not be satisfied until you have completed BLI 6202 in Spring Mod A which is a “stand-alone” course. Prior to having a grade for a course that satisfies the requirement on your transcript, you would leave it blank.

    Q: Should I include all of the courses that I am signed up to take during the MSA program?

    A: Even though you may be signed up for the courses, you should not include them in your “Classes taken” simply because you have not completed the courses. If it does not show up on your transcript with an accompanying grade, then you should not list it as a course taken and completed. They will be shown on a subsequent updated re-submission.

    Q: What if I took more courses than they provide lines for when listing "Accounting Courses Completed" and "Related Business Courses"?

    A: You want to list everything. If you have more courses than they have lines for you will need to create a schedule (in Word or Excel) with the same columns and information. Then on the AOI form, say see attached schedule.

    Students who did not study business or accounting as an undergrad

    **A cautionary note: You should have no trouble reaching the 30 hour requirement for upper level accounting hours after the completion of the MSA program. Furthermore, most should have no trouble reaching the 150 total hour requirement for the TSBPA. However, it is possible that you may not be able to reach the 24 hour requirement for non-accounting upper level business hours (essentially, these are courses in the business school besides accounting). Specific information about these courses will be given at the September meeting. If this is a concern for you, learning what the TSBPA gives you credit for early allows you to try to map out exactly how many of these hours you have at this point and how many you plan on having by the end of the MSA program. If you have concerns about reaching the threshold, talk with Dr. Sommers as soon as you have heard* *from the TSBPA. It will be much easier to adapt and try to sit for the exam with the rest of your classmates if you leave yourself sufficient time to address and plan for this.*

Non-SMU Undergraduate/International Student:

Q: How can I complete the necessary ethics requirements?

A: This is a common concern for students who did not complete the 3 hour requirement as an undergraduate at SMU (ACCT 3391). There are essentially two options you can consider:

> Option 1: You can take BL 6325 (Mod A) in the fall semester. The advantage is that because the course is part of the MSA program, there will be no additional tuition to take this course. However, the course is three credit hours (increasing your workload) and it becomes your elective for the module.
>
> Option 2*:* You can take a course at another university that satisfies the ethics requirement. It is recommended that you take an approved online ("distance") course. This will give you the most flexibility in selecting and completing the course. The downside of this plan is that you will have to pay for the course (as opposed to Option 1, where it is included in your MSA tuition). However, you will be able to keep your electives open. The list of approved ethics courses (which will also list which courses can be taken remotely) can be found on the TSBPA website at:
> http://www.tsbpa.state.tx.us/pdffiles/approved-ethics-courses.pdf

Whatever method you choose, it is best to consider your options sooner rather than later. Contact Dr. Sommers if you have any questions that are not answered here.

Q: What extra documents are required for an international student?

A: If you have resided outside of the United States for anytime within the past two years, you have to submit a police clearance certificate from your home country. It is essentially a certificate to prove you do not have any criminal record. You should get a translated, notarized copy if the document is not in English. If you are an international student who has spent the last two years studying in the United States, you are not required to do this.

TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

William Treacy, Executive Director
(512) 305-7851
FAX (512) 305-7875

333 Guadalupe, Tower 3, Suite 900
Austin, TX 78701-3900
www.tsbpa.texas.gov

APPLICATION OF INTENT

REFER TO THE INSTRUCTIONS AND CHECK LIST
NOTE: THIS APPLICATION EXPIRES TWO YEARS FROM THE DATE OF SUBMISSION

CONSIDER THIS APPLICATION UNDER THE FOLLOWING CONDITIONS

CHECK ONE ONLY

- ○ Transfer of Credit Earned from the CPA Exam ($100)
- ○ Evaluation of Education ($60)

Application must be accompanied by check or money order in U.S. dollars. DO NOT SEND CASH.

TAPE PHOTO HERE

Do not staple.

Refer to Application of Intent Instructions for additional information.

