

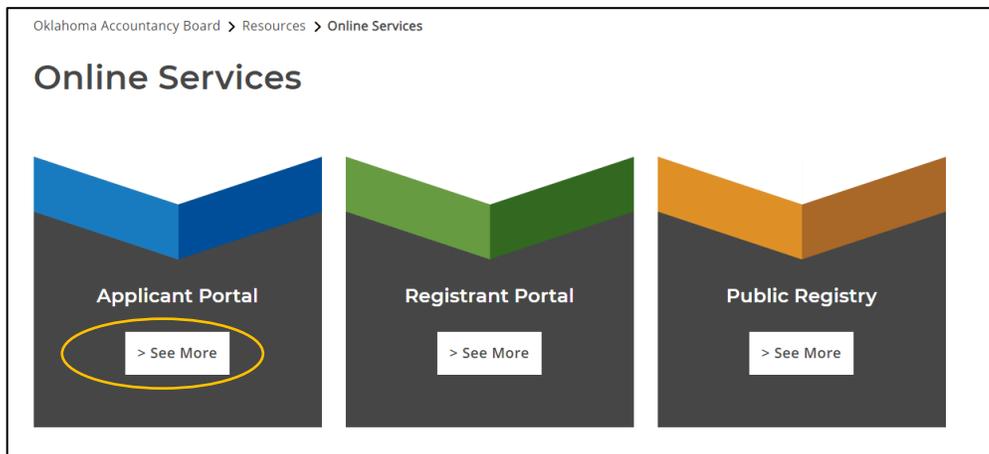


Applying for Eligibility to take the CPA Examination (Submitting the Qualification Application for Eligibility)

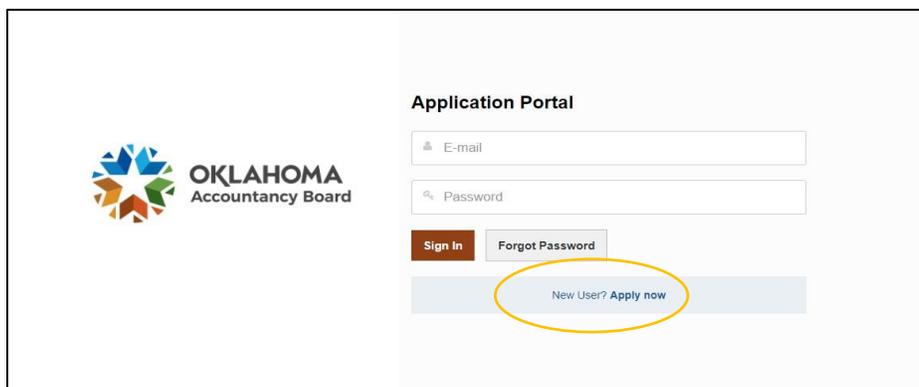
1. Navigate to <https://oklahoma.gov/oab.html>
2. Click on “DISCOVER HERE”



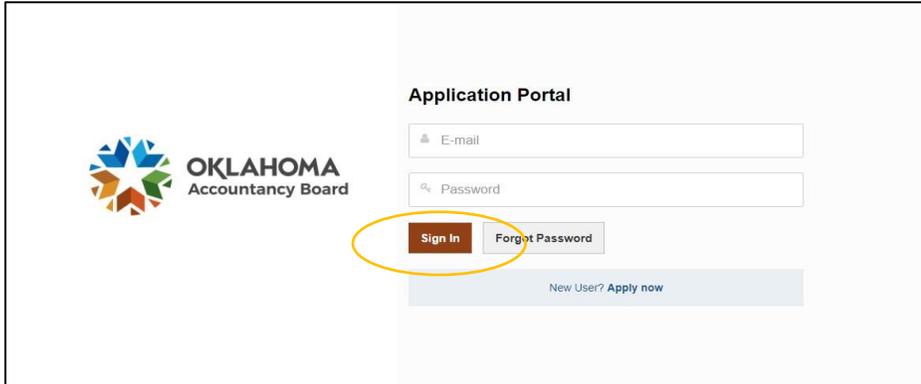
3. Click on “See More” on the Applicant Portal.



