

EXAM APPLICATION INSTRUCTIONS



GETTING STARTED:

- Go to <https://oab.us.thentiacloud.net/webs/oab/> and click on the **Online Services** link found on the center menu bar of the OAB homepage.
- Next, click the link to the **Applicant Portal**.



Welcome to the Oklahoma Accountancy Board

<p>Applicant / Candidate Portal</p> <p>Apply for:</p> <ul style="list-style-type: none"> • Criminal History Review • Qualification for eligibility • Exam credit transfer • Exam sections • Initial Certification • Initial Firm Certification • Reciprocal Certificate • Reinstatement <p>Applicant Portal</p>	<p>Registrant Portal</p> <p>Registrant self-service:</p> <ul style="list-style-type: none"> • Renew your Certificate • Report CPE • Update account settings • Request Documents • Report Status Changes • Interim Permit <p>Registrant Portal</p>	<p>File a Complaint</p> <p>File a complaint on an individual PA, CPA, and/or public accounting firm.</p> <p>Complaint Portal</p>	<p>Licensee Lookup</p> <p>Search For:</p> <ul style="list-style-type: none"> • Individual licenses and public accounting firms <p>License Lookup</p>
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RESETTING PASSWORD:

- First-time exam applicants will need to activate their account by clicking on the **Forgot Password** link.



Application Portal

E-mail

Password

Sign In **Forgot Password**

[New User? Apply now](#)

- Enter your E-mail. Click **Reset Password**. A link will be sent to your E-mail.



Forgot your password?

Enter your e-mail address on file below and we will send you a temporary password.

Reset Password Cancel



- Once you receive your temporary password, enter your **email address and the temporary password**, and click **Sign In**.



Application Portal

Sign In Forgot Password



New User? Apply now

- You will then be prompted to set up Two-Stage Authentication Security Questions for your account. Click **Done** to continue.



Two-Stage Authentication: Security Questions

To help protect the privacy of your account, please select three questions below and provide their corresponding answers.

Security Question 1 *

Answer *

Security Question 2 *

Answer *

Security Question 3 *

Answer *



Powered by Thentia Regulate

- You will also be prompted to reset your Password from the temporary password that was emailed to you. Enter your new password and then re-enter it to confirm it. Click **Save** to continue.



Password Reset

To help protect the privacy of your account, please provide a new password and confirm it below. Your new password must be at least 8 characters, contain a minimum of one upper case letter, one lower case letter, one number and one special character. Your new password must not contain commonly used words like 'password'.

Password Strength: Weak

New Password *

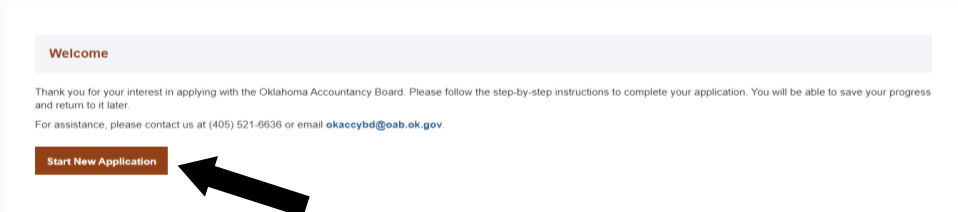
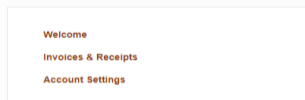
Confirm Password *



ONLINE APPLICATION:

- Once logged in, to begin a new application click on **Start New Application**.

Online Applications



- ☐ Select the type of application you are applying for –
 - Certified Public Accountant (CPA) or Public Accountant (PA) OR
 - Firm

Online Applications

Welcome
Invoices & Receipts
Account Settings

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

Application Type

Note: Please select the type of application you are applying for.

Warning: Once an application type has been made, changing to another application type will result in previous information being reset.

Applying For: * Select...

- ☐ Choose Certified Public Accountant (CPA) or Public Accountant (PA) from the drop down menu.

