

ARIZONA STATE BOARD OF ACCOUNTANCY
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Phoenix, Arizona 85007

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Certification by Exam by Grade Transfer CHECKLIST

Please read the application and instructions carefully. Make sure **all** of the following applicable materials are included in your packet. Do not submit the packet until all these items have been collected.

Pursuant to A.A.C. R4-1-341(C), you will receive written notification from the Board on the status of your application **within 30 days** after it is received in the Board office.

- Application
- Application fee of \$100 payable to the Arizona State Board of Accountancy
- One reference letter signed and dated from an actively licensed CPA.
- Verification of Uniform CPA Exam grades in a secured envelope
- Transcript(s) in college/school secured envelope(s)



Helpful Hints - Transcripts on File: If you have applied to take the Uniform CPA Examination in Arizona within the past 5 years, the transcripts provided with your exam application will be on file with the Arizona State Board of Accountancy. However, the transcripts on file may need to be supplemented with additional transcripts as the education requirements for certification are more rigorous than those for exam.

- Certificate(s) of Experience (COE) in secured envelope(s)



Helpful Hints - If the signer is not a CPA, they must attach a resume and a job description to verify their education and experience to the COE.

- Supervisor Licensure Verification(s) in secured envelope(s).



Helpful Hints - This is required only if the Certificate of Experience (COE) is completed by an individual who held an active license in a state other than Arizona while you were employed.

- AICPA Ethics certificate of completion
- Statement of Citizenship form and supporting documentation.