

Eligibility Checklist

You must meet all requirements at the time of making application.

Before submitting your qualification application check that you have the following:

- _____ A minimum of 150 semester hours of college education including a baccalaureate or higher degree.
- _____ A minimum of 76 semester hours of upper-level division (3000 and above) course credit.
- _____ A minimum of 30 semester hours of accounting course credits above principles of accounting or introductory accounting, including at least one course in auditing or assurance. The auditing or assurance course must have a concentration on external auditing standards including but not limited to Statements on Auditing Standards (SAS). **Internal Auditing does not meet this requirement.**
- _____ A minimum of 9 semester hours of upper-level division related course credit in any or all of the subjects of economics, statistics, finance, business management, marketing, business law, business communication, risk management, insurance, financial information systems and computer science.
- _____ Are a resident of the state immediately prior to submitting the qualification application.
- _____ The degree and all credit hours needed to qualify are posted to your official transcripts.

Additional Information

- ✓ eScrips must be sent directly from the University to the Examination Coordinator when submitting the official Qualification Application for Eligibility.
- ✓ Western Governor's University transcripts must be submitted with a detailed breakdown of competency units from the university.
- ✓ Graduate level financial and managerial accounting, which is equivalent to undergraduate principles of accounting, do not count toward the required 30 semester hours of accounting.
- ✓ College credit earned outside the United States must be evaluated by NABSA's International Evaluation Service. Our website contains additional information under "Foreign Education Information".
- ✓ Credit for CPA Review Courses may be counted for credit toward eligibility only if reflected on an official transcript.

Education Self-Evaluation Worksheet Oklahoma Accountancy Board

The Oklahoma Accountancy Board has developed a resource to assist applicants in evaluating the education needed to qualify to be a candidate for examination.

This worksheet is not to be submitted with or in lieu of the official transcript with the qualification application.

| Line No. | Institution (list individually) | Total Hours (150) | Upper Division Hours (76) | Accounting* Hours (30) | Upper Division Business Hours (9) |
|----------|---|----------------------|------------------------------------|------------------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | Sub-total: (sum lines 1-10 each column) | | | | |
| 12 | Multiply the total number of quarter hours by 0.6667 and enter in each column | | | | |
| 13 | Total semester hours per column (line 11&12) | | | | |

*Accounting courses must include at least one course in Auditing or Assurance with concentration in external auditing.