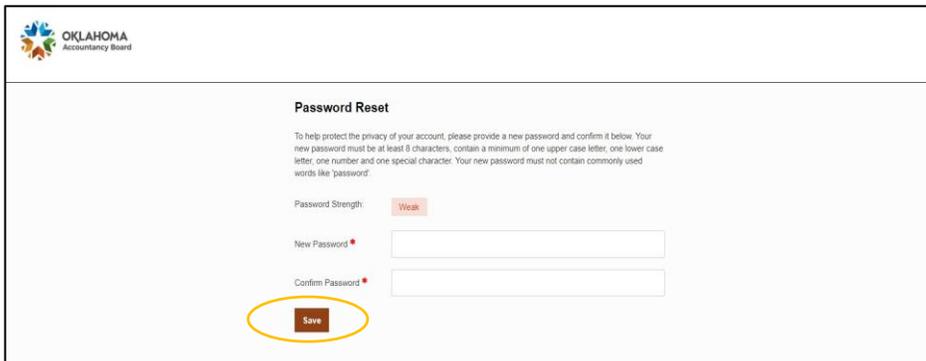
4. Create your OAB online account. Click “Apply now”



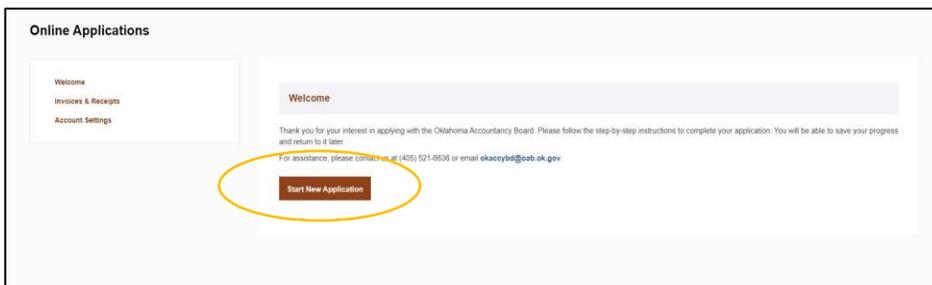
5. Once you receive your temporary password, navigate back to the Application Portal sign in page and enter your email address and temporary password. Click “Sign In”



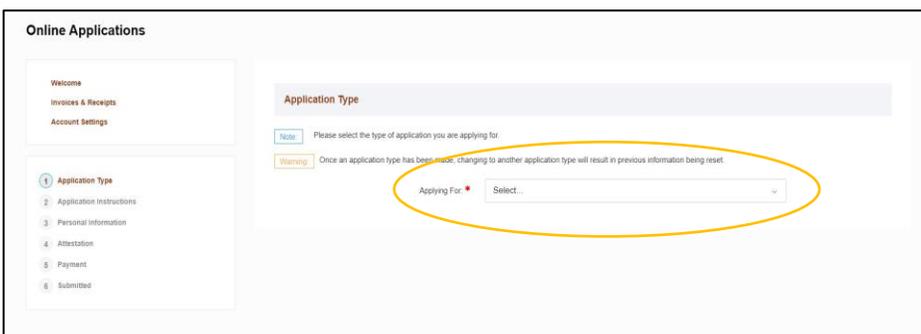
6. You will be prompted to reset your password from the temporary password that was sent to you. Enter your new password and then re-enter it to confirm it. Click “Save”



7. You will now see the Welcome Page. Click “Start New Application”



8. From the “Application Type” dropdown menu select “Certified Public Accountant (CPA) or Public Account (PA)”



9. From the list of application available you will need the **Qualification Application for Eligibility**. If you need to transfer exam credits earned from another state, you will select the **Transfer of Credit Application for Eligibility**. Click **“Select this Application”**

2 Application Instructions
3 Personal Information
4 Attestation
5 Payment
6 Submitted

Qualification Application for Eligibility
Apply for Eligibility to sit for the CPA examination. Please read instructions carefully.
Select this Application >

Transfer of Credit Application for Eligibility
Apply to transfer Exam credits from another jurisdiction. Please read instructions carefully.
Select this Application >

Criminal History Eligibility Review
Request to consider eligibility due to criminal history.
Select this Application >

Reciprocal Application
Pursuant to Section 10-15-21-1(b) of the Oklahoma Administrative Code: "The application for a reciprocal certificate or license shall be filed within one hundred twenty (120) days of employment with a public accounting firm located in this state or engaging in the practice of public accounting in Oklahoma."
When reading the instructions and completing the forms included with the reciprocal application, please note that all references to the "Act" refer to the Oklahoma Accountancy Act and references to the "Code" refer to the Oklahoma Administrative Code.
Select this Application >

10. On the **“Application Type Details”** Page select whether you have earned the 150 semester hours or 120 semester hours. This is just asking if you have earned *at least* this amount.

