

What is the process and how do I apply?

- All examination candidates must complete the *Examination Application* form and include a copy of his/her drivers' license and application fees. The Board office charges \$110 for the initial application and \$50 for subsequent applications regardless of the number of exam sections indicated.
- Candidates are required to apply under the name printed on a form of *valid* government issued identification such as a valid drivers' license. Candidates will be positively identified at the testing center prior to being admitted to sit for the exam.
- Candidates are required to have transcripts of education forwarded to the Board office directly from accredited colleges or universities. Transcripts issued "to student" are not acceptable.
- All candidates are asked to release personal candidate information, such as the SSN. This information will be disclosed to the national candidate database but may not be released for any purpose. If a candidate refuses to allow release of this information, he/she will be required to pay an additional \$67.50 fee to compensate for the performance of additional security procedures to protect the integrity of the national candidate database.
- The staff at the Board office will process the application and, when approved, the office notifies the candidate and provides an "Authorization to Test" (ATT). The Board office will simultaneously advise the National Association of State Boards of Accountancy www.nasba.org/ (NASBA) of the candidate's eligibility to test.
- NASBA provides payment coupons and instructions regarding all applicable examination fees to NASBA. Candidates pay exam fees directly to NASBA.
- **Hint** - If the candidate checks e-mail as the contact preference notifications, scheduling and score notice messages are expedited.
- It is critical that the candidate keeps the Board informed of any address or e-mail address changes. Failure to do so will result in a delay in communication between the candidate and NASBA and/or the Board office. Scheduling and score notification could be disrupted.
- Application forms and candidate information can be found on the website <http://cpaboard.state.wy.us> under the Forms button.
- The Wyoming Board will accept applications from candidates who have written the CPA examination in other jurisdictions when the applicant becomes a Wyoming resident.

Credit earned for any sections passed will be accepted if the candidate complies with all other requirements (education, credit expiration, etc.) imposed on Wyoming candidates. **Transfer candidates** should complete the *Authorization for Interstate Exchange of Examination and Licensure* form to send to the other jurisdiction to facilitate the transfer of exam scores to Wyoming. Transfer applicants will also be required to complete the *Transfer Application Information* form and submit it to the Wyoming Board office along with the *Examination Application*.

- Wyoming candidates who wish for their scores to be transferred to other states should submit the applicable form to the Wyoming Board office. There is no charge for completing the form and returning it to the other state. The Wyoming Board will maintain an electronic record of examination history. Any other documents such as the application and transcripts are subject to the Boards Records Retention Schedules and may not be available in the Board office at a later date.
- Individuals with **Foreign Academic Credentials** who otherwise qualify to write the examination as a Wyoming candidate must have transcripts from foreign universities evaluated by an acceptable evaluation service. Please contact the Board office with questions and to be directed to a Board approved service provider.
- To comply with **Americans with Disabilities** requirements, the Board will make reasonable accommodations for candidates with disabilities. This does not mean that all requests for modifications or auxiliary aids will be approved. Candidates should complete the *Request for Accommodation of Disabilities* and the *Professional Evaluation and Documentation of Disability* forms. These forms must be submitted with the *Examination Application* form.