

# Eligibility Checklist

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

**Before submitting your qualification application check that you have:**

- 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 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).**
- A minimum of 9 semester hours of upper division-level 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.
- Been a resident of the State immediately prior to submitting the qualification application.
- Your degree and all credit hours needed to qualify posted to your official transcripts.

**Also:**

- If you attended more than one college, you must furnish an official transcript from each college.
- College credit earned outside the United States must be evaluated by an approved evaluation service. Our website contains a list of approved evaluation services.
- 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.

Line No.	Institution (list individually)	Total educational- 150 hrs	Upper level - 76 hrs	*Accounting 30 hrs	Upper-level business 9 hrs
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11	Sub-total (sum lines 1-10 each column)				
12	Divide the total No. of Quarter hours by 1.5 and enter in each column				
13	<b>Total semester hours per column (line 11&amp;12)</b>				

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

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