Online Applications

Welcome
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1 Application Type
2 Application Instructions

Application Type

Note: Please select the type of application you are applying for.

Warning: Once an application type has been made, changing to another application type will result in previous information being reset.

Applying For: * Certified Public Accountant (CPA) or Public Accountant (PA)

- ☐ A list of available applications will generate. Choose the **Candidate Exam Application**. Click **Select this Application** to continue.

Application Type

Note: Please select the type of application you are applying for.

Warning: Once an application type has been made, changing to another application type will result in previous information being reset.

Applying For: * Certified Public Accountant (CPA) or Public Accountant (PA)

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

Candidate Exam Application
Apply to sit for a section(s) of the CPA examination.
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 >



IMPORTANT
Please Read
Before You Continue

Please make sure that you read the application instructions closely before continuing.

Application Instructions

Important: Please read the following application instructions closely.

Instructions for Candidate Application for Examination

Application Fee. A \$75.00 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. Upon your first exam application NASBA will send an email prompting you to set up an account on their website using information contained in your initial candidacy approval email. NASBA will then send you a notification that your payment coupon for the fees required by NASBA, the American Institute of Certified Public Accountants (AICPA) and Prometric is ready to access. (All of the test section fees are paid directly to NASBA.) The coupon will only be valid for ninety (90) days following its issuance. Once you have paid NASBA in full, they will send another notification informing you that your Notice-To-Schedule (NTS) is ready. At this point you can 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.

Candidates are highly encouraged to read the **CPA Candidate Bulletin** for information regarding scheduling, re-scheduling, cancellations, and no-show policies.

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.

Special Accommodations - If you have a disability according to the Americans with Disabilities Act, 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

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

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Save & Continue >

Click **Save & Continue.**

ONLINE APPLICATION:

Verify and update your personal information.

When finished, click **Save & Continue>.**

Personal Information

Note: All information with a * is required information.

Mailing Address

Street Address *

Street Address 2

City *

Country *

State / Province *

ZIP Code *

Contact Information

Daytime Telephone *

Home Telephone

Primary E-mail * @ . m

* 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.

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Save & Continue >



SELECTING SECTIONS:

- Indicate the sections for which you are applying. You can select between one (1) and four (4) sections.
- Indicate which method you would like NASBA to send your Payment Coupon and NTS.
- Indicate if you would like your information on the list of successful candidates sent to college(s) or University(ies). When finished, click **Save & Continue**.

CPA/PA Examination

Note:

All information with a * is required information.

If the exam section is disabled, it means that the exam section is currently in progress. You can re-apply for an exam section once the results are transmitted by NASBA.

I am applying for the following sections? *

AUDIT

FARE

BEC

REG

Instruct NASBA to send the Payment Coupon and NTS by? *

US Mail

E-mail

Upon passing the CPA/PA examination, the Board may include my name, school, and degree in the list of successful candidates it sends to my college(s) or University(ies)? *

Yes

No

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Save & Continue >

ADA REQUEST FOR SPECIAL ACCOMODATIONS:

- Indicated if you require accommodations to take the examination due to a disability. Click **Save & Continue**.

ADA Request for Special Accommodations

Note:

All information with a * is required information.

Do you have a disability requiring accommodations to take the examination? *

Yes No

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Save & Continue >

PAYMENT:

- To submit a payment, choose your payment method – **credit card, check, or money order.**

Fee Breakdown	
Invoice Item	Amount
Exam Application Fee	\$75.00
Total	\$76.00

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 payment. Your fees will be processed securely online.

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 >](#)

- If submitting payment by credit card, complete payment information and click **Process Payment** to continue.

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 payment. Your fees will be processed securely online.

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.

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- If submitting payment by check or money order, please make payable to OAB and send to:
Oklahoma Accountancy Board
201 NW 63rd St., Ste. 210
Oklahoma City, OK 73116

CONFIRMATION:

When you have completed all of the steps of the application and it has been successfully submitted, you will received a Submitted confirmation screen, as well as a confirmation email.



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.