

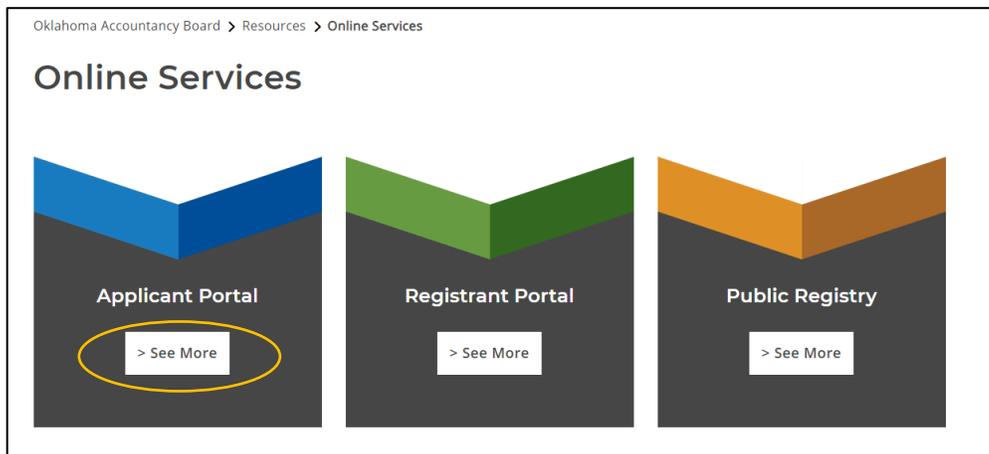


Applying for Your CPA Certificate (Submitting the Application for Certification/Licensure)

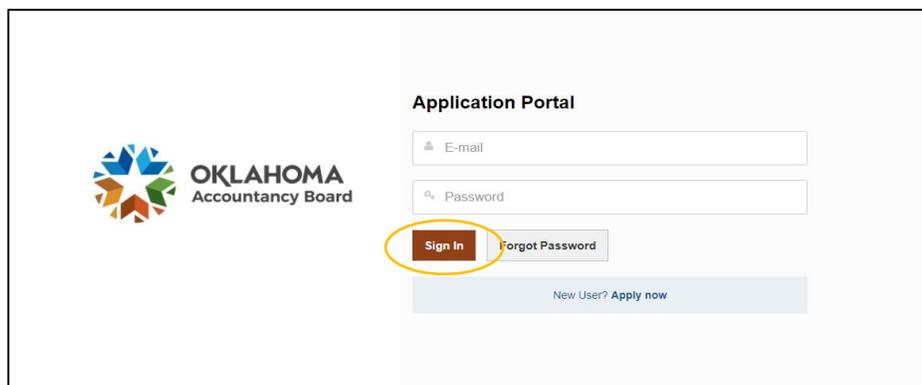
1. Navigate to <https://oklahoma.gov/oab.html>
2. Click on “DISCOVER HERE”



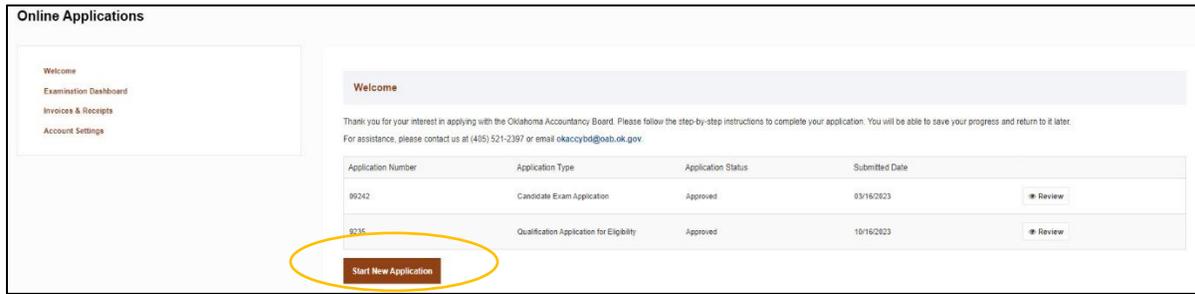
3. Click on “See More” on the Applicant Portal.



