

**Kentucky State Board of Accountancy**  
332 W Broadway #310 • Louisville KY 40202  
502-595-3037 • <http://cpa.ky.gov> • Email [cpa@ky.gov](mailto:cpa@ky.gov)

**APPLICATION FOR THE UNIFORM CPA EXAMINATION**

Mr.    Ms.    Name \_\_\_\_\_

**The same form of your name must appear on your application, NTS and on the identification you present at the test center.**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)      Phone # \_\_\_\_-\_\_\_\_-\_\_\_\_

Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_      Mother's maiden name \_\_\_\_\_

Email \_\_\_\_\_      Your payment coupon and NTS will be sent via email from NASBA.

1. Are you a legal resident of Kentucky? Yes    No    If no, which state? \_\_\_\_\_
2. Have you ever changed your name? Yes    No    If yes, list prior names. \_\_\_\_\_
3. Have you ever taken or previously applied to take the CPA exam in this state or any other state?  
Yes    No    If yes, indicate the state(s) and the exam date(s) \_\_\_\_\_
4. Have you ever been denied admission to the CPA exam in this state or any other state?  
Yes    No    If yes, attach a letter explaining the reason, date, and name of the state.
5. Have you ever been convicted, pled guilty, entered an Alford plea or a plea of no contest to any state or federal felony conviction or misdemeanor charge? Yes    No    If Yes, attach a copy of the Judgment, Sentence of Conviction, KY Administrative Office of the Courts Criminal Background Check form AOC-RU-004 or similar document from the state agency where the conviction was entered and a letter of explanation regarding the circumstances associated with the conviction.
6. Has disciplinary action ever been taken against any professional license you have held or currently hold in this state or another state? Yes    No    If yes, enclose a copy of the action taken and a letter from you describing the circumstances associated with the action.
7. List the name(s) of the college(s) from which a transcript(s) will be submitted: \_\_\_\_\_  
\_\_\_\_\_

**FOR BOARD USE ONLY**

State ID# \_\_\_\_\_      Rec'd \$ \_\_\_\_\_      Status \_\_\_\_\_      ADA \_\_\_\_\_

Accounting Hours \_\_\_\_\_      Business Hours \_\_\_\_\_      Semester Hours \_\_\_\_\_

School Code \_\_\_\_\_      Degree \_\_\_\_\_      Date Awarded \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_      DATE APPROVED: \_\_\_\_\_

8. The Kentucky State Board of Accountancy complies with the Americans with Disabilities Act of 1990 and subsequent amendments. Do you require reasonable modifications to the administration of the exam because of a disability? Yes No If yes, please complete and submit the "Exam Applicant Special Accommodations Request Form".

You **must** indicate that you are applying for at least one section.

- \$30 Auditing and Attestation (AUD)
  - \$30 Financial Accounting and Reporting (FAR)
  - \$30 Regulation (REG)
  - \$30 Business Environment and Concepts (BEC)
  - \$30 Application Fee (Required)
- Total Enclosed

Submit a check or money order payable to the **Kentucky State Board of Accountancy**.

**APPLICANT CERTIFICATION**

I hereby apply for approval to sit for the Uniform CPA Examination in conformity with the Accountancy Law and Regulations of the Commonwealth of Kentucky. I certify that all the information is true and correct. I have read and agree to abide by the applicable laws and administrative regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTARY CERTIFICATION**

State of \_\_\_\_\_

County of \_\_\_\_\_

I certify this application was subscribed and sworn to before me by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Signature \_\_\_\_\_ My commission expires on \_\_\_\_\_

## INSTRUCTIONS PAGE

1. Submit only **official** college transcript(s). Official transcript(s) must bear the institution's seal and/or the registrar's signature in colored ink. The transcript(s) must clearly show: 1) a conferred bachelor's or master's degree, 2) the date the degree was conferred, and 3) a concentration in accounting. A concentration in accounting means a minimum of 39 semester hours in business related subjects of which 27 semester hours are in accounting subjects. A quarter hour is equal to 66/100ths of a semester hour. Business related subjects means courses that contain in the course prefix or title an indication that the course subject matter is one of the following: business, finance, marketing, management, economics, computers, statistics, or accounting. Transcripts from a post secondary educational institution outside the United States must be certified by the National Association of State Boards of Accountancy (NASBA) or a credentialing agency that is a member of the National Association of Credential Evaluation Services, Inc. A list of those agencies are available from the Board office or at <http://cpa.ky.gov>.
2. Candidates must bring a state driver's license or a picture identification card issued by a state motor vehicle licensing agency or a passport to the testing center. The license or picture identification card must be currently in effect and contain a photograph and signature. The name on your identification and NTS must be the same.
3. Once your application has been approved, the Board will send an Authorization to Test to NASBA. NASBA will then send you a payment coupon for the fees charged by NASBA, the AICPA and Prometric to sit for the exam. This coupon must be paid within 90 days. Once payment is received, a Notice to Schedule will be sent to you from NASBA. It will then be your responsibility to contact the testing center to schedule a date and time for the exam. The Notice to Schedule is valid for 6 months from the date of issuance. If you fail to schedule a date for your exam within the 6-month period, your Notice to Schedule will expire and a re-exam application must be filed to sit for the exam.
4. Submit a check or money order payable to the Kentucky State Board of Accountancy in the appropriate amount. This amount must include the application fee and the fee for each section of the examination you are applying to take. You must sign up for at least one section.