

## Know the Entities Involved

### OAB

#### Oklahoma Accountancy Board

Licensing body that processes applications and distributes score reports.

### NASBA

#### National Association of State Boards of Accountancy

Issues PC\* and NTS\* and transmits scores to the OAB.

### AICPA

#### American Institute of Certified Public Accountants

Responsible for the development and scoring of a valid, legally defensible examination.

### Prometric

Responsible for the delivery of the exam to approved testing centers, schedule test appointments, test administration, and return of results to AICPA for scoring.

## Know the Acronyms

### Exam Sections

(AUD) - Audit and Attestation

(BEC) - Business Environments and Concepts

(FARE) - Financial Accounting and Reporting

(REG) - Regulation

### \*PC - Payment Coupon

Invoice issued by NASBA for the cost of exam sections after an examination application is processed by the OAB.

### \*NTS - Notice to Schedule

Issued by NASBA after the PC has been paid in full and allows the test to be scheduled.



# CPA Exam Candidate Quick Reference Guide

## Candidacy and Sitting for the Examination

Now that you have been approved as an exam candidate, you are ready to begin planning when you will take the exam sections. You must submit the Candidate Application for Examination form when applying for individual sections. A few important things to remember are:

- You can apply for one (1) up to all four (4) sections on one application.
- The exam application fee is \$75.00 and can be paid by check, cash or money order. You can view the current exam costs on the OAB website. Fees for the exam change periodically. You will pay the section fees to NASBA, not the OAB.
- After your first exam application is submitted to the OAB and subsequently approved, you will receive an email from NASBA instructing you to create an account on their website.
- NASBA will issue a PC\* for the sections you selected on the exam application. The PC is valid for 90 days. You must submit payment to NASBA **in full** for all sections selected on the exam application before you will be issued an NTS\*.
- Once NASBA issues the NTS, it is valid for 180 days (6 months). If you fail to schedule and sit for all exam sections on the NTS within the 180 days, you will forfeit fees paid for any section(s) not sat for and must reapply for those sections.
- As an exam candidate you can sit at any Prometric location within the 55 jurisdictions, regardless of the state in which you hold candidacy. Oklahoma Prometric test centers are located in Oklahoma City and Tulsa.

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