PERSONAL INFORMATION
(PROVIDED TO NATIONAL CANDIDATE DATABASE)

Social Security Number ______

Legal Name Last ______ First ______

Middle ______ Suffix ______

GOVERNMENT-ISSUED IDENTIFICATION (Type of Document Submitted): (Check One)

○ Driver's License ○ Identification Card ○ U.S. Passport ○ Foreign Passport

Name as it appears on government-issued identification document ______

Primary Mailing Address

Address Line 1 ______

Address Line 2 ______

City ______ State ______ Zip ______

Province ______ Country ______

Primary Phone ______ Secondary Phone ______

FAX ______ **Email** ______

HOW WOULD YOU LIKE TO RECEIVE COMMUNICATION FROM THE BOARD?

○ U.S. Mail ○ Telephone ○ FAX ○ Email

SEX: ○ Male ○ Female Date of Birth: Month ______ Day ______ Year ______

TSBPA FORM **X0008**
Rev. 3/2016
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3. You will need to obtain a passport quality photograph. We suggest that you go to a nearby CVS, Walgreens, FedEx Office, etc., and obtain a photograph from one of those stores.

4. Your government-issued identification will need to be copied and notarized. Options for getting documents notarized may include places like a UPS store, some locations of IdentoGO (may be able to get documents notarized when getting fingerprinting done), or other individuals in your circle of acquaintance who are Notary Publics. Do not let your notary simply notarize the copy of the identification.[1] They should fill out a form accompanying your copy of your identification. The form should look something like one of the following:

Copy Certification by Custodian: U.S. Passport & Social Security Card

AFFIDAVIT

State of Texas

County of Dallas

On this day, ___________________________________(Name of the Requestor) appeared before me, ___________________________________(Name of Notary), a duly appointed notary public in the State of Texas.

After _________________________________(Name of the Requestor) swore or affirmed upon his/her oath to be truthful, he/she stated the following:

"I, ___________________________________(Name of the Requestor), swear or affirm that the attached is a true, complete, and unaltered copy of my U.S. Passport that was issued on _____________________(Date) and that bears the number ___________________. I also swear or affirm that I have also attached a true, complete, and unaltered copy of my social security card with number ____________________________.

This document is not a vital record, a public record, or a publicly recordable document, certified copies of which are available from an official source other than a notary public."

____

(Signature of Requestor) Date

SWORN (OR AFFIRMED) AND SUBSCRIBED TO before me this ____ day of _________, 20___, by ___________________________________(Name of the Requestor).

____ [SEAL]

Notary Public, State of Texas

To be completed by notary:
This affidavit is attached to ____.

Copy Certification by Custodian: Foreign Passport & USA Visa

AFFIDAVIT

State of Texas

County of Dallas

On this day, ______________________________(Name of the Requestor) appeared before me, ___________________________________(Name of Notary), a duly appointed notary public in the State of Texas.

After _________________________________(Name of the Requestor) swore or affirmed upon his/her oath to be truthful, he/she stated the following:

"I, ___________________________________(Name of the Requestor), swear or affirm that the attached is a true, complete, and unaltered copy of my Foreign Passport that was issued on _____________________(Date) and that bears the number ______________________. I also swear or affirm that the attached is a true, complete, and unaltered copy of my U.S. Visa that was issued on ________________(Date) and that bears the number _______________________.

This document is not a vital record, a public record, or a publicly recordable document, certified copies of which are available from an official source other than a notary public."

____

(Signature of Requestor) Date

SWORN (OR AFFIRMED) AND SUBSCRIBED TO before me this ____ day of _________, 20___, by ___________________________________(Name of the Requestor).

____ [SEAL]

Notary Public, State of Texas

To be completed by notary:
This affidavit is attached to ____.

You want to be thorough in your application, so be sure that your notary is thorough as well. While you are getting your identification notarized, be sure to get your authorization and release form notarized as well.

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[1] In a recent year, one MSA student was a notary and shared the following:

> "For those of you completing the TSBPA application of Intent right now, I have done a few and found a small anomaly. The application instructions request that you send in a notarized or certified copy of your Passport/Driver's License/State Identification and Social Security Card. According to the Texas Government Code, we cannot notarize or certify copies of these documents but we can notarize a statement with you swearing to the validity of the copy. I have attached the document here but also remember to edit it if you do not use a copy of your Passport. This isn't to say that you won't find a neglectful notary somewhere that notarizes your copies but why start off on the wrong foot before we become CPAs?"

