

How to Apply for a Section of the CPA Examination



- 1.** Before applying for a section of the CPA Examination, make sure to read over all literature that has been provided to you in your candidacy approval email. It contains important information on the process.
- 2.** Once you have decided which exam section(s) you are ready to sit for within the next six (6) months, you have the option to either mail in the Candidate Application for Examination or complete it online within your OAB record.
- 3.** To submit the paper form, you must print out OAB Form E003 Candidate Application for Examination from the website. You can find this under “Forms”. Read over the instruction page to ensure you have all the needed information.
- 4.** To submit the application via your online account, you must log in with the information provided in your candidacy approval email. Once you log into the “Online Services”, you will click on the blue “Applications” hyperlink. The next page will have another hyperlink titled “Exam Application”. Follow the prompts all the way through to make the payment. Examination applications are processed daily before noon.
- 5.** Once the OAB approves your exam application, you will receive an approval email. Within 48 hours of your first exam application (after initial approval), you will receive an email from NASBA prompting you to create an account on their website. The information you need to set up your NASBA account can be found in your approval email.

