

**OKLAHOMA ACCOUNTANCY BOARD (“OAB”)
EXAMINATION INSTRUCTIONS AND INFORMATION FOR CANDIDATES**

Application Fee: A **\$50.00** application fee is due with each application, regardless of the number of sections for which you have applied.

Sections: Indicate the section(s) for which you are applying. You can select between one (1) and four (4) sections. You will be required to pay in full for **ALL** sections selected before you will be able to sit for one. Once you have been approved to sit for the requested section(s), the OAB will transmit an Authorization-To-Test (ATT) to the National Association of State Boards of Accountancy. NASBA will then send you a payment coupon for the fees required by NASBA, the American Institute of Certified Public Accountants (AICPA) and Prometric, all of which are paid directly to NASBA. The coupon will only be valid for ninety (90) days following its issuance. Once you have paid NASBA, a Notice-To-Schedule (NTS) will be sent to you authorizing you to schedule both the time and place of your examination. The NTS will expire six (6) months following the date it was issued. You must indicate your preference for receiving the coupon and NTS.

Special Accommodations: If you have a disability according to the Americans with Disabilities Act, refer to the “ADA Request for Special Accommodations Form,” (ADA Form) which is available on the OAB’s website (www.ok.gov/oab) or by contacting the OAB office. You must submit supporting documentation of your diagnosis from a doctor for the initial accommodation approval. Every application submitted after initial approval does not need additional documentation. You must submit the ADA Form every time an examination application is submitted to the OAB.

Candidates are highly encouraged to read the CPA Candidate Bulletin (<http://www.cpa-exam.org/cpa/bulletin.html>) for information regarding scheduling, re-scheduling, cancellations, and no-show policies.

CONTACT INFORMATION

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