5. If you attended SMU for your undergraduate studies, you can simply request your official transcripts online through my.SMU.edu and pick them up at the registrar's office on campus (in the Blanton building). You do have the option of requesting the registrar to send in your transcripts to the board, but I preferred picking it up and having all my application materials in one envelope to be sure that nothing was lost in transit.

   Non-SMU Undergraduates: Simply request a copy of your transcript from your original university. This typically can be done online - most universities will have a website similar to my.SMU.edu that supports this function. I would recommend that you have your transcript mailed to you instead of sent to the board directly (but don't open it!) so you can gather and send all of your AOI materials in one batch.

6. Perhaps the part of the application process surrounded with the most questions is the process of getting your fingerprinting done. It is actually quite simple. On the state board's website, they provide detailed information on how to go about doing this. Follow these instructions because it makes the process much quicker and easier.

Moral Character - Fingerprinting

The Board has a statutory obligation (Section 901.253) to determine that each person awarded a Texas CPA certificate is of good moral character.

To meet this responsibility, the Board will access the Federal Bureau of Investigation (FBI) database and the Texas Department of Public Safety – Crime Records Division files using an established fingerprint process for each person who submits an Application of Intent. The fingerprint process allows the Board to receive information on all arrests, charges, convictions, probations and deferred adjudications of misdemeanor and felony offenses that occur in any U.S. state or territory. Records of these activities are reported to the Board for further investigation. If an applicant was 17 years of age or older at the time of the arrest, it should be reported to the Board. You are not required to report criminal records that have been expunged or sealed by an order of the court. You are required to report criminal records subject to a non-disclosure order. After fingerprinting, the Board will automatically be advised of any subsequent arrest and further investigation will occur.

Who is required to submit fingerprints?

- A person who submits an Application of Intent
- A person who submits an Application of Intent to Transfer CPA Exam Credits to Texas
- A person who submits an Application for Issuance of the CPA Certificate and who has not previously submitted fingerprints to the Board
- A person who submits a reciprocal application

Applications cannot be finally approved by the Board until the fingerprint process is complete and the Board has received the results.

Information about the fingerprinting process, applications, and locations in Texas are available at the following links. It is the responsibility of the applicant to pay all fees to the service provider at the time that the appointment for fingerprinting is made. The fees are not collected by the Board and cannot be waived.

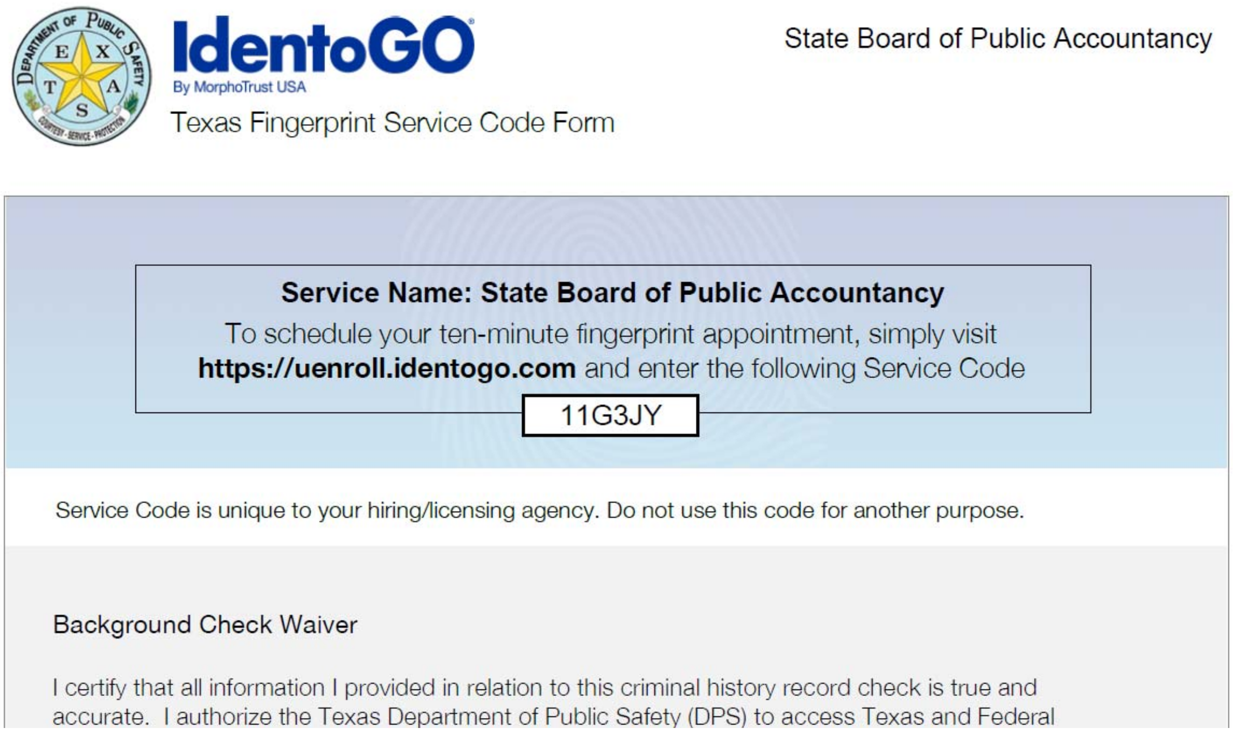
In State Applicant (residing in Texas at the time of fingerprinting)