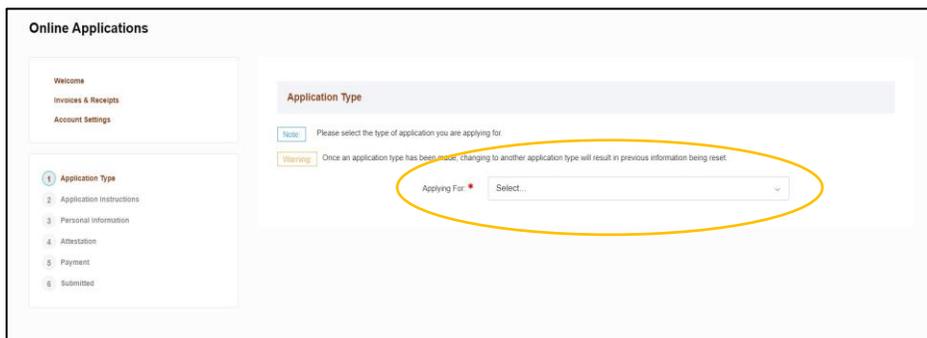
4. Fill in your E-mail and password. Click “Sign In”



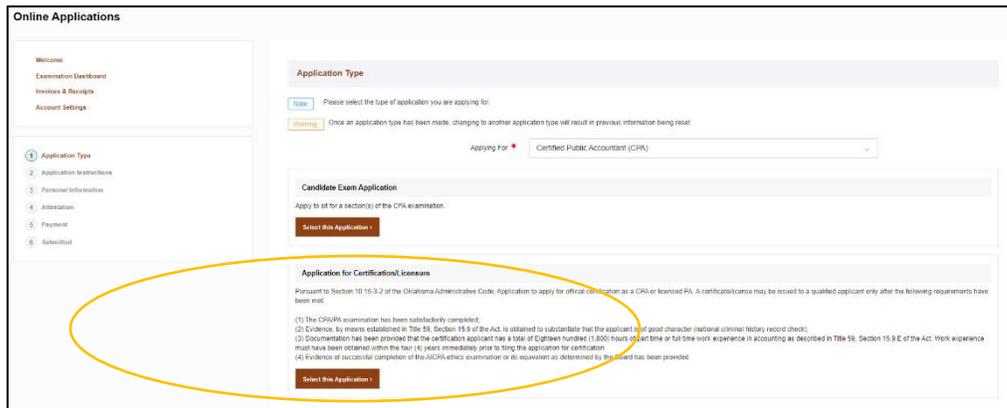
5. You will now see the Welcome Page. Click “Start New Application”



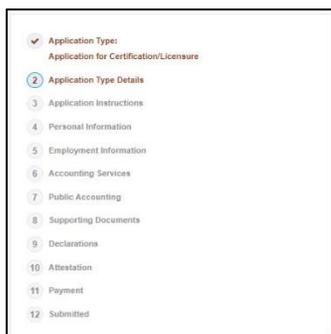
6. From the “Application Type” dropdown menu select “Certified Public Accountant (CPA)”



7. From the list of applications available you will need the Application for Certification/Licensure. Click “Select this Application”



8. The application consists of 12 steps.



9. Complete the information on the “Application Type Details” screen. Click “Save & Continue”

Application Type Details

Note All information with a * is required information.

I am applying for *

I have proof that I have completed the "Professional Ethics: The AICPA's Comprehensive Course" as required by Section 15.9(F) of the Oklahoma Accountancy Act and earned a score of at least 90%. * Yes No

Preferred Name on Certificate *

I am applying for an initial permit to practice public accounting? * Yes No

Note Applicants practicing public accounting and/or employed with a public accounting firm are required to have a permit to practice.

I was approved for eligibility to sit under the following option: *

As of this application I have completed the 150 hours for licensure: * Yes No

Please list the universities/schools from where you will be submitting transcripts *

< Cancel

- “Preferred Name on Certificate” must be some variation of your legal name. It cannot be a fake name or nickname.
- If you were approved for eligibility to sit for the CPA examination with 120 semester hours, you must have completed the total 150 semester hours and 30 hours of accounting above principles before you can submit this application. (Applies to applicants after November 1, 2023, only)

10. The next screen will be the Application Instructions. Please read the instructions in full. Click “Save & Continue”

Application Instructions

Important Please read the following application instructions closely.

Instructions for Application for Certification/Licensure (with Permit to Practice Public Accounting)

Oklahoma statute and registration rules require that individual Certificates and Licenses shall be renewed annually prior to the last day of a registrant's birth-month. Fees cannot be prorated. If you have questions about filing an initial Certification Application shortly before or during what would be your renewal period, please contact the Oklahoma Accountancy Board.

Please be aware that most information provided to the OAB is considered an open record and may be released, except where such release is specifically prohibited by the Oklahoma Accountancy Act, the Oklahoma Open Records Act, or the Federal Privacy Act (i.e., social security numbers, transcripts, examination grades, peer review reports).