Application Type Details

Note: All information with a * is required information.

I am applying to determine my eligibility for the following examination *
Select...

Have you ever applied for the CPA or PA examination before? *
 Yes No

Are you in military services? *
 Yes No

How many semester hours have you completed as of this application? *
120

< Cancel **Save & Continue >**

The education requirements to *sit* for the exam are:

- Bachelor’s degree from a four-year college or university accepted by the Board
- 120 semester hours
- 24 semester hours in accounting above the principles including an external auditing course
- Nine (9) semester hours in upper-division (3000 level or above) business related courses

The education requirements for CPA licensure are:

- 150 semester hours
- 30 semester hours in accounting above the principles including an external auditing course

You will be required to have the education requirements for licensure met before you can apply for licensure after you pass the exam. Once you pass the exam your credits will not expire. They are locked in.



11. The application contains 12 steps.

- ✓ Application Type:
Qualification Application for Eligibility
- 2** Application Type Details
- 3 Application Instructions
- 4 Personal Information
- 5 Citizenship and Residency
- 6 Educational Background
- 7 Employment Information
- 8 Supporting Documents
- 9 Declarations
- 10 Attestation
- 11 Payment
- 12 Submitted

If you are in the US on a VISA status you must upload a copy of the VISA.

The Affidavit of Lawful Presence can be downloaded from the application instruction screen. It must be signed and notarized prior to upload.

Documents to be Submitted

The following documents will be required to be uploaded to complete and submit in this application. You must upload a high quality image or PDF.

Photograph - You will be asked to upload a recent 2" x 2" photograph (passport style)

Citizenship / Qualified Alien Status - Citizenship is not required. However, state law mandates that the OAB establish that you are legally in the United States. If you are not, we will be unable to process your application. As such, you will be required to upload proof of your qualified alien status.

Proof of Lawful Presence in the U.S. - Applicants must submit proof of lawful presence in the United States (affidavit). You may download the affidavit form [here].

Declarations - You will be asked to upload additional documentation relating to any "yes" responses in the Declaration section of this application.

12. Make sure to read the instructions carefully. Once finished, click "Save & Continue"

Application Instructions

Important Please read the following application instructions closely.

Instructions for Qualification Application for Eligibility

Eligibility to Apply. All educational requirements to qualify must be met at the time the application is filed with the OAB. The OAB cannot waive any of the eligibility requirements. To review the education requirements, you may download (this document).

Please complete the application and submit all the necessary requirements. By the end of the application, you will be asked to pay the application fee in the amount of **\$90.00 (non-refundable)** which is based on the following:

Qualification Fees. A \$75 non-refundable application fee (Title 59, Section 15 B A) is required with the qualification application.

Criminal History Search. The Oklahoma Accountancy Board will perform a criminal history background search through the Oklahoma State Bureau of Investigation for all qualification applicants. The applicant is responsible for the \$15 cost of the background check.

If you qualify, you will receive an email notification from the OAB and a Start Examination Application link will appear on your existing application in the Welcome page.

Documents to be Submitted

The following documents will be required to be uploaded to complete and submit in this application. You must upload a high quality image or PDF.

Photograph - You will be asked to upload a recent 2" x 2" photograph (passport style)

Citizenship / Qualified Alien Status - Citizenship is not required. However, state law mandates that the OAB establish that you are legally in the United States. If you are not, we will be unable to process your application. As such, you will be required to upload proof of your qualified alien status.

Proof of Lawful Presence in the U.S. - Applicants must submit proof of lawful presence in the United States (affidavit). You may download the affidavit form [here].

Declarations - You will be asked to upload additional documentation relating to any "yes" responses in the Declaration section of this application.

Documents to be Sent

Most of the following documents must come from a third party or original source. You will be required to provide these no later than seven days after submission of your application. The application will not be considered complete until these documents are received by the OAB. If we already have some of this documentation on file, our staff will update the application accordingly after our review.

Official Transcript(s) - Transcript(s) must bear the official signature of the registrar and, if applicable, seal of the college. Do not have the university or college send transcripts directly to the OAB office.