Out of State Applicant (residing out of state at the time of fingerprinting)

IdentGo location listings for Texas

NOTE: The generic fingerprint form found on the IdentGo website should not be used. The results of the generic fingerprint form will not be sent to the Board.

After clicking In-State Applicant, the following screens appear. First, a pdf will show. On the first page is the Texas State Board of Public Accountancy service code and background check waiver.



IdentoGO

By MorphoTrust USA

Texas Fingerprint Service Code Form

State Board of Public Accountancy

Service Name: State Board of Public Accountancy

To schedule your ten-minute fingerprint appointment, simply visit **https://uenroll.identogo.com** and enter the following Service Code

11G3JY

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal

On the second page is the instructions. After reading the instructions, click the link in step one: "Next go to https://uenroll.identogo.com/servicecode/11G3JY".

You will now see a screen that looks like this:

IdentoGO
By MorphoTrust USA

After clicking "Schedule or Manage Appointment" you will be asked a series of questions about yourself, mainly your name, DOB, etc.

On the "Personal Questions" tab, when asked if you have an authorization code for a form of payment, put down no.

For the required documents to bring to IdentoGo, the first option is a regular driver's license. The only other option you may use would be a passport or foreign passport for international students.

After selecting your location, date, and time you will be redirected to a payment screen. Everyone pays at the IdentoGo office. Recently, fingerprint scans costed $37.00.

As soon as you complete the scheduling process, all that is left to do is simply go to the appointment. If you have an appointment, then the process of going to the center is relatively simple and fairly quick.

7. The good news is that you have completed the most time-consuming aspects of the application process. All that you are left to do is finish assembling the other application materials that are provided on the application checklist and mail your application materials.

** A final note on getting your application materials sent into the board- **DO NOT WAIT.** You will receive so much information during the Becker meeting that you may walk out feeling very overwhelmed. I have been there and know how overwhelming it can feel. You will be told to get started on the application process right away during the meeting. These are not empty words. They are coming from people who have already been in your position and know what they are talking about. A personal goal for me was to have all of my materials sent in a week before finals started for Module A. This was absolutely attainable and it greatly reduced by stress during finals week.*

8. You will want to keep track of your application's progress after you send it in. You should receive an email from the board notifying you that they have received your application materials and that they are being processed. Additionally, a little while after receiving this e-mail, you should receive a letter in the mail (most likely) telling you that you are not CPA eligible, which is something that you already know. However, when you do send in your final materials in the spring once you are actually eligible, the re-submission process will now take a lot less time since you they already have your information on file. If you do not hear from the board within a month after sending in your materials, you may want to follow up with them and make sure that they have received it and that you materials are being processed. This is something that you want to stay on top of, so do not wait until the last minute.

Keys to success for the application process:

- Be thorough in your application materials preparation
- Ask lots of questions
- **Get started right away***** **(**Have I stressed this enough?)