Changes of employment, professional status or mailing address which occur subsequent to registration MUST be reported by letter to the Oklahoma Accountancy Board within 30 days of the change.

Education: According to Section 15.9.D of the Oklahoma Accountancy Act, an applicant for initial issuance of a certificate pursuant to this section shall show that the applicant has at least one hundred fifty (150) semester hours with not less than thirty (30) semester hours in accounting courses above principles. These education requirements shall have been completed prior to applying for certification. You must request official transcripts verifying your education, to be sent directly from your college or university, unless transcripts already on file evidence the 150-hour education requirement and 30-hour accounting requirement have been met.

Official paper transcripts can be mailed to the OAB office. Digital eScripts must be sent directly to the Licensing Coordinator at L.Norcom@oab.ok.gov, to be considered official.

Transcripts must be sent within 14 days of application submission.

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.

Experience Verification Form (here) - The Oklahoma Accountancy Act, specifically Section 15.9E, requires each initial applicant for certificate to have completed 1,900 hours of verifiable work experience in accounting. Acceptable work experience includes the use of skills in accounting, attest, compilation, management advisory, financial advisory, tax, or consulting and may be earned in public practice, government, industry, or academia. PLEASE NOTE: The applicant is responsible for the completed notarized Experience Verification Form prior to submitting the Application for Certification/Licensure.

Professional Ethics: The AICPA's Comprehensive Course - You will be required to upload proof of completion for the Professional Ethics: The AICPA's Comprehensive Course and earned a score of at least 90%. REQUIRED ONLY IF APPLYING FOR A LAPSED OR INITIAL PERMIT.

Continuing Professional Education (CPE) - You will be required to upload your certificates of completion for 40 hours of CPE if you are applying for a permit to practice.

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

< Previous

- You will download the Experience Verification Form from the hyperlink in the instructions. Once downloaded, print the form, and fill out the relevant portion. You must then have your verifier fill out their portion, sign it and have the form notarized. You will upload the completed and notarized form later in the Application for Certification/Licensure process. If you have more than one experience form, you must combine them into one PDF before uploading.



11. Complete the relevant information on the Personal Information screen. Click “Save & Continue”

Personal Information

Note All information with a * is required information.

Mailing Address

Street Address * 123

Street Address 2

City * Oklahoma City

Country * United States of America

State / Province *

ZIP Code * 73116

Contact Information

Daytime Telephone * (405) 521-2379

Home Telephone

Primary E-mail * rrianagan@oab.ok.gov

Note Your e-mail address will be used for communications with the Board, which may include personal and confidential information. Your email address must be private and accessible only by you.

Note The email address you enter here will become your Login ID.

< Previous **Save & Continue >**

12. Complete the relevant Employment Information by clicking “+Add New”. Click “Save & Continue”

Employment Information

Please fill in your employment history.

Employer Name	City	Role	Accounting Related	Start Date	End Date
No employment records have been added. Click + Add New to add a new record.					

+ Add New

< Previous **Save & Continue >**

13. Select all accounting services you perform. Click “Save & Continue”

Accounting Services

Note All information with a * is required information.

Check all services associated with accounting work performed whether for an employer, the public, anyone other than yourself, or non-compensated services for immediate family members.

Agreed upon procedures

Audits

Bookkeeping Services

Compilations

Consulting Services

Financial Planning

Other Accounting Services (Please describe below)

Investment Services

Litigation Support Services

Management Advisory Services

Reviews

Tax Planning Services

Tax Return Preparation

Note You must notify the Oklahoma Accountancy Board (OAB) within thirty days if you perform any attest engagements as a non-incorporated sole-proprietor.

< Previous **Save & Continue >**



14. Complete the relevant information on the Public Accounting screen. "Save & Continue"

Public Accounting

Note: All information with a * is required information.

Do you practice any public accounting? (Please carefully review Section 15.1A(34)(a) of the Oklahoma Accountancy Act, available at <http://www.ok.gov/oab>, to complete this section. *

Yes No

Is your accounting office located in Oklahoma? *

Yes No

Do you enter Oklahoma from another jurisdiction to serve clients in Oklahoma? *

Yes No

Since you are applying for a permit to practice, certifications of completion for 40 hours of CPE earned within the previous calendar year or within the last 365 days of this application MUST be uploaded in the Supporting Documents section

Indicate appropriate compliance period *

All CPE credits were earned in the 365-day period immediately preceding my official applicati...

15. Upload the required documents. "Save & Continue"

Supporting Documents

Note: Please provide all the necessary supporting documents.