Education Outside the United States - If all or part of your education toward your eligibility was from a college outside the United States, it will be necessary to have your education evaluated by NASBA International Evaluation Services (NIES). NIES will charge you a fee for the evaluation, and it can take two to three months for some evaluations to be complete. Your application will be considered incomplete and cannot be processed if the evaluation is not included.

eScripts - Must be sent directly from the University to the Examination Coordinator at the OAB office in order to be official.

< Previous Save & Continue >

13. Once you have completed all the steps in the application and uploaded the required documents you will come to the payment screen. Enter your credit card information. Click "Process Payment"

Fee Breakdown

Invoice Item	Amount
Qualification Application Fee	\$75.00
Criminal History Search	\$15.00
Total	\$90.00

Method of Payment

Please select method of payment.

Method of Payment * Credit Card

Credit Card Payment

Accepted Payment Methods: MasterCard, Visa, American Express and Discover

Enter the required information in the following fields and click Process Payment to complete your pay.

Amount Due \$90.00

Cardholder Name *

Credit Card Number *

Expiration Date * January 2020

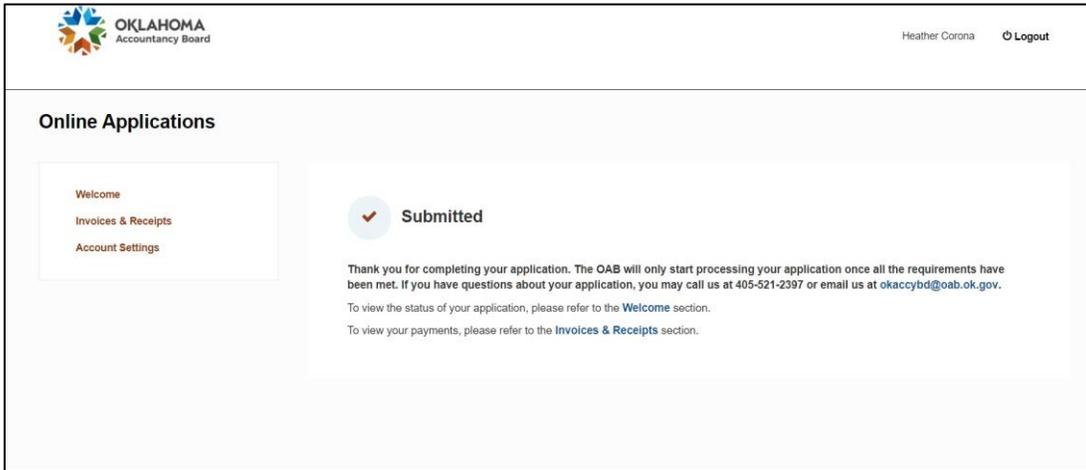
Security Code (3 digits on back of card) *

Important Please make sure to click the Process Payment button only once. It may take up to several minutes to process your credit card payment. Thank you for your patience.

< Previous Process Payment >



14. Your application is now submitted.



The screenshot shows the Oklahoma Accountancy Board's online applications interface. At the top left is the logo and name 'OKLAHOMA Accountancy Board'. At the top right, the user's name 'Heather Corona' and a 'Logout' link are visible. The main heading is 'Online Applications'. On the left, there is a sidebar menu with three items: 'Welcome', 'Invoices & Receipts', and 'Account Settings'. The main content area features a large 'Submitted' notification with a checkmark icon. Below this, there is a thank-you message: 'Thank you for completing your application. The OAB will only start processing your application once all the requirements have been met. If you have questions about your application, you may call us at 405-521-2397 or email us at okaccybd@oab.ok.gov. To view the status of your application, please refer to the [Welcome](#) section. To view your payments, please refer to the [Invoices & Receipts](#) section.'

Additional Information:

- Please allow up to seven (7) business days for processing.
- Your application will be in a “Pending Requirements” status if we are waiting for transcripts or other documentation. If your application is in “Under Review” status, that means it is waiting for evaluation.
- If you are missing any information or have not met the requirements, you will receive a deficiency letter via email explaining what you are missing. You will have a chance to submit the information or call the OAB to discuss the deficiency letter.
- If you have met the requirements and are approved, you will receive an approval email. This email has important information about the exam process. Please read through the email. It will answer most questions.