Receiving your Letter from the TSBPA:

Within a month of sending your AOI materials you will receive a letter from the TSBPA detailing the status of your application. It is very important to review this letter thoroughly. The letter will say exactly how many hours have been accepted in each requirement to sit for the CPA exam. If you filed your AOI in a timely manner, you will have plenty of time to modify your spring schedule if necessary. If you are a non-SMU Accounting major, pay special attention to whether or not you will be able to reach the upper-level accounting and upper-level business hours requirements needed to sit for the CPA exam. If you have any doubts, contact Dr. Sommers as soon as possible.

Additionally, you will need to hold on to the letter you received in order to send in a revised application in the spring. In the spring semester after Mod A grades are posted, you will send in an updated transcript, the original letter you received, and a cover letter you create detailing how you have met the requirements of the TSBPA in order to be eligible to sit for the CPA exam.

There is no need to update your information until directed to by Dr. Sommers. However, when he says to do it you need to get it re-submitted.

The Rest

Signing up for Becker:

During fall Mod B, you will attend another Becker meeting where you will be given the instructions of how to sign up for Becker. Be mindful that at this point, you should have already sent in your AOI materials. The process of signing up for Becker is very straightforward especially if you follow all of the instructions they give you in the meeting.

Important Details

You will need to order books for the 4 Becker courses. Pay attention to which books need to be ordered and shipped immediately, and which books need to have shipment delayed (in case there are changes that require updates to the materials).

You will have the option to purchase additional materials beyond the Becker review courses and books. Two of the most common “add-ons” are the final review and flash cards. You may purchase these at the same time as your other materials if you wish; however, you should have the option to add these materials later on in the course if you choose to do so.

If you interned and signed a full-time offer with a firm that pays for the Becker course, you will probably need to find your Becker authorization form and have that ready when calling to sign up for Becker. There will be specific instructions for each firm, which is discussed at the Becker meeting. Pay attention to whether or not your firm will also pay for the “add-on” materials discussed above.

If you are still looking for employment at the sign-up time (or plan to work for a company that does not reimburse your Becker materials) you will have to pay out of pocket for the Becker program or another review program. You can pay the full amount up-front with either a wire transfer or credit card and may receive a discount from Becker due to the SMU partnership. You can also elect to pay by installments, but you may no longer be eligible for the discount.

You will probably want to order your Becker course well in advance of leaving for the holiday break, so you can be sure to have all the necessary materials before the start of the spring semester. A general rule of thumb is to order the materials one month in advance of the first day of Becker courses in the spring.

<u>Obtaining final approval to sit for the CPA exam:</u>

In the spring semester, you should reach the necessary hours to sit for the CPA exam, whether it is with the courses in Mod A or in Mod B.

For those eligible by the completion of Mod A courses, as soon as grades for Mod A are posted you will request your updated transcript and submit your updated materials to the TSBPA. Once approved, you will send a copy of the approval to Dr. Sommers to indicate you are "good to go".

For those of you who do not become eligible to sit for the exam until Mod B, pay close attention to the directions provided by Dr. Sommers. You will still submit an updated transcript and letter after Mod A to ensure exactly where you stand. This information will be given to Dr. Sommers to allow them to assist in getting grades in quickly. You will want to be sure that you get your updated information submitted very quickly yet again to the state board after the final pieces are posted in Mod B. This will allow you to be able to sign up and schedule your exam because you will most likely be attempting to take at least one part of the exam one week after finals in Mod B.

<u>Information in updates to the state board</u>

You will need to draft a letter to the board, listing all of the deficiencies that were previously identified in the letter you received from the TSBPA. This letter should include a list of the deficiencies described in the original letter you received and should also identify the courses that are now on your transcript that should fulfill those deficiencies. Along with this letter, you should obtain an updated official transcript and mail that along with the letter mentioned above. Below is just a sample of what your AOI cover letter could look like. This is just meant to show you the kind of information that should be included in the letter.

Name
Address

Date

Dear Mr./ Ms. (Application processor),

This letter is to attain CPA eligibility for the application of intent with the following control number: #XXXXXXX. My initial AOI response letter was dated October 12, 2015. Along with this letter, I have sent my updated official transcript as well as the original letter I received via e-mail upon receipt of my application. I have listed the deficiencies that were noted in the previous letter along with the satisfying course requirements listed below each deficiency.