Experience Verification Form

Please upload your completed notarized Experience Verification Form. The Oklahoma Accountancy Act, specifically Section 15.9E, requires each initial applicant for certificate to have completed 1,800 hours of verifiable work experience in accounting *

Professional Ethics: The AICPA's Comprehensive Course

Please upload your certificates of completion and/or the electronic page from the AICPA showing your score *

CPE Certificates for Permit to Practice Public Accounting

Please upload your certificates of completion or attendance required for the Permit to Practice Public Accounting (40 Hours). Certificates are required only if applying for an initial or lapsed permit. CPE hours must be reported in the CPE dashboard (CPE tracker). *

- The CPE Certificates to Practice Public Accounting will only be required if you selected that you are practicing public accounting on a prior screen. If you are not practicing public accounting, do not select that option.
- You will not be able to move forward in the application if you do not upload the required documentation.
- Your application processing will be delayed if you do not upload the required documentation.

16. Read and answer all Declarations. "Save & Continue"

Declarations

Note: All information with a * is required information.

1. Have any of the following events ever occurred that have not been previously reported to the OAB:

(1) have you been arrested;

(2) have you been charged with a crime or are any charges against you pending at this time;

(3) have you pled guilty or nolo contendere to any charge(s);

(4) have you been convicted of a crime? *

Yes No

2. Since your previous application or registration filed with the OAB, have you ever been disciplined or had a CPA certificate or PA license of any other state, territory or foreign country cancelled, revoked or suspended or have you ever been refused licensing or renewal of a license or permit by any regulatory agency, or are any disciplinary actions pending at this time? *

Yes No

3. Have you had any professional credential cancelled, revoked or suspended by enforcement action that has not been previously reported to the OAB? *

Yes No



17. Read and tick the Attestation box if you agree. "Save & Continue"

Attestation

Note All information with a * is required information.

By ticking this box, I attest that all of the information I have provided on this form is true and correct. If I am a sole proprietor engaged in the practice of public accounting, I further attest that all certified or licensed persons employed by me who practice public accounting in Oklahoma (i.e. work on client records) or enter Oklahoma from another state to serve clients hold an Oklahoma CPA certificate or PA license and a valid individual Permit to Practice Public Accounting issued by the OAB unless entering Oklahoma under Substantial Equivalency. If I am applying for a permit, I further certify that I have not omitted or suppressed any information that would have bearing on my eligibility to hold a permit. I certify that the burden of proof is on me as the registrant to document that all CPE courses required to meet all of the OAB's requirements of content and subject matter. I understand the OAB may obtain a background check as one method to verify good moral character and adherence to the Professional Code of Conduct.*

Note Please note that all applications for certification must be formally approved by the Board during a Board meeting before an applicant is assigned a CPA certificate number. You will receive a formal approval letter whenever your application has gone through the approval process. Please contact OAB staff if you have any questions or concerns.

< Previous Save & Continue >

18. Select your method of payment. Enter additional information if paying via credit card. Click "Process Payment"

Fee Breakdown

Invoice Item	Amount
Individual Registration Fee - Individuals under 65	\$75.00
Individual Permit Fee	\$125.00
Criminal History Search	\$15.00
Total	\$215.00

Method of Payment

Please select method of payment.

Method of Payment *

Credit Card Payment
Accepted Payment Methods: MasterCard, Visa and Discover

Enter the required information in the following fields and click Process Payment to complete your payment. Your fees will be processed securely online.

Amount Due:

Cardholder Name *

Credit Card Number *

Expiration Date *

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 >

19. Your application has been submitted.

 **Submitted**

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.

20. Steps after your application has been submitted:

Once all documents have been received and the application is processed, the applicant will receive additional email correspondence from the OAB Licensing Coordinator confirming that the application is pending formal Board approval. After being formally approved by our Board, your certificate number will be issued. In addition to the formal letter we mail within 2 business days of the board meeting, you can also check



the status of your certificate by using the '[Find a CPA/PA or Firm](#)' function on the [OAB Website](#). Your official CPA certificate will be issued by the OAB and presented to you at our semi-annual New CPA Recognition Ceremony. You may also have it mailed to you, or pick-up in-person after the ceremony, if you choose not to attend. Specific details regarding the ceremony will be sent out by staff close to the ceremony date. Regardless of when you receive your official CPA Certificate, you will be an active, certified CPA as of your formal Board approval date.

If you have additional question questions about the certification application or experience, please contact Symone Chambers at SChambers@oab.ok.gov or Lauren Norcom at LNorcom@oab.ok.gov.

