

Exam Testing Dates and Other Details

Candidates will be able to take the computer based Uniform Certified Public Accountant exam CBT in the following months: January 1 - February 28/29; April 1 - May 31; July 1 - August 31; October 1 - November 30.

The testing schedule allows the opportunity for the AICPA to score test results before the next testing “window” opens for candidates.

The Board office reviews the application for eligibility and notifies the applicant and NASBA of the applicant’s eligibility to sit for the exam.

NASBA contacts the candidate with a Notice to Schedule (NTS) and provides detailed information regarding the procedures required to schedule the exam. The Authorization to Test (ATT) will be valid for 6 (six) months from the date of the NTS or 6 (six) months from the date of the application if an NTS is not issued.

IMPORTANT!!! Be sure to keep the Board office advised of all address changes! **All name changes must be provided to the Board a minimum of ten (10) business days prior to testing.**

IMPORTANT TO NOTE!

NTS expiration dates may fall in months when no testing is available. Remember testing is only available in the months set forth above. The NTS is only valid in open tests windows.

Once a candidate has received the NTS, failure to test within the six month period will result in the expiration of the ATT. Re-application will be required, all application and examination fees will be forfeited.

There are provisions for re-scheduling if necessary. Details will be provided by NASBA or the testing center.

To ensure a seat at a selected center, candidates are encouraged to schedule forty-five (45) days in advance of the test date. This much advance notice may not be required at all centers.

Expiration of Exam Scores:

Candidates may take the required test section individually and in any order. Credit for any test section(s) passed shall be valid for eighteen (18) months from the actual date the candidate sat for the test section(s), without having to attain a minimum score on any failed test section(s) and without regard to whether the candidate has taken other test sections, provided that:

- Candidates must pass all four sections within a rolling 18-month period which begins on the date the first passed test section was taken;
- Candidates cannot re-take a failed test section in the same examination window; and
- Candidates who do not pass all four sections within the rolling 18-month period shall lose credit for any test section(s) passed outside of the eighteen (18) month period. The test section(s) affected must be re-taken.

Americans with Disabilities:

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.

The Board will evaluate the request and advise the candidate regarding the accommodations which will be made.