Education Requirements:

150 semester hours of university credit (144 semester hours accepted): 6 hours deficient

Course Number	Course Name	University Hours	Grade Received
ACCT 6212	Financial Reporting and Analysis II	2	
ACCT 6214	Mergers and Acquisitions	2	
ACCT 6249	Entity Taxation	2	
FINA 6205	Finance Theory and Practice	2	
ACCT 6211	Financial Statement Analysis	2	
ACCT 6215	Advanced Topics in Accounting	2	
ACCT 6244	Audit Research	2	
ACCT 6246	Non-corporate Entity Accounting	2	

30 semester hours of acceptable accounting courses (18 semester hours accepted): 12 hours deficient

Course Number	Course Name	University Hours	Grade Received
ACCT 6212	Financial Reporting and Analysis II	2	
ACCT 6214	Mergers and Acquisitions	2	
ACCT 6249	Entity Taxation	2	
ACCT 6211	Financial Statement Analysis	2	
ACCT 6215	Advanced Topics in Accounting	2	
ACCT 6244	Audit Research	2	
ACCT 6246	Non-corporate Entity Accounting	2	

2 semester hours of acceptable accounting/tax research and analysis: 2 hours deficient

Course Number	Course Name	University Hours	Grade Received
ACCT 6244	Audit Research	2	

If there are any additional materials you need from me, please let me know. Thanks so much.

Sincerely,

Once you send in these materials to the board, you should hear back from them rather quickly saying that you have met the eligibility requirements to sit for the CPA exam. Once you have received this letter or e-mail saying that you are eligible, you will need to fill out the online eligibility form.

The online eligibility form requires that you specify the exam that you wish to take. You will eventually have to fill out this application for all four parts of the CPA exam. **Note of warning:** only choose the exam(s) that you wish to take within the next 90 day period. If you sign up for a section of the exam and do not take the exam within its 90 day window requirements, then you will have to go through the process all over again. The eligibility application is very short; however, note that at the end there were will be an application fee around twenty dollars. Once your eligibility application has been submitted, you should hear back from the board in a few days. Your e-mail may look something like this.

Congratulations! Your Eligibility Application was approved. Listed below are the section(s) of the Uniform CPA Examination you are eligible to take, along with the expiration date. For each section listed, you must pay the examination fee, schedule the exam, and test prior to the expiration date shown. To assist you in scheduling and testing, the CPA exam is not offered during March, June, September, and December.

Section	Expiration Date
Business Environment & Concepts	**06/29/2016**

You will receive an "Exam Fee Payment Coupon" from NASBA by mail or email. The payment may be made by check, phone, or online. Online payments expedite the process and can be made by going to www.NASBA.org, selecting **Examinations**, and the **NASBA Payment Coupon**. To pay NASBA by phone, call 1-866-696-2722. Please contact the Board if you do not receive the payment coupon or you cannot access the online payment coupon within a week of receiving this letter. It is important to remit the "Exam Fee" as soon as possible in order to receive the "Notice To Schedule" (NTS). The NTS is required for scheduling and testing. Because testing locations, days, and times for testing fill quickly, you should pay and schedule early. **Testing must occur prior to the expiration date shown above.**

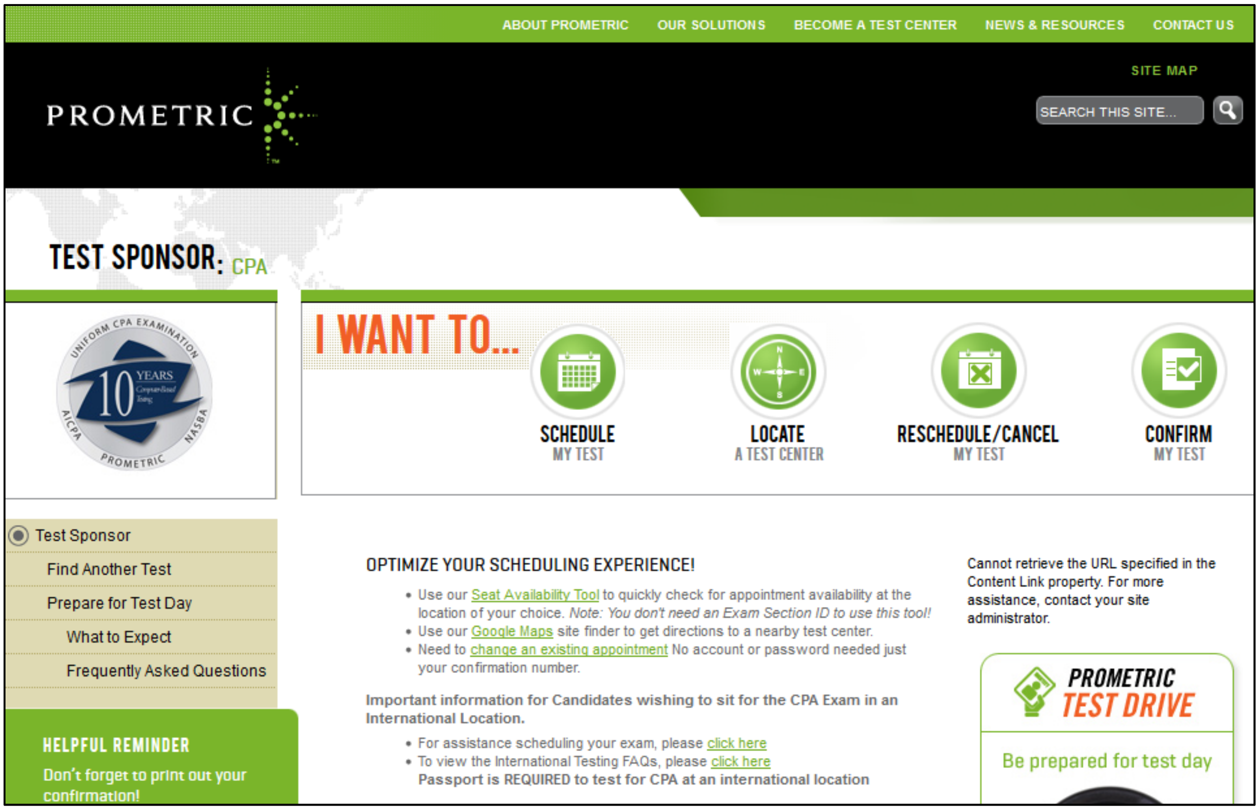
The CPA exam is offered year round during testing windows. The exam is available during the following months of **January, February, April, May, July, August, October, and November.**

You can now monitor your exam testing and qualification activities by going to www.tsbpa.texas.gov and then selecting "**Online Services**". If you need additional information, please contact the Qualifications Team at (512)305-7851 or by email at exam@tsbpa.texas.gov. Best wishes for success on the CPA Examination!

Once you have received this, you still are not quite able to sign up for the exam. After receiving this e-mail, you will need to wait for a Payment Coupon. No, this is not a discount on the exam. It is simply a "voucher" for being able pay for the exam. Once you receive this, pay the exam fee. This will allow the process to move forward so that you may receive your Notice to Schedule, which actually allows you to sign up for the exam. Once you have received the Notice to Schedule, you then will go to the Prometric site and sign up for the exam.

Signing up for the Exam:

You are finally able to sign up for the exam! You will simply follow the prompts given on both the website and the notice to schedule that you received. This is a relatively straightforward process for signing up for the exam. The more difficult aspect is finding a location with availability. This does not mean that you need to panic, just be prepared to take the exam in locations that might be outside of Dallas or on a different date/time that you may have expected.



You will need to repeat the process beginning with the eligibility application for each exam. So to clarify, you will fill out an eligibility application for each exam, pay the twenty dollar eligibility application fee for each exam, receive the payment coupon for each exam, and receive a notice to schedule for each exam. Just a heads up that you will be repeating this process a few times (hopefully only four times!) before it is all over.

A final note for those of you who have signed with firms who are reimbursing your CPA fees and/or Becker fees, keep hard copies of your all your receipts. I know that we are all accountants, so this should seem fairly obvious, but there will be times in the process that you may forget to retain your payment information. This is important if you want the firm reimburse you.

Good luck on the next year! It will be exciting. It will be fun, and you will learn more than you ever thought you could in just one year. Hopefully, the experiences of previous MSA students can help make your year as an MSA student the best that it can be.

Best wishes to all the future CPAs!